



Gulf Coast Water Authority  
Board of Directors' Regular Meeting  
Minutes  
October 17, 2013

**COUNTY OF GALVESTON** §  
**STATE OF TEXAS** §

The Board of Directors of the Gulf Coast Water Authority of Galveston County, Texas, met on **Thursday, October 17, 2013, at 3:00 p.m.** at the Gulf Coast Water Authority's Administrative Office located at 3630 Highway 1765, Texas City, Texas, with duly constituted members of said Board to wit:

<i>James McWhorter</i>	<i>President</i>
<i>Eric Wilson</i>	<i>Vice President</i>
<i>Sue Edrozo</i>	<i>Secretary / Treasurer</i>
<i>Russell Jones</i>	<i>Assistant Secretary / Treasurer</i>
<i>Cliff Mock</i>	<i>Director</i>
<i>James Cesarini</i>	<i>Director</i>
<i>Shane Hamilton</i>	<i>Director</i>
<i>Ray Holbrook</i>	<i>Director</i>
<i>Gary Potter</i>	<i>Director</i>

*All members were in attendance. A quorum was present*

*Also present: Bobby Gervais, Ivan Langford, George Orum, Nancy Matthews, James Vanderwater, John Martinez, Mack Chapman, Bob Webb, Renee Dondonay, Rick Ramirez, Jerry Newell, Chico Neguel, Darrell Richardson, Josh Metcalf, Scott Carlson, Rick Gerlach, Jonathan Frels, Ron Freeman, Jeff Peters and Dennis Stark*

1. Convene Meeting

*James McWhorter called the meeting to order at 3:00 PM*

2. Conflict of Interest Declarations

*No Conflict of Interest Declarations*

3. Requests to Address the Board

*No Requests to Address the Board*

4. Re-appointment of Board Committees

*All Committee Appointments remain in their current standing:*

- Engineering Committee  
*Chair – James McWhorter; Members – James Cesarini, Eric Wilson, Sue Edrozo*
- Finance & Insurance Committee  
*Chair – Russell Jones; Members – Cliff Mock, Gary Potter*
- Personnel & Compensation Committee  
*Chair – Eric Wilson; Members – Cliff Mock, Shane Hamilton, Ray Holbrook*
- Safety Committee  
*Chair – James Cesarini; Co-Chair – Gary Potter; Member – Shane Hamilton*
- Ad-Hoc Sugar Land Negotiations  
*Members – Russell Jones, James McWhorter*
- Ad-Hoc Water Contract Review  
*Members – Eric Wilson, Russell Jones, Ray Holbrook, Cliff Mock*

5. Managers' Report

6. Board Committee Reports

- Finance and Insurance Committee  
*No meeting in October 2013*
- Engineering Committee  
*The Engineering Committee met on October 10, 2013. James McWhorter, Eric Wilson and James Cesarini were present. The Committee discussed The Alvin Office Renovation and the May Pumping Station Foundation – items which are on today's agenda. A presentation was made by Coastal Water Group with a lower cost estimate and a revised schedule for long term water supply. Updates on the Industrial Meter Project, Industrial Reservoir C, Industrial Pump Station P4 Pump, Reuse Water Quality Standards and 36-inch Water Line and 39-inch Water Line in League City were presented and discussed as well.*
- Safety Committee  
*The Safety Committee met on October 10, 2013. All members were present. The Committee reviewed past incidents and will continue to evaluate those incidents in efforts to improve current safety practices. Discussions included Safety Key Performance Indicators and training employees to understand its' meaning and importance, Future Safety Meeting Topics (snake bites), Improving Safety Record (staff to look at ways to improve safety including the possibility of a full time or part time Safety Professional) and Safety Policy Training, Safety Audit Status (setting a priority in completion of Safety Audit items).*

7. Advisory Committee Reports

- Industrial Advisory Committee

*The Industrial Advisory Committee met on October 2, 2013. Discussions included the Status of the Brazos River, updates on Major Projects, Drought Status and the possibility of Stage 3 and Proposition 6.*

- Mainland Division Operating Advisory Committee

*The Mainland Division Operating Advisory Committee met on October 1, 2013. Discussions included the Status of the Brazos River and the creation of a Water Conservation Rate Plan.*

8. Consent

- a. Discussion and possible action to approve the minutes from the Board of Directors' Special Called Meeting on September 6, 2013.
- b. Discussion and possible action to approve the minutes from the Board of Directors' Regular Meeting held September 19, 2013.
- c. Discussion and possible action to approve the minutes from the Board of Directors' Special Called Meeting held October 9, 2013.
- d. Discussion and possible action to approve the reimbursement of expenses for Board Member Russell Jones during attendance at the Texas Water Law Conference held in Austin, Texas
- e. Discussion and possible action to approve the reimbursement of expenses for Board Member Shane Hamilton during attendance at the Texas Water Conservation Association Annual Conference held in San Antonio, Texas

*Ray Holbrook seconded Eric Wilson's motion to approve Consent Items A-E. The motion passed unanimously.*

