

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Joseph Olive, Vice President
Mary Alice Perales, Secretary
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Phone: (361) 275-9995

DeWitt County Drainage District No. 1 met in **REGULAR** session on **JULY 24, 2020** at **9:00 A.M.** in the Conference Room of the District's office at **107 N. Gonzales Street**, Cuero, Texas, with the following members present:

Director Doug Sethness
Director Joseph Olive

Staff: Beth Parker, General Manager
Ryan Parker, Office Manager
Ignacio Granado Jr., Crew Foreman

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 9:00 A.M.

PUBLIC COMMENT

None.

MINUTES

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District approved the following minutes:

May 7, 2020 Special Meeting
May 29, 2020 Regular Meeting

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Mr. Granado gave updates on recent work in the Maintenance department, such as routine mowing, weed eating and litter pickup in the District's channel system.
No action taken.

GM REPORT

GM discussed procedures for working while COVID-19 is still a public health threat, including sanitation and social distancing measures to be observed by District employees.

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 9:24 A.M. RECONVENE AT 9:30 A.M.

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District directed GM to not respond to public information request from SmartProcure, per advice from the District's legal counsel.

ENGINEERING

Mr. Abrameit discussed the Master Services Agreement contract with Foresite Group, LLC, and suggested that he review it further before finalizing the agreement.

No action taken.

DEWITT COUNTY TAX ASSESSOR-COLLECTOR NEW INTERLOCAL AGREEMENT

No action taken.

DAMAGE TO DISTRICT PROPERTY

No action taken.

PERSONNEL MATTERS

District discussed several personnel matters including potential use of community service workers for litter pickup and other temporary tasks, creating a temporary pool of part-time workers for the Maintenance Department, and drafting a job description for an Assistant General Manager.

No action taken.

DISTRICT EXCESS INVENTORY REPORT

GM reviewed a list of excess inventory, furniture and other items which the District sold in 2020.

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District accepted the report as presented.

QUARTERLY INVESTMENT REPORT(S)

District reviewed the Quarterly Investment Report for the period ending December 31, 2019. This report covers the 1st quarter of the District's 2020 fiscal year, showing fund balances and distribution:

<u>FUND</u>	<u>BALANCE</u>	<u>DISTRIBUTION</u>
CNB-NOW	\$53,221.75	13.39%
CNB-MM	\$25,097.76	6.31%
TEXPOOL PRIME	\$115,022.83	28.93%
TEXPOOL	\$102,594.87	25.80%
Texas CLASS NOW	\$92,514.80	23.27%
Texas CLASS MM	\$9,150.83	2.30%
TOTALS	\$397,602.84	100.00%

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District approved the Quarterly Investment Report for the period ending December 31, 2019.

DIRECTOR ACTIVITY LOGS

No action taken.

FINANCIAL MATTERS

District reviewed Resolution No. 2020-05 on Designating a Depository for Health Savings Accounts ("HSA").

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District approved Resolution No. 2020-05.

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

Balance Sheet dated November 30, 2019 showing:

Current Assets of: \$433,884.26
Current Liabilities of: \$22,583.20

Balance Sheet dated December 31, 2019 showing:

Current Assets of: \$414,395.68
Current Liabilities of: \$24,147.75

Balance Sheet dated January 31, 2020 showing:

Current Assets of: \$437,030.48
Current Liabilities of: \$23,697.97

Profit & Loss for November 2019 showing:
Total Income: \$121,580.15
Total Expense: \$24,165.12

Profit & Loss for December 2019 showing:
Total Income: \$16,992.53
Total Expense: \$38,045.66

Profit & Loss for January 2020 showing:
Total Income: \$43,950.13
Total Expense: \$20,865.55

Transaction List by Date for November 19 through December 15, 2019
Transaction List by Date for December 17, 2019 through January 31, 2020

SCHEDULE NEXT MEETING(S)

No meetings were scheduled at this time.

ADJOURN

MOTION: On Motion by Mr. Olive and second by Mr. Sethness, the District adjourned the meeting at 10:55 A.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Records Management Officer