

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

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DeWitt County Drainage District No. 1 met in **REGULAR** session on **April 27, 2018** at **9:00 A.M.** in the Conference Room of the District's offices at **108 N. Gonzales Street, Ste B, Cuero, Texas**, with the following members present:

Commissioner Doug Bethness
Commissioner Glenn Robertson
Commissioner Wallace W. Beck

Staff: Beth Chang Parker, General Manager
Ryan Parker, Administrative Assistant

Consultants: Andrew Norwell, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Dr. Robertson called the meeting to order at 9:02 A.M.

INTRODUCE ADMINISTRATIVE ASSISTANT

GM introduced Ryan Parker, Administrative Assistant to the board. Ryan moved to the area from Bandera Texas, and most recently worked as logistics coordinator and warehouse administrator for solar energy distributor, Connexa Energy LLC, for nearly five years.

MINUTES

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the minutes of the March 23, 2018 meeting.

PAYROLL LIABILITIES

Board discussed tax forms and payroll liability issues for 2017, considering possible solution to amend 94-2 forms. Due to the complexity and cost of amending forms, the board chooses to take no action. GM will pay self-employment taxes on health insurance stipend that was not taxed for 6 months of 2017. GM also discovered while researching this issue that when accountant issued final hourly check to GM at end of December 2017,

a second health insurance stipend for that month was issued on that paycheck. GM will leave off health insurance stipend on May 2, 2018 check to correct this error.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

GM updated board regarding status of facilities together with Gohlke Hollow & Daule Ditch projects.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District ordered the erection of two posts with cable to be installed by Elegant Landscaping at Main Ditch at Alonzo.

SPRAYING

Board considered proposals for spraying ditch systems.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the quote from MJJ Enterprises.

DISTRICT BOUNDARIES & MAPS

GM needs two more weeks to complete recitals for District Boundaries Project with Andrew Abramelt. A special meeting will be called to approve maps and sign documents on April 11, 2018.

No action taken.

FEMA PROJECTS

GM detailed recent analysis of debris from Hurricane Harvey remaining in Gohlke Hollow. GM will speak with city and other entities regarding collaborative approach to solution.

No action taken.

OPEN RECORDS REQUEST

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved and adopted the procedures and open request form as presented by GM. The District has also adopted costs if applicable as provided by Texas Government Code:

10 cents per page, 15 dollars per hour, 20% overhead labor, and any other reasonable cost necessary to comply with request.

GM REPORT

GM discussed debris assessment for FEMA projects, webinar training and recent hiring process.

No action taken.

ENGINEERING

Doug Selfness will develop scope on task order sheet for Daule Ditch at Charles St. project.

No action taken.

ADJOURN FOR RECESS AT 6:57 A.M.

RECONVENE MEETING AT 10:07 A.M.

REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the Director Activity Logs for March 2018.

ADJOURN FOR RECESS AT 10:25 A.M.

RECONVENE MEETING AT 10:35 A.M.

DISBURSEMENTS & FINANCIAL REPORT(S)

District continues to have issues with computer network, Dr. Robertson wants to try Dell customer service. District has two voided checks this month, being check numbers 10185 & 10190.

MOTION: On Motion by Mr. Beck and second by Mr. Sethness, the District approved, with hand written amendments thereto, the Disbursements & Financial Report(s) for March 1, 2018-March 31, 2018.

TEXPOOL PRIME INVESTMENT POOL

MOTION: On Motion by Mr. Beck and second by Glenn Robertson, the District approved action to adopt resolution to authorize participation for TexPool Prime.

MOTION: On Motion by Mr. Sethness and second by Mr. Beck, the District approved action to adopt participation agreement for TexPool Prime.

MOTION: On Motion by Mr. Sethness and second by Mr. Beck, the District approved action to adopt TexPool Investment Pool Agreement.

MOTION: On Motion by Mr. Sethness and second by Mr. Beck, the District approved action to sign the Bank Transfer sheet to transfer funds to TexPool Prime.

SCHEDULE NEXT MEETING

May 25, 2018 REGULAR meeting at 9:00 A.M. – regular meeting of board

ADJOURN

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District adjourned the meeting at 10:45 A.M.

Sincerely,

Commissioner
rmp