

**GALVESTON COUNTY DRAINAGE DISTRICT NO. 2**  
**MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING**

**November 16, 2022**

The Board of Directors (the "Board" or "Directors") of Galveston County Drainage District No. 2 (the "District") met in special session on the 16<sup>th</sup> day of November, 2022, 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 posted 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
Wayne Hobgood	Director
Angel Murphy	Director

All members of the Board were present, thus constituting a quorum. Attending in person were Landry Cravens ("District Manager"); Jon D. Polley and Monica A. Garza, attorneys, of Radcliffe Bobbitt Adams Polley PLLC ("Attorney" or "RBAP"). Several members of the public were also present at the meeting. A copy of the public sign-in sheet is attached as an exhibit hereto.

**1. Call Meeting to Order.**

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 4:00 p.m. and declared it open for such business as may regularly come before it.

**2. Public Comments.**

Mr. Roland Buchanan stated there was a clerical error in the notice for today's meeting.

There being no further public comments, the Board proceeded with the agenda.

**3. New Business.**

**Proposals for District Auditor**

The Board reviewed a proposed engagement letter for the engagement of Whitley Penn, LLP for preparation of the District's fiscal year ending ("FYE") September 30, 2022 audit. Upon a **motion** by Director Hobgood, seconded by Director Ellison, after full discussion and with all Directors present voting aye, the Board accepted the proposal from Whitley Penn, LLP for preparation of the District's FYE September 30, 2022 audit.

**Proposals for District Bookkeeper**

The Board then discussed soliciting proposals for the engagement of a Bookkeeper.



Upon a **motion** by Director Hobgood, seconded by Director Ellison, after full discussion and with all Directors present voting aye, the Board authorized RBAP to solicit proposals for a bookkeeper.

#### **Minutes/Recording of District Meetings**

The Board then discussed options for keeping record of District meetings in compliance with the Texas Open Meetings Act. Director Hobgood stated he would prefer to have RBAP written minutes going forward and if such process is too costly, would consider an audio recording of District meetings. Upon a **motion** by Director Hobgood, seconded by Director Murphy, after full discussion and with all Directors present voting aye, the Board authorized RBAP's preparation of written minutes for all District Board meetings.

#### **District and Director Communication Policy**

The Board then considered adopting a policy regarding communication between the Directors and District staff. In response to a question from Director Murphy, Mr. Polley recommended Directors refrain from communicating via text message with District staff and consultants. Ms. Garza recommended that Directors communicate via phone call or electronic mail using the District-issued email addresses.

Upon a **motion** by Director Hobgood, seconded by Director Ellison, after full discussion and with all Directors present voting aye, the Board authorized RBAP to prepare a District Communication Policy for the Board's consideration.

#### **General Manager Employment Agreement**

Ms. Garza reminded the Board that the District does not currently have an employment agreement with the District Manager, Mr. Cravens. Ms. Garza recommended the District enter into such agreement and to include such items as the District Manager's authority and job description.

Upon a **motion** by Director Hobgood, seconded by Director Murphy, after full discussion and with all Directors present voting aye, the Board authorized RBAP to prepare an Employment Agreement with the District Manager for the Board's consideration.

#### **4. General Manager's Report.**

##### **Proposals for District Office Roof Repair/Replacement**

Mr. Cravens then presented to the Board a proposal from RNM Installation Services, LLC ("RNM") for the replacement of the roof on the District's office building. Director Hobgood asked Mr. Cravens if the District could patch up damaged areas of the roof and replace the entire roof at some time in the future. Mr. Cravens stated that given the age of the roof, 35 years, he recommended replacing the roof in its entirety. In response to a question from Mr. Polley, Mr. Cravens confirmed that he solicited 4 proposals for the roof repair/replacement.



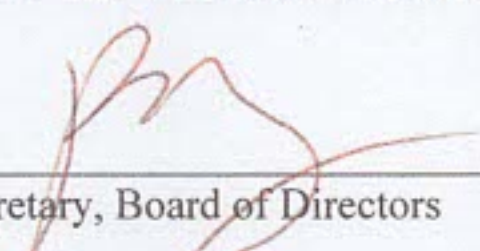
Upon a **motion** by Director Murphy, seconded by Director Ellison, after full discussion and with all Directors present voting aye, the Board accepted the proposal from RNM for replacement of the roof on the District's office building.

Mr. Cravens next updated the Board regarding the status of District property, facilities, infrastructure, projects, development and personnel matters. Mr. Cravens stated that due to Ms. Eva Livy, the District's Administrative Assistant, having to take an extended leave, he will be unable to use his previously scheduled paid time off. Mr. Cravens requested Board authorization to roll over any unused vacation time to 2023. Mr. Polley stated that if the Board approves such request, he recommends the District's Personnel Policy also be updated to reflect such option for all District employees. Upon a **motion** by Director Hobgood, seconded by Director Murphy, after full discussion and with all Directors present voting aye, the Board approved Mr. Cravens' request to have any unused vacation time roll over to 2023.

5. **Adjournment.**

There being no further business to come before the Board, the Board meeting was adjourned.

PASSED, APPROVED and ADOPTED this the 14<sup>th</sup> day of December, 2022.

  
Secretary, Board of Directors

