



Gulf Coast Water Authority
Board of Directors Regular Meeting
Minutes
November 19, 2015

COUNTY OF GALVESTON §
STATE OF TEXAS §

Notice is hereby given that the Board of Directors of the Gulf Coast Water Authority met on **Thursday, November 19, 2015, at 3:00 p.m.** at the Gulf Coast Water Authority's Administrative Office located at 3630 FM 1765, Texas City, Texas, with the duly noted Board said to wit:

<i>James McWhorter</i>	<i>President</i>
<i>Russell Jones</i>	<i>Vice President</i>
<i>Eric Wilson</i>	<i>Secretary</i>
<i>Bennie Jones</i>	<i>Treasurer</i>
<i>Connie Bradley</i>	<i>Director</i>
<i>Shane Hamilton</i>	<i>Director</i>
<i>Ray Holbrook</i>	<i>Director</i>
<i>Cliff Mock</i>	<i>Director</i>
<i>Mike O'Connell</i>	<i>Director</i>
<i>C.B. "Bix" Rathburn, Ph.D.</i>	<i>Director</i>

All Board Members were present with the exception of C.B. "Bix" Rathburn, Ph.D. A quorum was present.

1. Convene Meeting

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

2. Conflict of Interest Declarations

Russell Jones verbally declared a Conflict of Interest on Item 8c, Discussion and possible action to approve an Easement Agreement Permitting Access with Cajun Self Storage, LLC across part of tract A-2-34 located in Fresno, Fort Bend County, Texas, and authorization for the General Manager to sign the pertinent documents. Mr. Jones affiliation with Cajun Self Storage, LLC does not qualify as a Conflict of Interest however in the best interest of all parties involved, Mr. Jones abstained from voting on Item 8c.

3. Requests to Address the Board

Issa Dadoush of CYMI Industrial, Inc. addressed the Gulf Coast Water Authority Board of Directors regarding Item 8d, Discussion and possible action on the selection of a Contractor for the Industrial Reservoir Improvements Project based on Competitive Sealed Proposals and authorization for the General Manager to sign the pertinent documents.

4. Managers' Report

a. Financial and Investment

Bob Webb reviewed the Monthly Financial Report and the Quarterly Investment Report. Bob expects the annual audit to be presented at the December 2015 meeting.

b. Safety

Thomas Gilbert reviewed the Safety Report. Thomas explained the new DART number on the report. DART rates the reportable incidents which result in days lost from work while the Incident Rate takes into account all reportable incidents. As requested by the Board, Thomas studied the recordable incidents and determined the contributing factors in the accidents were incorrect body position in relation to the work, incorrect tools, improper lifting and inadequate training. These items have been addressed.

Thomas also informed the Board of an incident in which a third party vehicle went into a GCWA Canal.

In October, the Canal Division met to discuss Spill Prevention and Confined Entry Space while the Water Treatment Plant met to discuss Deadliest Hazards and Save-A-Back.

c. Capital Projects

James Vanderwater reviewed the current capital projects via a power point presentation.

d. Industrial Division

James Vanderwater reviewed the Industrial Division's monthly operations via a power point presentation.

e. Water Treatment Plant Distribution

James Vanderwater reviewed the Water Treatment Plant Distribution's monthly operations via a power point presentation

f. Thomas Mackey Water Treatment Plant

Randy Jones reviewed the Thomas Mackey Water Treatment Plant's monthly operations.

g. Canal Division

David Sauer reviewed the Canal Division's monthly operations via a power point presentation.

h. Administrative

David Sauer reviewed the Assistant General Manager's obligations over the past month. Ivan Langford reviewed the General Manager's obligations over the past month via a power point presentation.

5. Election of Officers

a. President

Ray Holbrook nominated James McWhorter for President.

b. Vice President

Cliff Mock nominated Russell Jones for Vice President.

c. Secretary

Ray Holbrook nominated Eric Wilson for Secretary.

d. Treasurer

Eric Wilson nominated Bennie Jones, Jr. for Treasurer.

Ray Holbrook seconded Russell Jones recommendation to accept the proposed nominations. The motion passed unanimously with the exception of C.B. "Bix" Rathburn, Ph.D. who was absent.

