

GREEN DeWITT DRAINAGE DISTRICT

Doug Sethness, President
Larry Coppedge, Vice President
John Varela, Secretary
E-mail: info@greenddd.com



107 N. Gonzales Street
P.O. Box 542
Cuero, TX 77954
Phone: (361) 275-9995

Green DeWitt Drainage District met in **REGULAR** Session on the 23rd of January 2024, at 11:00 A.M. in the Conference Room of the District's office at 107 N. Gonzales Street, in Cuero, Texas with the following members present:

Doug Sethness, Director
Larry Coppedge, Director
John Varela, Director

Staff: David Guajardo, General Manager
Pat Trevino, Office Manager
Ignacio Granado, Crew Foreman

ANNOUNCE QUORUM & CALL TO ORDER:

Mr. Sethness called the meeting to order at 11:00 a.m.

PUBLIC COMMENT:

NONE

MINUTES:

The board reviewed and discussed the minutes.

MOTION:

John Varela made a motion to approve the minutes. Larry Coppedge seconded the motion and the motion carried.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS:

Foreman, Ignacio Granado, gave a field report stating that his last report was on December 18, 2023. He provided an update on the daily operations of maintaining the channels, reporting that they have started another round through the system. They have completed the West Lateral project and they have cleared all the trees and debris. Other maintenance projects include applying a Kilz on the graffiti and painting over the damaged area. The Kubota which had been repaired was picked up.

Tires were ordered and maintenance was scheduled on district equipment. Granado reported issues with his phone requesting an upgrade. The phone is about six years old and is not holding a charge.

GM REPORT:

General Manager, David Guajardo reported the status of the graffiti damage to the Bridge Street Channel. According to the Cuero Police Department, a juvenile suspect was in custody, and the estimated damages were \$561. The Texas Water Development Board quarterly report was filed. The TWDB grant had a completion date scheduled for January 26, 2024. Guajardo looked into filing an extension. He filed the Texas Association of Counties report.

Guajardo announced his plans to implement the use of a strap chart for the fuel tank which adds another layer of security by logging and tracking fuel usage. The General Manager and Board member, Doug Sethness attended the GBRA quarterly meeting in Seguin. The General Manager also reported attending the NCWS quarterly meeting as well as the LEMPC quarterly meeting.

Guajardo met with EMC Billy Jordan to discuss the upcoming training with TFMA, and to retrieve flood data on previous floods. Other items reported were the ongoing Audit and the annual payroll tax filing. The General Manager contacted the Chief of Staff Chris Stienbach with Sen Kolkhorst's office regarding the expansion of the District's boundary. Mr. Stienbach referred to his email dated June 5, 2023, stating that there have been no changes in legislation regarding any district boundary issues. A resolution at the local level would have to be agreed upon before the Senator's office would engage in drafting any legislation to expand the District's boundaries.

The Gohlke Creek Improvement Project -

The Board discussed their options and determined that grant money should focus on clearing and correcting slopes and maintaining the southern part of the district. The board would like Civilcorp to provide a presentation providing the scope of work during this phase. After the presentation meeting, the General Manager should schedule a meeting with the City regarding the erosion on Gohlke Creek which could negatively impact the Wastewater treatment plant.

GLO GRANT UPDATES:

None

ENGINEERING:

None

UPDATE DISTRICT INFORMATION FORM

The board recommendation to define the term "stand-by fee" was made to Resolution No. 2023-02. Doug Sethness suggested using a bolder or larger print on the changes. He also suggested further research on the document and the map currently filed with the county.

Recess:

The board called for a recess at 11:40 am.

Reconvene:

The board reconvened at 11:48 am.

MOTION:

John Varela made a motion to table any updates to the District Information Form Resolution No. 2023-02. Larry Coppedge seconded the motion and the motion carried.

PERSONNEL MATTERS:

The board reviewed the addition to the personnel manual under Company Property Policy. The following was added to the employee manual:

Any employee for whom driving is an essential job duty must be authorized and approved by the GM to drive GDDD vehicles. It is the responsibility of the employee driver of a GDDD vehicle to ensure that the vehicle is in full operational condition before each use. The employee driver will sign a vehicle log report noting any problems with, or damage to, the vehicle before each use. Should the employee return the vehicle to the company with damage to the vehicle, the vehicle log report will be used as support evidence of the condition of the vehicle before it was used by the employee driver. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred. Unauthorized use of GDDD vehicles is prohibited. GDDD vehicles are not authorized for personal use.

MOTION:

John Varela made a motion to add the Company Property Policy to the employee handbook. Larry Coppedge seconded the motion and the motion carried.

FINANCIAL MATTERS:

The board reviewed and discussed several financial reports. They reviewed and discussed the Director's quarterly activity log which was presented for payment. A reimbursement to Doug Sethness for mileage. Also discussed was the CPA finding of overpayments on the District's 941 taxes for 2023. The 941 corrections have been filed with the IRS. W2 tax statements were mailed to employees, as well as W3 and 1099 IRS statements.

MOTION:

John Varela made a motion to approve the financial report, to pay the Director's Activity log, and to reimburse Doug Sethness for expenses he incurred to attend the GBRA quarterly meeting in Seguin. Larry Coppedge seconded the motion and the motion carried.

Resolution 2024-01 Designating a Depository was reviewed and discussed by the board. A bank or savings association within the state must be selected by the board to deposit District funds. The District designated Cuero National Bank (CNB) as its primary depository on June 23, 2017, and extended its contract with CNB from January 1, 2024, to December 31, 2024, thus utilizing their services at the rates listed below:

Current Rates

NOW Account	0.50% Bank will pay a Fixed Rate of (0.50% APY)
--------------------	---

This account is allowed unlimited transactions.

Money Market

Money Market	2.47% Bank will pay a Fixed Rate of 2.47% (2.50% APY)
---------------------	---

If the Bank's posted rates exceed the above rates, the District will receive the higher rate.

MOTION:

John Varela made a motion to approve Resolution 2024-01 Designating CNB as its Depository. Larry Coppedge seconded the motion and the motion carried.

SCHEDULE NEXT MEETING(S):

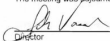
The District's next **Regular** meeting is scheduled for Monday, February 26, 2024, at 11:00 a.m. in the conference room of the district office at 107 N Gonzales, Cuero, Texas 77954.

MOTION:

John Varela made a motion to adjourn. Larry Coppedge seconded the motion and the motion carried.

ADJOURN:

The meeting was adjourned at 12:19 PM.



Director

David Guajardo, General Manager