



Galveston County Drainage District # 2

Board of Directors

Regular Meeting Minutes

Wayne Hobgood *Director*
Jack Ellison Jr. *Director*
Angel Murphy *Director*

February 8, 2024

The Board of Directors (the "Board" or "Directors") of Galveston County Drainage District # 2 (the "District") met in regular session on the 8th day of February 2024 at 4:00 p.m. in the meeting room of the District at 5000 F.M. 1765, La Marque, TX, 77568, according to notice of said meeting posted under Chapter 551 of the Texas Government Code, whereupon the roll was called of the members of the Board, to-wit:

All members of the Board were present, thus constituting a quorum. In attendance were Mr. Landry Cravens ("District Manager"), Ms. Candace Warren, Office Administrator/Records Management Officer for the District, Mr. Stephen Wilcox, P.E. of Pape-Dawson Engineers, Mr. Steve Haskins of Protocol Bookkeeping, Ms. Christian Carner of Gulf Coast Bookkeeping, and Dean Oliver, Operator for the District. Detective Matthew Cypert was in attendance. A copy of the sign-in sheet is found attached hereto. No constituents were present.

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.

- a) Roll Call
- b) Invocation (led by Director Hobgood)
- c) Reciting of the Pledge of Allegiance

2. Public Comments

- a) There were no members of the public present and wishing to speak.

3. Old Business

- a) *Approval of the January 11, 2024, Regular Meeting Minutes.*

Director Hobgood made a motion to approve the Regular Meeting Minutes for the date of January 11, 2024, and Director Ellison Jr seconded the motion.

- b) *Approval of the January 22, 2024, Special Meeting Minutes.*

Director Hobgood made a motion to approve the Special Meeting Minutes for the date of January 22, 2024, and Director Ellison Jr seconded the motion.

c) Replacement of GCDD2 Company Truck

Mr. Oliver made a brief presentation and submitted a new proposal and quote for a work truck. There was a discussion regarding the truck, with pictures and specifications. After a motion was made by Director Hobgood, and seconded by Director Ellison Jr., the replacement of the GCDD2 company truck was approved. Director Murphy opposed the motion.

4. New Business

No new business was discussed during this meeting.

5. Bookkeepers' Report

a) Approval of Payments and Bills

Director Hobgood wanted to come back to the approval of the Payments and Bills after the other Directors had a chance to review them.

b) Approval of Money Market Transfer

Director Hobgood wanted to come back to the approval of the Money Market Transfer after the other Directors had a chance to review the Payments and Bills.

c) Authorize the Bookkeeper, Board, and/or District Manager to take any necessary steps to update the District's bank accounts, savings accounts, and investment accounts regarding the Bookkeeper's access to same.

Director Hobgood stated that Ms. Carner would need to be given authority for access to the bank accounts. Mr. Cravens stated that on Monday, February 12, 2024, he and Ms. Carner could go to the bank to take care of this. Director Hobgood and Director Ellison Jr. wanted Mr. Cravens to make plans with Ms. Carner to take those necessary steps.

6. Engineers' Report

a) 2024-001 Ditch 12 TCISD Transportation Center

Mr. Wilcox stated that TCISD Transportation Center has an underground fuel tank that needs to be removed and replaced with an above-ground fuel storage. There is no impact on drainage because of the existing concrete structure. Mr. Wilcox recommended approval and Mr. Cravens recommended approval as well. Director Hobgood made a motion to approve the TCISD Transportation Center. Director Ellison Jr seconded this motion.

b) Discussion and Approval of Ditch 9 Study

Mr. Wilcox stated that our Ditch 9 models are outdated. He added that TxDOT wanted to put in a bridge across Ditch 9, and that there is erosion north of that area. Mr. Wilcox estimated the study to be completed in 4 to 5 months. Mr. Wilcox advised that the District could wait on the Ditch 9 study, but it is necessary. Mr. Cravens stated that with all of the new developments, easements that are needed, and the TxDOT bridge, he recommended approval as soon as possible. After a motion was made by Director Hobgood, it was seconded by Director Ellison Jr. with all voting unanimously to approve the Ditch 9 study.