9. New Business

- a. Discussion and possible action on a Sealed Pipeline Crossing Agreement between Gulf Coast Water Authority and DOW Hydrocarbons and Resources, LLC. for a 12-inch propane pipeline located in Galveston County, Texas and authorization for the General Manager to sign the pertinent documents
- b. Discussion and possible action on a Sealed Pipeline Crossing Agreement between Gulf Coast Water Authority and DOW Hydrocarbons and Resources, LLC. for a 12-inch propane pipeline located in Galveston County, Texas and authorization for the General Manager to sign the pertinent documents
- c. Discussion and possible action on a Pipeline Crossing Agreement between Gulf Coast Water Authority and DOW Hydrocarbons and Resources, LLC. for a 12-inch propane pipeline located in Brazoria County, Texas and authorization for the General Manager to sign the pertinent documents

*James Cesarini seconded Gary Potter's motion to approve items A, B and C regarding the Crossing Agreements with DOW Hydrocarbons and Resources, LLC. The motion passed unanimously.*

- d. Discussion and possible action for adoption of Mission Statement and Guiding Principles  
*Shane Hamilton seconded Eric Wilson's motion to adopt the Mission Statement and Guiding Principles. The motion passed unanimously.*

*Remaining items from the June 2013 Board Retreat will be on a future Board Workshop Agenda.*

- e. Discussion and possible action to authorize the General Manager to award bid and execute contracts for the Alvin Office Renovations

*Russell Jones seconded Eric Wilson's motion to authorize the General Manager to award the bid and execute contracts for the Alvin Office Renovations. The motion passed unanimously.*

- f. Discussion and possible action to accept the lowest bid for the construction of an Electrical Power Center Foundation for May Pumping Plant Motor Control Center and authorization for the General Manager to sign the pertinent documents

*Ray Holbrook seconded Eric Wilson's motion to accept the lowest bid for the construction of an Electrical Power Center Foundation for May Pumping Plant Motor Control Center and authorize the General Manager to sign the pertinent documents. The motion passed unanimously.*

- g. Discussion and possible action to authorize the Assistant General Manager to act on behalf of the General Manager on purchasing and Human Resource matters when the General Manager is unavailable

*Eric Wilson seconded James Cesarini's motion to authorize the General Manager to delegate authority as necessary during the General Manager's absence. The motion passed unanimously.*

*The Board suggested management to establish a policy and/or procedure for staff and management to delegate authority to another employee in their absence.*

- h. Discussion and possible action to establish a priority resolution of all issues identified in the Board Safety Inspection conducted in the Spring of 2013

*James McWhorter, Board President, spoke on behalf of the Board, recognizing safety will be a priority which may possibly delay the completion of Capital Improvement Projects by their initial anticipated due dates.*

*Gary Potter seconded James Cesarini's motion to establish a priority resolution of all issues identified in the Board Safety Inspection conducted in the Spring of 2013. The motion passed unanimously.*

- i. Discussion and possible action on a resolution supporting Proposition 6 on the General Election Ballot relating to the 83<sup>rd</sup> Legislature's proposal to implement the State Water Plan

*Eric Wilson seconded Ray Holbrook's motion to approve a resolution supporting Proposition 6 on the General Election Ballot relating to the 83<sup>rd</sup> Legislature's proposal to implement the State Water Plan and issuing a press release on the matter. The motion passed unanimously.*

*The Board retreated into Executive Session at 4:39 PM.*

10. Executive Session

- a. Evaluation of General Manager Ivan Langford
- b. Proposed Industrial Division Customer Contract
- c. Proposed City of Alvin Wastewater Effluent Reuse Contract

*The Board reconvened in Regular Session at 6:00 PM.*

11. Action

- a. Discussion and possible action resulting from the General Managers evaluation

*Ray Holbrook seconded Eric Wilson's motion to adjust the General Manager's Salary in accordance with the provisions on the Pay Plan which all employees are following. The motion passed unanimously.*

*Shane Hamilton left the meeting.*

- b. Discussion and possible action on Industrial Division Customer Contract

*James Cesarini seconded Eric Wilson's motion to authorize the General Manager to resolve open issues and move forward with supplying the Industrial Division Customer Contract to the customers. The motion passes unanimously with the exception of Shane Hamilton.*

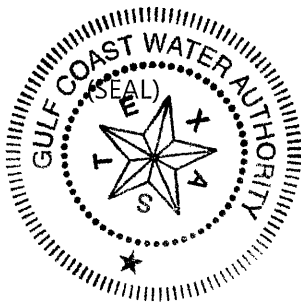
- c. Discussion and possible action on Reclaimed Water Purchase Contract between Gulf Coast Water Authority and the City of Alvin

*No action at this time.*

12. Adjourn Meeting

*James McWhorter adjourned the meeting at 6:05 PM.*

Passed and approved this 21<sup>st</sup> day of November, 2013.



*Sue Edrozo* 11/21/13

Sue Edrozo

GCWA Board of Directors – Secretary / Treasurer