

GULF COAST WATER AUTHORITY
LANDSCAPE MAINTENANCE POLICY AND PROCEDURES
ADOPTED OCTOBER 20, 2022

I. PURPOSE

The purpose of this document is to establish a written policy for the landscape maintenance of Gulf Coast Water Authority (GCWA)'s canals, easements, and rights-of-way (such canals, easements and rights-of-way, collectively, GCWA ROW). GCWA is committed to ensuring that all GCWA ROW is consistent in appearance within a parameter of periodic mowing. Maintenance of GCWA's ROW is necessary to facilitate maintenance access for its equipment and prevent the growth of trees, which would limit said access. The Board of Directors of GCWA, by its adoption of this Policy, authorizes the General Manager of GCWA to carry out the Policy and make necessary interpretations as the need arises.

II. LANDSCAPE MAINTENANCE

All work associated with the landscape maintenance of GCWA ROW is intended to be performed by a qualified contractor contracted to perform the services delineated in this Policy and the instructions to bidders for the applicable solicitation in accordance with all applicable laws, codes, and regulations required by GCWA, including the safety measures and procedures required by this Policy set forth below.

- A. The scope of work for landscape maintenance includes mowing, general clean-up and trash and debris removal, inspections, and reporting. All trash and debris must be removed from GCWA ROW prior to each mowing.
- B. Mowing shall be performed in accordance with the applicable maintenance schedule to a height of 5" to 6" and should not be left higher than 6".
- C. Mowing shall not occur if wet ground is present when rutting can occur.
- D. The contractor shall observe the 3' and 5' offsets from adjacent property fences in accordance with the attached GCWA Mowing Clearance Detail.
- E. Mowers shall be rigid frame, boom and/or batwing rotary mowers equipped with sharp blades for clean cuts.
- F. The use of chemicals such as pest control, disease control, weed control, and fertilizers within GCWA ROW is prohibited, unless specifically approved in advance by an authorized GCWA representative.

III. LOCATION AND FREQUENCY OF WORK

- A. Work performed as part of the landscape maintenance of GCWA ROW shall occur at the following locations within the GCWA system:

1. Jones Creek
2. Oyster Creek
3. American Canal – Main Canal
4. American Canal – Lateral 10
5. American Canal – Texas City Connection
6. Briscoe Canal – Main Canal
7. Briscoe Canal – Monsanto Canal
8. Briscoe Canal – Halls Bayou Ranch
9. Texas City Area – Main Canal
10. Texas City Area – Texas City Reservoir
11. Texas City Area – Thomas Mackey WTP
12. Texas City Area – Discharge Canal
13. Texas City Area – By-Pass Canal
14. Juliff Canal – Main Canal
15. Juliff Canal – North Canal
16. Juliff Canal – Company Canal
17. Chocolate Bayou Canal – Main Canal
18. Chocolate Bayou Canal – Ineos Canal
19. Chocolate Bayou Canal - Duck Lake Canal
20. Chocolate Bayou Canal – Mustang Reservoir

B. All GCWA ROW that is acquired or constructed and integrated into the GCWA system after the date of adoption of this Policy shall be maintained in accordance with this Policy.

C. GCWA ROW shall be maintained pursuant to this Policy in accordance with the following schedule:

1. The GCWA ROW within the American Canal System shall be maintained three (3) times per year.
2. All other GCWA ROW shall be maintained two (2) times per year.
3. Specific dates for maintenance will be established in a contract with the applicable contractor.
4. Work hours shall be 7:00 A.M. to 7:00 P.M. unless otherwise specified by an authorized GCWA representative.

IV. SOLICITATION OF CONTRACTORS AND PERFORMANCE OF WORK

- A. Procurement of qualified contractors to perform the work outlined in this Policy shall be completed in accordance with the requirements in the GCWA Policy and Procedure for Procurement of Goods and Services and the instructions to bidders for the applicable solicitation, which will include the details related to time, location, and delivery of bids for the work.
- B. All persons undertaking work within GCWA ROW shall be in uniform and neat in appearance and shall perform their work in a professional and competent manner. At least one English-speaking individual shall be present while work is undertaken within GCWA ROW. Being under the influence of alcohol or drugs or consuming alcohol or drugs within GCWA ROW is prohibited.
- C. All persons undertaking a task that requires a license or certification shall provide a copy of the applicable license/certification to GCWA prior to undertaking such task.
- G. The use of personal protection equipment is required at all times while performing work within GCWA ROW.

