

PORTER SPECIAL UTILITY DISTRICT
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING
February 27, 2023

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, February 27, 2023, 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
Donald Bell	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: Jonathan Polley (Attorney) with Radcliffe Bobbitt Adams Polley PLLC, Mike Kelly (Engineer) with Bleyl Engineering, and Jonathon Smith (General Manager).

- b. **Director Qualifications and Disclosures**

Mr. Smith stated there were no updates on Director qualifications and disclosures.

- c. **Invocation**

Invocation led by Director Bell.

d. Pledges of Allegiance

Pledges of Allegiance led by Director Denham.

2. Public Comment

There was no Public comment.

3. Review and Approve Minutes

- a. Minutes from the Regular Board Meeting on December 19, 2022.

Upon motion by Director Barr, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Minutes of the Regular Board Meeting of December 19, 2022 were approved. Motion carried.

- b. Minutes from the Regular Board Meeting on January 30, 2023.

Upon Motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, Director Bell's name was stricken from the Minutes on page 3 (b) District Board Committees (Director Bell). Motion carried.

Upon Motion by Director Barr, seconded by Director Bridges after full discussion with all Directors present voting aye, the Minutes of the Regular Board Meeting of January 30, 2023 were approved. Motion carried.

4. Old Business

None.

5. New Business

- a. Montgomery County MUD #24 request for 2nd additional capacity allotment

Okay with Mike Kelly for additional capacity

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, Montgomery County MUD #24's request for 2nd additional capacity allotment is approved. Motion carried.

- b. District Rules and Regulations Section 4.3 – Requirement for Service
- c. District Service Application and Agreement

CSI Fee by District is \$50. Property Owner is ultimately responsible.

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the District Rules and Regulations Section 4.3 and the District Service Application and Agreement have been approved. Motion carried.

6. Financial Report

- a. Financial Statements for the period ending January 31, 2023.

Tampering fees – if disconnected, check for usage, pull meter and charged if they are using. Subdivision hard connect into curb stop (page 8). Lawn charge and Penn charges on page 5. \$56,000 on page 2. Sheakley pensions on page 6 two times. Page 8 – NSF fees, insurance claims; miscellaneous damage and wire shredding we cashed in on. Uniforms again. What about 90 days? Some are close to their 90 days. Page 9 – 16303 Board Training – Mr. Smith will send email. Westpark Communications due to leaks overnight shutdown due to damages (Summer Hills) SER running over 6" valve (going into 8"). Cleaning Service in December? Page 10 – water bill printing on late ones only. 24 disconnects; 1100 late payments; Small tools budgeted \$10K, may need to look into a new policy.

Upon motion by Director Ruonavar, seconded by Director Bell after full discussion with all Directors present voting aye, it was decided to approve the Financial Statements for the period ending January 31, 2023. Motion carried.

b. Quarterly Investment Report for the period ending November 30, 2022.

Upon motion by Director Ruonavar, seconded by Director Denham after full discussion with all Directors present voting aye, it was decided to approve the Quarterly Investment Report for the period ending November 30, 2022. Motion carried.

7. **Engineering Report by Bleyl Engineering**

a. Update on Development Projects

i. Royal Pines (MCMUD #24)

Nothing new at this time.

ii. Peppervine

Nothing new at this time.

iii. New Caney ISD Elementary School (Loop 494), including authorizing advertising and bidding of the waterline

Comments addressed. Advertise and bid

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, it was decided to advertise and bid the waterline for the School on Loop 494. Motion carried.

iv. Hendricks 50-Acre Tract, including approving feasibility study

Tabled – didn't show up

b. Update on General Fund Projects

- i. Sorters Road Waterline Relocation, including approving Pay Application #12 in the amount of \$161,015.50

Bleyl recommends approval; Final walk through on Friday. Nothing major. SER deductive change order next month

Upon motion by Director Bridges, seconded by Director Ruonavar after full discussion with all Directors present voting aye, the Pay Application #12 in the amount of \$161,015.50 is approved. Motion carried.

- ii. Ferne Water Plant

No action tonight.

- iii. Ford Road Waterline Relocation

Nothing except # e on page 8; Pre-construction meeting Wednesday. Signed contracts tonight. MUD 24 paying next ½ soon.

c. Update on Impact Fee Capital Improvement Projects

- i. Valley Ranch Parkway Waterline Extension, including approving Change Order #2 in the amount of (\$9,596.00) and Pay Application #2 in the amount of \$87,375.60

Valley Ranch deduct plus pay application; Bleyl recommends payment. Line in service – BacT okay (Bull G) contingency allowance. Little fluff.

Upon motion by Director Ruonavar, seconded by Director Ashy after full discussion with all Directors present voting aye, the Change Order #2 and Pay Application #2 were approved. Motion carried.

d. One-Year Warranty

- i. Well #9 Generator, including approving Warranty Letter of Acceptance

2 – 3 punch list items

Upon motion by Director Ruonavar, seconded by Director Bridges after full discussion with all Directors present voting aye, the Warranty Letter was accepted for Well #9 Generator. Motion carried.

8. General Counsel's Report

- a. Water Facilities Development and Service Agreement with New Caney ISD Elementary School (Loop 494)

Not much to update. Making progress. Comments soon. No action taken.

- b. Reports from Arbitrage Compliance Specialists on the Final Computation Periods for the Series 2012-A Bonds and Series 2014 Bonds

Different from last month. Arbitrage - No action taken. Funds in good shape and handled well. These are final reports on Bonds (GRP) that we paid off.

9. General Manager's Report

- a. District Property, facilities, infrastructure, vehicles, equipment, projects, developments, compliance, reporting and personnel matters.

Director Ruonavar asked about O'Reilly's at corner. Saw our guys 2-3 times. Doug Phillips too. What went on? Per Mr. Smith – Bull G was making the connection to the 16" line. Flagmen should have been there.

Seminars and Summer Convention – Directors Ruonavar, Denham and Bell to summer convention and Director Bell to Spring seminar.

Meter Tech only needed

Well 5 and 9 have been pulling load. Now if we can get 7 back up.

10. Executive Session

11. Director Comments

Director Ruonavar talked about the Chili Cookoff. She got to meet the newest employees. Good Chili. Mr. Smith was the winner for the 3rd year in a row.

12. Next Regular Board Meeting – March 27, 2023 at 7:00 p.m.


13. Supplemental Agenda

Upon motion by Director Ruonavar, seconded by Director Barr after full discussion with all Directors present voting aye, the 2023 Election of Directors was cancelled due to no one running against the current Directors. Motion carried.

14. Adjournment

There being no further business to come 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 8:03 p.m.

PASSED and APPROVED this the 27th day of March, 2023.



President, Board of Directors



Secretary, Board of Directors

