



## Porter Special Utility District

22162 Water Well Road  
Porter, Texas 77365  
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# NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**Date:** March 30, 2020

**Time:** 7:00pm

**Location:** Zoom Meeting – Conference Call  
URL: <https://zoom.us/j/3595794456>  
Phone Number: 1-346-248-7799  
Meeting ID: 359-579-4456

### Board of Directors

Doug Pillow, President  
Jodi Ruonavar, Vice President  
Danny Bridges, Treasurer  
Caroline Denham, Secretary  
Johnny Barr, Assistant Secretary-Treasurer  
Jason Ashy, Director  
Evelyn Satterwhite, Director

### Term Expires

May 2021  
May 2020  
May 2021  
May 2020  
May 2021  
May 2020  
May 2020

### 1. Call Meeting to Order

- a. Roll Call of the Board of Directors / Declaration of a Quorum
- b. Director Qualifications and Disclosures
- c. Invocation
- d. Pledges of Allegiance

### 2. Public Comment

The Board and District Staff truly value the public's input. Please respect the following when making formal comments to the Board of Directors:

- Please state your name at the time of making your comments.
- Please keep comments restricted to the topics listed on the agenda and limit time to a maximum of three (3) minutes.
- Please keep comments respectful of others and organized for understanding.

**3. Review and Approve Minutes**

- a. Minutes from the Regular Board Meeting on February 24, 2020
- b. Minutes from the Special Board Meeting on March 19, 2020

**4. Old Business**

- a. Review, discuss, and take any necessary action regarding Amended Resolution Adopting Director Fees of Office and Expense Reimbursement Policy
- b. Review, discuss, and take any necessary action regarding Section 7.2 Travel Allowance of the Personnel Policies
- c. Review, discuss, and take any necessary action regarding ratifying the Board of Directors authorizing the attendance of Director Satterwhite at the 2020 AWBD Annual Conference to be held June 11-14, 2020 at the Gaylord Texas Resort & Convention Center in Grapevine, Texas and directing the General Manager to register Director Satterwhite for the conference along with a hotel room
- d. Review, discuss, and take any necessary action regarding potential exclusion of property from District boundary

**5. New Business**

- a. Consider authorizing and directing staff to take any necessary action related to acquiring District credit cards from Amegy Bank
- b. Consider authorizing and directing staff to take any necessary action to switch the District's financial banking from BBVA to Amegy Bank
- c. Consider authorizing and directing staff to take any necessary action to add Directors to the Amegy Bank banking account as signers for the District
- d. Review, discuss, and take any necessary action regarding Section 4.2 General Pay Information of the Personnel Policies

**6. Financial Report by Municipal Accounts**

- a. Review, discuss, and take any necessary action regarding Financial Statements

**7. Engineering Report by Ardurra Group**

- a. Update on Surface Water Treatment Plant Pilot Study
- b. Update on FEMA Reimbursement
- c. Update on HUD CDBG-MIT Program Grant

**8. Engineering Report by Bleyl Engineering**

- a. Update on Developments
  - i. Review, discuss, and take any necessary action regarding Brooklyn Trails Section 2, including approving the construction plans based on the developer's engineer addressing comments to the satisfaction of Bleyl Engineering and District Staff
  - ii. Review, discuss, and take any necessary action regarding Maple Heights (North Houston Airport property), including approving the feasibility study and preparation of the development agreement
  - iii. Review, discuss, and take any necessary action regarding Four Arbors Townhouses, including approving of the waterline upsizing on Adams Street

- b. Update on General Fund Projects
- c. Update on Impact Fee Capital Improvement Projects

**9. General Counsel's Report**

- a. Update on Lone Star Groundwater Conservation District rules
- b. Review, discuss, and take any necessary action regarding the GRP Participation Agreements with Chateau Woods Municipal Utility District and Crystal Springs Water Company
- c. Review, discuss, and take any necessary action regarding the easement acquisitions along Sorters Road and Ford Road

**10. General Manager's Report**

- a. Personnel matters and maintenance of District property, facilities, and equipment
- b. Review, discuss, and take any necessary action regarding the design and construction of the new administration building located at 24332 Loop 494
- c. Review, discuss, and take any necessary action regarding Order Declaring Surplus Property and Authorizing Sale of Surplus Property – Tesla RG3 Meters and Neptune Meters
- d. Discuss and take any necessary action related to the impact of the COVID-19 coronavirus pandemic on the business of the District, including issuance of administrative orders as deemed necessary by the General Manager

**11. Director Comments**

**12. Next Regular Board Meeting**

April 27, 2020 at 7:00pm

**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.

It is hereby affirmed that this NOTICE OF MEETING was duly posted, no later than 4:30pm on March 27, 2020 on the bulletin board at the office of the Porter Special Utility District and on the Porter Special Utility District's website in accordance with the Texas Open Meetings Act of the Texas Government Code, as amended.

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Jonathon Smith  
General Manager