

**PORTER SPECIAL UTILITY DISTRICT**  
**MINUTES OF BOARD OF DIRECTORS REGULAR MEETING**

**November 29, 2021**

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, November 29, 2021, 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, except for Director Bridges who was absent, thus constituting a quorum. Also attending for the District were: Mike Kelly (Engineer) with Bleyl Engineering, John Thomas Foster (Attorney) with Radcliffe, Bobbitt, Adams, and Polley, Jonathon Smith (General Manager), Chris Wright (Operations Manager), Wendy Pafford (Bookkeeper), and Amanda Phillips (Human Resources Director). Sushana Cline (Employee), Moises Mendoza Licon (Employee), and Jason Dunn (Dunn Right RV Park) also attended the meeting.

**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.

The District's new Chief Distribution Operator, Moises Mendoza Licona was introduced to the Directors by Mr. Wright, and gave a brief description of his experience.

Mr. Mendoza Licona left the meeting at 7:03 p.m.

Director Pillow notified and excused Employees and Consultants so the Board could go into Executive Session to Discuss and take any necessary action regarding personnel matters.

Adjourn to Executive Session at 7:04 p.m.

Executive Session ended at 7:40 p.m. by Director Pillow.

Regular Session reconvened at 7:40 p.m. by Director Pillow.

No Action to the request made in executive session.

Ms. Cline left the meeting at 7:40 p.m., Mr. Jason Dunn entered the meeting at 7:40 p.m.

## **2. Public Comment**

No Public Comment.

## **8. Engineering Report by Bleyl Engineering**

### **a. Developments update**

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

Mr. Dunn expressed his appreciation to Mr. Smith and Mr. Kelly on how responsive they have been to questions he has had. Mr. Dunn stated he was looking for clarification since the last time he met with the Board. Mr. Dunn asked if the District followed the City of Houston standards, Mr. Kelly stated that the District generally follows the City of Houston guidelines as a baseline standard. Mr. Dunn asked about the valves on his project with the City of Houston requirement being on a tee with two valves, but the District is requiring a tee with three valves. Mr. Kelly said the District wants to isolate the water from any direction. Mr. Smith explained with the multiple valves that the District can alleviate customer outages during repairs. Director Ruonavar asked how much money it added to Mr. Dunn's bill since he had the understanding that it would only be two valves. Mr. Dunn stated he came in understanding nothing, but he did not want to over-kill if it wasn't necessary. Mr. Dunn stated that the City of Houston said something about a copper line that the District does not want, Mr. Smith confirmed that the District uses poly or pvc. Mr. Smith stated the District does lead and copper testing and there is no desire to add copper to the water system. Mr. Dunn stated that the District is not truly using the City of Houston Guidelines, Mr. Smith stated to a point, as a minimum, the District will exceed the guidelines if possible. Mr. Dunn stated the valves are about \$1,000.00 dollars each. Mr. Smith stated to answer Director Ruonavar's question about

Mr. Dunn's additional cost due to valves, the District did not have plans from his Engineer at the time to know what would be necessary for the project. Mr. Dunn stated he believed that the draft estimate from Mr. Kelly at that time had the valves included. Mr. Dunn stated he was being asked to put in five hydrants in 1600 feet section and on the other side of 494 he could only see two hydrants due to the high grass. Mr. Dunn asked if it was necessary to have five hydrants, Director Ashy stated that the District was paying towards them. Mr. Smith stated the District was not paying for them, at the special meeting the Board came up with a monetary amount of \$25,000.00 to offset the fees of the project. Mr. Dunn stated that his Engineer brought to his attention that past his meter location is 690 feet to a paved private drive his neighbors use for access to their property. Mr. Dunn stated that his Engineer has drawn the waterline in to go to the property line, he would like to end it at the private drive. Mr. Smith stated that the waterline could end at the private drive, but the easement would continue to the property line. Director Ruonavar stated that a future Developer would be required to continue the line and repair the drive to get water. Mr. Smith said yes. Mr. Dunn stated the easement being 23 feet into his property from the property line and asked if the waterline is extended in the future will it affect the houses on the property. Mr. Smith stated he would not know what would be necessary for the future development. Mr. Dunn asked if the waterline would have to be in the easement, Mr. Smith stated the District wants all waterlines in the easement due to past experiences of having waterline in the right-of-way. Mr. Dunn asked how the railroad permits would play out, Mr. Kelly stated once the plans are finalized that the District will submit them for the railroad permit. Mr. Kelly stated that Mr. Dunn's Engineer will submit the plans to the County, and the District will pull the TXDOT Permit for work on 494, and Mr. Dunn will pay for all. Mr. Dunn asked if the District was going to pull the standard railroad permit or the expedited permit. Mr. Smith asked Mr. Dunn with his timeline which one he wanted, Mr. Dunn asked what the expedited permit guaranteed, Mr. Wright stated he believed it could be approved or denied in 30-days. Mr. Dunn asked what Mr. Kelly needed to approve the plans, Mr. Kelly stated that there were some minor questions, once the District signs off the plans, Mr. Dunn can go to the County for approval. Mr. Smith stated as once as the District receives sealed drawings the District can proceed with TXDOT and railroad permitting. Mr. Dunn asked if the meter can be connected to the three-inch waterline for construction water, Mr. Kelly stated that it would be necessary to get approval from the County due to that section being placed in the right-of-way. Mr. Wright stated that one of Mr. Dunn's Contractors has a hydrant meter for construction water. Mr. Dunn asked about Impact Fees being tied to Capital Improvements and if the waterline he is installing count as a Capital Improvement. Mr. Smith stated the Impact Fees are used to pay for Capital Improvement projects that are laid out in the Capital Improvement Project Plan approved by the Capital Improvement Committee. Mr. Smith stated that his project is not in the Capital Improvement Plan. Director Ruonavar asked to interject stating the definition of Impact Fees from Government Code 395. Director Ruonavar stated Mr. Dunn is paying \$63,000.00 in Impact Fees. Director Ruonavar stated that she wanted to go on record that every future Developer needs to pay what they are required to pay for line upsizing. Mr. Dunn asked how he will pay for the permits, Mr. Smith stated he will pay by a District issued invoice as outlined in the Development Agreement.

