

**MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS**

**THE STATE OF TEXAS** §  
**COUNTY OF GALVESTON** §  
**GALVESTON COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 12** §

The Board of Directors of Galveston County Water Control & Improvement District No. 12 (the “District”) met in regular session, open to the public, on June 15, 2020, via telephone conference authorized by proclamation of Governor Abbott in response to the COVID-19 Pandemic; whereupon, the roll of the members of the Board of Directors was called, to-wit:

Matthew D. Wiggins	President
Peyton Lumpkin	Vice President
Doug Meisinger	Secretary
Ronald M. Richards	Assistant Secretary
Paul B. Boswell	Director

All members of the Board of Directors were present except Director Boswell.

Also present were Chris Richardson, attorney, of Strawn & Richardson, P.C.; Johnny Bellamy of Municipal District Services, LLC; Kandy Pfeffer of ETI Bookkeeping Services; Wallace Trochesset of LJA Engineering; Megan Bradley of Triton Consulting Group; and Steve Mewborn, District resident.

Whereupon, the meeting was called to order and evidence was presented that public notice of the meeting was given in compliance with the law.

- 1. PUBLIC COMMENTS.** There were no public comments at this time.
- 2. BOARD MEMBER ANNOUNCEMENTS.** Director Richards informed the Board he will be moving out of the District and closing on the sale of his home on June 23, 2020.

He stated that he will resign from the Board.

**3. PRESENTATIONS.** There were no presentations at this time.

**4. APPOINTMENT OF SUCCESSOR DIRECTOR.** The Order Accepting the Resignation of a Director and Appointing a Successor was considered for approval, a copy of which is attached as Exhibit "A". It was noted that Steve Mewborn was in all ways qualified to assume the position of director to fill the unexpired term of Director Paul B. Boswell.

Following further discussion, it was moved by Director Wiggins and seconded by Director Meisinger to approve the appointment of Steve Mewborn as Director, to approve the Order Accepting the Resignation of a Director and Appointing a Successor, and to retain the current slate of officers, which motion carried, with Director Meisinger opposed. Mr. Mewborn took his Oath of Office and executed his Statement of Appointed Officer.

**5. MINUTES.** The Board considered the minutes for the meeting of May 18, 2020 and May 27, 2020. Following discussion, it was moved by Director Meisinger and seconded by Director Lumpkin that the minutes be approved, which motion passed, 4-0, with Director Wiggins abstaining.

**6. GCWA ALLOCATION AND REQUEST.** Wallace Trochesset updated the Board on discussions with the Gulf Coast Water Authority ("GCWA") concerning the "natural allocation" and the request for additional raw and/or treated water. Mr. Trochesset reported he spoke with David Davis and he is still confident the District will receive water from the GCWA. He stated that he will send a letter to the GCWA concerning the District's immediate need of the 1 MGD of raw water. Mr. Trochesset added that re-rated water has not yet been given to any entity.

**7. KVFD REPORT.** Director Wiggins reported the ESB approved the sale of

Engine 2, but they are keeping the ladder truck and Engine 1. He stated the truck's rolling out time is 98 seconds.

**8. BOOKKEEPER'S REPORT.** Kandy Pfeffer presented the bookkeeper's report, a copy of which is attached as Exhibit "B". She reviewed the use of bond proceeds and other matters in the report. The Board reviewed the checks, investments, budget, and energy usage for the past month.

Following further discussion, it was moved by Director Richards and seconded by Director Meisinger that the bookkeeper's report, and those checks as listed thereon be approved, along with the items discussed, which motion passed, 4-0, with Director Wiggins abstaining.

**9. OPERATOR'S REPORT.** Johnny Bellamy presented the operator's report, a copy of which is attached as Exhibit "C". There were 1,705 customer connections. Water accountability was at 90.1%. The Wastewater Treatment Plant was compliant and ran at 70% of capacity. Mr. Bellamy reviewed the preventative maintenance schedule and reviewed the repairs.

Mr. Bellamy discussed water terminations. The Board agreed to continue to waive late fees and water terminations during the COVID-19 crisis. Mr. Bellamy stated they will arrange payment agreements.

Mr. Bellamy informed the Board the contractor hit a water line and repairs are currently underway. He stated the operators were able to isolate the leak.

Director Wiggins noted in the May billing the District received \$325,000 in revenue from the water and sewer bills, even with the \$50 COVID-19 credit. He added the District received over \$77,000 in revenue from the fire fee.

Following further discussion, it was moved by Director Lumpkin and seconded by Director Richards that the operator's report be approved, along with the items presented, which motion passed, 4-0, with Director Wiggins abstaining.

