

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 **MARCH 19, 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 Emily Montgomery
Director Mary Alice Perales

Staff: Ryan Parker, Office Manager

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 5:17 P.M.

MINUTES

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the following minutes:

January 28, 2019	Regular Meeting
February 4, 2019	Special Meeting
February 11, 2019	Special Meeting(s)

GM REPORT

No action taken.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

No action taken.

DISTRICT NAME CHANGE

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the name change to "Green DeWitt Drainage District" and directed GM to move forward with the name-change process.

PERSONNEL MATTERS

Mr. Sethness discussed how the GM had lost vacation days in late December 2018 in order to meet deadlines for certain grants, and how it would be fair to give GM back vacation days which she was unable to use.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District agreed to give GM back vacation days that were lost in December 2018.

Mr. Sethness made it known that the District's Crew Foreman Thomas Pullin had quit his position, and that the District was now actively looking for an outside contractor to perform monthly maintenance until a full-time employee can be found. Mr. Sethness also suggested that the OM draft an official form for future employees to sign in the event of voluntarily leaving their employment with the District.

Mr. Sethness commended GM on her outstanding dedication to her role and suggested that the District increase her annual salary.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District agreed to increase the annual salary of the GM to \$60,000, effective April 1, 2019.

OM discussed potential new hires for a part-time administrative assistant for \$10 to \$12 per hour, and a maintenance worker for \$13 to \$15 per hour. The board agreed that these are acceptable proposed wages for these positions. No formal motion was made.

DISTRICT POLICY & PROCEDURES MANUAL

No action taken.

BUDGET

Mr. Sethness discussed how the District's budget may be over-detailed, to the extent of making the annual audit much more complicated, and therefore more expensive. Mr. Sethness suggested that the GM prepare a budget code list which consolidates certain budget items, which can be reviewed and implemented if accepted by the board.

No action taken.

OUTSIDE AUDIT BILLING

Mr. Sethness reviewed the bill for the District's annual audit from Harrison, Waldrop & Uhrek LLP (HW&U). In an engagement letter dated April 26, 2018, the annual audit was quoted to be \$5,470. After the 2018 audit was completed, the District received a bill for a total of \$8,400. The District feels it did not receive proper notice of the audit being more than it was quoted for and feels blindsided by the increased price. The District would like to know the details of the conversations between Dennis Cihal, CPA, and GM before proceeding with a decision on whether to pay the bill as received.

No action taken.

DISTRICT DEPOSITORY

No action taken.

SURETY BONDS

OM presented a proposed price increase to the District's Public Employee Dishonesty coverage provided by TWCA Risk Management Fund. The coverage would increase from \$50,000 to \$100,000 under the "Per Occurrence Limit" and would provide better coverage than the bonds that the District has taken out on employees previously, at a lesser cost to the District.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the increased coverage for Public Employee Dishonesty as presented.

REIMBURSEMENTS / DIRECTORS ACTIVITY LOGS

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the Director Activity Logs for January 2019.

DISBURSEMENTS & FINANCIAL REPORT(S)

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

Balance Sheet dated January 31, 2019 showing:	
Current Assets of:	\$486,878.60
Current Liabilities of:	\$15,454.49
Balance Sheet dated February 28, 2019 showing:	
Current Assets of:	\$491,104.57
Current Liabilities of:	\$14,009.88
Profit & Loss for January 2019 showing:	
Total Income:	\$38,647.65
Total Expense:	\$7,740.20
Profit & Loss for February 2019 showing:	
Total Income:	\$33,831.27
Total Expense:	\$28,160.69
Transaction List by Date for	January 29 through March 18, 2019
Transaction List by Date for	March 19, 2019

MAINTENANCE CONTRACTOR

OM presented a bid by Mean Green Tree & Lawn Service to perform monthly maintenance on the District's channel system in the amount of \$3,800. Directors wanted to confirm insurance coverage and the scope of work for the bid before accepting.

No action taken.

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING

No meeting scheduled.

ADJOURN

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District adjourned the meeting at 6:22 P.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Records Management Officer