



Gulf Coast Water Authority

Gulf Coast Water Authority  
Board of Directors Regular Meeting  
MINUTES  
October 20, 2016

The Board of Directors of the Gulf Coast Water Authority of Galveston County, Texas, met on **Thursday, October 20, 2016 at 3:00 PM** at the GCWA Administrative Office, 3630 FM 1765, Texas City, Texas 77591.

1. Convene Meeting

*Russell C Jones called the meeting to order at 3:01 PM*

*Absent: Hamilton, Rathburn PhD*

2. Roll Call

*President Russell C Jones, Secretary Eric Wilson, Treasurer Bennie Jones Jr, Assistant Secretary Brad Matlock PE, Director Connie Bradley, Director Cliff Mock, Director James McWhorter, Director Mike O'Connell and Director Shane Hamilton (late @ 3:15 PM). A quorum was present.*

*Absent: Hamilton, Rathburn PhD*

3. Conflict of Interest Declarations

*No Conflict of Interest Declarations.*

*Absent: Hamilton, Rathburn PhD*

4. Requests to Address the Board

*No Requests to Address the Board.*

*Absent: Hamilton, Rathburn PhD*

5. Board Business

a. Board President's Appointment of Board Committees

*President Russell C Jones made the following appointments to the GCWA Board of Director Committees*

*Finance & Insurance Committee*

*Chair - Bennie Jones Jr  
Connie Bradley, C.B. "Bix" Rathburn, PhD, Mike O'Connell*

*Safety Committee  
Chair - Connie Bradley  
Cliff Mock, Shane Hamilton, Brad Matlock PE*

*Personnel & Compensation Committee  
Chair - Shane Hamilton  
Brad Matlock, PE, Eric Wilson, James McWhorter*

*Capital Project Review Committee  
Chair - Eric Wilson  
James McWhorter, Mike O'Connell, Russell C Jones*

*Long Range Planning Committee  
Chair - Cliff Mock  
Bennie Jones Jr, C.B. "Bix" Rathburn, PhD, Russell Jones*

*Absent: Hamilton, Rathburn PhD*

6. Managers' Report

a. Financial and Investment Report

*Bob Webb reviewed the Financial and Investment Report.*

*Bennie Jones Jr made a motion to accept the Quarterly Financial and Investment Report.. Connie Bradley seconded the motion. Motion Passed by a vote of 9-0*

*Absent: Rathburn PhD*

b. Environmental Health & Safety Report

*Thomas Gilbert reviewed the Environmental Health & Safety Report.*

*Absent: Rathburn PhD*

c. Thomas S Mackey Water Treatment Plant Report

*Jake Hollingsworth reviewed the Thomas S Mackey Water Treatment Plant Report.*

*Absent: Rathburn PhD*

d. Thomas S Mackey Water Treatment Plant Distribution Report

*James Vanderwater reviewed the Thomas S Mackey Water Treatment Plant Distribution Report.*

*Absent: Rathburn PhD*

e. Industrial Division Report

*James Vanderwater provided a power point presentation with the review of the Industrial Division Report.*

*Absent: Rathburn PhD*

f. Canal Division Report

*David Sauer provided a power point presentation with the review of the Canal Division Report.*

*Absent: Rathburn PhD*

g. Assistant General Manager's Report

*David Sauer reviewed the Assistant General Manager's Report.*

*Absent: Rathburn PhD*

h. General Manager's Report

*Ivan Langford reviewed the General Manager's Report.*

*Absent: Rathburn PhD*

7. Board Committees

a. Long Range Planning Committee

*Long Range Planning Committee members Russell C Jones Chair, C.B. "Bix" Rathburn, PhD, Bennie Jones Jr and Cliff Mock as well as Director James McWhorter met with Ivan Langford on October 3, 2016 to discuss Buy In Fees for Additional Capacity in GCWA Assets.*

*Absent: Rathburn PhD*

b. Safety Committee

*Safety Committee Members Connie Bradley Chair, Cliff Mock, Shane Hamilton and Brad Matlock met with Thomas Gilbert on October 12, 2016 to review GCWA's Third Quarter Safety Report and to discuss a near miss which occurred September 9, 2016, revisions to the safety incentive risk categories and driving safety with emphasis on cell phone use.*

*Absent: Rathburn PhD*

c. Finance & Insurance Committee

*Finance and Insurance Committee Members Bennie Jones Jr Chair, Connie Bradley and Mike O'Connell met with Bob Webb on October 20, 2016 to discuss the financials. The committee also discussed investment options and the possibility of using a firm to manage the*

*investments.*

*Absent: Rathbum PhD*

8. Consent Agenda

- a. Gulf Coast Water Authority Board of Directors Regular Meeting Minutes  
August 18, 2016

*Eric Wilson made a motion to approve the Gulf Coast Water Authority Board of Directors Regular Meeting Minutes on August 18, 2016. James McWhorter seconded the motion. Motion Passed by a vote of 8-0*

