

**MINUTES OF SPECIAL MEETING
FORT BEND COUNTY W.C. & I.D. NO. 2
FORT BEND AND HARRIS COUNTIES, TEXAS**

February 14, 2024

The Board of Directors of Fort Bend County Water Control & Improvement District No. 2 of Fort Bend and Harris Counties, Texas, met in special session, open to the public, on the 14th day of February 2024, at 6:30 pm, at the District Office, 2331 South Main, Stafford, Texas, within the boundaries of the District, and the roll was called of the duly constituted members of the Board, to-wit:

John K. Rose	President
Jody Court	Vice President
Linda Walker	Secretary
Harvey Koudelka	Assistant Secretary
Linda Burks	Assistant Secretary

And all of said persons were present thus except Vice President Court, constituting a quorum.

Also, Mr. Harry Thompson, Ms. Kim Cannon, with Allen Boone Humphries Robinson, LLP, Mr. Drew Crow the Quiddity, Ms. Leslie Cook with RBC Capital Markets, Owen Matherne, Jason Kirby, Ray Casal and Robbie Ginsel.

1. Call meeting to order;

President Rose: Called the meeting to order at 6:30 pm.

2. Pledge of Allegiance to the Flag of our Country and State.

All: Cited the Pledge of Allegiance to the Flag of our Country and State.

3. Audience comments. Comments from the audience (for matters not on the agenda). This provides an opportunity to comment on non-agenda items in advance of the regular business of the Board of Directors. Comments shall be limited to three (3) minutes per person. By state law, comments by the President or Board members on any item not on the agenda shall be limited to;

- a. Statement of specific factual information given in response to any inquiry;
- b. A recitation of existing policy in response to any inquiry;
- c. A proposal to place the subject on the agenda for a future meeting;

President Rose: Stated no audience comments.

4. Approve Board meeting minutes of January 24, 2024;

Secretary Walker made a motion to approve the Board meeting minutes of January 24, 2024; Seconded by; Assistant Secretary Koudelka; Favor: 5 to 0.

5. 2024 Directors Election, including

- a. Adopt Order Calling Directors Election; and
- b. Authorize Notice of Election

Mr. Harry Thompson: Reviewed the Order Calling Directors Election with the Board. No additional applications have been received as of February 14, 2024, the Write In Candidate deadline is February 21, 2024. After discussion **President Rose made a motion to Adopt the Order Calling Directors Election and authorize the Notice of Election; Seconded by; Secretary Walker; Favor: 4 to 0.**

6. Approve Annual Report and authorize filing of same in accordance with the District's Continuing Disclosure of information Agreement and as required by SEC Rule 15c2-12;

Mr. Harry Thompson: Reviewed the Annual Report with the Board. After discussion, Mr. Harry Thompson stated the Board could do one motion for agenda item No. 6 and agenda item No. 7; see motion below.

7. Annual Review of Procedures for Continuing Disclosure Compliance;

Mr. Harry Thompson: Reviewed the Procedures for Continuing Disclosure Compliance with the Board, no changes recommended. After discussion, **Secretary Walker made a motion to approve the Annual Report and authorize filing of same in accordance with the District's Continuing Disclosure of Information Agreement as required by SEC Rule 15c-12; and to have an annual Review of Procedures for Continuing Disclosure Compliance; Seconded by; Assistant Secretary Koudelka; Favor: 4 to 0.**

8. Approve amendment to the Green For Life contract;

Mr. Harry Thompson: Discussed the Green For Life contract with the Board. The contract is in order and requests a motion to approve the amendment subject to minor revisions as discussed which are non-substantive. **President Rose made a motion to approve the amendment to the Green For Life contract with minor revisions as discussed; Seconded by; Assistant Secretary Burks; Favor: 4 to 0.**

9. General Manager's Report including Water and Wastewater System Operations, and the Industrial Pretreatment Program;

General Manager: Reviewed and discussed the General Manager's Report with the Board, information only no action required.

