

PORTER SPECIAL UTILITY DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

June 29, 2020

The Board of Directors (the Board or Directors) of Porter Special Utility District (the District) met in regular session and via Zoom Meeting - Conference Call, at 7:00 p.m., at 22162 Water Well Road, Porter, Texas 77365, on Monday, June 29, 2020, 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
Evelyn Satterwhite	Director

Director Denham took the roll, all Directors were present in the District Board Room except for Director Satterwhite, thus constituting a quorum. Also attending for the District were: Jonathon Smith (General Manager), Jim Ferguson (Operations Manager), and Amanda Phillips (Executive Administrator).

Participants of the Board Meeting attending via Zoom:

Mike Kelly, Engineer with Bleyl Engineering
John-Thomas Foster, Attorney with Radcliffe, Adams, Bobbitt, and Polley
Jeff Peters, Engineer with Ardurra Group
Evelyn Satterwhite, Director connected at 7:10 p.m.

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 Director Barr.

2. Public Comment

No Public Comment

3. Public Hearing on Exclusion of Property from District

Director Pillow called the Public Hearing to order at 7:01 p.m.

a. Accept petitions for exclusion of land or other property

Mr. Foster asked if there were any members of the public that would like to present a petition to have their property excluded. There were no petitions presented to the Board.

b. Review and discuss exclusion of land or other property

Mr. Foster stated that the Board signed a resolution on June 18, 2020 to exclude four tracts of property from the District's boundaries, but not the District's CCN since the properties were and will continue to be served as wholesale customers of the District.

Adjourn to Executive Session at 7:08 p.m. Director Satterwhite joined via Zoom at 7:10 Executive Session ended at 7:14 p.m. by Director Pillow.

Regular Session reconvened at 7:14 p.m. by Director Pillow.

c. Adopt Order Excluding Land and Refining the Boundaries of the District

Director Pillow ended the Public Hearing at 7:15 p.m.

Upon motion by Director Ashy, seconded by Director Satterwhite after full discussion with all Directors present voting aye, the Board approved to Adopt the Order Excluding Land and Refining the Boundaries of the District. Motion carried unanimously.

4. Review and Approve Minutes

a. Minutes of the Regular Meeting on May 26, 2020.

b. Minutes of the Special Board Meeting on June 8, 2020

c. Minutes of the Special Board Meeting on June 15, 2020

Director Denham had requested a change on page two stating the motion for LT testing carried be made to the draft Special Meeting minutes of June 15, 2020 prior to the meeting. The presented June 15, 2020 minutes reflected the change.

Upon motion by Director Ashy, seconded by Director Barr after full discussion with all Directors present voting aye, the Minutes of the Regular Meeting of May 26, 2020, the Special Meeting on June 8, 2020, and the Special Meeting on June 15, 2020 were approved. Motion carried unanimously.

5. Old Business

- a. Consider ratification of Water Conservation Plan submitted to TWDB

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the ratification of Water Conservation Plan submitted to TWDB was adopted. Motion carried unanimously.

6. New Business

- a. Discuss and take action authorizing Director attendance at the Public Funds Investment Act (PFIA) training

Director Denham is required to attend the Public Funds Investment Act (PFIA) training, Mr. Smith is requesting any Director interested in attending, should also attend.

Upon motion by Director Ruonavar seconded by Director Barr after full discussion with all Directors present voting aye, the Board approved any Director interested in attending the Public Funds Investment Act (PFIA) training be authorized to do so. Motion carried unanimously.

- b. Discuss and take action regarding new utility billing and work order system

Mr. Ferguson presented a quote from Starnik Utility Billing Software. Mr. Ferguson stated that Starnik would serve as a Billing Software, work-order program, and has a data storage service. The one time set up fee is \$24,229.00, and there is an annual fee of \$42,765.00 for the software. The District has budgeted \$95,000.00 for this item.

Upon motion by Director Ruonavar seconded by Director Ashy after full discussion with all Directors present voting aye, the Board approved District staff to proceed with the implementation of Starnik Utility Billing Software. Motion carried unanimously.

