

**MINUTES OF THE REGULAR MEETING  
GALVESTON COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1  
REGULAR BOARD OF DIRECTORS MEETING  
Monday, August 16, 2021  
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 August 16, 2021, 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: General Manager Ivan Langford; Keith Morgan; Aurora Amaro; Nancy Click; John Campbell; and Ana Urps of Galveston County W.C.I.D. No. 1; David Dunn, PE of HDR, Inc.; Ryan Nokelby, PE of HDR, Inc.; Dick Pursley of HDR, Inc.; and Scott Bounds, Attorney of Olson & Olson LLP.

Guest(s): None.

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

The meeting was called to order by President Mitchiner at 5:05 p.m. All said members were in attendance, and a quorum was established by Secretary-Treasurer Gaffey.

**PRAYER AND PLEDGE OF ALLEGIANCE**

Human Resources Nancy Click 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 director 'per diem' request for July, 2021.**

2. **Discuss and take action on approval of minutes for the Regular Board Meeting of July 19, 2021.**
3. **Discuss and take action to approve Sustanite Support Services, LLC (Contractor) Pay Application No. 8 for the 26th Street, 27th Street and Owens Drive Lift Stations Replacement Project for a total amount of \$70,537.50.**

A motion was made by Vice President Barber and seconded by Secretary-Treasurer Gaffey to approve the consent agenda, payment of Director 'per diem' requests for July, 2021 and minutes of the Regular Board Meeting of July 19, 2021, and to approve Pay Application No. 8 for the 26<sup>th</sup> Street, 27<sup>th</sup> Street, and Owens Drive Lift Stations Replacement Project for a total amount of \$70,537.50. The motion passed unanimously.

#### **REGULAR AGENDA/OTHER BUSINESS**

4. **Discuss and take action to award and execute contract for the 26<sup>th</sup> Street Lift Station Force Main Replacement Project to the lowest responsive bidder, D.L. Elliot Enterprises, Inc. (Contractor), for a total bid amount of \$390,442.00.**

Mr. Ryan Nokelby, PE of HDR, Inc., reported that there were a total of seven (7) bids received. D.L. Elliot Enterprises, Inc. (Contractor) was the lowest responsive bidder. Mr. Nokelby answered the Board of Directors' questions and concerns.

A motion was made by Vice President Barber and seconded by Director Spriggins to award and execute contract for the 26<sup>th</sup> Street Lift Station Force Main Replacement Project to the lowest responsive bidder, D.L. Elliot Enterprises, Inc. (Contractor), for a total bid amount of \$390,442.00. The motion passed unanimously.

5. **Discuss and take action on Software Services Agreement with OpenGov, Inc. to provide a cloud-based ERP solution for our financial suite of business applications, including General Ledger, Accounts Payable, Cash Receipts, Payroll, Utility Billing and other related applications.**

A motion was made by Secretary-Treasurer Gaffey and seconded by Vice President Barber to approve the Software Services Agreement with OpenGov, Inc. to provide a cloud-based ERP solution for our financial suite of business applications, including General Ledger, Accounts Payable, Cash Receipts, Payroll, Utility Billing and other related applications. The motion passed unanimously.

6. **Discuss and take action on revised list of capital projects and project scope to be included in pending 2021 CDBG - MIT (Community Development Block Grant - Mitigation) from the Texas General Land Office's Administration of Hurricane Harvey Mitigation funds.**

A motion was made by Secretary-Treasurer Gaffey and seconded by Vice President

Barber to approve the revised list of capital projects and project scope to be included in pending 2021 CDBG - MIT (Community Development Block Grant - Mitigation) from the Texas General Land Office's Administration of Hurricane Harvey Mitigation funds. The motion passed unanimously.

7. **Discuss and present 2021 Appraisal Roll showing the 2021 appraised, assessed, and taxable value for all properties of the District.**

Chief Financial Officer Aurora Amaro reviewed the 2021 Appraisal Roll showing the 2021 appraised, assessed, and taxable value for all properties of the District. Ms. Amaro also answered Board of Directors' questions and concerns.

There was no action taken.

8. **Discuss and take action on a proposed tax rate for the year 2021 and set the date for the Public Hearing for said tax rate.**

Chief Financial Officer Aurora Amaro reviewed the calculation schedule which showed the proposed property tax rate for tax year 2021. Ms. Amaro answered Board of Directors' questions and concerns.

A motion was made by Vice President Barber and seconded by Director Spriggins to approve a proposed tax rate for the year 2021 at \$0.016613 for debt services and \$0.095993 for maintenance and operations for a total proposed tax rate of \$0.112606. The motion passed unanimously.

A motion was made by Vice President Barber and seconded by Director Spriggins to approve setting the date for the Public Hearing for said tax rate on September 20, 2021 at 5:00 p.m. The motion passed unanimously.