10. District operations, including but not limited to; Administrative, Field Service, Wastewater and Surface Water Treatment facilities and authorize any necessary action;

General Manager:

- Discussed the odor at Promenade; an approved Purchase Order has been submitted to the contractor to clean the lines on Kirkwood, Hwy. 90, and Promenade subdivision in the amount of \$13,000.00.

- The Micro-Solve being added to the District's Lift Stations is working.
- Staff are taking H2S samples and recording the data.
- TCEQ will be in the District next Friday, February 23, 2024, for the annual Comprehensive Compliance Inspection at WWTP No. 1.
- The District replaced 4 light poles at the Administration building, existing poles were rusting the base.
- The display case has been placed in the Administration building lobby.
- Ongoing monthly flushing

Robbie Ginsel:

- Informed the Board all Directors each Director has been registered for the AWBD Summer Conference

11. Discuss CPS HR Consulting's Human Resource Support Services and authorize any necessary action;

General Manager: Reviewed the proposal from CPS HR Consulting Human Resource Support Services with the Board. CPS HR proposes a time and materials pricing model from contract execution through the end of the District's fiscal year on September 30, 2024, with a not-to-exceed of \$40,000.00 which covers approximately 320 total project team hours averaging up to 10 project team hours per week. CPS HR will invoice the District on a monthly basis for hours actually expended. In order to hire HR personnel in-house it will be \$80,000.00 to \$100,000.00. Staff recommends approving the proposal from CPS HR Consulting Human Resource Support Services. If the District finds an in-house person is needed this consulting firm would be able advertise and recommend a qualified person for this position. The company would be able to perform duties via teams meeting, if they are required to be at the District office the District would pay for travel and housing.

President Rose: Asked what the current budget amount is to hire an HR person. Also, one of the major projects is creating a performance review for the employees. The Board would like to have a list of clients this company has worked with prior. **General Manager:** Responded 60,000.00, this firm would be able to create a performance review. Staff will acquire a list of clients, references, and the cost of having an in person at the District one time a week or one time a month.

Mr. Harry Thompson: Stated this company has an office in Austin, Texas. **President Rose:** Stated to place this item on the February 28, 2024, agenda for further discussion regarding the information requested by the Board.

Secretary Walker: Asked the General Manager who is currently overseeing human resource duties. She requested a pro and con list verses in house personnel or a consulting firm. **General Manager:** Responded he and Robbie are responsible for human resource duties.

12. Real estate matters, including land purchase, and authorize related to same;

President Rose: Stated this agenda item will be discussed in Executive Session.

13. Convene Executive Session;

President Rose: Convened into Executive Session at 7:14 p.m.

14. Re-convene Open Session;


President Rose: Re-convened in Open Session at 7:36 p.m. **President Rose made a motion to proceed as discussed in Executive Session; Seconded by; Assistant Secretary Koudelka; Favor: 4 to 0.**


15. Future agenda items;

President Rose: Stated any future agenda items needed to contact the General Manager or Robbie Ginsel. Items for February 28, 2024, would be CPS HR Consulting Firm and the District’s Rate Order.

16. Adjourn.

Assistant Secretary Koudelka made a motion to adjourn; Seconded by; Secretary Walker; Favor: 4 to 0. The meeting adjourned at 7:37 p.m.




 John K. Rose – President


 Linda Walker - Secretary

Attachments

Call meeting to order	1
Pledge of Allegiance to the Flag of our Country and State	1
Audience comments	1
Approve Board meeting minutes of January 24, 2024	1
2024 Director's Election	2
Approve Annual Report and authorize filing of same in accordance with the District's Continuing Disclosure of Information Agreement as required by SEC Rule 15c2-12	2
Annual Review of Procedures for Continuing Disclosure Compliance	2
Approve amendment to the Green For Life contract	2
General Manager's Report	2
District operations	2-3
Discuss CPS HR Consulting's human resources Support Services	3
Real estate matter, including land purchase	3
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Future agenda items	4
Adjourn	4