6. Appointment of Board Committees

a. Capital Project Committee

President James McWhorter appointed Eric Wilson, Russell Jones, Mike O'Connell and James McWhorter to serve on the Capital Project Committee with Eric Wilson serving as the Committee Chair.

b. Long Range Planning Committee

President James McWhorter appointed Russell Jones, Bennie Jones, Jr., C.B. "Bix" Rathburn, Ph.D., and Cliff Mock to serve on the Long Range Planning Committee with Russell Jones serving as the Committee Chair.

c. Safety Committee

President James McWhorter appointed Connie Bradley, Cliff Mock, Shane Hamilton and Ray Holbrook to serve on the Safety Committee with Connie Bradley serving as the Committee Chair.

d. Finance and Insurance Committee

President James McWhorter appointed Bennie Jones, Jr., Connie Bradley, C.B. "Bix" Rathburn, Ph.D. and Mike O'Connell to serve on the Finance and Insurance Committee with Bennie Jones, Jr. serving as the Committee Chair.

e. Personnel and Compensation Committee

President James McWhorter appointed Shane Hamilton, Ray Holbrook, James McWhorter and Eric Wilson to serve on the Personnel and Compensation Committee with Shane Hamilton serving as the Committee Chair.

7. Consent Agenda

- a. Accept Minutes from the Board of Directors' Regular Meeting held October 15, 2015.
- b. Discussion and possible action to approve a Crossing Agreement with Center Point Energy for an 8-inch natural gas pipeline crossing the American Canal in Pearland, Brazoria County, Texas and authorization for the General Manager to sign the pertinent documents.
- c. Discussion and possible action to approve a Crossing Agreement with Sterling Lakes Iowa Associates for a 12-inch sanitary sewer force main crossing the Juliff Canal in Brazoria County, Texas and authorization for the General Manager to sign the pertinent documents.
- d. Discussion and possible action to approve the budgeted purchase of a Mulching Head for the Hydraulic Excavator through BuyBoard and authorization for the General Manager to sign the pertinent documents.
- e. Discussion and possible action to approve the budgeted purchase of a Long Boom Excavator with a 60-foot reach through Houston-Galveston Area Council (HGAC) and authorization for the General Manager to sign the pertinent documents.

Eric Wilson seconded Russell Jones' motion to approve Items A-E of the Consent Agenda. The motion passed unanimously with the exception of C.B. "Bix" Rathburn, Ph.D. who was absent.

8. New Business

- a. Presentation from Tim Krause of Texas County and District Retirement System (TCDRS)
Tim Krause of Texas County and District Retirement System (TCDRS) gave a presentation to the GCWA Board of Directors regarding the details of the retirement plans available for Gulf Coast Water Authority Employees.
- b. Discussion and possible action to approve the renewal of Gulf Coast Water Authority's contract with Texas County and District Retirement System (TCDRS) with revisions for 2016.

Eric Wilson seconded Bennie Jones, Jr's motion to approve the Texas County and District Retirement System (TCDRS) plan provisions for the plan year 2016 with a Retirement Plan Rate of 8.67% and Group Term Life Rate of 0.39%. The motion passed unanimously with the exception of C.B. "Bix" Rathburn, Ph.D. who was absent.

- c. Discussion and possible action to approve an Easement Agreement Permitting Access with Cajun Self Storage, LLC across part of tract A-2-34 located in Fresno, Fort Bend County, Texas, and authorization for the General Manager to sign the pertinent documents.

Cliff Mock seconded Eric Wilson's motion to approve an Easement Agreement Permitting Access with Cajun Self Storage, LLC, across part of tract A-2-34 located in Fresno, Fort Bend County, Texas and authorize the Board President to sign the pertinent documents. The motion passed unanimously with the exception of Russell Jones who abstained and C.B. "Bix" Rathburn, Ph.D. who was absent.

- d. Discussion and possible action on the selection of a Contractor for the Industrial Reservoir Improvements Project based on Competitive Sealed Proposals and authorization for the General Manager to sign the pertinent documents.

Connie Bradley seconded Shane Hamilton's motion to select offerors based on selection criteria in the request for proposal ranking evaluations as follows – Garney Construction as the best value; BRH-Garver as the second best value and CYMI Industrial as the third best value for the Industrial Reservoir Improvements Project and authorize the General Manager to sign the pertinent documents. The motion passed unanimously with the exception of C.B. "Bix" Rathburn, Ph.D. who was absent.

The GCWA Board of Directors retreated into Executive Session at 5:16 PM.

9. Executive Session

The Executive Session is held in accordance with Texas Open Meeting Act, (Vernon's Civil Statutes) Texas Government Code, Section 551.074 – Personnel Matters, to discuss the following:

- a. Discussion regarding the General Manager's Evaluation

The GCWA Board of Directors reconvened into Regular Session at 6:20 PM.

10. Action Agenda

- a. Discussion and possible action regarding the General Managers Evaluation.

President James McWhorter will meet with General Manager Ivan Langford at a later date to review the results of the General Manager's Evaluation including the budgeted raise of 4% effective September 1, 2015.

11. Adjourn Meeting

James McWhorter adjourned the meeting at 6:21 PM.

Passed and approved this 17th day of December, 2015.



Eric Wilson, Secretary
Gulf Coast Water Authority Board of Directors