

PORTER SPECIAL UTILITY DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

February 28, 2022

The Board of Directors (the Board or Directors) of Porter Special Utility District (the District) met in regular session at 7:00 p.m., at 22162 Water Well Road, Porter, Texas 77365, on Monday, February 28, 2022, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code.

1. **Call Meeting to Order** the President, after finding that the notice of the meeting was posted as required by law, called the meeting to order at 7:00 p.m. and declared it open for such business as may come before it.

a. Roll Call of the Board of Directors/Declaration of a Quorum

Doug Pillow	President
Jodi Ruonavar	Vice-President
Caroline Denham	Secretary
Danny Bridges	Treasurer
Johnny Barr	Asst. Secretary-Treasurer
Jason Ashy	Director

Director Denham took the roll, all Directors were present in the District Board Room, thus constituting a quorum. Also attending for the District were: Jonathan Polley (Attorney) with Radcliffe, Bobbitt, Adams, and Polley, Mike Kelly (Engineer) with Bleyl Engineering, Jonathon Smith (General Manager), Chris Wright (Operations Manager), Wendy Pafford (Bookkeeper), and Amanda Phillips (Human Resources Director). District residents, Mr. Donald Bell and William Gathright were in attendance.

b. Director Qualifications and Disclosures

Mr. Smith stated there are no updates on Director qualifications and disclosures.

c. Invocation

Invocation led by Director Pillow.

d. Pledges of Allegiance

Pledges of Allegiance led by Director Ruonavar.

2. Public Comment

No Public Comment.

3. Review and Approve Minutes

- a. Minutes of the Regular Board Meeting on January 31, 2022.

Upon motion by Director Barr, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Minutes of the Regular Board Meeting on January 31, 2022, were approved. Motion carried unanimously.

- b. Minutes of the Special Board Meeting on February 15, 2022.

Upon motion by Director Barr, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Minutes of the Special Meeting on February 15, 2022, were approved. Motion carried unanimously.

Director Pillow requested Mr. Kelly move items regarding Copeland and Ferne Water Plant projects forward.

8. Engineering Report by Bleyl Engineering

- b. Update on General Fund Projects

- ii. Review, discuss, and take any necessary action regarding Copeland Water Plant project, including filtration equipment and elevated storage

Mr. Kelly presented the memorandum that included the requested compiled information for the Copeland and Ferne Water Plant projects discussed at the Special Meeting on February 15, 2022. Mr. Kelly stated that he is still getting information for accurate cost and lead-time for the projects. Mr. Kelly stated that the waterline on Valley Ranch Parkway was estimated to cost \$640,550.00. Director Pillow asked about the project's timeline, Mr. Kelly responded the project could start as soon as 4 months, with completion in 6 to 8 months.

Director Ashy asked about the timeline for a filter system for Copeland. Mr. Kelly stated that a pilot has been completed, the next step is design, then TCEQ approval, and construction. Mr. Kelly estimated for the filter system could be installed by 2024.

- iii. Review, discuss, and take any necessary action regarding Ferne Water Plant project, including new Evangeline well

Mr. Kelly stated he has more information at his office that he received earlier in the day regarding Ferne that he will forward to the Board.

Director Denham left the meeting at 7:16 p.m.

4. Old Business

- a. Discuss and take any necessary action regarding vacant position on the Board of Directors

The Board scheduled a Special Meeting at 7:00 p.m. on March 8, 2022, to discuss the Director vacancy. Mr. Donald Bell and Mr. William Gathright have both expressed interest, and applied for the vacant position.

- b. Review, discuss, and take any necessary action regarding New Caney ISD putting school logos on the District's elevated storage tanks

Mr. Kelly stated that he is compiling information to get an accurate estimate of cost for the proposed project.

5. New Business

- a. Review, discuss, and take any necessary action authorizing Director attendance, and Director Fees of Office, for the 2022 AWBD Spring Breakfast to be held at the Marriott Westchase (Houston, Texas) on April 22, 2022

Upon motion by Director Ashy, seconded by Director Barr after full discussion with all Directors present voting aye, the Board approved authorizing Director attendance, and Director Fees of Office, for the 2022 AWBD Spring Breakfast to be held at the Marriott Westchase (Houston, Texas) on April 22, 2022. Motion carried unanimously.

- b. Discuss and take any necessary action regarding bookkeeping services

Mrs. Pafford is arranging Inframark to present a proposal for bookkeeping service at March's Regular Board Meeting.

6. Financial Report by Municipal Accounts

- a. Review, discuss, and take any necessary action regarding the Financial Statements for the period ending January 31, 2022.

Director Pillow asked about the General Fund balance, Mrs. Pafford stated she has requested a transfer from Municipal several times and has not received a response. Director Ruonavar asked about the account for the 2012a Escrow, Mrs. Pafford responded that it was the interest paid after closing out the bonds. Mrs. Pafford stated she will investigate closing the account, Mr. Smith stated he would notify the Board when he receives information. Director Ruonavar asked about the account in debt services 2007-2012R Reserve, Mr. Smith stated it was the 2007 Bonds to pay off the 2004 Bonds, and the 2012 Bonds tied to the Texas Water Development Board. Director

Ruonavar asked about a boot reimbursement, Mrs. Pafford responded the employee was reimbursed on their paycheck. Director Ruonavar asked why no background checks are being done, Mr. Smith stated that no background checks were done in January. Director Ruonavar stated drug tests were completed in January, Mr. Smith stated that the charges were for random drug testing. Director Pillow asked about the charges from Allsay for Well #9 being reimbursed by insurance, Mr. Smith stated that the District has already received a check from Texas Municipal League for the claim. Director Pillow asked how the District is over budget on payroll taxes but not on payroll. Mrs. Pafford stated that the payroll taxes is based on the employee's deductions, some have changed since December.

