



# Regular Meeting Minutes

October 10, 2024

## Galveston County Drainage District No. 2 Board of Directors

The Board of Directors (the "Board" or "Directors") of Galveston County Drainage District No. 2 (the "District") met in regular session on the 10<sup>th</sup> day of October, 2024 at 4:00 p.m. in the meeting room of the District at 5000 F.M. 1765, La Marque, TX, 77568, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code, whereupon the roll was called of the members of the Board, to-wit:

- *Wayne Hobgood, Chairman / Director*
- *Jack Ellison Jr., Vice Chairman / Director*
- *Angel Murphy, Secretary / Director*

All members of the Board were present, thus constituting a quorum.

Attendees were:

Mr. Landry Cravens ("District Manager"), Ms. Candace Warren, Office Administrator/Records Management Officer for the District, Mr. Steven Wilcox, P.E., CFM with Pape-Dawson Engineers, Ms. Monica A. Garza, Attorney with Polley Garza PLLC, Ms. Christian Carner with Gulf Coast Bookkeeping Inc., Mr. Dean Oliver, Operator for the District, and Detective Matthew Cypert.

### 1. **Call Meeting to Order**

After finding that notice of the meeting was posted as required by law and finding that a quorum of the Board was present, Director Hobgood called the meeting to order at 4:00 p.m. and declared it open for such business as may regularly come before it.

### 2. **Public Comments**

Mr. Augie Molis of LaMarque spoke to the Board, stating that mosquitoes have been terrible in the ditch area near his home. He said that he had come to the District to complain but was given excuses. He added that he had mowed the area to keep the snakes away from his property. He said that the MUD District should get better at what they are doing, continuing to add that he saw workers on Saturday, Sunday, and Monday who had come to cut the grass near his home but that it looked terrible. He requested that his side be put on a schedule.

He stated he called Director Murphy, who had come out to look at the area Mr. Molis lives in. Director Hobgood allowed conversation on this matter. Mr. Oliver, who addressed this concern, noted that the area, known as Woodhaven, is being maintained by the HOA, and they have been mowing on top of the District's ditch. He let Mr. Molis know that the District employees do not mow on Friday, Saturday, or Sunday because the District is closed on these days. Mr. Cravens said he would get Mr. Molis's contact information so the meeting could continue moving forward.

3. **Old Business:**

a. Approval of Regular Meeting Minutes from September 12, 2024

Director Hobgood motioned to approve the minutes from this date, with Director Ellison Jr. seconding the motion. Director Murphy opposed the Approval of the Regular Meeting Minutes from September 12, 2024. Ms. Carner asked the Board if she could receive a copy of the minutes prior to the meeting so she could review them.

b. Discussion and Approval of Owens 5 Installs New Contract

After a brief discussion to consider approving the Owens 5 Installs contract, Director Murphy cited that the District could use the IT contractor to service the cameras and that they are self-monitored. Director Ellison Jr. asked if the cameras could be maintained in-house, and Mr. Cravens stated, "Yes, that is correct." Mr. Cravens added that we could retain the services of a contractor to maintain camera issues if necessary. Director Hobgood, finding that other measures could be taken for camera service for the District, made a motion not to approve the Owens 5 Installs New Contract. The motion was seconded unanimously by the Board.

4. **New Business:**

a. Cost of Living Pay Raise for GCDD2 Employees

Mr. Cravens began the discussion, stating that he was requesting the Board to consider a five percent (5%) increase for the District employees. He added that the budget had already been approved for this increase. Director Hobgood stated that he understood, agreeing that the pay raise was allotted in the budget, and motioned to approve the Cost of Living Pay Raise for GCDD2 Employees. Director Ellison Jr. seconded the motion, with Director Murphy opposing the motion.

