

GREEN DeWITT DRAINAGE DISTRICT

BOARD MEETING MINUTES — DECEMBER 15, 2025

Meeting called to order at 11:56 AM

1. Quorum & Call to Order

A quorum was established. The meeting was called to order at 11:56 AM.

2. Public Comment

None.

3. Approval of Minutes

Motion to approve the minutes as written was made and seconded.

Vote: All in favor. Motion passed unanimously.

4. Facilities & Maintenance Report

Reporting Period: November 12–17, 2025

Presented by: Ignacio Granado

System Maintenance

- Continued mowing and weed-eating across growth areas.
- Inspected all previously sprayed areas; vegetation is dry and dead, indicating effective treatment.
- Volunteer **Robert Baker** assisted with sediment removal at the Icehouse Channel.
- Photos presented included:
 - Steel Valley after spraying
 - Channel off Highway 72 where a berm was removed and leveled
 - Channel off Alonzo toward Highway 72 with significant tree and brush clearing

- Valley Channel and Steel Valley showing effective P4S application

Equipment Updates

- **Kubota RTV** repaired and fully operational.
- **Grasshopper mower** shaft repaired; mower functioning well.
- **Fuel transfer tank** developed a leak; diesel was pumped into three barrels for containment.
 - Staff is attempting repair using JB Weld due to lack of local welding options and high replacement cost.

Training & Licensing

- Maintenance crew attended continuing-education pesticide training.
- Only **Ignacio Granado** is licensed; crew members work under his supervision.
- Ignacio must be reachable but does not need to be physically present.
- Board discussed whether crew members should pursue their own licenses; no action taken.

Volunteer Hold Harmless Agreement

- Staff presented a draft Hold Harmless Agreement for volunteer **Robert Baker**.
- Template was assembled using governmental examples and adapted for District needs.
- Board will review and provide feedback before Mr. Baker signs.

5. General Manager Report

Northport Watershed / Fairfield Inn Drainage Issue

- Fairfield Inn's drainage design has caused erosion along a Northport watershed channel.
- Ryan requested SWE evaluate:
 - Possible corrective measures, or
 - Whether a full redesign is required.
- Although erosion occurs within the Coral Watershed, the affected flow path connects to Northport, requiring coordinated correction.

GLO Audit Certification

- On December 1, staff completed the GLO Audit Certification Financial Form confirming amounts paid and reimbursed under the grant.

Correspondence with Public Management & GLO

- On December 9, staff corresponded with Aaron Miller (Public Management) and Kim O’Cotton (GLO Grant Manager) regarding the revised high-water-mark exhibit.
- Attempts were made to obtain updated materials from Randy prior to the scheduled meeting; none have been produced.

NFIP / FEMA Training

- On November 20, staff contacted Emergency Management Coordinator Billy Jordan regarding the NFIP FEMA course.
- FEMA has not reopened the course; no timeline is available.

Meeting with SWE

- On November 24, staff met with Southwest Engineers at the District office for ongoing project coordination.

6. Budget

Financial Item 11

- No action taken.

Budget-vs-Actual Graph

- Staff presented the updated monthly budget-vs-actual graph.
- The graph now compares each month’s budgeted amount to actual expenditures rather than cumulative totals.
- FY26 monthly actuals are not yet available.
- Total FY26 budget: **\$518,854.**
- Monthly budgeted amount: **\$43,237.80.**
- Approximately **16.85%** of the total budget has been spent, consistent with early-year patterns.
- Staff confirmed that if the Board approves a major purchase, the budgeted line can be adjusted to avoid showing an artificial overage.

7. Grant Extension & Contract Renewal

Gohlke Creek / Dolph Creek Mitigation Grant

- Kindle Cotton reported the team is awaiting revised exhibits from Randy regarding the new high-water mark.

- The revised exhibit determines how much work can be performed outside the protected waterway boundary.
- No updated documents have been received; another meeting is scheduled for Thursday.

Gohlke Creek Project

- General Manager reported the project appears to be in its final phases.
 - The District has submitted its final invoice for the work performed.
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8. Engineering

- No new engineering items were submitted.
 - Updates will be provided at the next meeting following Thursday's GLO session.
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9. GLO Grant Updates

- Staff continues gathering documentation, preparing materials, and coordinating with auditors for the ongoing audit process.
 - Additional documentation requests are being fulfilled as received.
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10. Hazard Mitigation

- No new FEMA/NFIP training updates; course remains unavailable.
 - Staff remains in contact with Emergency Management for future scheduling.
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11. Directors' Items

No additional items were presented.

12. Personnel

No personnel actions were taken.

13. Financial Matters

Financial Report

Motion to approve the financial report as written was made and seconded.

Vote: All in favor. Motion passed unanimously.

14. Scheduling of Next Meeting(s)

- The originally suggested January 19, 2026 date falls on Martin Luther King Jr. Day (District holiday).
- The Board agreed to move the next meeting to:
January 21, 2026 at 11:00 AM

15. Adjournment

Motion to adjourn was made and seconded.

Hearing no further discussion, the meeting adjourned at **12:05 PM**.

David Guajardo, General Manager

Date: _____

Director

Date: _____