

**PORTER SPECIAL UTILITY DISTRICT  
MINUTES OF BOARD OF DIRECTORS REGULAR MEETING  
July 28, 2025**

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, July 28, 2025, 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
Jason Ashy	Director
Donald Bell	Director
Charlie Lyons	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: Jon Polley and Tabitha Valverde (Attorney), both with Polley Garza PLLC ("PG"), Mike Kelly (Engineer) with Bleyl Engineering, Wendy Pafford (Finance Manager), Chris Wright (Operations Manager), and Richard Tramm (General Manager).

- b. **Invocation**

Invocation led by Director Bell.

**c. Pledges of Allegiance**

Pledges of Allegiance led by Director Lyons.

**2. Public Comment**

None.

**3. Review and Approve Minutes**

- a. Minutes from the Regular Board Meeting on June 30, 2025

Upon motion by Director Ruonavar, seconded by Director Bell after full discussion with all Directors present voting aye, the Regular Board Minutes for the period ending June 30, 2025 were approved. Motion carried.

**4. Old Business**

- a. Administrative Building

Mr. Tramm spoke with Mr. Slattery and is trying to set up meeting with Lancaster/Wyatt. Hopefully by next meeting and then can give update. He had a previous phone call with them and tentatively agreed but wants to make sure they are all on same page.

**5. New Business**

None.

**6. Financial Report**

- a. Financials review – For month ending May 31, 2025

Mrs. Pafford answered Director Ruonavar's questions ahead of time. There are no further questions.

Upon motion by Director Bridges, seconded by Director Denham after full discussion with all Directors present voting aye, the Financial Statements for the period ending May 31, 2025 were approved. Motion carried.

**7. Engineering Report by Bleyl Engineering**

a. Development Projects

b. Infrastructure Fee Projects

i. Copeland Filters including consideration of modification to the aerator and disinfection system for full-scale testing

There is no contract to be approved at this time. The cost will be \$156,600 if we do not reuse existing Chlorine building (deduct \$9,500 if we use the existing building). Will have more information next month. Director Ashy says he just wants to get it right.

ii. Lazy Lane Waterline Improvements including Pay Application No. 2 to Bull G Construction for \$174,927.60

Mr. Kelly recommends approval.

Upon motion by Director Ruonavar, seconded by Director Ashy after full discussion with all Directors present voting aye, Pay Application No. 2 in the amount of \$174,927.60 to Bull G Construction was approved. Motion carried.

c. Capital Bond Projects

i. Ferne Water Plant Improvements including Pay Application No. 10 to R & B Group, Inc. for \$165,150.00

Mr. Kelly recommends approval.

Upon motion by Director Ruonavar, seconded by Director Bridges after full discussion with all Directors present voting aye, it was decided to approve Pay Application No. 10 to R & B Group, Inc. for \$165,150.00. Motion was carried.

d. Impact Fee Projects

- i. Copeland Elevated Storage Tank Improvements including Pay Application No. 10 to Caldwell Tanks Inc. for \$268,906.05

Mr. Kelly recommends approval.

We are having to revise the logos as NCISD did not have the funds in their budget to do. Do we want to simplify the logo or go with one logo? We need to decide quickly.

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, it was decided to approve Pay Application No. 10 to Caldwell Tanks Inc. for \$268,906.05. Motion was carried.

These are scheduled to finish in November. Ferne needs the tank filled. We may need to adjust the schedule. It may be an issue to address in the future. Ferne should be done in September, but probably not.

- ii. Water Well Road GST & Booster Pump Improvements including Pay Application No. 9 to R & B Group, Inc. for \$66,816.00 and Change Order No. 2

Mr. Kelly recommends payment. Change Order No. 2 adds zero dollars, but 99 days to the contract.

Upon motion by Director Bridges, seconded by Director Bell after full discussion with all Directors present voting aye, it was decided to approve Change Order No. 2 to revise the scope, increase the contract by \$0.00, and add 99 days and Pay Application No. 9 to R & B Group, Inc. in the amount of \$66,816.00. Motion carried.

- iii. US 59 WL Crossing Improvements including Change Order No. 3, Pay Application No. 7 to Bull G Construction, and Amendment No. 1 to increase the Engineering Agreement by \$26,000.00

Mr. Kelly recommends payment. This has been on the Agenda for a while. The Change Order reduces the contract by \$65,411.00 and adds 318 days to the contract and Pay Application No. 7 to Bull G for \$65,702.70 and Change Order No. 1 to increase the Engineering Agreement by \$26,000.00. This is due to Entergy and other delays. It has been no fault of anyone, but delays by Entergy and the County, plus we added to the scope. Director Ruonavar is concerned with the safety aspect at night with their trucks. There seem to be no lights, no flagmen, etc., not to mention dangerous. There have been several wrecks, etc. in front of Auburn Fields. Mr. Kelly says it has been challenging but it is done.

Upon motion by Director Bridges, seconded by Director Bell after full discussion with all Directors present voting aye, it was decided to approve Change Order No. 3 in the amount of \$65,411.00, Pay Application No. 7 to Bull G Construction in the amount of \$65,702.70, and Amendment No. 1 to increase the Engineering Contract by \$26,000.00. Motion carried.

e. Updated Billing Rates

Mr. Kelly is asking for approval of rates for Bleyl Engineering. It is the last two pages of the Engineering Report. (Director Bell is asking if R & B changed from documents from the City of Porter – Mr. Kelly said yes, but Director Ruonavar said one still says City of Porter and needs to say PSUD.)

