

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Emily Montgomery, Vice President
Mary Alice Perales, Secretary
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106 N. Gonzales Street, Ste B
Cuero, Texas 77954
Phone: (361) 275-9995

DeWitt County Drainage District No. 1 met in **REGULAR** session on **DECEMBER 16, 2019**, at **5:15 P.M.** in the Conference Room of the District's office at **106 N. Gonzales Street, Ste B**, Cuero, Texas, with the following members present:

Director Doug Sethness
Director Mary Alice Perales

Staff: Beth Parker, General Manager
Ryan Parker, Office Manager
Ignacio Granado, Crew Foreman
Don Smith, Crew Member

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 5:07 P.M.

CUERO DEVELOPMENT CORPORATION GRANT APPLICATION

GM gave a brief introduction on a grant application to the Cuero Development Corporation and presented Resolution No. 2019-17 on Purchasing a District Operations Vehicle.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-17 on purchasing a District Operations Vehicle in coordination with CDC grant application covering \$10,000 of cost of that vehicle.

COORDINATION WITH CITY OF CUERO REGARDING DEVELOPMENT

GM presented a timeline regarding the District's adoption of its Master Drainage Plan, Rules & Regulations and Design Criteria Manual (aka Drainage Criteria Manual), along with the District's efforts throughout 2019 to coordinate these new rules & regulations with the City of Cuero. GM has drafted an interlocal agreement regarding areas of concurrent jurisdiction and providing information to developers. A letter for distribution to developers within the Cuero area has also been drafted. GM intends to request that the City make the letter available to developers in its permit office.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District authorized use of both the letter to developers and the interlocal agreement and requested that Andrew Abrameit consult with City Attorney James Crain regarding these issues.

ADJOURN FOR RECESS AT 5:25 P.M.

RECONVENE MEETING AT 5:44 P.M.

PERMIT APPLICATION P19004

No action taken.

MINUTES

MOTION: On Motion by Mrs. Perales and second by Mrs. Montgomery, the District approved the following minutes:

October 21, 2019	Regular Meeting
November 18, 2019	Regular Meeting
November 22, 2019	Special Meeting

DAMAGES TO DISTRICT PROPERTY

Mr. Abrameit gave the District updates on damage done to District property in during both 2018 & 2019.

- I. Alexander Channel vehicular accident: Attorney has been in contact with the insurance firm of the responsible party and made them aware that the damage was to District property, not the City of Cuero.
- II. Valley Channel construction equipment damage: Attorney is in the process of contacting the landowner who contracted work to the construction company responsible for the damages.
- III. "Entering District" signage located at Highway 87 & Tractor Supply: Attorney is in the process of contacting the insurance firms of the responsible party.

No action taken.

In accordance with Texas Government Code §551.701 consultation with Attorney regarding contemplated or pending litigation, a settlement offer or administrative hearing, the District adjourned for executive session.

ADJOURN FOR EXECUTIVE SESSION AT 5:53 P.M.

RECONVENE AT 6:05 P.M.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Mr. Granado gave updates on recent work in the Maintenance department, such as routine mowing, weed eating and litter pickup on the District's channel system.

No action taken.

DISTRICT OFFICE ADDRESS CHANGE

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Order No. 2019-11, stating that the District's new meeting space is to be in the conference room located at 107 N. Gonzales St, Cuero, TX 77954.

DISTRICT NOTICE TO PURCHASERS

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-18 on Amended District Information Form.

ANNUAL INVESTMENT REPORT

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the Annual Investment Report for 2019. The report shows \$7,706.51 in total interest earned for Fiscal Year 2019, which is \$2,706.51 more than the projected interest earnings of \$5,000.00.

GM REPORT

GM discussed recent meetings, conferences, seminars and workshops including the Texas Water Development Board ("TWDB") Financing Seminar in Edinburg, and the National Hydrologic Warning Council ("NHWC") 2019 Fall Workshop in San Marcos.

No action taken.

ENGINEERING FIRM

GM gave a recap regarding the billing dispute between the District and Doucet & Associates, the District's engineering firm.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District agreed to pay Invoice No. 000001907139 & the rest of Invoice No. 000001908145, for a total of \$9,880.00.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District directed GM to formally terminate the contract with Doucet & Associates and to send a letter of termination, per the terms of the Master Professional Services Agreement.

RULES AND REGULATIONS / DRAINAGE CRITERIA MANUAL

GM presented Order No. 2019-12 Amending Rules & Regulations and Design Criteria Manual.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Order No. 2019-12, which contains rules about trespassing and damage to District property, rules regarding as-built drawing specifications and changes to fill requirements for developers and construction sites.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-19 on Amending Fee Schedule for Activities Requiring Permits.

DISTRICT SIGNAGE AND CHANNEL NAMES

GM discussed the name of the District's "Main Channel", which is historically and colloquially referred to as the "Oil Mill Channel". District discussed the pros & cons of officially referring to the "Main Channel" as "Oil Mill Channel". On advise of District's attorney in light of historical deeds and easements referring to "Oil Mill Channel", District will retain the historical name on signage and maps.

No action taken.

DISPOSAL OF DISTRICT PERSONAL PROPERTY

District reviewed a list of office furniture and fixtures prepared by GM, with each item described and listed with its corresponding proposed sale price.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the list and the disposal of District Personal Property as presented.

PERSONNEL MATTERS

GM discussed budget matters regarding personnel and related salaries, per position.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-20 Amending District Staff Salaries & Payroll Items.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-21 on General Manager Annual Salary.

District discussed cell phone/ stipend options for the Crew Foreman and authorized GM to add another line and phone to the District's plan, if cost-effective in comparison with current cell phone allowance.

FINANCIAL MATTERS

District reviewed four voided checks and Mr. Parker explained that a printing issue led to these checks being unusable. District approved voided check numbers 10772, 10776, 10777 and 10778.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved disbursements and the Transaction List by Date as of December 16, 2019.

RECESS AT 7:45 P.M. ON MONDAY DECEMBER 16, 2019 TO NEXT BUSINESS DAY

RECONVENE ON TUESDAY DECEMBER 17, 2019 AT 4:03 P.M. in the Conference Room of the District's office at **106 N. Gonzales Street, Ste B**, Cuero, Texas, with the following members present:

Director Doug Sethness
Director Mary Alice Perales

Staff: Beth Parker, General Manager
Ryan Parker, Office Manager

SCHEDULE NEXT MEETING(S)

Next REGULAR Meeting will be January 20, 2020 at 5:15 P.M.

ADJOURN

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District adjourned the meeting at 4:10 P.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Records Management Officer