**10. ENGINEER'S REPORT.** Wallace Trochesset presented the engineer's report, a copy of which is attached as Exhibit "D". He presented for approval Pay Estimate No. 11 from R&B Group, Inc., in the amount of \$328,724.40, for the 0.50 mgd expansion for the Wastewater Treatment Plant. Mr. Trochesset informed the Board some of the Wastewater Treatment Plant site drains toward Solomon Road and a portion of the City Park drains to Solomon Road. He recommended the Board authorize a field survey on the two sites to determine how to address the off-site drainage.

Mr. Trochesset reported the contractor for the Birch Road Utility Bridge project contractor will be the same as the County project for the Roadway Bridge. He stated it will be good to have one contractor doing both projects.

Mr. Trochesset informed the Board KDM is acquiring one more easement for the SH 146 Utility Relocation.

Mr. Trochesset presented for approval Pay Estimate No. 2, in the amount of \$133,178.60, for the 10-inch force main and the 15-inch gravity sewer for the Zircon property.

Mr. Trochesset next discussed requests for capacity. He presented a request from Manvinder Cheema for 83 connections for a hotel development at SH 146 and 6<sup>th</sup> Street. The Board deferred action on the request.

Mr. Trochesset presented a request from Phil Yates for two connections for two single-family residents located at 303 Oak Road and 727 Pine Road, both of which are in Clear Lake Shores.

Mr. Trochesset next presented a request from Ashley Miller for one connection for a single-family home located at 1151 Kipp Avenue.

Following further discussion by the Board it was moved by Director Meisinger and seconded by Director Richards that the engineer's report be approved, to approve Pay Estimate No. 11 for the Wastewater Treatment Plant expansion, to authorize a field survey to determine how to address the off-site stormwater drainage, to approve Pay Estimate No. 2 for the 10-inch force main and the 15-inch gravity sewer for the Zircon property, to approve the capacity request from Phil Yates, and to approve the capacity request from Ashley Miller, which motion passed, 4-0, with Director Wiggins abstaining.

**11. TAX ASSESSOR'S REPORT.** The Board reviewed the tax assessor's report for April 2020 from Galveston County; no action was taken.

**12. FUTURE AGENDA ITEMS.** The Board requested an item on the next agenda to consider the sale of the Delasandri property and an item to consider an Interlocal Agreement with the City of Kemah to provide fire service to certain properties.

**13. TRANSFER OF DISTRICT BANK ACCOUNT.** The Board considered transferring all of the District's bank accounts from Wells Fargo to Texas First Bank. Ms. Pfeffer explained the operations account cannot be changed from Central Bank, but the general checking account can be changed.

Following further discussion, it was moved by Director Richards and seconded by Director Lumpkin to transfer the general checking account to Texas First Bank, which motion passed, 4-0, with Director Wiggins abstaining.

**14. APPOINT DISTRICT REPRESENTATIVE TO EMERGENCY SERVICES BOARD.** Director Wiggins recommended appointing Director Meisinger to be the District

representative to the Emergency Services Board.

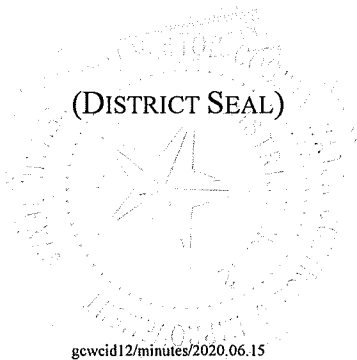
Following further discussion, it was moved by Director Wiggins and seconded by Director Richards to appoint Director Meisinger to the Emergency Services Board, which motion carried unanimously, 5-0.

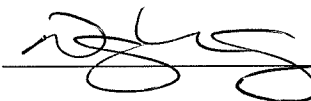
**15. RATE ORDER AMENDMENT.** The Board next considered amending the District Rate Order regarding the irrigation accounts. President Wiggins explained the District has 1,806 accounts, some of which are irrigation accounts, and some are charged fire fees. The Board agreed to amend the Rate Order to establish a \$25 minimum fee for irrigation accounts. The Board also agreed to drop the fire fee, which is tied to a regular, fixed structure. A copy of the Rate Order is attached as Exhibit "E".

Following further discussion, it was moved by Director Richardson and seconded by Director Meisinger to amend the Rate Order concerning the irrigation accounts, as discussed, which motion carried, 4-0, with Director Wiggins abstaining.

**16. ADJOURNMENT.** There being no further business, it was moved by Director Richards, seconded by Director Lumpkin which motion carried unanimously, that the meeting be adjourned.

*PASSED, ADOPTED and APPROVED* this 20th day of July, 2020.



  
Secretary