

**MEETING MINUTES
COMAL COUNTY WATER ORIENTED RECREATION DISTRICT**

A Regular meeting of the **COMAL COUNTY WATER ORIENTED RECREATION DISTRICT** was held on the 15th Day of November 2017, at **5:30 PM** at the **WORD office**, 1928 Farm to Market Road 2673, Sattler, Comal County, Texas. **All Board members and staff were in attendance.**

5:30 PM CALL TO ORDER

Invocation and Pledge of Allegiance. **Led by Shane Wolf.**

WORKSHOP AGENDA:

1. Receive Manager's report on the following subjects: **(See attached)**
 - River & Lake Conditions
 - Permit Holders
 - 3rd Quarter taxes & End of year projections
 - KCLB Fall clean-up
 - New hire

ACTION AGENDA:

The following subjects will be discussed, considered, passed or adopted, to wit:

2. Public Comments.
3. Consider grant funding request from Canyon Lake Fire / EMS for wet slip boat storage in the amount of \$9,506.64. **Motion to approve by Jim, second by Shane, MOTION CARRIED 6-1.**
4. Receive report from staff on bids and consider award of 2018 cleanup contracts for the following:
 - Contract 1 – Boat Ramps
Motion by Allen to award to MNM Services at a cost of \$10,792.73, second by Jennifer R., MOTION CARRIED 7-0.
 - Contract 2 – Roadside FM 306
Motion by Jennifer R. to award to MNM Services. Motion rescinded by Jennifer R. Motion by Lynn to award to Pristine Texas Rivers at a cost of \$6,300, second by Allen, MOTION CARRIED 6-1.
 - Contract 3 – Roadside River Road
Motion by Lynn to award to Pristine Texas Rivers at a cost of \$18,450, second by Jennifer B., MOTION CARRIED 7-0.
 - Contract 4 – Upper Guadalupe river

Motion by Jim to award to Pristine Texas Rivers at a cost of \$29,430, second by Shane, MOTION CARRIED 7-0.

- Contract 5 – Lower Guadalupe river A
Motion by Jim to award to Pristine Texas Rivers at a cost of \$72,840, second by Shane, MOTION CARRIED 7-0.

- Contract 6 – Lower Guadalupe river B
Motion by Jim to award to Cody Corbin at a cost of \$21,536.28, second by Allen, MOTION CARRIED 7-0.

- Contract 7 – Overlook Park
Motion by Jim to award to MNM Services at a cost of \$5,207.22, second by Jennifer B., MOTION CARRIED 7-0.

- Contract 8 – SCUBA
Motion by Jennifer B. to award contract to sole bidder, Pristine Texas Rivers, at a cost of \$15 per bag, second by Shane, MOTION CARRIED 7-0.

5. Receive report from Revenue & Permits committee and consider action on recommendation regarding businesses offering package rates on multiple types of taxable activities. **Motion by Jennifer R., second by Jim, to take no action, MOTION CARRIED 7-0.**

6. Receive report from planning committee and consider approval of WORD 2018 and 2018 – 2020 Operating Plans. **Motion to approve by Jennifer B., second by Jim, MOTION CARRIED 7-0.**

7. Read, correct, and/or modify and approve the October 2017 financial reports. **Motion to approve by Jim, second by Jennifer B., MOTION CARRIED 7-0.**

8. Read, correct, and/or modify and approve the minutes of the Board meeting of October 18, 2017. **Motion to approve by Jim, second by Shane, MOTION CARRIED 7-0.**

9. Solicit agenda and workshop items for the January 2018 meeting from the public and Board. **NO ACTION.**

EXECUTIVE SESSION, as authorized by Texas Local Government Code, Section 551.071 for consultation with attorney to receive legal opinions. **Entered Executive Session at 6:24 PM. Back into Open Session at 6:51 PM.**

10. Take action as needed on items from Executive session. **NO ACTION.**

11. Consider action on staff pay rates.

Discussion was held on the process by which the Board arrived at salary ranges for staff utilizing a 9 point-factor ranking system and applying that ranking based on similar positions in the geographic area. Also discussed was that pay rate discussions can be held in open session which is the desire of the current Board, instead of going into executive session. Further discussion centered around the Board's desire to place staff at the midpoint of the salary ranges that were set in October 2016 within a three year period, and that once staff salaries reach that midpoint then future raises should be decided based on COLA and/or merit rather than these equity adjustments.

Motion by Jim to rescind the vote on staff salary pay rates made at the October 2017 WORD Board meeting and to continue to get the Manager of WORD up to the median of the salary range as intended last year, making a \$15,000 increase for 2018, second by Jennifer B., MOTION CARRIED 6-1.

Motion by Jim to authorize Manager to award a salary increase to Assistant Manager within a range of 9% to 12%, second by Shane, MOTION CARRIED 6-1.

12. Receive report from Finance committee and consider approval of WORD 2018 budget.

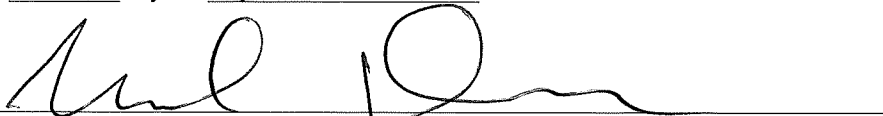
Motion to approve the 2018 budget by Lynn, second by Allen, MOTION CARRIED 6-1.

13. Adjourn.

Meeting adjourned at 7:26 PM.

I, Mike Dussere, Manager of the Water Oriented Recreation District of Comal County, do hereby certify that the above MEETING MINUTES of the Comal County Water Oriented Recreation District is a true and correct account of the proceedings of said meeting.

Dated this 17 day of NOVEMBER 2017

Attested: 
Mike Dussere, Manager, W.O.R.D.