

A Regular Meeting of the San Patricio County Navigation District No. 1 (SPCND #1) was held on Tuesday, December 12, 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, Secretary Hector Rios and Attorney Allen Lawrence were present. Also present were San Patricio County Judge Terry Simpson, Commissioner Precinct #4 Howard Gillespie, Harbor Manager James Hale and Interim Office Manager Yvonne Stonebraker.

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

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

2. **CONDUCT SWEARING IN OF COMMISSIONERS – MR. JAMES ATTAWAY, MR. HECTOR RIOS AND MR. RICHARD PALMIETTO BY SAN PATRICIO COUNTY JUDGE TERRY SIMPSON.**

San Patricio County Judge Terry Simpson Conducted the Swearing in of Appointed Commissioners Mr. James Attaway, Mr. Hector Rios and Mr. Richard Palmietto.

3. **CONSIDER AND ACT ON APPOINTING A CHAIRMAN AND SECRETARY OF THE BOARD.**

Commissioner Palmietto made a motion to appoint Mr. James Attaway as Chairman and Mr. Hector Rios as Secretary of the San Patricio County Navigation District #1 Board. Commissioner Rios seconded the motion and the motion carried unanimously.

4. **CONSIDER AND ACT ON REGULAR MINUTES OF NOVEMBER 14 AND SPECIAL MINUTES OF NOVEMBER 21, 2017.**

Secretary Rios made a motion to approve the Regular minutes of November 14 and Special minutes of November 21, 2017. Commissioner Palmietto seconded the motion and the motion carried unanimously.

5. **CONSIDER AND ACT ON BONUSES FOR NAVIGATION DISTRICT EMPLOYEES FOR YEAR 2017.**

Chairman Attaway made a motion to approve a 2-week pay bonus for Harbor Manager James Hale. Secretary Rios seconded the motion and the motion carried unanimously.

6. **CONSIDER AND ACT ON A 3% COST OF LIVING RAISE FOR NAVIGATION DISTRICT EMPLOYEES FOR FISCAL YEAR 2018.**

Secretary Rios made a motion to approve a 3% Cost of Living Raise for Harbor Manager James Hale for Fiscal Year 2018. Commissioner Palmietto seconded the motion and the motion carried unanimously.

7. **CONSIDER AND ACT ON RAISES FOR THE SAN PATRICIO COUNTY NAVIGATION DISTRICT COMMISSIONERS AND ATTORNEY FOR FISCAL YEAR 2018.**

Former SPCND#1 Commissioner Mr. Jimmy Peer stated the Navigation District Commissioners had not received a raise in over 12 years.

Commissioner Gillespie stated SPCND #1 Commissioners had to go before San Patricio County Commissioners Court to receive a raise. He stated if he received a formal agenda item from the SPCND #1, he would have said agenda item placed on the San Patricio County Commissioners Court agenda for their next meeting on Monday, December 18, 2017.

Secretary Rios made a motion to instruct Interim Office Manager Stonebraker to send a formal agenda item to Commissioner Gillespie so he may have the agenda item placed on the San Patricio County Commissioners Court December 18, 2017 agenda. (Commissioners are requesting a raise of \$100.00 per month/\$1,200.00 per year, each.) Commissioner Palmietto seconded the motion and the motion carried unanimously.

8. CONSIDER AND ACT ON PURCHASING AN ENCLOSED OUTSIDE RUBBER BULLETIN BOARD.

Secretary Rios made a motion to approve the purchase of an enclosed outside rubber bulletin board not to exceed \$500.00. Commissioner Palmietto seconded the motion and the motion carried unanimously.

9. CONSIDER AND ACT ON STORAGE BUILDINGS FOR SLIP RENTAL TENANTS.

No action taken.

10. CONSIDER AND ACT ON DIRECTING OFFICE MANAGER TO NOTIFY TENANTS TO ADHERE TO THE SAN PATRICIO COUNTY NAVIGATION DISTRICT LEASE AGREEMENT NUMBER 3: TO STOW LOOSE GEAR AND KEEP ALL PERSONAL PROPERTY IN LOCKERS APPROVED BY LESSOR AND MAINTAIN DOCK AREA IN BROOM CLEAN CONDITION, TO REPAIR/REPLACE ANY AND ALL DAMAGE CAUSED BY COLLISION OR WAKE OR WHEEL WASH OUT OF THE OPERATION OF THE NAMED VESSEL, AND TO OPERATE ENGINE(S) ON THE NAMED VESSEL WITH THE PROPELLER ENGAGED ONLY FOR DOCKING AND UNDOCKING PURPOSES AND AT NO OTHER TIME WHILE IN THE SAID SLIP OR STALL.

Secretary Rios made a motion to approve directing Interim Office Manager Stonebraker to notify tenants to adhere to the San Patricio County Navigation District #1 Lease Agreement Number 3. Commissioner Palmietto seconded the motion and the motion carried unanimously.

