

**MINUTES OF THE REGULAR MEETING  
GALVESTON COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1  
REGULAR BOARD OF DIRECTORS MEETING  
Monday, October 21, 2019  
4403 Highway 3  
Dickinson, Texas  
5:00 p.m.**

The Board of Directors of Galveston County Water Control & Improvement District No. 1 of Galveston County, in Dickinson, Texas, met in a regular session, open to the public, on October 21, 2019, at 4403 Highway 3, Dickinson, Texas, thereof, and the roll was called of the duly constituted officers and members of the board, to wit:

John Mitchiner	President	<b>Present</b>
Shamarion Barber	Vice President	<b>Present</b>
William J. Gaffey	Secretary-Treasurer	<b>Absent</b>
Garland Copelin	Director	<b>Present</b>
Jeffrey Spriggins	Director	<b>Present</b>

Also, present were: General Manager Russell Grubbs; Keith Morgan; Aurora Amaro; Darrell Hartwick; Nancy Click; and Kim Holle of Galveston County W.C.I.D. No. 1; Efrain Him, PE of HDR, Inc.; Ryan Nokelby, PE of HDR, Inc.; and JoAnn Matthiesen, Partner of Baker Williams Matthiesen LLP.

Guest(s): Mayor Julie Masters of the City of Dickinson.

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by President Mitchiner at 5:00 p.m. All said members were in attendance with the exception of Secretary-Treasurer Gaffey, and a quorum was established by Administrative Secretary Kim Holle.

**PRAYER AND PLEDGE OF ALLEGIANCE**

Vice President Barber led those present in the Prayer. President Mitchiner led those present in the Pledge of Allegiance and the Pledge to the Texas Flag.

**CITIZENS' COMMENTS (Time Limit: 5 minutes per speaker)**

There was no action taken.

**CONSENT AGENDA/APPROVAL OF MINUTES**

1. Discuss and take action on approval of payment of director 'per diem' request for September, 2019.

**2. Discuss and take action on approval of minutes for the Regular Board Meeting of September 16, 2019 and Special Board Meeting of October 7, 2019.**

A motion was made by Director Copelin and seconded by Vice President Barber to approve the consent agenda, payment of Director 'per diem' requests for September, 2019, and minutes of the Regular Board Meeting of September 16, 2019 and Special Board Meeting of October 7, 2019. The motion passed unanimously.

**REGULAR AGENDA/OTHER BUSINESS**

**3. Discuss and approve/disapprove the General Manager to enter into a Franchise Agreement with the City of Dickinson to provide commercial and residential solid waste services within the city limits of the City of Dickinson.**

A motion was made Director Copelin and seconded by Vice President Barber to approve the General Manager to enter into a Franchise Agreement with the City of Dickinson to provide commercial and residential solid waste services within the city limits of the City of Dickinson with Franchise Compensation being 5% of the gross sales and final approval by the Board of Directors. The motion passed unanimously.

**4. Discuss and take action on Ordinance No. 2019-03 adopting the 2019 Water Conservation Plan and Drought Contingency Plan of Galveston County Water Control and Improvement District No. 1.**

A motion was made Director Copelin and seconded by Vice President Barber to approve Ordinance No. 2019-03 adopting the 2019 Water Conservation Plan and Drought Contingency Plan of Galveston County Water Control and Improvement District No. 1. The motion passed unanimously.

**5. Discuss and take action to approve the Amendment to the Information Form of Galveston County Water Control and Improvement District No. 1 with Exhibit "A" Notice to Purchasers.**

A motion was made Director Copelin and seconded by Vice President Barber to approve the Amendment to the Information Form of Galveston County Water Control and Improvement District No. 1 with Exhibit "A" Notice to Purchasers. The motion passed unanimously.

**6. Discuss and take action to approve the job description for the Risk Management and Safety Coordinator position.**

A motion was made Director Copelin and seconded by Vice President Barber to approve the job description for the Risk Management and Safety Coordinator position. The motion passed unanimously.

