

**THE SAN PATRICIO COUNTY  
NAVIGATION DISTRICT NO. ONE  
P.O. BOX 904  
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ARANSAS PASS TX 78335  
Phone 361-758-1890**

The San Patricio County Navigation District No. 1 held a regular meeting on Tuesday, February 10, 2015, at 1:30 p.m. located Harbor West Office Building, 426 Ransom Island Drive, Aransas Pass, Texas 78336.

Commissioners Jay Attaway , Hector Rios and Attorney Allen Lawrence were present. Commissioner Richard Palmietto arrived approximately around 2:00p.m.

Commissioner Attaway called the meeting to order at 1:40 p.m.

Commissioner Rios moved to accept the minutes of the regular meeting held on January 20, 2015. Commissioner Palmietto seconded the motion. The motion carried.

Commissioner Rios moved to accept the treasurer's report for the month of January 20, 2015. Commissioner Palmietto seconded the motion. Commissioners voted yes unanimously.

Roxanne Bitra, the TCDRS representative spoke to the Board pertaining to the retirement plan which is in use at this time. Attached is a copy of the current plan. Mrs. Bitra said that all employees are based on a 7% pay and that a probationary period is not recognized. Therefore, Miss Rice's retirement plan will need to be adjusted back to the day she started. If an employee quits they cannot pull out matching funds. One must retire to get the board's share of the contribution. Prior service credit affect Joe/Susan. The SPND can add to Joe/Susan only. Beth will get an e-mail pertaining to the new rates in March/April. Roxanne Bitra can come back if necessary. The Board's plan has the highest retirement eligibility (see p.1 attachment). Jay asked a hypothetical question, "Does Joe have to wait 10 years to be vested?" Bitra replied, "No, he was eligible to retire when he reached 30 years of service." Roxanne Bitra discussed the information in the attachment. It is important that any plan changes need to be made by December 2015. If not going

to make changes, the plan remains as it is. It is the same as the county's and the % can be changed up or down. Roxanne Bitra is happy to come back. Commissioner Attaway thanked her.

The Lone Star Shredding and Document Storage will come to the site for a minimum fee of \$100 for standard boxes plus \$50 each additional. Commissioner Rios moved that this company be hired on a one time basis to come to the site. Commissioner Attaway seconded it and the motion passed.

Commissioner Attaway moved to untable the January motion pertaining to the removing of overhead electrical line at the boat ramp in the East Harbor, at the parks restrooms, and installing underground service. Commissioner Palmietto seconded the motion. Rick Cable, a tenant of the SPND is to do the electric for \$1,928 and Marco Gonzales is to do the digging for the amount of \$1,600. Commissioner Attaway moves to accept the bids and Commissioner Palmietto seconded the motion. The vote carried unanimously.

Commissioner Attaway moved that Beth Rice, Office Manager have a \$100.00 change on hand for accepting funds. Commissioner Palmietto seconded the motion and it passed.

Joe Narvaez recommended that the petty cash fund be eliminated. Commissioner Attaway moved that this fund be eliminated and Commissioner Rios seconded it. The motion passed.

Clean Gulf Associates wants to rent a boat slip near the shrimpers. Joe Narvaez, the Harbor Manager said that the SPND will not have to do anything. If anything needs to be done it will be at the expense of CGA. Rent is at the going rate of \$355.00 in the D-section. Commissioner Attaway moved to offer the slip at the going rate and Commissioner Palmietto seconded the motion. The motion passed.

The late fee clause in rental agreement beginning 2<sup>nd</sup> quarter was addressed by all. Commissioner Attorney Lawrence remarked that Susan had brought attention to this and that the previous Commissioners forgave the late fee when it was paid. A discussion followed that bills generated 10 days before the quarter and customers are given 30 days until they are past due. Commissioner Attaway says bills are due postmark the 20<sup>th</sup> of the month of the quarter and if late, will incur \$100.00 fine per month. If not paid by the end of the quarter a chain will be placed on the boat. If still in arrears at the end of the quarter the fine can be up to \$300.00. Commissioner Attaway put it in the form of a motion and Commissioner Rios

seconded it. The motion passed. It is to start 4-1-15. Lease agreements have to be changed and reprinted according to Commissioner Attorney Lawrence. The County prints them. The new lease agreement will go out with the invoice. Commissioner Attaway amended his motion to include the monthly renters. They will pay 15% premium, plus the \$100.00 fee if late. Commissioner Rios seconded the amended motion and it passed.

Commissioner Palmietto moved to investigate getting Nueces Co-Op as the new electrical provider and Commissioner Rios seconded it. SPND will get them converted as the contracts are due. The motion carried.

The Board has been told by San Patricio County to keep time sheets on each employee concerning vacation, sick leave, and time worked. The McElwee's said they will make spreadsheets. Commissioner Attaway said we need simple spreadsheet and that Joe still keeps his calendar and Beth is responsible for the time sheet. Approve it next month. Commissioner Palmietto said to put a cap on sick leave 7 days a year with no carry – over. Vacation can't carry-over more than 1 year. 1<sup>st</sup> year gets 1 week; 2<sup>nd</sup> year gets 2wks. vacation according to Susan. It was discussed whether to take vacation first unless a doctor's excuse.

Commissioner Palmietto moved that Ross McElwee will generate a time sheet for time. Joe is to keep back up with a calendar; 7 day sick leave for everyone; vacation only 5 days roll-over to next year Jan. 1<sup>st</sup> - Dec. 31<sup>st</sup>. Commissioner Rios seconded the motion and it passed.

Commissioner Rios moved to put Beth Rice on the retirement plan from the time she was employed December 17, 2014. The SPND will make- up the difference based on the current rate. Commissioner Attaway seconded it. The motion carried.

Ray Trant, the treasurer to see if he can do bank recs at Beth's computer. Commissioner Attaway moved that he will talk to Ray if he can do this. Commissioner Rios seconded the motion and it passed.

Commissioner Palmietto moved to agree on new lease agreement and to be sent out the 2<sup>nd</sup> quarter billing. Commissioner Rios seconded the motion which passed.

Harbor Managers report: Joe reported:

G-04 Tom Fagan is missing an address and he is in arrears of his fees. A discussion of options of what to do now followed.

Hampton's Landing wants to take over all 4 dumpsters, but SPND can use them.

C-11 and C-12 Beth called the owners that the boats were taking on water. Joe said if we pump it out the cost is \$275.00. We'll keep an eye on them. Joe gets to buy an electric air compressor.

Tenant's comments: None.

Tenant's accounts receivables: Refer to SPND Billing A/R Aging Summary; start sending out letters.

Bills were approved for payment.

The meeting was adjourned.

Secretary,

A handwritten signature in black ink, appearing to read "Heather Ross", with a long horizontal flourish extending to the right.