



## Porter Special Utility District

22162 Water Well Road

Porter, Texas 77365

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# NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Notice is hereby given that the Board of Directors (the "Board") of PORTER SPECIAL UTILITY DISTRICT (the "District") will hold a regular meeting, open to the public, on **Monday, November 30, 2020, at 7:00pm**, in the Board Room of the District at 22162 Water Well Road, Porter, Texas 77365 and **via teleconference at 1-346-248-7799, Meeting ID: 816 7908 6592<sup>1</sup>, Passcode: 286181 and video conference URL:**

<https://us02web.zoom.us/j/81679086592?pwd=K0FTRzBod3YxdFNvQWlYaUtndnpLZz09>,

pursuant to the Texas Governor's suspension of certain Texas Open Meetings Act provisions due to COVID-19, to consider and act of the following matters:

### 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 2023

May 2021

May 2023

May 2021

May 2023

May 2023

### 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.

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<sup>1</sup> The Board will be present at the referenced meeting location. However, attendees are encouraged to attend the meeting using the provided URL or teleconference number unless attending in person is necessary for the District to provide or an individual to obtain an essential service.

- Please keep comments respectful of others and organized for understanding.

**3. Review and Approve Minutes**

- a. Minutes from the Regular Board Meeting on October 26, 2020
- b. Minutes from the Special Board Meeting on November 2, 2020
- c. Minutes from the Special Board Meeting on November 9, 2020

**4. Old Business**

- a. Review, discuss, and take any necessary action regarding the District's Rules and Regulations, including procedures for handling illegal connections
- b. Review, discuss, and take any necessary action regarding the District's Personnel Policies
  - i. Section 3.10 – Tobacco Use
  - ii. Section 4.4 – Longevity Pay
  - iii. Section 2.0 – Definitions (Longevity Pay)
  - iv. Section 5.2 – Vacation Leave
  - v. Section 6.6 – District Organizational Chart
  - vi. Section 6.6(A) – Chain of Command for Field Employees
  - vii. Section 6.6(B) – Chain of Command for Office Employees

**5. New Business**

- a. Presentation of Montgomery County Groundwater Management Update by Ron Kelling with the San Jacinto River Authority
- b. Discussion of Montgomery County groundwater and legislative concerns with Texas Senator District 4 Brandon Creighton and Texas Representative District 3 Cecil Bell, Jr.
- c. Review, discuss, and take any necessary action regarding the Wholesale Water Supply Agreement with Montgomery County MUD 24, including ratifying the "1<sup>st</sup> Additional Capacity Request" letter
- d. Review, discuss, and take any necessary action regarding Engagement Letter with Belt Harris Pechacek for FYE 2021 Annual Financial Audit
- e. Discuss and take any necessary action regarding the District's bookkeeping software and related timekeeping software
- f. Discuss and take any necessary action regarding Christmas Bonuses for District employees

**6. Financial Report by Municipal Accounts**

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

**7. Engineering Report by Ardurra Group**

- a. Surface Water Treatment Plant Pilot Study update

**8. Engineering Report by Bleyl Engineering**

- a. Developments update
- b. General Fund Projects update
  - i. Review, discuss, and take any necessary action regarding the Adams Street Waterline Upsizing Project, including approving the Certificate of Substantial Completion, Change Order No. 1 to reduce the contract by \$6,020, and Pay Estimate No. 2 in the amount of \$21,914.05
  - ii. Review, discuss, and take any necessary action regarding the E. Knox Drive Waterline Upsizing Project, including authorizing project advertising and bidding

- c. Impact Fee Capital Improvement Projects update
  - i. Review, discuss, and take any necessary action regarding the Copeland Ground Storage Tank No. 2 Project, including approving Amendment No. 1 to the Scope of Services

**9. General Counsel's Report**

- a. Review, discuss, and take any necessary action regarding *Crystal Springs Water Co. v. Porter Special Utility District*
- b. Review, discuss, and take any necessary action regarding the defeasance of Series 2012-A Bonds and Series 2014 Bonds issued for groundwater reduction plan projects, including approving the Escrow Release Application to TCEQ for the Series 2012-A and/or Series 2014 Bonds
- c. Review, discuss, and take any necessary action regarding the Water Supply Agreement with the City of Conroe

**10. General Manager's Report**

- a. Personnel matters
- b. Maintenance of District property, facilities, and equipment
- c. Discuss and take any necessary action related to the impact of the COVID-19 coronavirus pandemic on the business of the District
- d. Provide update on timekeeping system "OnTheClock"


**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 November 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