



Porter Special Utility District

22162 Water Well Road
Porter, Texas 77365
Office: (281) 354-5922
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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: April 27, 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 sign in when you arrive prior to making public comment, or 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 March 30, 2020

4. Old Business

- a. Review, discuss, and take action regarding Amended Resolution Adopting Director Fees of Office and Expense Reimbursement Policy
- b. Review, discuss, and take action regarding Section 7.2 Travel Allowance of the Personnel Policies
- c. Review, discuss, and take action regarding potential exclusion of property from District boundary
- d. Consider authorizing and directing staff to take any necessary action to switch the District's financial banking from BBVA to Amegy Bank
- e. Consider authorizing and directing staff to take any necessary action to add Directors to the Amegy Bank banking account as signers for the District
- f. Review, discuss, and take action regarding Section 4.2 General Pay Information of the Personnel Policies

5. New Business

- a. Review, discuss, and take action regarding the 2019 Drinking Water Quality Report (CCR)
- b. Review, discuss, and take action regarding the Emergency Response Plan and Hurricane Preparedness Procedures
- c. Review, discuss, and take action regarding the Drought Contingency Plan
- d. Review, discuss, and take action regarding the Water Conservation Plan
- e. Consider authorizing employee participation in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) related retirement disbursements

6. Financial Report by Municipal Accounts

- a. Review, discuss, and take action regarding Financial Statements
- b. Review Quarterly Investment Report for Period Ending February 29, 2020

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 Blevl Engineering

- a. Update on Developments
 - i. Review, discuss, and take action regarding Maple Heights
 - ii. Review, discuss, and take action regarding Four Arbors Townhouses, including waterline upsizing on Adams Street
- b. Update on General Fund Projects
- c. Update on Impact Fee Capital Improvement Projects
 - i. Discuss and take action regarding Final Pay Estimate #4 in the amount of \$27,835.20 for the Copeland Booster Pump Upgrades by Gemini Contracting
 - ii. Review, discuss, and take action regarding the US 59/69 Waterline Crossing project, including waterline crossing route and scope

- iii. Review, discuss, and take action regarding the site design of the new administration building at 24332 Loop 494 as described in Attachment A under the existing professional services agreement

9. General Counsel's Report

- a. Update on Lone Star Groundwater Conservation District rules
- b. Review, discuss, and take action regarding the GRP Participation Agreements with Chateau Woods Municipal Utility District and Crystal Springs Water Company
- c. Review, discuss, and take 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 action regarding the design and construction of the new administration building located at 24332 Loop 494
- c. Review, discuss, and take action regarding the impact of the COVID-19 coronavirus pandemic on the business of the District
 - i. Consider ratification of Administrative Order #2020-02
 - ii. Consider ratification of Administrative Order #2020-03
- d. Consider authorizing General Manager's attendance at the 2020 TCEQ Public Drinking Water Conference to be held on August 4-5, 2020 in Austin, Texas

11. Director Comments

12. Next Regular Board Meeting

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 April 24, 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.

Jonathon Smith
General Manager