

A Regular Meeting of the San Patricio County Navigation District No. 1 (SPCND #1) was held on Tuesday, October 10, 2017 in the Harbor West Office Building, 426 Ransom Island Drive, Aransas Pass, Texas 78336. A notice of the meeting was posted 72 hours in advance in accordance with Section 551, Texas Government Code. Chairman J.M. Attaway, Commissioner Richard Palmietto and Secretary Hector Rios were present. Also present were Harbor Manager James Hale and Office Manager Beth Rice.

1. **CALL THE MEETING TO ORDER.**

Chairman Attaway called the meeting to order at 1:32 pm.

2. **CONSIDER AND ACT ON THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 8, 2017.**

Secretary Rios made a motion to approve the Regular Meeting minutes of August 8, Special Meeting minutes of September 28 and the Special Meeting minutes of October 3, 2017. Chairman Attaway seconded the motion and the motion carried unanimously.

3. **CONSIDER AND ACT ON THE MINUTES FROM THE SPECIAL MEETING IN SEPTEMBER 28, 2017.**

Approved under Agenda Item #3.

4. **CONSIDER AND ACT ON THE MINUTES FROM THE SPECIAL MEETING HELD ON OCTOBER 3, 2017.**

Approved under Agenda Item #3.

5. **CONSIDER AND ACT ON THE TREASURER'S REPORT FOR AUGUST 2017.**

Secretary Rios made a motion to approve the Treasurer's report for August 2017 and September 2017. Chairman Attaway seconded the motion and the motion carried unanimously.

6. **CONSIDER AND ACT ON THE TREASURER'S REPORT FOR SEPTEMBER 2017.**

Approved under Agenda Item #5.

7. **CONSIDER AND ACT ON NAVY/ARMY RENEWAL OF CD ON OCTOBER 24, 2017.**

Chairman Attaway stated the SPCND #1 had a \$154,000 CD at Navy Army Community Credit Union and 2-\$100,000 CD's at Security Services Bank. He stated the SPCND #1 needed funds to begin repairs from Hurricane Harvey.

Commissioner Palmietto made a motion to approve cashing in the Navy Army Community Credit Union CD of \$154,793.10 and depositing said money into the SPCND #1 operating account and keeping the two CD's, each \$103,351.80, in Security Services for a 90-day period. Secretary Rios seconded the motion and the motion carried unanimously.

8. **CONSIDER AND ACT ON SECURITY SERVICES RENEWAL OF TWO CD'S ON OCTOBER 16, 2017.**

Approved under Agenda Item #7

9. **CONSIDER AND ACT ON THE FINDINGS OF THE 2016 AUDIT PREPARED BY BRENDA MCELWEE, P. C.**

Auditor Brenda McElwee, PC discussed the 2016 audit with the SPCND #1. She stated the SPCND's revenues stayed the same but the expenses increased. She stated from a year ago,

the current assets decreased by \$27,413, capital assets decreased \$52,261 (attributed to depreciation taken on fixed assets), current assets exceeded total liabilities by \$468,838, revenues decreased \$2,435 and expenses increased \$46,226.

Secretary Rios made a motion to approve the 2016 Audit prepared by Brenda McElwee, P.C. Commissioner Palmietto seconded the motion and the motion carried unanimously.

**10. CONSIDER AND ACT ON AUDIT FEES FOR 2017.**

Secretary Rios made a motion to approve Auditor Brenda McElwee, P.C.'s audit fees for 2017 with an increase of \$150.00 making the total 2017 audit fees \$490.00 for the SPCND #1. Commissioner Palmietto seconded the motion and the motion carried unanimously.

**11. CONSIDER AND ACT ON RANDY MATHEWS OVERPAYING ON HIS YEARLY RENT FOR HAMPTON'S LANDING.**

Secretary Rios made a motion to approve refunding \$3,707.92 to Randy Mathew's d/b/a Hampton's Landing for over payment of his annual rent. Commissioner Palmietto seconded the motion and the motion carried unanimously.

**12. CONSIDER AND ACT ON RANDY MATHEWS LEASE RENEWAL AND HIM WANTING TO RENEW HIS TERM OF LEASE.**

Secretary Rios made a motion to table Agenda Item #12. Chairman Attaway seconded the motion and the motion carried unanimously.

**13. CONSIDER AND ACT ON JAMES HALE, HARBOR MANAGER HIRING A LESS THAN PART-TIME MAINTENANCE WORKER.**

No action or discussion.

