

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Emily Montgomery, Vice President
Mary Alice Perales, Secretary
E-mail: info@dcdd1.com



106 N. Gonzales Street, Ste B
Cuero, Texas 77954
Phone: (361) 275-9995
Fax: (361) 275-8202

DeWitt County Drainage District No. 1 met in **REGULAR** session on **JANUARY 28, 2019**, at **5:30 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
Thomas Pullin, Crew Foreman

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 5:35 P.M.

NEW BOARD MEMBERS

Mr. Sethness introduced Mary Alice Perales. Emily Montgomery could not make the meeting due to an injury.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District assigned the positions of board members for the 2019-2020 term as follows:

Doug Sethness	President
Emily Montgomery	Vice President
Mary Alice Perales	Secretary

MINUTES

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the minutes of the December 31, 2018 meeting.

2017 & 2018 ANNUAL SYNOPSIS OF EVENTS

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District accepted the 2017 & 2018 Annual Synopses of District Activities.

GM REPORT

GM gave a description of recent meetings with two financial advisory firms who replied to the District's RFQ for financial advisory services late in 2018. GM determined that bond elections by the May 2019 deadline is not feasible and suggests tabling the item until the next available date in November, and that she is working on RFQ for bond counsel. GM also made note of a recent Texas Water Law seminar that she attended.

GM briefed the District on recent grant funding that has been received, as follows:

\$10,170 for debris removal from Hurricane Harvey
\$500 +/- from Texas Department of Emergency Management (TDEM)
Upcoming: 5% Direct Administrative Costs after work completed on
Lateral Channel repairs (up to \$1,200)

GM also informed the board that TDEM declared a December 31st, 2018 deadline on all grant applications, later extending the deadline to January 31, 2019. Because of this, GM lost pre-planned vacation dates in order to get the applications completed before the deadline and would like the board to consider reinstating those days in 2019, in order to get the time off that she is entitled to.

No action taken.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Thomas Pullin, Crew Foreman, gave a brief update on maintenance operations completed in December 2018. There were multiple improvements made to the District's Maintenance Yard, including fixing up the office and repairing/installing the main gate.

No action taken.

CREW FOREMAN CELL PHONE ALLOWANCE

At the last Regular Meeting, the District approved a budgeted amount for a cell phone allowance for the Crew Foreman, but no formal motion was made regarding this allowance.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District agreed to pay the Crew Foreman a monthly cell phone allowance, starting February 1, 2019, at forty dollars per month.

NOTICE TO PURCHASERS & DISTRICT INFORMATION FORM

Per Texas Water Code, the District is obligated to furnish a District Information Form, alongside a Notice to Purchasers form. The purpose of this form is to inform property owners and purchasers of taxation by the District, if said land is within District boundaries. The date and tax rates on this form have been updated and included.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the amended Notice to Purchasers & District Information Form.

AGENT FOR NOTICE & PUBLIC INFORMATION OFFICER

GM presented Resolution No. 2019-03 Designating Agent for Notice & Public Information Officer. Per Texas Water Code, the District is obligated to designate an Agent for Notice who is responsible for the issuance of the Notice to Purchasers form. Per the Public Information Act, the District is obligated to designate a Public Information Officer who is responsible for the protection of public information and to make it available to the public upon request. Resolution No. 2019-03 would appoint the District's Office Manager to these positions.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-03.

DISTRICT NAME CHANGE

GM and Mr. Sethness discussed the possibility of changing the name of the District due to past confusion by community regarding the word "DeWitt", which often leads people to believe that the District is affiliated with county operations. This item will be further discussed at a later date, to be determined.

No action taken.

HAZARD MITIGATION PLAN

GM detailed the DeWitt County Hazard Mitigation Plan (HMP) which was initiated and paid for by DeWitt County. The District is reluctant to adopt this plan because of the large number of factual errors throughout the document but must adopt in order to receive various grants & funding. GM has reached out to both county officials and city officials with the intent to correct the errors on the HMP before being forced to adopt.

In a meeting between the District, the City of Cuero, the County Emergency Management Coordinator, the Texas Department of Emergency Management (TDEM) and the Texas Department of Public Safety it was agreed that organizations would work together to get material errors corrected. The District was presented with Resolution No. 2019-02 on Hazard Mitigation Plan which would confirm that the District adopts the HMP, gives GM responsibility and authority regarding the HMP, and allows the District to take any other official action it deems reasonably necessary to carry out the objectives of a HMP. The District was also presented with Resolution No. 2019-04 on Corrections to Hazard Mitigation Plan which allows the District to submit corrections to the HM to the County's Emergency Management Coordinator, TDEM and the Texas Department of Public Safety.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-02.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-04.

POLICY & PROCEDURES MANUAL

Mr. Sethness discussed the amended Policy & Procedures Manual (P&PM) section regarding Director fees of office. This page was amended to remove any specificity on fees of office in order to make it more general and therefore more efficient. The amended page lists the annual limit for fees of office and not the specific amount which Directors decide on an annual basis, allowing the District to make this decision without having to amend the P&PM each time.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District accepted the amended Policy & Procedures Manual regarding Director fees of office.

AMENDED RATIFIED PAYMENTS LIST

Office Manager Ryan Parker presented Resolution No. 2019-01 First Amended Resolution on Ratified Payments Fiscal Year 2019. The list was updated to include Training, Classes & Travel, as well as alphabetize the items for better readability.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-01.

QUARTERLY INVESTMENT REPORT

District's Investment Officer presented the Quarterly Investment Report as of December 31, 2018. This report covers the 1st quarter of the District's 2019 fiscal year, showing fund balances and averages as follows:

<u>FUND</u>	<u>BALANCE</u>	<u>DISTRIBUTION</u>	<u>AVG YIELD</u>
CNB-NOW	\$29,459.74	06.63%	0.8000%
CNB-MMF	\$202,277.45	45.56%	1.3600%
TEXPOOL PRIME	\$112,105.35	25.25%	2.4927%
TEXPOOL	\$100,175.08	22.56%	2.2872%
TOTALS	\$444,017.62	100%	

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District accepted the Quarterly Investment Report as of December 31, 2018.

REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS

GM request that the Directors allow fees of office to lag one month in order to make payment easier on meeting days. In the future, all Director activity logs will be turned in before a meeting date.

DISBURSEMENTS

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the following financial reports:

Balance Sheet dated December 31, 2018 showing:

Current Assets of:	\$459,711.51
Current Liabilities of:	\$19,200.48

Profit & Loss for December 2018 showing:

Total Income:	\$18,780.09
Total Expense:	\$69,889.41

Transaction List by Date for	December 1, 2018 through January 27, 2019
Transaction List by Date for	January 28, 2019

ADJOURN FOR RECESS AT 6:33 P.M.**RECONVENE MEETING AT 6:50 P.M.**

GM discussed the Lateral Channel Repair Project and that the budgeted amount for this project is insufficient. Furthermore, the District will receive grant funding for the repairs. Over \$10,000 in grant funding is already obligated from FEMA. GM asks for the Board to allow her to go over the budgeted amount for this project, previously only \$3,000.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District agreed to allow GM to exceed the budgeted limits to repair the Lateral Channel, subject to the limits that FEMA has obligated.

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING

The next scheduled meeting of the District has been left undetermined until GM can coordinate with the Directors, outside auditing firm and the District's engineers.

ADJOURN

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District adjourned the meeting at 6:56 P.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Records Management Officer