

# PORTER SPECIAL UTILITY DISTRICT

## MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

March 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, March 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
Donald Bell	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). Myla Moon and Tracie Andrade were present representing Inframark.

### b. **Director Qualifications and Disclosures**

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

### c. **Invocation**

Invocation led by Director Denham.

### d. **Pledges of Allegiance**

Pledges of Allegiance led by Mr. Smith.

## **2. Public Comment**

No Public Comment.

## **3. Review and Approve Minutes**

- a. Minutes of the Regular Board Meeting on February 28, 2022.

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the Minutes of the Regular Board Meeting on February 28, 2022, were approved. Motion carried unanimously.

- b. Minutes of the Special Board Meeting on March 8, 2022.

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the Minutes of the Special Meeting on March 8, 2022, were approved. Motion carried unanimously.

## **4. Old Business**

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

The Board approved Mr. Donald Bell to fill the vacant Director position on March 8, 2022. Mr. Bell was sworn-in before the meeting started.

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the written oath of office, executed affidavit, and statement of elected and appointed officers were approved by the Board. Motion carried unanimously.

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

Mr. Smith stated there was no updated information on this item.

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

Ms. Myla Moon and Ms. Tracie Andrade from Inframark presented a quote of \$2,500.00 monthly for bookkeeping service. The quote included acting as the District's Investment Officer, bookkeeping oversight, monthly reporting, and annual audit assistance. Director Denham asked if their service would require new bookkeeping software, Mr. Smith answered no. Director Ruonavar asked when the fiscal year would be closed and ready for Audit, Ms. Moon answered within 30-days of the fiscal year end. Director Ruonavar asked about turn-around for answering questions that arise and preferred form of communication. Ms. Moon stated a team is always available to answer questions with

no more than 24-hours turnaround, and they are open to the District's preferred form of communication. Director Ruonavar asked about the turn-around for monthly billing, Ms. Moon stated billing goes out at the first week of the month, net 30 days. Ms. Andrade discussed the availability of reports that they can produce. This item was tabled.

Director Pillow asked about the GRP (Groundwater Reduction Plan), Mr. Smith stated that the Budget Committee would be discussing the GRP in their upcoming meetings.

The Board thanked Ms. Moon and Ms. Andrade. Ms. Moon and Ms. Andrade stated if the Board had any further questions to please contact them, they left the meeting at 7:20 p.m.

## **5. New Business**

- a. Discuss and take any necessary action commemorating Felipe Marentes with a plaque on Well #9 EST (elevated storage tank)

Mr. Smith stated the Board discussed the possibility of commemorating Felipe Marentes with a plaque on the Well #9 EST at last month's meeting.

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the Board agreed to commemorate Felipe Marentes with a plaque on Well #9 EST. Motion carried unanimously.

Mr. Smith stated that staff will reach out to the Marentes family for approval of a plaque commemorating Felipe Marentes.

## **6. Financial Report by Municipal Accounts**

Director Ruonavar asked Mrs. Pafford to reach out to Ms. Townley or Ms. Maria with Municipal Accounting to see if they would take over the District's account. Mr. Smith stated he will reach out to Charlie, the Regional Manager tomorrow morning to see if that is possible.

- a. Review, discuss, and take any necessary action regarding the Financial Statements for the period ending February 28, 2022.

Director Pillow asked when BBVA could be closed, Mrs. Pafford responded after April. Director Ruonavar asked what the charge of \$0.12 for "Expert Pay" was, Mrs. Pafford stated she will have to research the fee. Director Ruonavar asked if there was only one metal recycling deposit, Director Pillow stated another deposit for metal recycling was in the report. Director Ruonavar asked when the Dunn Right RV Park deposit would be refunded. Mr. Smith stated the deposit will be refunded after the invoices owed are paid. Director Ruonavar asked about invoices from "Aquaworks", Mr. Smith stated that they are the Kamstrup meter distributor. Director Ruonavar asked about the Knowbe4 Security Program. Mr. Smith stated it is a program that accesses phishing risk and

provides training for the District's computer users. Director Pillow requested that Director Bell was signed up for the AWBD account so he could register for the upcoming Conferences if he wished. Director Pillow asked about check #6250 to Amazon, Mrs. Pafford stated she would research the charges and respond to the Board. Director Ruonavar asked about the ACH charges from Texas DPS, Mrs. Pafford responded it is for employee license verifications. Director Pillow asked about GL Code #16110 being negative -\$10,859.27, Mrs. Pafford responded that in February she paid for well #9 repair that has been reimbursed by TML (Texas Municipal League) this month. Director Ruonavar asked Mr. Wright about the charges for PPE/Safety, Mr. Smith offered to send a breakdown of the charges to the Directors. Director Ruonavar asked for the Board to get a breakdown of the equipment charges for the leased vehicles.

