

# PORTER SPECIAL UTILITY DISTRICT

## MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

January 31, 2022

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, January 31, 2022, 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, thus constituting a quorum. Also attending for the District were: Mike Kelly (Engineer) with Bleyl Engineering, Jonathon Smith (General Manager), Chris Wright (Operations Manager), Wendy Pafford (Bookkeeper), and Amanda Phillips (Human Resources Director).

### 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 Mr. Wright.

## 2. **Public Comment**

No Public Comment.

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

- a. Minutes of the Regular Meeting on December 20, 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 December 20, 2021, were approved. Motion carried unanimously.

### **4. Old Business**

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

There were no updates.

- b. Review, discuss, and take any necessary action regarding New Caney ISD putting school logos on the District's elevated storage tanks

Mr. Smith stated that he is waiting for estimates to come in for the cost for rehab on the storage tanks to present to the Board.

### **5. New Business**

- a. Review, discuss, and take any necessary action regarding Order Declaring Surplus Property and Authorizing Sale of Surplus Property (Truck #102 & Truck #106)

Mr. Smith stated that Truck #102 needed a new transmission, and Truck #106 needs a new cam and possibly a motor. Mr. Smith is requesting the Board approve Authorization that the vehicles can be sent to auction.

Upon motion by Director Ashy, seconded by Director Bridges after full discussion with all Directors present voting aye, the Order Declaring Surplus Property and Authorizing Sale of Surplus Property (Truck #102 & Truck #106) was approved. Motion carried unanimously.

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

- a. Review, discuss, and take any necessary action regarding the Financial Statements for the period ending November 30, 2021.

Upon motion by Director Bridges, seconded by Director Pillow after full discussion with all Directors present voting aye, the Financial Statements for the period ending November 30, 2021, was approved. Motion carried unanimously.

- b. Review, discuss, and take any necessary action regarding the Financial Statements for the period ending December 31, 2021.

Director Pillow asked about the check for Infosend, Mr. Smith stated it was for two months of billing. Director Ruonavar asked about the Lakeshore Alarm invoices, Mr. Smith stated that he has inquired about upgrades. Director Ruonavar asked about the Union Pacific check being reimbursed by Mr. Dunn, Mr. Smith stated he will be invoiced for all expenses the District incurs with his project. Director Ruonavar asked if the District has received any returned checks, Mrs. Pafford responded no. Director Denham asked about GL#14700, Mrs. Pafford responded the negative amount is due to a credit the billing office gave. Director Pillow asked about the increase in GL#16523, Mr. Smith stated he would research the account. Director Ruonavar asked about Board Expenses, Mr. Smith stated he believed it included expenses for Special Meetings. Director Ruonavar asked about a check issued to the Attorney's office for the new Administration Building, Mr. Smith stated that Mr. Foster was reviewing the bid documents.

Upon motion by Director Bridges, seconded by Director Barr after full discussion with all Directors present voting aye, the Financial Statements for the period ending December 31, 2021, was approved. Motion carried unanimously.

- c. Review Quarterly Investment Report for period ending August 31, 2021

The Quarterly Investment Report for period ending August 31, 2021 was presented. The Board had no comments.

## 7. Engineering Report by Ardurra Group

- a. Surface Water Treatment Plant Pilot Study Update

Mr. Smith stated that the TCEQ has approved three of four of the membrane processes. The District is waiting for the Purifics approval from the TCEQ.

## 8. Engineering Report by Bleyl Engineering

- a. Update on Development Projects

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

There were no further updates.

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

There were no further updates.

- iii. Review, discuss, and take any necessary action regarding Peppervine Section 1

There were no further updates.

**b. Update on General Fund Projects**

- i. Review, discuss, and take any necessary action regarding Sorters Road Waterline Relocation project

Mr. Kelly stated that the County should start traffic control, land clearing, and water line installation soon.

- ii. Review, discuss, and take any necessary action regarding Copeland Water Well Rehabilitation project, including any matters related to the BESST survey

Mr. Kelly verified all Board Members received a copy of the BESST survey report. Mr. Smith recommended scheduling a Special Meeting to discuss the report findings. The Board agreed to scheduling a Special Meeting on Tuesday, February 15, 2022, at 7:00 p.m. to discuss the findings of the BESST survey.

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

Mr. Smith stated that the Well #9 Generator testing and start-up will resume on Friday, February 4, 2022. Director Ruonavar asked about the status of Well #9, Mr. Smith stated it currently is only used in the event of an emergency. Mr. Smith stated a diver entered the elevated storage tank and found cables loose and will require repair.

**c. Impact Fee Capital Improvement Projects update.**

**10. General Manager's Report**

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

Mr. Kelly asked the Board if they wanted to consider authorization to rebid the US 59/69 Waterline Crossing. Director Pillow stated that the cost of materials has not reduced significantly. Mr. Kelly stated that the permit timeline would be ending in June 2022, and to pull another permit is an easy submittal. No action and Mr. Kelly will continue to monitor the cost of materials.

## **9. General Counsel's Report**

- a. Filing of financial and tax related information with the Texas Comptroller's Special Purpose District Public Information Database pursuant to Texas Local Government Code Section 203.062 and 403.0241

The summary and confirmation pages were included in Board Books for review. No action necessary.

Director Ashy asked about the status of tank inspections, Mr. Kelly stated that the two tank inspection reports were completed to check the tank condition for the New Caney ISD logo installation. Mr. Kelly stated that further inspection on all District tanks are scheduled.

- b. Executive session pursuant to Section 551.071 to consult with the counsel regarding the Water Supply Agreement with the City of Conroe
- c. Reconvene in open session to take any necessary action regarding the Water supply Agreement with the City of Conroe

Items b. and c. will be discussed at the Special Meeting scheduled Tuesday, February 15, 2022.

## **10. General Manager's Report**

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

Director Ruonavar asked about the fence at Well #7, Mr. Smith stated the replacement cost was approximately \$5,785.00 for an 8-foot cedar fence and \$5693.00 for a 6-foot chain link fence with slats. The Board requested pricing for an 8-foot chain link fence with slats.

- b. Annual review of consultant contracts and take any necessary action regarding same

Mr. Smith explained that State law requires the District to review consultant contracts on an annual basis.

Upon motion by Director Denham, seconded by Director Barr after full discussion with all Directors present voting aye, the Board performed an Annual review and approved consultant contracts. Motion carried unanimously.

**11. Directors Comments**

Adjourn to Executive Session at 8:11 p.m.  
Executive Session ended at 8:20 p.m. by Director Pillow.  
Regular Session reconvened at 8:20 p.m. by Director Pillow.

**12. Next Board Meeting**

A Special Meeting is scheduled on Tuesday, February 15, 2022, at 7:00 p.m.  
The next Regular Board Meeting is scheduled on Monday, February 28, 2022, at 7:00 p.m.

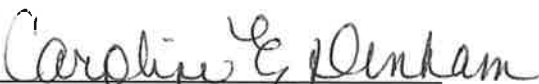
**13. Adjournment**

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 8:21 p.m.

**PASSED and APPROVED** this the 28th day of February 2022.

  
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President, Board of Directors

  
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Secretary, Board of Directors