*Abstain: Matlock*

*Absent: Rathbum PhD*

- b. Gulf Coast Water Authority Board of Directors Regular Meeting Minutes  
September 15, 2016

*Eric Wilson made a motion to approve the Gulf Coast Water Authority Board of Directors Regular Meeting Minutes on September 15, 2016. James McWhorter seconded the motion. Motion Passed by a vote of 9-0*

*Absent: Rathbum PhD*

- c. Gulf Coast Water Authority Board of Directors Special Meeting Minutes  
October 3, 2016

*Eric Wilson made a motion to approve the Gulf Coast Water Authority Board of Directors Special Meeting Minutes on October 3, 2016. James McWhorter seconded the motion. Motion Passed by a vote of 9-0*

*Absent: Rathbum PhD*

9. Old Business

- a. Discussion and possible action for the allocation of funds, authorization of the award of a construction contract to Garney Industries Inc., approval of Change Order No. 1 with Garney Industries Inc. and approving a Work Authorization for construction material testing contract with Terracon Consultants for the Texas City Industrial Reservoir Improvements Project and authorize the General Manager to sign pertinent documents.

*Jonathan Frels and Terrell Palmer reviewed the status of the Industrial Reservoir Project and the Industrial Pump Station Project.*

*Eric Wilson made a motion to approve the allocation of \$10,773,000.00 from reserve funds, authorize the award of a construction contract to Garney Industries Inc., approve Change Order No. 1 with Garney Industries Inc. reducing the contract value to \$9,926,933.00 and approve a Work Authorization for construction material testing contract with Terracon in the amount of \$98,000 for the Industrial Reservoir Improvements Project and authorize the General Manager to sign pertinent documents. Bennie Jones Jr seconded the motion. Motion Passed by a vote of 9-0*

*Absent: Rathburn PhD*

- b. Discussion and possible action in response to an update from Galveston County Water Control & Improvement District No 12 on opportunities to increase their potable water contract quantity.

*Kyle Burks updated the Board of Directors on the status of Galveston County Water Control & Improvement District No 12's (Kemah) efforts to acquire 2 MGD of water.*

*The Board deferred any decision regarding the sale of additional water until after the re-rate of the Thomas Mackey Water Treatment Plant and a discussion with customers regarding the results of the re-rate.*

*Absent: Rathburn PhD*

#### 10. New Business

- a. Discussion and possible action regarding the process for the annual evaluation of the General Manager.

*The board directed the Personnel and Compensation Committee to take the lead in the General Manager's Evaluation for 2016 as well as streamlining the evaluation form and the evaluation process, and bringing a proposal to the board for consideration at the Regular Board Meeting in November.*

*Absent: Rathburn PhD*

- b. Discussion and possible action to approve the updated GCWA Hurricane Preparedness and Response Plan.

*Eric Wilson made a motion to approve the updated GCWA Hurricane Preparedness and Response Plan. Brad Matlock seconded the motion. Motion Passed by a vote of 9-0*

*Absent: Rathburn PhD*

- c. Discussion and follow up regarding initiating a Buy-In Fee for new customers as discussed at October 3, 2016 Long Range Planning Committee Meeting

*Currently, there is no written policy on Buy In Fees and the Board determined there was no need to consider future policy at this time.*

*Absent: Rathburn PhD*

- d. Discussion and possible action on approval of proposed TCEQ Compliance Agreement for the measuring of Brazos River diversion flows at the Authority's three river pump stations.

*James McWhorter made a motion to approve the proposed TCEQ Compliance Agreement for the measuring of Brazos River diversion flows at the Authority's three river pump stations. Brad Matlock seconded the*

*motion. Motion Passed by a vote of 9-0  
Absent: Rathburn PhD*

11. Executive Session

*The Board retreated into an Executive Session at 5:45 PM.*

*Absent: Jones Jr, Rathburn PhD*

- a. *The Executive Session is held in accordance with Texas Open Meetings Act Texas Government Code, Section 551.074 - Personnel Matters, to discuss the following:* Discussion regarding General Manager's evaluation.

12. Action Agenda

*The Board reconvened into Regular Session at 5:52 PM.*

*Absent: Jones Jr, Rathburn PhD*

- a. Discussion and possible action regarding the General Manager's evaluation.

*The Board requested a self evaluation from Ivan Langford by November 15, 2016. Each Director agreed to complete the revised evaluation form and send to Humaira Baig by November 15th to compile into one form for the Personnel & Compensation Committee. The committee will review the directors evaluations and the general manager's self evaluation, presenting the results to the Board at the Regular Board Meeting in November 2016.*

13. Adjourn Meeting

*Russell C Jones adjourned the meeting at 6:05 PM.*

*Absent: Jones Jr, Rathburn PhD*

Passed and approved this 17th day of November, 2016.



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Eric Wilson, Secretary  
Gulf Coast Water Authority Board of Directors