Ms. Garza addressed Mr. Cravens and stated that this pay raise would be for all employees. However, because Mr. Cravens' salary is stated in his contract, she recommended that this be an agenda item for next month so that it can be updated in Mr. Cravens' contract itself.

b. Discussion, Consideration, and Possible Action on the District's Investment Officer Position

Director Hobgood started the discussion by referring to the fact that Director Murphy has been the Investment Officer for a year, but he believed that the position of an in-house experienced investment officer would be best. He added that Mr. Cravens should be the investment officer, given that he can gain more hands-on experience in the role. Director Hobgood motioned for the Approval of the District's Investment Officer Position, recommending Mr. Cravens. Ms. Carner proposed that she be considered for the position, given her training with reports she has prepared for the District. Director Ellison Jr. agreed with the motion by Director Hobgood and seconded the motion for Consideration and Action of the District's Investment Officer Position. Director Murphy opposed the motion.

c. Removal of General Ledger Code 9106 (Administrative Assistant) from Budget, Move Funds to General Ledger Code 9102 (Office Administrator)

Mr. Cravens began the discussion, stating that the administrative assistant position was in place previously because of a former employee who held that position. He proposed that the funds be moved from that position and the general ledger code be changed to reflect the position the District has of office administrator. Ms. Garza recommended addressing an agenda item at the next meeting to formally amend the fiscal year 2025 budget as a District. She stated that the budget is what the District must formally adopt. Director Hobgood motioned to approve the Removal of General Ledger Code 9106 (Administrative Assistant) from the Budget and move Funds to General Ledger Code 9102 (Office Administrator), contingent on the item being placed on the agenda next month, in which the change in the fiscal year 2025 budget would formally be adopted. Director Ellison Jr. seconded the motion, with Director Murphy opposing the motion.

d. Discussion, Consideration, and Possible Action on Services from the District's Attorney, Polley Garza

Director Hobgood stated that over the course of several months and several discussions about the billing of services from Ms. Garza's firm time and again, noting that due to the Bookkeeper and one of the District's Directors of the Board consistently contacting Ms. Garza and her firm, raising the expense of the Attorney's billing of the District outrageously, he would like to make a motion to seek new legal service. Ms. Garza stated that her billing expenses were higher in some months than others, based on key tasks she and her firm performed. Ms. Garza offered a spreadsheet for the Board to review. After listening to a brief discussion, Director Hobgood motioned to terminate the services of the District's Attorney, Polley Garza. Director Ellison Jr. gave the second motion, adding that the District should go in a different direction because the bills from Polley Garza over the past two years have been extremely high.

Director Murphy opposed the motion. Ms. Garza left the meeting after the motion was approved.

5. **Bookkeeper's Report:**

a. Review and Approval of Bookkeeper's Report

Ms. Carner gave the monthly Bookkeeper's Report. Director Hobgood motioned to approve the Bookkeeper's Report, which Director Ellison Jr. and Director Murphy seconded the motion. A copy of the Bookkeeper's Report is attached hereto.

b. Review and Approval of ACH Vendor List and Credit Card Vendor List

Ms. Carner began the discussion by stating that the ACH Vendor List and Credit Card Vendor List would need approval before services are paid for. Director Hobgood motioned to table this agenda item. Director Ellison Jr. agreed this agenda item should be tabled but added that Mr. Cravens and the District office could provide a potential vendor list of all vendors that may be considered for future use to Ms. Carner. Per Mr. Cravens' contract, it was discussed that he has the right to make purchases without Board approval if the purchase is less than \$25,000.00. A brief discussion ensued between the Board and Ms. Carner over Mr. Cravens' consulting with the Board prior to making any purchases. Director Murphy stated that she wanted to note in the minutes that the District was not following the law by not bringing purchases for Board approval prior to purchasing anything. Director Hobgood added that Mr. Cravens could provide a list at the next monthly meeting to show any approved vendors he anticipates using in the future. Director Hobgood called for a motion for the Approval of ACH Vendor List and Credit Card Vendor List, with Director Ellison Jr. seconding the motion. Director Murphy opposed the motion.