Upon motion by Director Bridges, seconded by Director Bell after full discussion with all Directors present voting aye, the Financial Statements for the period ending February 28, 2022, was approved. Motion carried unanimously.

b. Review Quarterly Investment Report for period ending November 30, 2021

The Board reviewed the Quarterly Investment Report for period ending November 30, 2021.

7. **Engineering Report** by Ardurra Group

a. Surface Water Treatment Plant Pilot Study Update

No updates on the Surface Water Treatment Plant Pilot Study.

8. **Engineering Report** by Bleyl Engineering

a. Update on Development Projects

Mr. Kelly stated he was in the process of reviewing the feasibility study for the Caldwell 30-acre Multi-Use Site and will bring it for Board review next month.

b. Update on General Fund Projects

- i. Review, discuss, and take any necessary action regarding Sorters Road Waterline Relocation project, including payment of Pay Application #1 in the amount of \$125,091.25

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Board approved Pay Application #1 in the amount of \$125,091.25 to SER Construction Partners. Motion carried unanimously.

**c. Update on Impact Fee Capital Improvement Projects**

- i. Review, discuss, and take any necessary action regarding Valley Ranch Parkway Waterline Extension project, including approving Attachment A for the design of the waterline extension**

Upon motion by Director Ruonavar, seconded by Director Ashy after full discussion with all Directors present voting aye, the Board approved proceeding with Valley Ranch Parkway Waterline Extension project, including Attachment A for the design of the waterline extension. Motion carried unanimously.

**b. Update on General Fund Projects**

- iv. Review, discuss, and take any necessary action regarding Ford Road Waterline Relocation project, including approving Attachment A for the design of the waterline relocation**

Upon motion by Director Ruonavar, seconded by Director Bridges after full discussion with all Directors present voting aye, the Board approved proceeding with design for Ford Road Waterline Relocation project, including approving Attachment A for the design of the waterline relocation. Motion carried unanimously.

- ii. Review, discuss, and take any necessary action regarding Copeland/Ferne Water System Improvements, including approving the following:**

**1) Attachment A for the design of EST at Copeland WTP**

Upon motion by Director Denham, seconded by Director Bridges after full discussion with all Directors present voting aye, the Board approved the Engineer to proceed with the design of EST at Copeland WTP. Motion carried unanimously.

Mrs. Pafford and Mrs. Phillips left the meeting at 8:43 p.m.

**2) Attachment A for the design of filters for Copeland Well #8**

Upon motion by Director Ruonavar, seconded by Director Ashy after full discussion with all Directors present voting aye, the Board approved the Engineer to proceed with the preliminary design of filters for Copeland Well #8. Motion carried unanimously.

**3) Attachment A for the design of a new well and minimal Improvements at Ferne WTP**

This item was tabled.

- iii. Review, discuss, and take any necessary action regarding EST Tank Coating Rehabilitation projects

This item was tabled.

Mr. Kelly distributed the new rates from Bleyl Engineering to the Board.

**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.

- b. Update on interlocal agreements with Porter MUD and Montgomery County MUD #110 (Maple Heights) regarding termination of water service to delinquent customers

Mr. Polley stated he will bring more information to the Board next month. Item tabled.

**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 for a new copy of the Personnel Policies. Director Pillow, Director Denham, and Director Bell requested a copy of the Personnel Policies too.

**11. Directors Comments**

Director Bell thanked the Board for their assistance with his first meeting.

**12. Next Board Meeting**

The next Regular Board Meeting is scheduled on Monday, April 25, 2022, at 7:00 p.m. The board chose for May's Regular Meeting to be scheduled for Monday, May 23, 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 Ruonavar after full discussion and all Directors present voting aye, the meeting was adjourned at 9:08 p.m.

**PASSED** and **APPROVED** this the 25th day of April 2022.

  
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President, Board of Directors

  
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Secretary, Board of Directors