- c. Consider authorizing purchase of new District vehicle

Mr. Ferguson stated that with the newly created Customer Service Inspector position it will be necessary to purchase a new District vehicle. Mr. Ferguson stated that he received quotes from Chevy, Ram, GM, and Ford for comparable trucks. The lowest bid was for the Ford at \$30,362.23. The truck will be built and delivered in approximately two months.

Upon motion by Director Ruonavar seconded by Director Denham after full discussion with all Directors present voting aye, the Board approved the quote of \$30,362.23 for the 2020 Ford F-150. Motion carried unanimously.

- d. Review, discuss, and take any necessary action regarding dedication of right of way across Surface Water Treatment Plant site on Sorters Road to Montgomery County

Mr. Foster stated the title company is requesting a resolution from the Board authorizing the dedication of the right of way to Montgomery County at the District's Surface Water Treatment Plant site on Sorters Road.

Upon motion by Director Ashy seconded by Director Barr after full discussion with all Directors present voting aye, the Board approved the right of way across the Surface Water Treatment Plant site on Sorters Road to Montgomery County. Motion carried unanimously.

The Board recessed for a break at 7:43 p.m., and reconvened at 7:50 p.m.

7. Financial Report

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

Director Pillow asked why the City of Conroe was paid \$12,593.35 twice, once by check and the other time by ACH draft. Mr. Smith stated that he would verify with Municipal Accounts, but he believes that the two payments were one for April and the other for May, but both payments cleared in the May accounting period.

Upon motion by Director Denham, seconded by Director Barr after full discussion with all Directors present voting aye, the Financial Report was approved. Motion carried unanimously.

8. Engineering Report by Ardurra Group

- a. Update on Surface Water Treatment Plant Pilot Study

Mr. Peters stated he has reached out to labs to get pricing for the LT2 Testing, he has yet to receive any prices.

b. Update on FEMA Reimbursement

No further updates.

c. Update on HUD CDBG-MIT Program Grant

Mr. Smith stated that he has drafted the RFQ for the grant and Mr. Peters and Mr. Polley are currently reviewing the draft RFQ. Mr. Smith stated he hoped to have it finalized and ready to advertise by the end of week. Mr. Smith informed the Board he has scheduled a meeting later this week with New Caney M.U.D. to discuss a potential emergency interconnect. Mr. Smith stated he would reach out to T&W Water Service Company who operate the Riverwalk Community to see if they have interest in an emergency interconnect as well.

9. Engineering Report by Bleyl Engineering

Mr. Kelly notified the Board that Bleyl Engineering interviewed with Woodridge M.U.D., as their previous Engineer had resigned. Woodridge M.U.D. decided to hire another Engineering Firm, Mr. Kelly stated he wanted to disclose this with the Board.

a. Update on Developments

b. Update on General Fund Projects

i. Review, discuss, and take action regarding the Adams Street Waterline Upsizing Project, including awarding contract

G&A Construction had the lowest bid for \$113,451.10, it was noticed that there was an error in the unit price, when corrected it was for \$118,451.10. Mr. Kelly stated that he has not worked with G&A Construction before but did get favorable recommendations from listed references.

Upon motion by Director Ashy, seconded by Director Pillow after full discussion with all Directors present voting aye, the Board approved G&A Construction in the amount of \$118,451.10 for the Adams Street Waterline Upsizing Project. Motion carried unanimously.

Mr. Kelly stated he has had meetings with Hydro Resources and Water Systems Engineering to discuss the continued water quality issues at the Copeland Plant. Mr. Kelly stated he has a follow up meeting with Hydro Resources within the week. Mr. Kelly discussed the potential of a BESST Survey that would sample at different screen levels of the well to see if any issues could be isolated. Mr. Smith discussed running the well for a longer period of time and re-testing to see if sample results improved. Director Denham asked about the total costs for the Copeland well, Mr. Smith stated he has

received some numbers from Municipal Accounts and hopes to have the total costs in the next few weeks. Mr. Smith stated he would discuss with staff about increasing pumping at the well and update the Board in his weekly report.

