



Galveston County Drainage District Number 2
Minutes of Board of Directors
Regular Meeting
June 8, 2023

The Board of Directors (the "Board") of GALVESTON COUNTY DRAINAGE DISTRICT NO. 2 (the "District") met in regular session, on the **8th of June, 2023, at 4:00 p.m.**, in the Meeting Room of the District at 5000 F.M. 1765, La Marque, Texas 77568, pursuant to notice of said meeting in accordance with Chapter 551 of the Texas Government Code, whereupon the roll was called of the members of the Board, to-wit:

Jack Ellison, Jr., Director (not present)
Wayne Hobgood, Director
Angel Murphy, Director

There being two members of the Board present, thus constituting a quorum. Also attending were Mr. Landry Cravens ("District Manager"); Ms. Monica A. Garza, Attorney of Polley Garza PLLC; Mr. Steve Haskins of Protocol Bookkeeping Inc., Bookkeeper for the District; Mr. Stephen Wilcox, P.E. of Costello Inc., Engineer for the District; Ms. Candace Warren, Office Administrator for the District; Dean Oliver, Operator for the District; and Detective Matthew Cypert. A copy of the sign-in sheet is attached hereto, with four signatures recorded.

1) Call Meeting to Order

a) Roll Call of the Board of Directors

Director Hobgood, after finding that notice of the meeting was posted as required by law and determining that a quorum of the Board was present, called the meeting to order at 4:01 p.m. and declared it open for such business as may regularly come before it.

b) Invocation (led by Director Hobgood)

c) Pledge of Allegiance

2) Public Comments

- a) Members of the public must complete a "Request to Speak" form. Public comments are limited to 3 minutes in length. Speakers making personal, impertinent, profane, or slanderous remarks shall forfeit his/her remaining time and shall be seated.**

3) Old Business:

a) Approval of Order Establishing District Fees of Office, and Reimbursement Policy

The Districts' attorney, Monica Garza of Polley Garza PLLC, stated that the Board has had this Order Establishing District Fees of Office and Reimbursement Policy for two months now. Originally, Ms. Garza recommended the Board to adopt this policy because there was some confusion about the fees of office on whether they will be based off the calendar year or fiscal year. Her understanding from the meeting last month was that the Board wanted it based on the fiscal year. The updated resolution references that. M. Garza suggested that this order be approved today because Director Ellison Jr. had previously seen it.

A motion was made by Director Hobgood and was seconded by Director Murphy to approve the Order Establishing District Fees of Office and Reimbursement Policy.

b) Election of Deputy/Assistant Secretary

Director Murphy stated that this discussion needed to be taken off the agenda because the option she recommended is no longer available. Director Hobgood stated to remove that topic for discussion.

c) Director Training on Texas Officials Workshop, Climate Adaptation Planning for Emergency Management and Critical Infrastructure Security and Resilience Awareness training.

Director Murphy stated that she attended the training, and that it was excellent training. She advised that all the Directors attend these training courses. The programs are thorough, she stated. Mr. Cravens stated that he believed that Director Ellison Jr. has already taken an Emergency Management class, so he's up to date on it. Further, he believes this class is not required of the Board. Director Hobgood expressed interest in attending one of these classes in the future.

4) New Business:

a) Approval of March 8th, 2023, April 13, 2023 and May 11, 2023 regular meeting minutes

Director Murphy stated the corrections had not been made for March 8th, 2023, April 13, 2023 and May 11, 2023 minutes. Ms. Garza asked about what corrections were needed for the March 8th minutes, because her office prepared them. Director Murphy also stated that Director Hobgood was not here, although the minutes show otherwise. She stated that it needs to be changed to Director Ellison Jr. Ms. Garza stated that if the Board wanted to approve the revisions, they could get them off the agenda. Director Hobgood stated that he would feel more comfortable with Director Ellison Jr. being present to discuss this. Director Murphy declared the minutes for all three dates to be tabled.

5) Bookkeeper's Report, including:

a) Approval of Payments of Bills and Investments

Mr. Haskins began the discussion by providing an overall recap of the District funds. He presented the Bookkeeper's Report for the months of May and June. Attached you will find the Bookkeeper's Report.

b) Approval of Money Market Transfer

Mr. Haskins next requested authorization from the Board to transfer \$100k from the Districts' Money Market account to the Districts' General operating fund. A motion was made by Director Hobgood and was seconded by Director Murphy to approve the transfer of \$100k to our General operating fund.

c) Approval of Amended District Investment Policy

Mr. Haskins stated that it's a standard investment policy, which details what type of investments are allowed by the districts funds and all of these are authorized investments for the Public Funds Investment Act.

Further detailed information was discussed and provided in the Bookkeeper's Report that Mr. Haskins submitted to the Board at the beginning of the discussion on Section 5. A motion was made by Director Hobgood and was seconded by Director Murphy to approve the checks for payment as is, and to approve the investment policy.

