

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Joseph Olive, Vice President
John Varela, Secretary
E-mail: info@dcdd1.com



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

DeWitt County Drainage District No. 1 met in **REGULAR** session on **JULY 26, 2022**, at **9:00 A.M.** in the Conference Room of the District's office at **107 N. Gonzales Street**, with the following present:

Doug Sethness, Director
John Varela, Director

Staff: Jennifer Urban, Deputy General Manager
Paul Taylor, Office Manager
Ignacio Granado Jr., Crew Foreman

ANNOUNCE QUORUM & CALL TO ORDER

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

PUBLIC COMMENT

Emil Garza entered the meeting at 9:21 A.M.

MINUTES

MOTION: On Motion by Doug Sethness and seconded by John Varela, the District approved the following minutes:

June 21, 2022 Regular Meeting

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Crew Foreman Ignacio Granado explained to the Board the following: 1) The retaining wall on Valley Road is finished, and that the vendor is now finishing up on the last punch out items. 2) The sink hole and the cement repair on the Morgan Bridge Street is complete. 3) The Grasshopper Lawn Mower has been repaired. 4) Ignacio is in the process of getting replacement bids from various brands on the replacement cost of a new lawn mower, 5) Ignacio would like to keep Adolfo and Natasha employed as he stated that they do and perform whatever he asks them to do. Doug Sethness commented that it seems that the mower keeps breaking down a lot and asked Ignacio about its cause. Ignacio replied that it should have a shelf life of 7000 hours, and at this time we have about 1,100 hours running time.

GM REPORT

GM told the Board that Paul Taylor, has completed his Open Meetings and Records Management Training on-line courses. Quarterly 941 Payroll and TAC Unemployment taxes were submitted.

Zed Steward of Concrete Contractors has completed the work on W. Railroad Street and has been paid. Our Kubota had the main bearings replaced and it was covered by our warranty agreement. Jennifer Urban went over what an election would cost us for asking for a tax increase and that it would start at \$15K. Doug Sethness asked why it showed that we would be charged a fee of \$8,602.50 for 37 box units from the city? He thought that this was excessive and asked us to verify that with Melissa Alacazar.

ENGINEERING

No action taken.

TAX RATE FROM TAX ASSESSOR'S OFFICE

We have not received this report yet, so no new revenue can be projected.

GRANT UPDATES

GM explained to the Board that we have been in contact with the GLO (Sherry Brown, Patrick Kainer & Shannon Longoria) via e-mails and phone conversations. GM reiterated the need for District No. 1 to have our grant amended for its use of requirements and timeline. The Grant has been tentatively put on hold until the GLO gets back to us.

OUTSIDE AUDIT FIRMS

GM explained to the Board that we have contacted over 5 acclaimed CPA firms via e-mails and phone conversations. To date, all but two firms have responded back to us with estimates. The CPA firm of Roloff, Hnatek & Co., LLP provided us a quote of \$9,100, which is significantly lower than every other firm contacted and much lower than the firm (Harrison, Waldrop & Uherek, LLP) that District No. 1 used last year. Doug Sethness motioned to accept the bid from Roloff and was seconded by John Varela.

PERSONNEL POLICIES & PROCEDURES

GM explained to the Board the procedure regarding filling a vacancy as dictated by the Texas Water Code § 49.105 would have to happen before the 60th day after the date that the vacancy occurred.

PERSONNEL MATTERS

In accordance with Texas Government Code § 551.074 discussion involving personnel matters, the District adjourned for executive session at 9:33 A.M. The meeting for executive session adjourned at 9:53 A.M.

FINANCIAL MATTERS

District reviewed monthly financial reports and mileage & expense reimbursement forms for Mr. Granado, GM and Paul Taylor.

MOTION: On Motion by Mr. Sethness and second by Mr. Varela, the District approved the following expense reimbursements:

Adolfo. Granado, \$19.28 – Back Pain Medication
Jennifer Urban, \$81.25 - Mileage Expense
Paul Taylor, \$5.98 – Bathroom Disinfectant Spray

MOTION: On Motion by Mr. Sethness, and seconded by Mr. Varela, the District approved the following financial reports:

Balance Sheet dated July 19, 2022 showing:

Current Assets of:	\$332,176.54
Current Liabilities of:	\$10,483.82

Profit & Loss for July 19, 2022 showing:

Total Income:	\$-34,604.90
Total Expense:	\$32,818.56

Transaction List by Date October 1 through July 19, 2022

SCHEDULE NEXT MEETING(S)

Mr. Sethness motioned to set a special meeting on Monday, August 01, 2022, at 9:00 A.M. This motion was seconded by Mr. Varela.

ADJOURN

MOTION: On Motion by Mr. Sethness and second by Mr. Varela, the District adjourned the meeting at 10:07 A.M.

Sincerely,

SEAL HERE

Jennifer Urban
General Manager

T. Paul Taylor
Records Management Officer