

**MINUTES OF THE REGULAR MEETING  
GALVESTON COUTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1  
REGULAR BOARD OF DIRECTORS MEETING  
Monday, October 19, 2020  
2320 Falco Street  
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 19, 2020, at 2320 Falco Street, 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>Present</b>
Garland Copelin	Director	<b>Present</b>
Jeffrey Spriggins	Director	<b>Present</b>

Also, present were: Interim General Manager Ivan Langford; Keith Morgan; Aurora Amaro; Darrell Hartwick; Nancy Click; Ana Urps; John Campbell; and Trina Veasey of Galveston County W.C.I.D. No. 1; Efrain Him, PE of HDR, Inc.; Ryan Nokelby, PE of HDR, Inc.; Patrick Wiltshire of Public Management, Inc. and JoAnn Matthiesen, Partner of Baker Williams Matthiesen LLP.

Guest(s): Doreen Bridges.

**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, and a quorum was established by Secretary-Treasurer Gaffey.

**PRAYER AND PLEDGE OF ALLEGIANCE**

Secretary-Treasurer Gaffey led those present in the Prayer. Director Copelin 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 Directors' "Per Diem" request for September, 2020.**

2. **Discuss and take action on approval of minutes for the Regular Board Meeting of September 21, 2020 and Special Board Meeting of September 18, 2020.**

A motion was made by Vice President Barber and seconded by Director Spriggins to approve the consent agenda, payment of Director 'per diem' requests for September, 2020, and minutes of the Regular Board Meeting of September 21, 2020 and Special Board Meeting of September 18, 2020. The motion passed unanimously.

**REGULAR AGENDA/OTHER BUSINESS**

3. **Discuss and take action to adopt Resolution No. 2020-13, a Resolution of District Board of the Galveston County Water Control and Improvement District No. 1, Authorizing the Submission of an Application to the Texas General Land Office (GLO) for Community Development Block Grant - Mitigation (CDBG-MIT) Program; and Authorizing the Board President and/or General Manager to act as the District's Executive Officer(s) and Authorized Representative in all matters pertaining to the District's Participation in the Community Development Block Grant - Mitigation (CDBG-MIT) Program.**

A motion was made by Director Copelin and seconded by Vice President Barber to adopt Resolution No. 2020-13, a Resolution of District Board of the Galveston County Water Control and Improvement District No. 1, Authorizing the Submission of an Application to the Texas General Land Office (GLO) for Community Development Block Grant - Mitigation (CDBG-MIT) Program; and Authorizing the Board President and/or General Manager to act as the District's Executive Officer(s) and Authorized Representative in all matters pertaining to the District's Participation in the Community Development Block Grant - Mitigation (CDBG-MIT) Program. There was a roll call vote.

The roll call vote was as follows:

President Mitchiner – Yes  
Vice President Barber – Yes  
Secretary-Treasurer Gaffey – Yes  
Director Copelin – Yes  
Director Spriggins – Yes

The vote was 5-0. The motion passed unanimously.

4. **Discuss and take action to adopt Resolution No. 2020-14, Resolution Authorizing a Geographical Information System Services Agreement by and between HDR Engineering, Inc. and Galveston County Water Control and Improvement District No. 1 providing for Geographical Information System Services.**

A motion was made by Vice President Barber and seconded by Director Spriggins to adopt Resolution No. 2020–14, Resolution Authorizing a Geographical Information System Services Agreement by and between HDR Engineering, Inc. and Galveston County Water Control and Improvement District No. 1 providing for Geographical Information System Services. There was a roll call vote.

The roll call vote was as follows:

President Mitchiner – Yes  
Vice President Barber – Yes  
Secretary-Treasurer Gaffey – Yes  
Director Copelin – Yes  
Director Spriggins – Yes

The vote was 5-0. The motion passed unanimously.

**5. Discuss and take action to adopt Resolution No. 2020–20, Resolution Approving the District FY2021-2026 Capital Improvement Plan (CIP) Project List.**

A motion was made by Director Copelin and seconded by Secretary-Treasurer Gaffey to adopt Resolution No. 2020–20, Resolution Approving the District FY2021-2026 Capital Improvement Plan (CIP) Project List. The motion passed unanimously.

**6. Discuss and take action to adopt Resolution No. 2020–15, Resolution Authorizing an updated Master Agreement for Professional Engineering Services with HDR Engineering, Inc.**

A motion was made by Secretary-Treasurer Gaffey and seconded by Director Copelin to adopt Resolution No. 2020–15, Resolution Authorizing an updated Master Agreement for Professional Engineering Services with HDR Engineering, Inc. The motion passed unanimously.

**7. Discuss and take action to approve HDR Engineering, Inc. Task Order No. 1 – On-Going Professional Engineering Services.**

A motion was made by Vice President Barber and seconded by Director Spriggins to approve HDR Engineering, Inc. Task Order No. 1 – On-Going Professional Engineering Services. The motion passed unanimously.