Upon motion by Director Ruonavar, seconded by Director Bridges after full discussion with all Directors present voting aye, it was decided to approve the requested rate increase for Bleyl Engineering. Motion carried.

f. One-Year Warranty

No action at this time.

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

### **a. Resolution Authorizing Procurement of Work at Copeland Water Plant**

Mr. Polley explained that the Board is not required to advertise or solicit bids for the aeration and filter improvement work at the Copeland Water Plant, as the scope and extent of the work cannot be readily determined due to uncertainty surrounding the nature and degree of improvements needed to effectively resolve the Copeland Water Plant's aeration and filter issues. This explains that this is for future work. The contract is for next month.

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, it was decided to approve the Resolution Authorizing Procurement of Work at the Copeland Water Plant. Motion carried.

### **b. Agreement with Porter Municipal Utility District regarding cost sharing for Loop 494 and US 59 Waterline Improvements**

The Agreement is in process, but there has not been much progress. Director Ruonavar said in May they turned in fairly good invoices for cutoffs.

### **c. Flex 1314 LLC Water Line Easement and Water Meter Easement**

They are a small business/office near Jack-n-the-Box on 1314, said Mr. Wright.

Upon motion by Director Ashy, seconded by Director Ruonavar after full discussion with all Directors present voting aye, it was decided to approve the Flex 1314 LLC Water Line Easement and Water Meter Easement. Motion carried.

### **d. Attendance at Association of Water Board Directors – Texas 2026 Mid-Winter Conference**

Mr. Polley noted the Mid-Winter Conference will be held in Houston and the Board will need to determine whether or not a hotel room will be an authorized reimbursable expense due to the proximity to the District.

Upon motion by Director Ruonavar, seconded by Director Bell after full discussion with all Directors present voting aye, it was decided to approve the attendance of the Directors for the AWBD Mid-Winter Conference in Houston and to allow one night stay in Hotel, if needed. Motion carried.

- e. Closed session regarding pending or contemplated litigation under Section 551.071, Texas Government Code

We went into Executive Session at 7:21 pm. Mr. Kelly left. Mrs. Pafford left until Executive Session is over. Mr. Wright stayed.

We were back at 7:45 pm

Upon motion by Director Ashy, seconded by Director Bridges after full discussion with all Directors present voting aye, the Board authorized PG to subcontract McFadden & Trachtenberg PLLC as special counsel for pending or contemplated litigation under Section 551.071 of the Texas Government Code. Motion carried.

- f. Consider policy regarding District payment of Director litigation defense costs

No action at this time.

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

- a. Operations Updates

- i. Wells and facilities

No action.

ii. Water Production and demand

No action.

iii. Fleet vehicles and equipment

No action.

b. Personnel related matters and possible executive session on same

Mr. Tramm went to a meeting at LoneStar Kingwood College and in the Spring of 2026, they will be offering Water/Wastewater Operator classes. Mr. Tramm will be working with schools and the River Authority to be aware of the classes too. There are no final reports from the TCEQ about Woodridge MUD. We are now online with the electronic work order system. Also, when our operations people are out working and see something coming across that needs to be done, they can do it while they are out and about instead of coming to the office first. Staff use their company cell phones. There are no new electronic devices needed. Our office staff use computers. Director Ruonavar asks about our trucks, such as distribution and on call. Have we started using the rotation plan yet, so we do not run mileage up on just one truck. Mr. Wright said it is in the works. In the 2020 expansion, work was done at Adams and Knox, and they were asked to pay a certain amount, and any new customers would pay a fee. These pre-dates the Infrastructure Fee. Do we allow them to use the Infrastructure Fees, or do they need to pay separately? Our office staff has to remember that those two streets are done differently. Should they reimburse the District for costs previously paid? They are not in the Impact Fee calculation and were an exception. Mr. Tramm will work with Mrs. Pafford and Mr. Wright to develop the information and report back next month. Mr. Tramm just wants to expand on the comment made last month by Director Bell, the flammability of chlorine. Director Bell was concerned about the exposure being toxic. Mr. Tramm said from that aspect, when chlorine is used in a well vented area, it is not toxic. It is not inert. There are fumes given off, but there will not be the fumes being built up. Director Bell was worried

about a cloud and it being toxic. Mr. Tramm said some vapor and odor, but not like chlorine gas. Liquid chlorine is far safer than chlorine gas.

Director Ashy asked about the Special Session of the Texas Legislature. Mr. Polley believes that the redistricting issue will hold them over several times. Who knows what will come up?

**10. Executive Session**

Done earlier.

**11. Director Comments**

Director Pillow will be out of town in August and possibly September.

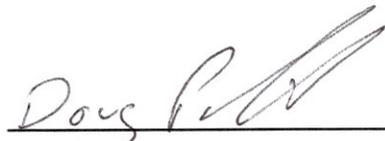
**12. Confirm or Propose Next Regular (and Special if needed) Board Meeting**

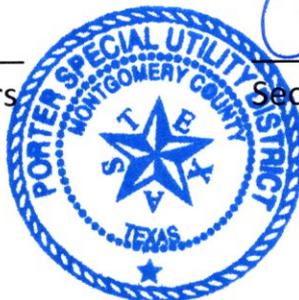
The next Regular meeting will be on August 25, 2025.

**13. 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 7:59 p.m.

**PASSED and APPROVED** this the 25th day of August, 2025.

  
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President, Board of Directors



  
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Secretary, Board of Directors