9. **Presentation of Water System Modeling results by HDR, Inc.**

Mr. David Dunn, PE of HDR Engineering, made a presentation on the District's Water System Modeling. Director Copelin asked questions, and General Manager Langford answered all of his concerns.

There was no action taken.

10. **Discuss and take action to approve Resolution No. 2021-05 Authorizing contract with Insituform Technologies, LLC in the amount of \$146,300.00 to furnish labor, materials, equipment and services necessary for the FM 517 and Hughes Road Trunk Sewer Cleaning and Inspection Project utilizing the Texas Statewide Cooperative Purchasing Contract administered through the Buy Board and authorize the General Manager to execute the necessary documents.**

A motion was made by President Mitchiner and seconded by Vice President Barber to approve Resolution No. 2021-05 Authorizing contract with Insituform Technologies, LLC in the amount of \$146,300.00 to furnish labor, materials, equipment and services necessary for the FM 517 and Hughes Road Trunk Sewer Cleaning and Inspection Project utilizing the Texas Statewide Cooperative Purchasing Contract administered through the Buy Board and authorize the General Manager to execute the necessary documents. The motion passed unanimously.

**11. Discuss and take action to approve Resolution No. 2021-06 Authorizing contract with Insituform Technologies, LLC in the amount of \$185,888.00 to furnish labor, materials, equipment and services necessary for the Sanitary Sewer Rehabilitation - Sycamore and Longshadow Project utilizing the Texas Statewide Cooperative Purchasing Contract administered through the Buy Board and authorize the General Manager to execute the necessary documents.**

A motion was made by Vice President Barber and seconded by Secretary-Treasurer Gaffey to approve Resolution No. 2021-06 Authorizing contract with Insituform Technologies, LLC in the amount of \$185,888.00 to furnish labor, materials, equipment and services necessary for the Sanitary Sewer Rehabilitation - Sycamore and Longshadow Project utilizing the Texas Statewide Cooperative Purchasing Contract administered through the Buy Board and authorize the General Manager to execute the necessary documents. The motion passed unanimously.

The Board of Directors took a 5-minute recess at 6:43 p.m., and they returned from their recess at 6:48 p.m.

**12. Discussion on cost-of-living (COLA), to employees who have retired from the District.**

General Manager Langford discussed the cost-of-living (COLA), to employees who have retired from the District. He is recommending a 60% Consumer Price Index (CPI) based COLA to our retirees. The cost would be approximately \$42,000 per year over a 15-year period.

There was no action taken.

**13. Discuss and take action to approve Petition for Annexation and adopt Board Order Adding Land to the boundaries of the District by petition from Lewis White, ABST 19 Perry & Austin, Lots 9 thru 12, BLK 42, Moore's Addition to the Town of Dickinson, in Galveston County, Texas.**

- a. 1902 Avenue B
- b. 1906 Avenue B
- c. 1910 Avenue B
- d. 1912 Avenue B

A motion was made by Director Copelin and seconded by Director Spriggins to approve Petition for Annexation and adopt Board Order Adding Land to the boundaries of the District by petition from Lewis White, ABST 19 Perry & Austin, Lots 9 thru 12, BLK 42, Moore's Addition to the Town of Dickinson, in Galveston County, Texas.

- a. 1902 Avenue B
- b. 1906 Avenue B
- c. 1910 Avenue B
- d. 1912 Avenue B

The motion passed unanimously.

**14. Discuss and take action on Ordinance No. 2021-04 setting Rate for sale of reclaimed water.**

A motion was made by President Mitchiner and seconded by Vice President Barber to approve Ordinance No. 2021-04 setting Rate for sale of reclaimed water. The motion passed unanimously.

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

Mr. Ryan Nokelby, 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 July. Mr. Nokelby answered the Board of Directors' questions and concerns.

There was no action taken.

**16. Hear reports from legal counsel - Olson & Olson LLP.**

Mr. Scott Bounds, our Legal Counsel, reported that he has no legal report this month.

There was no action taken.

**17. Receive Monthly Reports & Investment Report**

- a. Financial Report and Investment Report
- b. Monthly Tax Report
- c. Travel & Training Expense Statements
- d. Galveston County Health District - Citizens' Comments Reports
- e. Utility Plants Update Discharge Monitor Report (DMR)/Monthly Water Operating Report.  
Staff Reports
  - Human Resources Report
  - Safety Report
  - Field Operations Report

Chief Financial Officer Aurora Amaro reported that there is no Financial Report for the month of July, 2021.

Department Heads reviewed and discussed their monthly reports. There was no action taken.

**18. 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.**

The Board convened into Executive Session at 7:54 p.m.

- a. Consultation with District's legal counsel.

**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.**

The Board re-convened into Open Session at 8:15 p.m.

**19. 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 8:21 p.m.

  
Secretary for the Board of Directors