

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Glenn Robertson, Vice President
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DeWitt County Drainage District No. 1 met in **REGULAR** session on **July 27, 2018** at **9 A.M.** in the Conference Room of the District's office at **106 N. Gonzales Street, Ste B**, Cuero, Texas, with the following members present:

Commissioner Doug Sethness
Commissioner Glenn Robertson
Commissioner Wallace W. Beck

Staff: Beth Chang Parker, General Manager
Ryan Parker, Administrative Assistant

Consultants: Andrew Abrameit, Attorney
Greg Womack, TWCA Representative

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 9:03 A.M.

MINUTES

District made note of incorrectly announced opening date for the regular meeting on June 29, 2018. The audio file stated that the date was May 29, 2018. The minutes for June 29, 2018 will make a note of the error.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the minutes for the following meetings:

June 25, 2018 Special Meeting
June 29, 2018 Regular Meeting
July 9, 2018 Special Meeting

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

GM made the District aware that the residents near the Daule Channel at Charles Street appear to be moving out.
No action taken.

SIGNAGE PROJECT

GM updated the District on signage project by detailing proposed sign locations, sign quantities, TCEQ "Don't Mess with Texas Water" signs, and potentially hazardous areas where signs are required. Dr. Robertson suggested GM talk with the city mayor to collaborate on signage.
GM recommends getting "Entering District" signage up as soon as possible. District will further discuss signage at next special meeting.

No action taken.

**ADJOURN FOR RECESS AT 10:00 A.M.
RECONVENE MEETING AT 10:10 A.M.**

GM REPORT

GM updated the District on FEMA/Gohlke Hollow cleanup project and discussed applying for an additional extension for that work. District also discussed potential vendors to resolve networking issues at the District's office.

No action taken.

LAND SURVEYING

District discussed Task Order Sheet(s) regarding staking sign locations, elevation survey and for the preservation of high water marks. District did not feel staking sign locations by a surveying crew was necessary.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Task Order Sheet 2018-04 to survey elevations for stream gauges, not to exceed \$3,500.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Task Order Sheet 2018-05 for high water mark project, not to exceed \$370.

POLICY & PROCEDURES MANUAL

District discussed a proposed Addendum to the District's Personnel Policy & Procedures manual. This Addendum created or amended policies and procedures on setting salary orders, evaluation or trail periods (first 90 days in position), longevity pay, vacation and sick leave and other excused leave.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the addendum to the Personnel Policy & Procedures Manual, subject to minor changes as discussed.

NORTH CUERO WATERSHED

District discussed NCWS description, special district insurance & liabilities, the District's obligations to NCWS, budgetary considerations regarding NCWS, and a letter from the United States Department of Agriculture (USDA) describing USDA assistance in regards to NCWS, and also their lack of jurisdiction over the Drainage District and its facilities.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District moved to accept the statement from USDA.

INSURANCE

District reviewed current insurance coverages through TAC and compared them to proposals from TWCA and TML. Greg Wornack, Program Executive for TWCA, was on hand to answer questions.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District accepted the TWCA Risk Management proposal, for a total annual contribution of \$2,614.00.

District reviewed insurance proposals for medical, dental and vision coverage. To keep costs to the District at a reasonable level, board considered offering multiple health policies and setting a flat contribution rate by the District. Employees would be responsible for all costs exceeding the District's contribution.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved a \$700.00 flat fee per employee, per month, to cover Health, Vision and Dental insurance, with said coverage beginning August 1, 2018.

FISCAL YEAR 2018 BUDGET AMENDMENTS

District discussed changes to account line numbers in the accounting software, in the future to be made by staff as needed and shown to board on financial reports in the following regular meeting. Changes to the FY2018 budget were discussed.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Order No. 2018-04 for amendments to FY2018 Budget.

RATIFIED PAYMENT AMENDMENTS

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved an amendment to the ratified payments list, to include payment of insurance premiums.

QUARTERLY INVESTMENT REPORT

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the Quarterly Investment Report for the 3rd Quarter of Fiscal Year 2018.

ADJOURN FOR RECESS AT 11:36 A.M. RECONVENE MEETING AT 11:55 A.M.

REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the Director Activity Logs for July 2018.

DISBURSEMENTS & FINANCIAL REPORT(S)

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the following financial reports:

Balance Sheet dated June 30, 2018 showing:
 Current Assets of \$555,450.29
 Current Liabilities of \$18,285.97
Profit & Loss Budget to Actual for Fiscal Year 2018
Profit & Loss Detail for June 2018 showing:
 Net Income: \$30,438.18
 Total Expense: \$33,175.06
Transaction List by Date for June 30, 2018 – July 25, 2018
Transaction List by Date for July 26, 2018 – July 27, 2018

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING

Next SPECIAL meeting will be August 3, 2018 at 9:00 A.M.

Next SPECIAL meeting will be August 6, 2018 at 9:00 A.M.

ADJOURN

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District adjourned the meeting at 12:05 P.M.

Sincerely,

Commissioner
rmp