**7. Discuss and review the Texas County & District Retirement System (TCDRS) plan provisions for Plan Year 2020.**

Nancy Click, Administrative Assistant to the General Manager/Human Resources, reviewed the Texas County & District Retirement System (TCDRS) plan provisions for Plan Year 2020. The required employer contribution rate for Plan Year 2020 is 11.29%. The elected employer contribution rate for Plan Year 2020 is 12.75%. The amount that was included and approved in the 2019-20 Fiscal Budget was 13.15% which is a 1.52% increase that will be dedicated to reducing our Unfunded Actuarial Accrued Liability (UAAL), and it also includes .34% for Group Term Life.

We did not offer a Cost-of-Living (COLA) Annuity Increase to our retirees this year.

There was no action taken.

**8. Discuss and take action to approve the purchase of a F450 Gasoline Chassis TV Truck through CLS Equipment Company using the Texas Local Government Purchasing Cooperative Buyboard in an amount not to exceed \$203,760.00 to replace the District's 1995 TV Truck.**

A motion was made Director Copelin and seconded by Vice President Barber to approve the purchase of a F450 Gasoline Chassis TV Truck through CLS Equipment Company using the Texas Local Government Purchasing Cooperative Buyboard in an amount not to exceed \$203,760.00 to replace the District's 1995 TV Truck. The motion passed unanimously.

**9. Discuss and take action to approve Pay Estimate No. 11 for the Falco Operations Building Project in the amount of \$197,803.72 to Frost Construction Company, Inc.**

A motion was made Director Copelin and seconded by Director Spriggins to approve Pay Estimate No. 11 for the Falco Operations Building Project in the amount of \$197,803.72 to Frost Construction Company, Inc. The motion passed unanimously.

President Mitchiner asked Mayor Julie Masters of the City of Dickinson if she would like to address the Board of Directors. She stated that she would like to thank the Board of Directors for their consideration to provide commercial and residential solid waste services within the city limits of the City of Dickinson.

**10. Discuss and review Bond Projects updates; on-going engineering and construction projects.**

Mr. Efrain Him, PE of HDR, Inc. updated the Board of Directors concerning the on-going Bond Projects and on-going Engineering and Construction Projects for the

month of September. Mr. Him answered the Board of Directors' questions and concerns.

There was no action taken.

**11. Hear reports from legal counsel – Baker Williams Matthiesen LLP.**

Ms. Matthiesen, our Legal Counsel, stated that she has nothing to report this month.

**12. Receive Staff Reports for September, 2019**

- a. Financial Report
- b. Monthly Tax Report
- c. Travel & Training Expense Statements
  - General Manager Credit Card Detail
  - Board Travel & Training Expense Reports
- d. 2019 Goals and Objectives Monthly Progress Reports
  - "Have a Heart Campaign"
- e. Citizens' Comments Report
  - Galveston County Health District
- f. Board Update from Previous Meeting
  - General Manager Training
- g. Safety Report
  - Log of Work Related Injuries, Illnesses and Incidents

Chief Financial Officer Aurora Amaro reviewed the Financial Report for the month of September. Ms. Amaro answered the Board of Directors' questions and concerns.

There was no action taken.

**13. Discuss and take action on item(s) from Staff Reports, if necessary.**

There was no action taken.

**Convene into Executive Session to discuss personnel matters pursuant to Open Meetings Act Section 551.074 of the Texas Government Code and/or Section 551.071 of the Texas Government Code for consultation with Attorney for pending or contemplated litigation, and/or Section 551.072 of the Texas Government Code for deliberations about real property.**

**Re-convene into Open Session and authorize any necessary action concerning personnel matters and/or pending or contemplated litigation and/or deliberations about real property.**

**14. Discuss and take action on item(s) from Executive Session.**


There was no action taken.

**CLOSING COMMENTS/ANNOUNCEMENTS/RECOGNITION**

There were no public announcements and/or recognition.

**ADJOURNMENT**

The meeting adjourned at 5:47 p.m.

  
Secretary for the Board of Directors