6) Engineer's Report, including:

a) Update and discussion regarding District detention policy

Mr. Wilcox began his report, stating that he pulled together a draft of all the different requirements that development may have to deal with. He sent a copy to Mr. Cravens and to Ms. Garza. He stated this was a summary and policy to help with some of the issues that the District has. He stated this should be ready for the next meeting. Mr. Wilcox stated that in the construction plans, the contractor is supposed to call within 48 hours, if working within our right of way, so Mr. Cravens or his team can be on site before they move any equipment. It hasn't always been written down well, but he stated he would like to have this on the website. Regarding the rough draft of the detention policy that Mr. Wilcox created, he would like to have the rough draft adopted at the next meeting, assuming that Mr. Cravens and Ms. Garza approve. Mr. Wilcox stated that Galveston County uses the exact same methodology for the study, so it's the exact same methods, and same parameters that Harris County Flood Control District used for their watershed study. Mr. Wilcox stated the District should use flood controls for now, and transition whenever a complete specific study is written for the District. He stated that his draft with the Dickinson Bayou Flood Control criteria manual takes care of a lot, and what the District currently uses is outdated. Costello's surveyors have completed Ditch 5. He stated they got all the roads surveyed from processing the data right now. They have been doing fieldwork for the last two days, surveying for easements that Mr. Cravens and Mr. Oliver have been researching for Ditch 2. Director Hobgood asked what the projected time would be for the Ditch 12 and 13 study. Mr. Wilcox said the expectation is to be completed by next month. Draft reports can be given by July, he added. Mr. Wilcox expected that the first interactive draft would be ready soon, and ready to be passed around before the next meeting, so the Board can play with it. Mr. Wilcox stated he had no further developments to add, and Director Hobgood declared that this would be added to the agenda for next month. The motion was made to table the discussion of the District detention policy until next month.

7) District Manager's Report, including:

a) District property, facilities, infrastructure, vehicles, equipment, projects, developments, compliance, reporting, and personnel matters

Mr. Cravens stated that on the maintenance side, it was a productive month, even with receiving some rain. He shared that the crew went in and took care of all the pump station ditches 12 A, 16, 15, and 13 A. Director Ellison Jr. had mentioned the spring gate on Ditch 12. So, Mr. Cravens stated that he went in and sprayed that. Part of Ditch 8 was mowed, he stated. He also added that he received an email from a LaMarque resident in the Lee Edition area. It was addressed to the City of LaMarque, but her complaint was the ditch was overgrown. The City told her it was The District's ditch. He explained to her that this was not the District's ditch. Historically, we have sprayed it, but Mr. Cravens would have to reach out to the Public Works director so as not to overstep boundaries. Mr. Cravens stated he had decided to spray it. It provided relief for the constituents in that area. She was thankful, he stated.

Mr. Cravens showed a video to the Board of several ditch areas that had been treated with the new spray unit. He shared that he was excited that this would save a lot of time and headache.

Mr. Cravens also advised that we would be implementing the new ADP timeclock as soon as we heard back from the ADP representative.

8) Attorney's Report, including:

- a) Amended Order Establishing Records Management Program and Designating Records Management Officer

Ms. Garza stated that the Districts' previous order referenced a specific person, Ms. Livy as Records Management Officer, and because she was no longer employed with the District, this needed to be updated, so we can update the State. The version that the District has right now states that the Districts' office administrator, or whoever holds that role, would serve as Records Management Officer. That is just a placeholder to designate Ms. Garza's firm, or whoever is chosen, but it is up to the Board. Director Murphy stated that she took the class. She stated further that we should not use a placeholder, but a named person. Ms. Garza stated that the time to discuss this was now, and Director Murphy nominated herself, as she stated her status as certified. Mr. Cravens recommended that a decision be made when a full Board is present. This item was tabled until all Board members can be in attendance.

- b) District Policy for Responding to Open Records Requests and Charging Requestors for Responses to same in accordance with Texas Government Code, Chapter 552, Subchapter F

Ms. Garza stated that the District had a couple of public information requests in the last month, some of which didn't come in until after the Records Management Officer / PIA position was vacant. The direction of the Board was for office staff to handle the requests. Ms. Garza stated that her firm were only called on for assistance when something needed to be sent to the state and required a bigger analysis.

The discussion turned to whether those who submitted requests should be charged any fees, stated Ms. Garza. Director Hobgood stated that fees should have been charged back in January or February of this year. Ms. Garza recommended not charging any fee based on who was requesting the records. Director Hobgood stated from this day forward, if there is a fee to be accessed, those making requests would be charged.

9) Directors' Reports

Director Hobgood began his discussion by expressing his happiness and thanking Mr. Cravens and the crew for taking care of the ditches, as he had received positive feedback and gratitude from constituents about the great work that had been exhibited. He went on to say that the District would be happy to assist other districts or municipalities if the need arises in the future. He stated how pleased he was with the new sprayer, and how great it made the District look.

Moving on to the ADP timekeeping system, Director Hobgood agreed with Director Murphy that a week withholding of payroll should resolve any issues that could potentially take place.

Director Murphy began the discussion by stating that constituents had called her to express that the open records that had been requested could not be opened because of a lock on the documents. Ms. Garza asked for clarification of that statement because she stated that what had been encrypted was personnel files. She stated that she was only aware of one such situation, and that if there were issues, she should have been notified, and without knowledge of any issues, she cannot resolve the issues. She followed up her statement with all open records had been fulfilled, and one was still pending completion.

10) Executive Session:

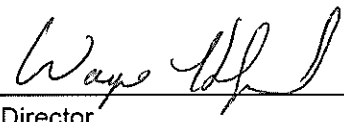
District Personnel Matters, including resignation of Office Administrator.

This was tabled until a full Board of Directors is present to discuss this topic.

11) Adjournment

There being no further business the meeting was adjourned. The time was 5:15 p.m.

PASSED, APPROVED AND ADOPTED this the 8th day of June 2023.



Director

