

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 **JUNE 17, 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 Mary Alice Perales

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

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 5:20 P.M.

MINUTES

No action taken.

GM REPORT

GM informed the board of the Texas Water Conservation Association conference in Galveston TX, which will include Investment Officer training as well as a water conference. GM briefed the board on recent site visits to the Jefferson County Drainage District No. 6 and Brazoria County Drainage District No. 5 and mentioned the excellent networking opportunities that came from those site visits, as well as advice on how to approach certain projects & objectives as a drainage district.

No action taken.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

GM informed the board that she has spoken with several members of the DeWitt County Soil & Water District, making note that they would be in favor of the District becoming the sole sponsor for the North Cuero Watershed, if that was the direction all current sponsors decided to go.

No action taken.

MASTER DRAINAGE PLAN, RULES & REGULATIONS, DRAINAGE CRITERIA MANUAL & ASSOCIATED FEES

GM discussed the modified Fee Schedule for the Master Drainage Plan, Rules & Regulations and Drainage Criteria Manual. GM then presented Order No. 2109-02 Adopting Master Drainage Plan, Rules & Regulations and Drainage Criteria Manual and Resolution No. 2019-08 Adopting Fee Schedule for Activities Requiring Permits. District also agreed to provide CoCoRaHS rain gauges to any and all who request them in order to collect relevant data to be used by the District's engineering firm.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Order No. 2019-02, and to revise the Rules & Regulations to require that elevation certificates must bear the seal of a licensed professional surveyor or engineer.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Resolution No. 2019-08.

REPORT ON TAX RATES

GM presented a report on tax rates sent by the District's financial advisory firm, Masterson & Associates. The first report showed the tax rates for drainage districts in the State of Texas, and also showed the maintenance & operations ("M&O") costs for those drainage districts. GM observed that the District's M&O funds are much lower than that of drainage districts located in other counties. The second report showed the bonding capacity for the District, showing a twenty, twenty-five, and thirty-year amortization. No action taken.

POLITICAL BOUNDARY MAP

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 6:10 P.M. RECONVENE AT 6:40 P.M.

BUDGET

GM presented Order No. 2019-03 on Amended Budget Categories, which detailed how the District's current budget codes result in a more strenuous audit process, which increases the cost of the audit. GM suggested that the District consolidate budget codes in order to make the audit less expensive and mentioned that QuickBooks has capabilities to track transactions by class so that the District can maintain a level of detail which is helpful to the District's bookkeeping staff.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Order No. 2019-03, effective July 1, 2019.

OUTSIDE AUDIT

The Board received a proposal for Fiscal Year 2019 auditing services with the estimate of \$8400.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District accepted the proposal from Harrison Waldrop & Uherek for auditing services for FY2019.

DISTRICT POLICIES & PROCEDURES

GM discussed changing the District's payroll disbursements to be paid on the last day of the month.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the changes to in its Policies & Procedures as discussed.

HEALTH INSURANCE

Mr. Parker presented the BlueCross BlueShield renewal documents for the 2019-2020 year. The renewal would increase the costs that the District pays for its employees by \$11.54 per employee, with a total monthly cost of \$711.54 per employee.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the BlueCross BlueShield 2019-2020 Renewal, effective August 1, 2019.

REIMBURSEMENTS / DIRECTORS ACTIVITY LOGS

GM presented a Supplies Reimbursement sheet to contracted employee Ignacio Granado for various maintenance expenses incurred from May 15, 2019 to June 7, 2019, with a total of \$19.56.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the reimbursements as discussed.

DISBURSEMENTS & FINANCIAL REPORT(S)

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

Balance Sheet dated May 31, 2019 showing:	
Current Assets of:	\$404,977.37
Current Liabilities of:	\$22,603.04
Profit & Loss for May 2019 showing:	
Total Income:	\$1,393.69
Total Expense:	\$44,054.76
Transaction List by Date for	May 18 through June 16, 2019
Transaction List by Date for	June 17, 2019

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING(S)

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

Next SPECIAL Meeting will be July 22, 2019 at 5:15 P.M.

ADJOURN

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District adjourned the meeting at 7:04 P.M.

Sincerely,

Commissioner
rmp

SEAL HERE

Ryan Parker
Records Management Officer