

GALVESTON COUNTY DRAINAGE DISTRICT # 2

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



May 9, 2024

Board of Directors

Regular Meeting Minutes

The Board of Directors (the "Board" or "Directors") of Galveston County Drainage District # 2 (the "District") met in regular session on the 9th day of May 2024 at 4:03 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, Ms. Christian Carner with Gulf Coast Bookkeeping, Ms. Monica Garza, attorney with Polley-Garza LLC, and Dean Oliver, operator for the District. Detective Matthew Cypert was present. A copy of the sign-in sheet is found attached hereto.

1) Call Meeting to Order

Director Ellison Jr., 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 4:03 p.m. and declared it open for such business as may regularly come before it.

- a. Roll Call
- b. Invocation (led by Mr. Landry Cravens)
- c. Reciting of the Pledge of Allegiance

2) Public Comments

No members of the public that were present spoke before the Board.

3) Engineers' Report

- a. 2023-025 Ditch 6 / U-Haul Texas City

Mr. Wilcox stated that this development will be drained through an existing storm sewer system under F.M. 2004. The developer is still responsible for gaining approval from the City of Texas City and TxDOT. Mr. Wilcox recommended approval and Mr. Cravens did as well. Director Ellison Jr. motioned to approve the 2023-025 Ditch 6 / U-Haul Texas City, and Director Murphy seconded the motion.

b. **2024-003 Ditch 7A / Latitude Entrance Development DIA**

Mr. Wilcox explained that this development requires the use of on-site detention. It is located in the Ditch 7 watershed. They met all requirements. He recommended that the Board approve their drainage analysis study. Director Ellison Jr. motioned to approve 2024-003 Ditch 7A / Latitude Entrance Development DIA, and Director Murphy seconded the motion.

c. **2024-005 Ditch 8 / Valvoline**

Mr. Wilcox stated that this development is located in the Ditch 8 system. It is part of the dog track system that utilizes the old dog track detention pond. They have met all requirements and there is no need for an impact fee. Mr. Wilcox recommended approval and Mr. Cravens did as well. Director Ellison Jr. motioned to approve 2024-005 Ditch 8 / Valvoline, and Director Murphy seconded the motion.

d. **2024-006 Ditch 10 / Hartz Chicken**

Mr. Wilcox stated that this development is within the Ditch 10 system. It will be drained through an on-site detention system which is connected to a TxDOT roadway/facility. The developer will have to acquire approval from TxDOT as well. Mr. Wilcox recommended approval and Mr. Cravens did as well. Director Ellison Jr. motioned to approve 2024-006 Ditch 10 / Hartz Chicken and Director Murphy seconded the motion.

e. **2024-007 Ditch 8 / PEMB Showroom**

Mr. Wilcox stated that this development will be drained in the Ditch 8 system. They have met all of the District's requirements. An impact fee will be required. Mr. Wilcox recommended approval, as did Mr. Cravens. Director Ellison Jr. motioned to approve 2024-007 Ditch 8 / PEMB Showroom, and Director Murphy seconded the motion.

f. **2024-010 Ditch 9 / Southwind Equipment Repair**

Mr. Wilcox asked to table 2024-010 Ditch 9 / Southwind Equipment Repair.

- Mr. Wilcox explained to the Board the progress of the LaMarque High School project.

4) Old Business

a. **Approval of the February 8, 2024, Regular Meeting Minutes.**

Director Murphy stated she believed revisions were necessary for the February 8, 2024 minutes, specifically, section 3c. regarding replacement of a District truck. Director Hobgood made a motion to approve the Regular Meeting Minutes for February 8, 2024, as revised pursuant to Director Murphy's comments with the exception of section 3c, and Director Ellison Jr. seconded the motion.

b. **Approval of the April 11, 2024, Regular Meeting Minutes.**

Director Murphy stated that she had an issue with these minutes due to mistakes. She wanted the Board to give her time to read and update the mistakes she said she found before the end of the meeting. Director Hobgood proposed to table the Regular Meeting Minutes for April 11, 2024, and the Board would return to this discussion.

c. **Authorize Director Attendance at Public Funds Investment Act Training (PFIA)**

