

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Emily Montgomery, Vice President
Mary Alice Perales, Secretary
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DeWitt County Drainage District No. 1 met in **REGULAR** session on **JULY 15, 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 Emily Montgomery
Director Mary Alice Perales

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

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 5:17 P.M.

PUBLIC COMMENT

None.

MINUTES

No action taken.

GM REPORT

GM discussed a meeting for the North Cuero Watershed ("NCWS") regarding the budget and sponsorship for NCWS. GM briefed on certain legislative matters regarding particular House Bills ("HB"), which affect District operations:

HB 26: Notification on Release from Dam

HB 3834: Cybersecurity Training for employees who use computers for more than 25% of their tasks

HB 137: Requires TCEQ to give report to County Emergency Managers of all high hazard dams in their county

HB 2840: Amends Open Meetings Act with regards to public comment

HB 305: Requirement to post all agendas and all minutes on a website, as well as contact information and all elected officials, candidates for elected officials, date and location of next election for officers and requirements and deadlines for filing for candidacy one year prior to election time

GM mentioned a recommendation from investment officer training that the District should change auditing firms occasionally, as a best-practice method for annual audits.
No action taken.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

No action taken.

DISTRICT POLICIES & PROCEDURES

GM presented amended Personnel Policies & Procedures which simplifies a section on "Salary Orders Per Position", removing specific mentions of certain employee roles. GM also revised the District's policy regarding sick leave & vacation accrual method and recommends that the District use a simpler method to calculate paid sick & vacation leave.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the amendments to the Policies & Procedures as presented.

REPORT ON FISCAL YEAR 2019 BUDGET CATEGORY CHANGES

GM reviewed a previously approved amended budget for Fiscal Year 2019, with amendments to budget codes and categories. The board expressed wishes to review the documents presented for further analysis.

No action taken.

REIMBURSEMENTS / DIRECTORS ACTIVITY LOGS

Board to approve Director Activity Logs at next Regular meeting.

No action taken.

DISBURSEMENTS & FINANCIAL REPORT(S)

District discussed Wrike, a project management software currently being used by the District office staff, which tracks projects, as well as time dedicated on each task. GM noted the need for a dedicated project management system, considering the number of ongoing projects and tasks needing to be organized on a daily basis. Office staff have been using this software and have found it quite useful, and expressed an interest in purchasing an annual subscription for \$1,500.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the purchase of an annual subscription to Wrike Project Management Software for \$1,500.

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

Balance Sheet dated June 30, 2019 showing:

Current Assets of:	\$392,864.26
Current Liabilities of:	\$18,796.79

Profit & Loss for June 2019 showing:

Total Income:	\$6,608.70
Total Expense:	\$15,165.99

Transaction List by Date for June 18 through July 15, 2019

SCHEDULE NEXT MEETING(S)

Next REGULAR Meeting will be August 19, 2019 at 5:15 P.M.

ADJOURN

MOTION: On Motion by Mrs. Perales and second by Mrs. Montgomery, the District adjourned the meeting at 5:59 P.M.

Sincerely,

Commissioner
rmp

Ryan Parker
Records Management Officer