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the Financial Statements for the period ending January 31, 2022, was approved. Motion carried unanimously.

7. Engineering Report by Ardurra Group

a. Surface Water Treatment Plant Pilot Study Update

Mr. Smith stated that TCEQ has approved the Purific Membrane system. Mr. Smith stated that Ardurra will resubmit the pilot for the specific conditions in hope to get approval for the testing method.

8. Engineering Report by Bleyl Engineering

a. Update on Development Projects

**i. Review, discuss and take any necessary action regarding
Dunn Right RV Park (Owens Road)**

Mr. Kelly stated the bore has been completed under the railroad tracks. The contractor is expected to tie-in to the existing waterline tomorrow.

**ii. Review, discuss, and take any necessary action regarding
Maple Heights**

Maple Heights has awarded a bid for Section #2 and proceeded with a pre-construction meeting.

Director Pillow inquired about Porter Estates Mobile Home Park, and Mr. Smith stated the District just received an application and deposit last week. Mr. Smith stated he estimated that there would be 120 connections.

- iii. Review, discuss, and take any necessary action regarding Peppervine Section 1

There were no updates.

- b. Update on General Fund Projects

- i. Review, discuss, and take any necessary action regarding Sorters Road Waterline Relocation project

Mr. Kelly stated the County has mobilized and performed clearing and prep-work. Mr. Kelly stated waterline installation should start in March.

- iv. Review, discuss, and take any necessary action regarding Well #9 Generator project, including approval of Change Order #1, Pay Estimate #5, Pay Estimate #6 and Final, and Certificate of Substantial Completion

Mr. Kelly stated he recommends Board Approval of Pay Estimate #5, Change Order #1, and conditional approval of Pay estimate #6 and Final until he verifies the maintenance bond has been filed. Mr. Kelly also recommended the Certificate of Substantial Completion. Director Ruonavar stated the Certificate of Substantial Completion stated January 27, 2022, Mr. Kelly stated that it was the date the load testing was complete. Mr. Kelly stated that the issue afterwards was with the District's well control panel. Director Pillow asked what the listed miscellaneous items were, Mr. Kelly stated bid items like erosion control.

Upon motion by Director Ashy, seconded by Director Barr after full discussion with all Directors present voting aye, the including approval of Change Order #1, Pay Estimate #5, Pay Estimate #6 and Final, and Certificate of Substantial Completion of the Well #9 Generator project was approved pending verification of the maintenance bond being filed. Motion carried unanimously.

Director Ruonavar asked about the possibility of giving well #9 a new name. Mr. Smith stated he could research information and bring it back to the Board.

- c. Update on Impact Fee Capital Improvement Projects

No further information.

9. General Counsel's Report

- a. Review, discuss, and take any necessary action regarding the Water Supply Agreement with the City of Conroe

No update.

10. General Manager's Report

- a. Discuss and take any necessary action regarding District property, facilities, vehicles, equipment, projects, and personnel matters

Director Ruonavar asked why there was no longer a fire hydrant report, Mr. Smith stated that the District and Fire Department are reconciling the records. Director Ruonavar asked about the repairs at Well #5, Mr. Smith stated the District is waiting on an evaluation and quote. Mr. Smith discussed with Directors about planning a well rehabilitation on Well #5. Mr. Smith stated a tank inspection was completed in January for the elevated storage at the Well #5 site. Director Ashy inquired about water production for the year, Mr. Smith stated that he is working with Lone Star Groundwater Conservation District to amend the District Permits. Director Ashy asked if the two trucks that were decommissioned have been sold, Mr. Smith stated the trucks were picked up last week and will be direct sold by Enterprise. Director Ruonavar asked if the Copeland Well was being exercised, Mr. Smith stated three times a week. Mr. Smith stated the repairs to the elevated storage at Well #9 were completed, the District is waiting on samples for the tank to go online.

11. Directors Comments

No comments.

12. Next Board Meeting

A Special Meeting is scheduled on Tuesday, March 8, 2022, at 7:00 p.m.

The next Regular Board Meeting is scheduled on Monday, March 28, 2022, at 7:00 p.m.

13. Adjournment

At any time during the meeting and in compliance with the Texas Open Meetings Act (Chapter 551), the Porter Special Utility Board of Directors may meet in executive session on any of the above agenda items for consultation concerning attorney-client matters (551.071); deliberation regarding real property (551.072); deliberation regarding prospective gifts (551.073); personnel matters (551.074); and deliberation regarding security devices (551.076). No action may be taken during executive session, therefore, following executive session, the Board of Directors will reconvene to an open meeting and take action as necessary.

There being no further business before the Board, upon motion by Director Ashy, seconded by Director Bridges after full discussion and all Directors present voting aye, the meeting was adjourned at 8:14 p.m.

PASSED and APPROVED this the 28th day of March 2022.



President, Board of Directors



Secretary, Board of Directors