c. Review and Approval of ACH Report

Ms. Carner gave the ACH Report, and after discussion with all Board members, Director Hobgood motioned to approve the agenda item, seconded by Director Ellison Jr. and opposed by Director Murphy, to approve the ACH Report. A copy of the report is attached hereto.

d. Review and Approval of Credit Card Report

Ms. Carner gave the Credit Card Report, and after a brief discussion, Director Hobgood motioned to approve the agenda item, which was seconded by Director Ellison Jr. Director Murphy was silent on the motion to approve the Credit Card Report. A copy of the report is attached hereto.

e. Review and Approval of Bill Disbursements

Ms. Carner gave the monthly report on Bill Disbursements. Ms. Carner then presented the bills to the Board for approval, and Director Hobgood made a motion, which was seconded by Director Ellison Jr. Director Murphy opposed the motion for the Approval of Bill Disbursements. A copy of the report is attached hereto.

f. Review and Approval of Investment Report

Ms. Carner presented the monthly investment report. The investments were discussed, and Ms. Carner provided a brief analysis. Director Hobgood made a motion, seconded by Director Ellison Jr. and by Director Murphy, for the Approval of the Investment Report. A copy of the report is attached hereto. Ms. Carner left the meeting at 5:03 pm.

6. **Engineer's Report:**

a. 2024-013 Ditch 9 - Parkline Laydown Extension

Mr. Cravens stated that Parkline Laydown Extension met all requirements necessary for approval. He advised the Board that the District's engineer, Mr. Wilcox, recommended approval and that he did as well. Director Hobgood stated that based on the engineer's recommendation, he would make a motion to approve the 2024-013 Ditch 9 Parkline Laydown Extension development. Director Ellison Jr. and Director Murphy seconded the motion.

b. 2024-022 Ditch 5 – Squan Fiber Line Crossing

Mr. Cravens told the Board that Mr. Wilcox had recommended the approval of this development since they had met the requirements. He stated that he also agreed with Mr. Wilcox to approve Squan Fiber Line Crossing. Based on Mr. Wilcox's recommendation and by a unanimous vote, the Board agreed to approve the 2024-022 Ditch 5 Squan Fiber Line Crossing.

c. 2024-023 – Highland Bayou: Bayou Ridge WSD and Final Plat

After a brief discussion regarding this development, Mr. Cravens stated that he recommended approval by the Board for the Highland Bayou: Bayou Ridge WSD and Final Plat. He said that Mr. Wilcox had also given his recommendation. With that, Director Hobgood motioned to approve the 2024-023 Highland Bayou: Bayou Ridge WSD and Final Plat. Director Ellison Jr. and Director Murphy motioned to second the approval.

7. **District Manager's Report:**

District Manager Landry Cravens stated that despite the guys having two tractors down and out for repairs, the maintenance crew completed a lot of mowing and spraying. The guys completed all of Ditch 8, most of Ditch 9, 12A, 15A, and 16A. Due to construction, they completed all of Ditch 13 except for the southbound side. They also completed part of Ditch 6, except for Ditch 6B. They also sprayed the bottom of Ditch 6.

On the operating side, the guys continued to excavate Ditch 6, setting a pipe there. They also cleared and removed fences for the District's newly owned ditch on 13C.

8. **Attorney's Report:**

No discussion took place.

9. **Director's Report:**

Director Hobgood stated he had nothing to address.

Director Ellison Jr. also stated he had nothing to address.

Director Murphy asked Mr. Cravens to mow the entire ditch system. She asked Mr. Cravens for a ditch schedule.

9. **Executive Session:**

No executive session took place.

10. **Adjournment:**

There being no further business, the Regular meeting was adjourned. The time was 5:08 p.m.

PASSED, APPROVED, and ADOPTED this the 23<sup>rd</sup> day of October 2024.

  
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Wayne Hobgood, Chairman