The discussion began with Director Murphy stating she would be attending a PFIA class to be held on May 15, 2024, in Fort Worth, Texas. Director Ellison Jr. stated that it would cost more for Director Murphy to go to the class in Fort Worth than to take the class locally or online. Director Hobgood asked if Director Murphy could provide the total cost of attending the class in Fort Worth, including travel expenses. She replied that it would take \$488.00 to travel to Fort Worth, attend the free class and come back, with expenses. Director Murphy added that for Mr. Cravens and herself to attend a PFIA class locally in North Houston, the cost to the District would be \$1,111.00. Mr. Cravens stated that he called McCall Gibson Swedlund Barfoot, who is hosting the PFIA class in Houston and verified that they will have a PFIA class on October 19, 2024, which is 4 days past the renewal date. Ms. Garza stated that as long as Director Murphy attends the class within the month of October, she will meet the renewal requirements. Director Murphy said that she had plans during that time and would not be able to attend. Director Ellison Jr. wanted to see documentation on the expenses that would be incurred for attendance of the PFIA class in Fort Worth. He further noted that future travel would require documentation to be presented beforehand, for Board approval. Ms. Carner asked Ms. Garza if the Board could approve an expense cap for Director Murphy's expenses. Ms. Garza stated that the Board could approve a capped amount.

Director Ellison Jr. expressed that to get a travel advance, all expenses should be submitted before attending classes, through documentation. He added that the Board would be able to determine what it can do after receiving the documentation. Director Murphy stated that \$100.00 per day in expenses is allowed by State Law for reimbursements for travel, in addition to all other expenses of mileage and hotel that will be submitted to the Board for approval. Ms. Garza stated that the District's Director Fees of Office and Expense Reimbursement Policy allows for reimbursement of \$60.00 per day for meals in addition to the cost of hotel and mileage to attend approved conferences/seminars. Ms. Garza recommended the Board calculate the total estimated amount of expenses Director Murphy will incur to attend the PFIA training in Fort Worth. The Board and Ms. Garza then calculated the total amount for Director Murphy to attend the PFIA training in Fort Worth to be \$651.00. Ms. Garza stated that the cost for Mr. Cravens to attend a PFIA class should be calculated separately from the cost for Director Murphy to attend.

Director Hobgood stated that for the sake of time and argument, for future reference, he agreed with Director Ellison Jr.'s statement that having all documentation with the actual estimated costs should be submitted to the Board for approval prior to attending conferences. Director Hobgood made a motion to approve Director Murphy to take the PFIA class in Fort Worth at the estimated total cost of **\$488.00** - contingent upon Director Murphy submitting documentation and receipts so that the Board could review the calculations, at this point in the discussion.

Ms. Garza wanted to clarify if the **\$488.00** calculation is the maximum that would be approved including all mileage, lodging, meals and other allowed expenses, and Director Hobgood answered yes.

After further discussion on how the Directors' reimbursements were yet to be determined, Ms. Garza calculated the fees as \$82.00 for the hotel, based on information provided by Director Murphy, \$469.00 for mileage (\$234.50 each way at .67¢ per mile), and meal expenses at \$60.00 per day for two days, with a total coming to **\$671.00**. Director Murphy acknowledged that she was fine with that. Director Hobgood stated that documentation is important, so speculation would not occur. Director Hobgood said that he had no difficulty approving the class to be taken and added that he was willing to approve the \$488.00 calculation. Director Murphy stated that the figures that Ms. Garza presented were all-inclusive of all expenses. Director

Hobgood motioned to approve Director Murphy to attend the PFIA training in Fort Worth and reimbursement in the amount of **\$671.00** for all expenses including lodging, meals, and mileage, contingent upon the documentation being submitted by Director Murphy. Director Murphy seconded the motion to authorize her attendance of the PFIA Training.

Old Business (continued)

d. **Approval of the April 11, 2024, Regular Meeting Minutes.**

Director Hobgood asked Director Murphy if she found the mistakes she stated earlier for the April 11, 2024 minutes. Director Murphy stated that she could not find any mistakes and it was fine to approve it. Director Hobgood motioned to approve the April 11, 2024, Regular Meeting Minutes and Director Ellison Jr. seconded the motion.

e. **Performance Evaluation Form for Approval**

Ms. Garza explained the form for the Performance Evaluation to the Board. She asked the Board if they could review and fill out the Evaluation Form so that it can be presented and discussed in the next meeting in Executive Session.