V. ADDITIONAL INFORMATION

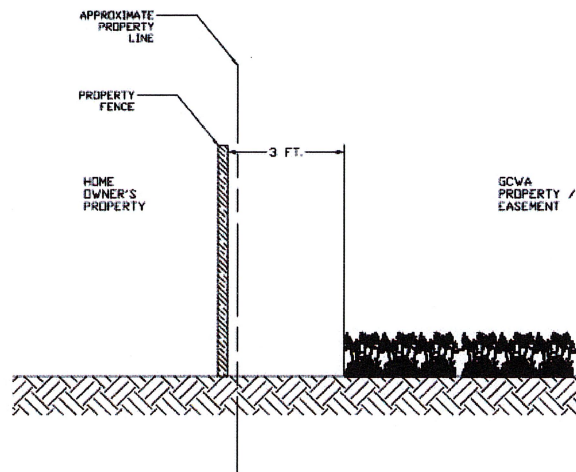
A. Related Documents

- 1. GCWA Policy and Procedure for Procurement of Goods and Services
- 2. GCWA Third Party Landscape Maintenance Requirements (attached hereto)

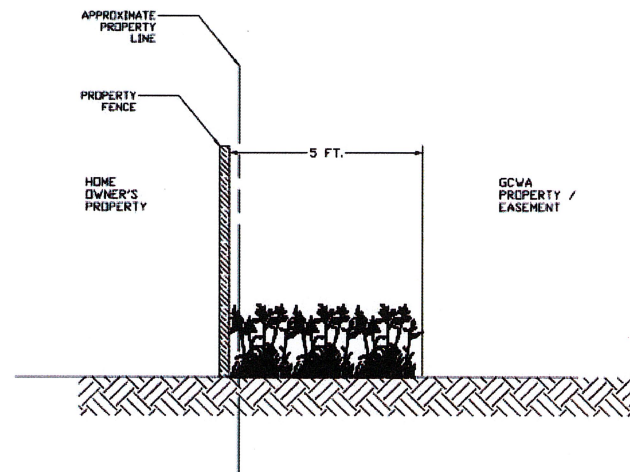
B. Third Party Maintenance

The General Manager of GCWA is authorized to enter into third party agreements with third parties, including homeowners and homeowners' associations, that wish to maintain areas of GCWA ROW adjacent to their property to a higher standard than that provided by GCWA, in accordance with the GCWA Third Party Landscape Maintenance Requirements attached hereto.

8. Mowing Clearance Detail



IF THE HOME/PROPERTY OWNER OR HOMEOWNERS ASSOCIATION MAINTAINS A THREE FOOT STRIP FROM THE OUTSIDE EDGE OF THE FENCE, THEN THE GULF COAST WATER AUTHORITY WILL MOW UP TO THAT THREE FOOT STRIP.



IF THE HOME/PROPERTY OWNER OR HOMEOWNERS ASSOCIATION DOES NOT MAINTAIN A THREE FOOT STRIP FROM THE OUTSIDE EDGE OF THE FENCE, THEN THE GULF COAST WATER AUTHORITY WILL MOW UP TO FIVE FEET FROM THE OUTSIDE EDGE OF THE FENCE DUE TO THE POSSIBILITY OF UTILITIES IN THE AREA.



GULF COAST WATER AUTHORITY MOWING POLICY DETAILS

DRAWING NAME: MOWING.DWG DRAWN BY: GEORGE L. CHEREFES, CFM ENGINEER: PATRICK DONNET, PE DATE APPROVED: JUNE 2022

REVISIONS						DATE:
NO.	DATE	DESCRIPTION	BY	APP	DATE	AUGUST 30, 2021
						SCALE:
						N. T. S.
						SHEET:
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