7. Attorneys' Report

Director Murphy asked why the attorney was not present, Mr. Cravens stated that the attorney had nothing to report and so there was no need for her to attend.

8. District Manager's Report

District property, facilities, infrastructures, vehicles, equipment, projects, developments, compliance, reporting, and personal matters:

Mr. Cravens stated that the guys are getting ready for the season. The operating crew cleaned out some debris on Ditch 5. Concerning the Sawtooth Oil Spill, he stated that they are waiting on a soil sample and that Emergency Response found an oil sheen in some areas of Dickinson Bayou.

Mr. Cravens shared with the Board that due to the new bookkeeper, Ms. Carner, having prior plans before accepting this position, would it be acceptable for the Board to move the meeting date to accommodate her? Director Hobgood asked if a representative could be present in her place at that meeting, and Ms. Carner stated that was possible.

Mr. Cravens stated that the audit for the District should be ready for next month. The Auditor contacted Mr. Cravens to ask for the Investment Quarterly Reports. The Auditor stated that the reports should be prepared by the District's Investment Officer with the assistance of the bookkeeper and signed by the Investment Officer. This report should be presented and approved by the Board. This complies with the PFIA (Public Funds Investment Act) and the District's Investment Policy.

Mr. Cravens added that the District received the impact fee that it had been expecting from the Brookwater development. He recommended using these funds from the Ditch 6 account for investment purposes. Director Murphy expressed that due to active projects on Ditch 6 future funds received for Ditch 6 should remain in Amegy account. Ditch 6 investment account is fully funded to achieve desired investment outcomes.

9. Directors' Report

Director Ellison Jr. inquired about equipment that had been moved to Ditch 5B, and Mr. Cravens stated the equipment was still out at Ditch 5B. Director Ellison also inquired on the status of employee Mr. Cravens request that it be discussed in the executive session. Director Murphy asked why it was not on the agenda as a personnel matters under Executive session. Mr. Cravens stated that he was not aware it needed to be stated in agenda.

Director Murphy inquired about when the Auditor would be here at the District's office. Mr. Cravens confirmed that the Auditor would be here in March.

Director Hobgood began his report by giving kudos to Mr. Cravens and the work crew for the excellent job done on the Highway 3 ditch areas. He gave a heartfelt thank you and encouraged them to keep up the good work. Director Hobgood asked about the PAS surveying group and how that is coming along. Mr. Cravens stated that they are just now starting work at Ditch 13. Director Hobgood asked Mr. Wilcox about how the other studies were going, and Mr. Wilcox said he would schedule himself to meet with Mr. Cravens next week.

Director Murphy asked about the status of the development at Hughes Road and Highway 3 in Dickinson. Mr. Oliver replied that Mr. Cravens had contacted Public Works for the City of Dickinson. Director Murphy asked about equipment on Ditch 7. Mr. Oliver stated that the equipment was not the District's.

Director Murphy will be in attendance at this meeting. Mr. Haskins requested access of investment accounts and credit cards to be processed and transferred to Ms. Carner.

Mr. Haskins requested \$100,000.00 to be transferred to the Money Market account. Director Hobgood made a motion to approve the transfer for the amount requested, and


Director Murphy seconded the motion for the transfer to be made. Upon a motion made by Director Hobgood and seconded by Director Murphy, the Board approved the payments and bills. Director Murphy expressed appreciation Steve Haskins of Protocol Bookkeeping for services provided to the District.

Director Hobgood concluded the Directors' report that he wished every Director would participate when a vote is required on what is being discussed, instead of giving nothing to the motion.

10. Adjournment

There being no further business the meeting was adjourned. The time was 4:43 p.m.

PASSED, APPROVED, and ADOPTED this on the 15th day of February 2024.



Director