Mr. Kelly spoke to the Board about the County changing their drawings for Ford Road, and on Sorters Road as there are discrepancies with the Surveyor's description of the right-of-way and the County's description. Director Ruonavar asked if we would have the waterline installed for the new Fire Station, Mr. Kelly stated he is working with TXDOT for a permit.

c. Update on Impact Fee Capital Improvement Projects

No further updates.

10. General Counsel's Report

a. Update on Lone Star Groundwater Conservation District rules

Mr. Foster reported that Lone Star Groundwater Conservation District and the Texas Water Development Board have reached an agreement to reincorporate some of the 2010 rules for desired future conditions and additional updates will be provided in the future.

b. Review, discuss, and take any necessary action regarding the GRP Participation Agreements with Chateau Woods Municipal Utility District and Crystal Springs Water Company

Mr. Foster stated he will update this item further in executive session.

c. Review, discuss, and take any necessary action regarding the easement acquisitions along Sorters Road and Ford Road

i. Review, discuss, and take action regarding the Amended Engagement Letter with Postle Property Services, Inc.

Mr. Foster discussed that Mr. Postle, title abstractor, is requesting an increase in his budget from \$17,550.00 to \$35,000.00. The increase request is attributed to issues in surveys on Sorters Road that Mr. Postle help to uncover. Mr. Postle has also helped with plans for alternative routing water lines and has found previous District easements.

Upon motion by Director Ashy, seconded by Director Denham after full discussion with all Directors present voting aye, the Board the Amended Engagement Letter with Postle Property Services, Inc. Motion carried unanimously.

d. Review, discuss and take action on Cost Sharing Agreement for Waterline Replacement Project with Four Arbors Townhouses LLC

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Board approved the Cost Sharing Agreement for Waterline Replacement Project with Four Arbors Townhouses LLC. Motion carried unanimously.

11. General Manager's Report

- a. Personnel matters and maintenance of District property, facilities, and equipment

Mr. Ferguson stated he is communicating with the machine shop about the diesel generator repair. Director Ruonavar expressed interest in attending any upcoming training classes the District may hold. Mr. Smith stated that he had spoke to the Montgomery County Health District about "Stop the Bleed" and CPR classes, but the classes are not being scheduled currently due to COVID-19. Mr. Smith stated the AWBD Breakfast scheduled for June and the AWBD Conference that was moved from June to August were still on schedule. Mr. Foster stated that AWBD is having a meeting on July 1, 2020 to discuss the schedules for both the AWBD Breakfast and AWBD Conference. Director Ruonavar asked Mr. Ferguson if he had any update on the Sears Plant being changed from three-phase power to single-phase power. Mr. Ferguson stated he is currently waiting on a quote from Electrical Field Services. Mr. Ferguson stated that there are tree limbs in need of being cut before the project starts, he will need to contact the neighboring property owners as a courtesy because the trees are not on District property or easements.

- b. Review, discuss, and take any necessary action regarding the impact of the COVID-19 coronavirus pandemic on the business of the District.

- i. Consider ratification of Administrative Order #2020-06

The Board discussed and reviewed Administrative Order #2020-06

Upon motion by Director Ruonavar, seconded by Director Denham after full discussion with all Directors present voting aye, the Board approved ratification of Administrative Order #2020-06. Motion carried unanimously.

Adjourn to Executive Session at 8:54 p.m.

Executive Session ended at 9:05 p.m. by Director Pillow.

Regular Session reconvened at 9:05 p.m. by Director Pillow.

12. Directors Comments

There were no Director Comments.

13. Next Board Meeting

Regular Meeting scheduled Monday, July 27, 2020 at 7:00 pm.

14. 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 9:06 p.m.

PASSED and APPROVED this the 27th day of July 2020.



President, Board of Directors



Secretary, Board of Directors

