

# DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President  
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DeWitt County Drainage District No. 1 met in **REGULAR** session on **June 29, 2018** at **9:15 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  
Keith Schauer, Engineer

## CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 9:19 A.M.

*Note: Call to order announced as incorrect date; however, the meeting date and time was as shown above, June 29, 2018 at 9:15 A.M.*

## MINUTES

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the minutes of the May 29, 2018 and June 1, 2018 meetings.

## ENGINEERING AND SURVEYING

GM discussed the Task Order Sheet from Thomas Surveyors to overlay recently produced 2015 Annexation Map on aerial imagery, with expected costs not to exceed \$250.00.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the Surveying Task Order Sheet for aerial image overlay.

Board discussed Work Order No. 2 in the amount of \$8,680.00 for the District's Daule Ditch at Charles Street project and Work Order No. 4 in the amount of \$9,560.00 to develop a Basic Overall System Map for the District. Keith Schauer was on hand to answer questions from the Board. The Board reviewed the Engineering budget for Fiscal Year 2018 and determined that the District has more than enough funds to begin Work Orders No. 2 and No. 4.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Work Order No. 2.

**MOTION:** On Motion by Dr. Robertson and second by Mr. Beck, the District approved Work Order No. 4.

#### **FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS**

GM updated District on recent projects, including eight Notices of Intent recently filed with Texas Department of Emergency Management for the Hazard Mitigation Grants Program. GM also updated the Board on the Gohlke Hollow debris cleanup and other FEMA public assistance projects.

No action taken.

#### **GM REPORT**

Board received the Certification of Completion for Public Funds Investment Act Training, for six hours of training completed by the District's Investment Officer, Beth Parker.

GM discussed compliance issue resolutions for Subchapter D, Chapter 403 reporting required by the Texas Legislature (complete), and the District Code of Ethics (to be reviewed by District during the meeting).

Mr. Parker gave updates to District on basic pricing for custom "Now Entering District..." signs. Mr. Sethness suggested roads on which District signs would be most visible and effective to the public.

No action taken.

In accordance with Texas Government Code §551.071 dealing with consultation with Attorney regarding contemplated or pending litigation, a settlement offer or administrative hearing, the District adjourned for executive session.

**ADJOURN FOR EXECUTIVE SESSION WITH DISTRICT'S ATTORNEY AT 9:50 A.M.  
RECONVENE SESSION AT 10:16 A.M.**

#### **REAL ESTATE**

**MOTION:** On Motion by Dr. Robertson and second by Mr. Beck, the District directed GM to obtain a title report on the undeveloped 50 ft. strip, east of Block 16 of the Victory Addition to Cuero.

#### **DISTRICT POLICY & PROCEDURES MANUAL**

**MOTION:** On Motion by Dr. Robertson and second by Mr. Beck, the District adopted the Code of Ethics as presented.

#### **LETTER REGARDING VALUATION OF ASSETS**

Board received a letter regarding valuation of assets from the District's auditing firm, Harrison Waldrop & Uherek.

No action taken.

#### **FISCAL YEAR 2018 BUDGET**

GM discussed a proposed corrected budget for Fiscal Year 2018, which corrected a mathematical error on the project overview and resolved differences in account line numbers.

**MOTION:** On Motion by Dr. Robertson and second by Mr. Beck, the District approved the corrected first amended budget for Fiscal Year 2018.

#### **NOTICE TO PURCHASERS**

**MOTION:** On Motion by Mr. Beck and second by Dr. Robertson, the District set a fee of \$10.00 for a certified Notice to Purchasers form issued from the District's office.

## **INVESTMENTS**

Board discussed the best way to increase diversification per the District's Investment Policy.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved an Order to invest additional funds in the TexPool Prime account, in the amount of \$100,000.00.

## **DUES & SUBSCRIPTIONS**

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the membership application and fees required to join Texas Water Conservation Association as an entity.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the sponsorship of the GM as an individual to join the Texas Association of Watershed Sponsors.

## **EMPLOYEE INSURANCE PROPOSALS**

No action taken.

## **REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS**

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

## **DISBURSEMENTS & FINANCIAL REPORT(S)**

GM detailed the need for a distinction between "Consumable" and "Durable" office supplies. When separating out the office supplies, GM found that the District was still within budget for the office supplies category, considering the "consumable" spending only, the District discussed defining "durable" as something that has lasting value or use over one year.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District ordered a change to current accounts to allow distinction between "Consumable" and "Durable" office supplies.

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

Transaction Detail by Account for June 2, 2018 through June 27, 2018

Transaction Detail by Account for June 28, 2018 through June 29, 2018

## **PUBLIC COMMENT**

None.

## **SCHEDULE NEXT MEETING**

Next REGULAR meeting will be July 27, 2018 at 9 A.M.

## **ADJOURN**

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District adjourned the meeting at 11:06 A.M.

Sincerely,

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Commissioner  
rmp