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

- a. Minutes of the Regular Meeting on October 25, 2021.
- b. Minutes of the Special Meeting on November 11, 2021
- c. Minutes of the Special Meeting on November 22, 2021

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the Minutes of the Regular Meeting on October 25, 2021, the Minutes of the Special Meeting on November 11, 2021, and the Minutes of the Special Meeting on November 22, 2021, were approved. Motion carried unanimously.

### **4. Old Business**

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

Mr. Smith stated there are no updates.

- b. Discuss and take any necessary action regarding the District's Surface Water Treatment Plant property located off of Sorters Road

Mr. Smith stated the potential buyer did not purchase the surrounding property and does not foresee a need to purchase the District's Surface Water Treatment Plant property.

### **5. New Business**

- a. Discuss and take any necessary action regarding Christmas Bonuses for District employees

Upon motion by Director Ashy, seconded by Director Barr after full discussion with Director Pillow, and Director Denham voting aye, and Director Ruonavar opposed the approval of \$150.00 Christmas Bonuses for District Employees of less than 1 year, and \$300.00 Christmas Bonuses for District Employees employed over 1 year were approved. Motion carried by majority.

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

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

Director Ruonavar asked if there are still balances on the BBVA/PNC accounts, Mrs. Pafford stated there is still money in the general account for checks that have not

cleared. Director Ruonavar asked about check 7519, Mrs. Pafford explained an employee had a direct deposit change, so a check was issued. Director Pillow asked about IT services, Mr. Smith explained the IT upgrade and the quality of the service the District receives. Director Pillow asked about the New Connections and Impact Fees, Mr. Smith stated the fees usually come in waves and developments like Peppervine should be starting up soon. Director Pillow asked about the increase in GL#62000, Mrs. Pafford stated that there were three pay periods in October. Director Pillow asked about #16204 Healthcare, Mrs. Pafford stated the difference is employee contributions. Director Ruonavar asked about the answering service, Mrs. Pafford stated it is listed under Contract Services, Director Denham stated the check says the service was \$227.92.

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

**7. Engineering Report by Ardurra Group**

**a. Surface Water Treatment Plant Pilot Study Update**

No updates.

**8. Engineering Report by Bleyl Engineering**

**a. Developments update**

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

No updates. Mr. Kelly asked the Board if they had any questions about the Engineering Report. Director Ruonavar asked why the District could not put a ground storage tank at the Ferne Water Plant. Mr. Kelly stated that there would need to be a water source and a method to pump the water into the system. Director Ruonavar asked about the possibility of drilling a well at Ferne, Mr. Kelly stated that the District would need to drill a test well.

**b. General Fund Projects update**

**i. Review, discuss, and take any necessary action regarding  
Copeland Water Well Rehabilitation project, including any  
Matters related to the BESST survey**

No Action.

- ii. Review, discuss, and take any necessary action regarding Well #9 Generator project

No Action.

- c. Impact Fee Capital Improvement Projects update.

No further discussion.

**9. General Counsel's Report**

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

No updates.

**10. General Manager's Report**

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

Mr. Smith stated that with the addition of Moises Mendoza Licon the backlogged workorders are near completion. The District has two open positions with interviews starting this week. Director Ruonavar asked if the Well #9 Generator was complete, Mr. Smith stated that Centerpoint needs to replace their valve to the correct pressure rating. Director Ruonavar about the status of the rental trucks, Mr. Smith stated that Counsel has been working on the contract agreements and two new Dodge trucks are on the way.

Jason Dunn left the meeting at 8:40 p.m.

**11. Directors Comments**

**12. Next Board Meeting**

The Board Members scheduled the December Regular Meeting on Monday, December 20, 2021, 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 Barr after full discussion and all Directors present voting aye, the meeting was adjourned at 8:45 p.m.

**PASSED and APPROVED** this the 20th day of December 2021.

  
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President, Board of Directors

  
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Secretary, Board of Directors