**14. CONSIDER AND ACT ON BOBBY GEERS INSPECTING SPND FIRE EXTINGUISHERS IN NOVEMBER 2017.**

Harbor Manager James Hale stated the annual fire extinguisher inspection is due in November 2017. He stated Hurricane Harvey damaged some of the extinguishers and the district was missing some boxes the extinguishers set in.

Chairman Attaway made a motion to retain Mr. Bobby Geers to repair/replace fire extinguishers for the SPCND #1 inspection due November 2017. Secretary Rios seconded the motion and the motion carried unanimously.

**15. CONSIDER AND ACT ON ROBERT BREWSTER'S BID ON REMOVING TWO CONCRETE PADS AT SPND.**

Secretary Rios made a motion to retain Mr. Robert Brewster for removal of 2 concrete pads with a cost of \$250.00. Chairman Attaway seconded the motion and the motion carried unanimously.

**16. CONSIDER AND ACT ON ROY AND STACY BILLS GETTING A REFUND FROM SLIP B12.**

Office Manager Beth Rice stated Roy and Stacy Bills, slip B-12, paid their lease a year in advance. She stated Hurricane Harvey totaled their boat and insurance picked boat up. She stated Mr. & Ms. Bills would like a refund of their lease monies.

Chairman Attaway stated the SPCND would pro-rate their bill and issue a refund from Hurricane Harvey, August 25, 2017.

**17. CONSIDER AND ACT ON DISCOUNTED RATE FOR THE TENANTS OF SPND ON QUARTERLY RENT DUE TO HURRICANE HARVEY.**

No action taken.

**18. CONSIDER AND ACT ON HARBOR MANAGER'S REPORT.**

Harbor Manager Hale stated he had documented all damages occurred during Hurricane Harvey and had started debris clean-up and making and documenting repairs. He stated he had asked for and received bids for fence repair/replace, sign replacement, dock and pier repair/replace and roof repair/replace. Harbor Manager Hale stated the SPCND had a lot of electrical damage. He stated electricity was vital to clear and keep water out of the boats. He stated he called 3 companies for bids and 2 were no shows. He stated Rick Cable with Cable Electric was the only company to show up. He stated that he asked Mr. Cable to begin the work. Harbor Manager Hale stated he had received 3 bids for dock/slip inspections, pier inspections (below water) and debris removal. He stated Mpire Industries Commercial Diving Services, LLC bid \$3,230.00 a day; Smart Docks, Inc bid \$175.00/hour plus material for barge and crewman; and Diving Operations bid \$5,000 for the whole project.

Secretary Rios made a motion to approve bid of \$5,000 by Diving Operations for dock/slip inspections, pier inspections (below water) and debris removal. Chairman Attaway seconded the motion with Commissioner Palmietto abstaining from the vote.

**19. TENANT'S COMMENTS.**

There were none.

**20. TENANT'S ACCOUNTS RECEIVABLES. REFER TO THE A/R AGING SUMMARY.**

Office Manager Rice stated John Austin, slip B-03, was in arrears of \$1,868.00 and Howard Wilcox, slip C-04, was in arrears of \$1,420.60.

**21. APPROVE AND PAY ACCUMULATED BILLS.**

Secretary Rios made a motion to approve and pay accumulated bills. Commissioner Palmietto seconded the motion and the motion carried unanimously.

**22. RETIRE TO EXECUTIVE SESSION PURSUANT TO SEC. 551.074 LGC-PERSONNEL MATTERS: ATTORNEY, HARBOR MANAGER, AND OFFICE MANAGER.**

Chairman Attaway recessed the Open Meeting and retired to Executive Session at 2:30pm.

**23. RECONVENE IN OPEN SESSION: CONSIDER AND ACT ON FINDINGS OF EXECUTIVE SESSION REGARDING PERSONNEL MATTERS---ATTORNEY, HARBOR MANAGER, AND OFFICE MANAGER.**

Chairman Attaway reconvened in Open Session at 3:00pm.

Secretary Rios made a motion to release Office Manager Beth Rice of her duties with 2 week's severance pay and insurance paid until the end-of-month; re-place with an interim office manager until the position can be advertised and a new office manager is hired. Chairman Attaway seconded the motion and the motion carried unanimously.

**24. ADJOURNMENT.**

Chairman Attaway adjourned the meeting at 3:02pm

  
Secretary of the Board

  
Office Manager

Approved during the meeting held on November 14, 2017.