11. CONSIDER AND ACT ON UTILIZING THE SAN PATRICIO COUNTY NAVIGATION DISTRICT WEBSITE, I.E. SLIP RENTALS, FILLABLE FORMS, CALENDAR WITH ACTIVE LINKS, MEETING AGENDAS AND MINUTES.

No action Taken.

12. CONSIDER AND ACT ON SLIP RENTAL INCREASES FOR THE 2018 FISCAL YEAR.

Commissioner Palmietto made a motion to increase slip rental rates by Ten Percent (10%) for the 2018 Fiscal Year. Secretary Rios seconded the motion and the motion carried unanimously.

13. CONSIDER AND ACT ON AWARDING EMERGENCY BID FOR FENCE REPAIR OF THE SAN PATRICIO COUNTY NAVIGATION DISTRICT #1, DUE TO HURRICANE HARVEY (AUGUST 25, 2017.)

Harbor Manager Hale stated Commissioners awarded the emergency fence repair bid to S&J Fence Company during their Special Called Meeting of October 31, 2017. He stated the bid consisted of demolishing & removing 254' existing chain link fence, installing 254' of new 6' commercial grade chain link plus 3 strands of barbed wire, 4 – 4' wide single swing gates, re-tie 110' of existing chain link fabric to existing line posts and top rail, material - \$3,508.18 (per l.f. – \$13.81), labor – \$5,602.25 (per l.f. \$22.06) for a total bid of \$9,110.43. Harbor Manager Hale notified S&J Fence Company. Harbor Manager Hale stated on November 15, 2017, he received a revised bid which consisted of demolishing and removing 486' existing chain link fence, installing 486' of new 6' commercial grade chain link plus 3 strands of barbed wire, 5 – 4' wide single swing gates, re-tie 80' of existing chain link fabric to existing line posts and top rail, material - \$7,794.90 (per l.f. – \$13.77), labor - \$11,784.25 (per l.f. - \$20.82) for a total bid of \$19,579.15 (bid difference of \$10,468.72.)

Harbor Manager Hale stated he had received 2 more bids making the total amount of 5 bids received. He stated they were AJJN Construction with a total bid of \$19,500.00 and K&R Contracting with a total bid of \$14,173.00.

Chairman Attaway made a motion to award Emergency Fence Repair bid to K&R Construction for \$14,173.00 (pending proof of Liability and Workers Comp Insurance. If insurance documentation can not be produced, AJJN Construction will win the bid of \$19,500.00 with same insurance requirements.) Secretary Rios seconded the motion and the motion carried unanimously.

14. REVIEW AND DISCUSS TREASURER'S REPORT FOR NOVEMBER 2017.

Commissioners discussed the Treasures Report for November 2017.

15. CONSIDER AND ACT ON HARBOR MANAGERS REPORT.

Harbor Manager Hale stated he had completed repairs to the East Harbor Pavilion, East Harbor handicap ramp, water line repair on C-D Section and surge protector replaced at fish cleaning table.

16. REVIEW AND DISCUSS FUTURE AGENDA ITEMS.

Agenda Items for January 9, 2018 agenda: storage buildings/boxes, website utilization and 2018 Budget.

17. TENANTS COMMENTS. (TENANTS COMMENTS IS INTENDED FOR MATTERS THAT ARE NOT SCHEDULED ON THE AGENDA. A RECORDING IS MADE OF THE MEETING SO PLEASE STATE YOUR NAME AND SLIP NUMBER.

There were none.

18. REVIEW AND DISCUSS TENANTS ACCOUNTS RECEIVABLE AGING SUMMARY.

Interim Office Manager Stonebraker stated she would go through and clean-up the Accounts Receivable Aging Summary. She stated the summary was showing accounts with zero balances. She stated, at the moment, the summary report was 6 pages long and once the report was cleaned up, the report would be approximately 2 pages long.

19. RETIRED TO EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE:

The SPCND#1 Board retired to Executive Session at 2:32 P.M.

A. SEC. 551.074 – PERSONNEL MATTERS – OFFICE MANAGER

B. SEC. 551.071 – CONSULT WITH ATTORNEY(S) INCLUDING MATTERS RELATED TO LITIGATION – NAVIGATION DISTRICT RESTROOMS.

20. RECONVENED IN OPEN SESSION PURSUANT TO TEXAS GOVERNMENT CODE:

The SPCND#1 Board reconvened in Open Session at 2:57 P.M.

A. SEC. 551.074 – PERSONNEL MATTERS – OFFICE MANAGER

Chairman Attaway made a motion to approve hiring Interim Office Manager Yvonne Stonebraker as full time Office Manager at \$14.00 per hour plus insurance and paid retirement, with an official start date of January 1, 2018. Commissioner Palmietto seconded the motion and the carried unanimously.

B. SEC. 551.071 – CONSULT WITH ATTORNEY(S) INCLUDING MATTERS RELATED TO LITIGATION – NAVIGATION DISTRICT RESTROOMS


No action taken.

21. ADJOURNMENT.

Chairman Attaway adjourned the meeting at 2:58 P.M.



Board Secretary



Office Manager

Approved during the meeting held on 1-9-2018_____.