5) **New Business**

a. **Review and Approval for Ditch 6, 8 and 9 Accounts for Investing**

Mr. Cravens said it was discussed last month and stressed the need to invest monies from the Districts' ditch accounts back in February due to high interest rates. Mr. Cravens stressed that these interest rates will not last forever. He highly recommended that the Board approve investing the funds in the Ditch accounts. After a lengthy discussion, Director Hobgood motioned to approve investing the monies in Ditch 6, 8 and 9 Accounts. Director Ellison Jr. seconded the motion.

6) **Bookkeepers' Report**

a. **Approval of Payments and Bills**

Ms. Carner gave the monthly report and presented the checks for review and approval. Upon a motion by Director Hobgood, seconded by Director Murphy, the Board voted to approve the payment of bills and investments.

b. **Approval of Money Market Transfer**

Ms. Carner said she would transfer \$50,000.00 to the Money Market account to cover bills. Upon a motion by Director Hobgood, seconded by Director Ellison Jr., the Board voted unanimously to approve the transfer of \$50,000.00 into the Money Market account.

c. **Presentation of Quarterly Investment Reports**

Ms. Carner explained the Quarterly Investment Reports to the Board. Mr. Cravens stated that he reviewed all three Quarterly Investment Reports and recommended approval of the reports.

Upon a motion by Director Murphy, seconded by Director Hobgood, the Board voted to approve the Quarterly Investment Reports.

d. **Transfer of Investment Sweep Accounts Funds**

Mr. Cravens asked the Board to disregard item d. shown as Transfer of Sweep Accounts Funds.

7) **Attorneys' Report**

a. **Real Estate Items, including:**

i. **Acceptance or Conveyance of Drainage Dedications, Easement, Deeds, or Consents to Encroachment (PAS, LLC)**

Ms. Garza discussed the Texas New Mexico Power Company easement with the Board.

ii. **Sheriff's Sale Discussions**

Mr. Cravens asked the Board to wait until next month because the property that the District is interested in is not on the Sheriff's Sale roll. Director Ellison asked Mr. Cravens if Property Acquisition Services, LLC (PAS, LLC) has looked into making a direct offer to purchase the property prior to it going to Sheriff's sale. Mr. Cravens stated he had not discussed that with PAS, LLC. The Board directed Mr. Cravens to look into direct purchase of the property.

8) District Manager's Report

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

Mr. Cravens stated that it was a wet month, but on the maintenance side, Ditch 7B, 7C, 7D, 6D 1, 6D2, and some of 6A was taken care of. The crew slope-mowed the College of the Mainland ditch. The operating crew was able to excavate Ditch 6. Mr. Cravens stated that the development of RDT Constructions Incorporated Gas Station/Convenience Store in Dickinson poured more concrete on the front of the store without the necessary approval from the City of Dickinson or the District. They were given a Cease-and-Desist letter. Mr. Cravens stated that he met with a representative from the City and the developer's engineer and told them to send us plans and pay their review fee. Mr. Cravens stated that the Airgas ditch, Ditch 14C, flows north. The District's boundary ends at Texas Avenue (F.M. 1765). The boxes underneath belong to TxDOT, which becomes the City of Texas City maintenance.

Mr. Cravens told the Board that the District finally got approval from the State on the signage for Earnest Solomon Bayou.

9) Directors' Report

Director Murphy expressed concern that Ditch 7B, Ditch 11, Ditch 10, and Ditch 13B needed to be mowed due to the mosquitoes.

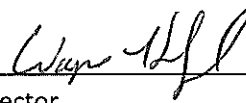
Director Hobgood wanted to mention that with hurricane season approaching, the schedule for mowing needs to be added to our website, with before and after pictures, and to address that with different watersheds, obstructions or tree limbs that could inhibit water flow should be taken care of.

Director Ellison Jr. expressed his condolences on behalf of the District on the loss of Director Hobgood's mother.

10) Adjournment

There being no further business the meeting was adjourned. The time was 5:49 p.m.

PASSED, APPROVED, and ADOPTED this on the 30th day of May 2024.


Director