**8. Discuss and take action to approve HDR Engineering, Inc. Task Order No. 2 – Water and Wastewater Capacity Analyses for Proposed Developments.**

A motion was made by Vice President Barber and seconded by Director Spriggins to approve HDR Engineering, Inc. Task Order No. 2 –Water and Wastewater Capacity Analyses for Proposed Developments. The motion passed unanimously.

**9. Discuss and take action to approve HDR Engineering, Inc. Task Order No. 3 – GLO CDBG-MIT Grant Application Preparation Services.**

A motion was made by Secretary-Treasurer Gaffey and seconded by Vice President Barber to approve HDR Engineering, Inc. Task Order No. 3 – GLO CDBG-MIT Grant Application Preparation Services. The motion passed unanimously.

**10. Discuss and take action adopt Resolution No. 2020-16, Resolution Authorizing a Professional Engineering Services Contract with HDR Engineering, Inc. for Mitigation Projects under the U.S. Department of Housing and Urban Development Community Development Block Grant Program.**

A motion was made by Vice President Barber and seconded by Director Spriggins to adopt Resolution No. 2020-16, Resolution Authorizing a Professional Engineering Services Contract with HDR Engineering, Inc. for Mitigation Projects under the U.S. Department of Housing and Urban Development Community Development Block Grant Program. The motion passed unanimously.

**11. Discuss and take action on approval of Authorization to maintain Texas County & District Retirement System (TCDRS) plan provisions for Plan Year 2021.**

Interim General Manager Langford reviewed the Texas County & District Retirement System (TCDRS) plan provisions for Plan Year 2021. The required employer contribution rate for Plan Year 2021 is 11.54%. The elected employer contribution rate for Plan Year 2021 is 12.81%. The amount that was included and approved in the 2020-21 Fiscal Budget was 13.20% which is a 1.27% increase that will be dedicated to reducing our Unfunded Actuarial Accrued Liability (UAAL), and it also includes .39% for Group Term Life.

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

A motion was made by Director Copelin and seconded by Vice President Barber to approve Authorization to maintain Texas County & District Retirement System (TCDRS) plan provisions for Plan Year 2021. The motion passed unanimously.

**12. Discuss and take action to adopt Resolution No. 2020-17, Resolution Adopting a Procurement Policy Applicable to All Procurements made with Federal Funds.**

A motion was made by Vice President Barber and seconded by Director Spriggins to adopt Resolution No. 2020-17, Resolution Adopting a Procurement Policy Applicable to All Procurements made with Federal Funds. The motion passed unanimously.

**13. Discuss and take action to adopt Resolution No. 2020-18, Resolution Adopting a Financial Policies and Procedures Manual.**

A motion was made by Vice President Barber and seconded by Secretary-Treasurer Gaffey to adopt Resolution No. 2020-18, Resolution Adopting a Financial Policies and Procedures Manual. Director Copelin suggested that we send the Financial Policies and Procedures Manual to be reviewed by our legal counsel. The motion passed unanimously.

**14. Discuss and take action to adopt Resolution No. 2020-19, Resolution Adopting a Cartegraph Software and Services Contract.**

A motion was made by Vice President Barber and seconded by Director Spriggins to adopt Resolution No. 2020-19, Resolution Adopting a Cartegraph Software and Services Contract. The motion passed unanimously.

**15. Discuss and take action to adopt Ordinance No. 2020-04, an Ordinance Amending and Restating Galveston County Water Control and Improvement District No. 1 Records Management Program in Accordance with the laws, Rules, and Regulations of the State of Texas and Repealing all Ordinances or Parts of Ordinances in Conflict Herewith.**

A motion was made by Vice President Barber and seconded by Director Spriggins to adopt Ordinance No. 2020-04, an Ordinance Amending and Restating Galveston County Water Control and Improvement District No. 1 Records Management Program in Accordance with the laws, Rules, and Regulations of the State of Texas and Repealing all Ordinances or Parts of Ordinances in Conflict Herewith. The motion passed unanimously.

**16. 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.

**17. Hear report from legal counsel, Baker Williams Matthiesen LLP.**

JoAnn Matthiesen, our Legal Counsel, stated that she had nothing to report this month.

**18. Receive Staff Reports for September, 2020**

a. Financial Report

- b. Monthly Tax Report
- c. Travel & Training Expense Statements
  - Board Travel & Training Expense Reports
- d. Citizens' Comments Report
  - Galveston County Health District
- e. Board Update from Previous Meeting
- f. Safety Report
  - Log of Work Related Injuries, Illnesses and Incidents

There was no Financial Report for the month of September, 2020.

There was no action taken.

**19. 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.**

There was no Executive Session.

**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.**

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

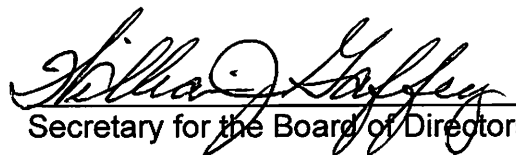
There was no action taken.

**CLOSING COMMENTS/ANNOUNCEMENTS/RECOGNITION**

There were no public announcements and/or recognition.

**ADJOURNMENT**

The meeting adjourned at 6:33 p.m.

  
Secretary for the Board of Directors