

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Glenn Robertson, Vice President
Wallace W. Beck, Secretary
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DeWitt County Drainage District No. 1 met in **REGULAR** session on **NOVEMBER 30, 2018**, at **9:00 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: Ryan Parker, Office Manager

CALL TO ORDER AND ANNOUNCE QUORUM

Mr. Sethness called the meeting to order at 9:05 A.M.

MINUTES

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

October 26, 2018	Regular Meeting
November 6, 2018	Special Meeting

RECORDS MANAGEMENT

Ryan Parker gave an explanation on Order No. 2018-17 Establishing a Records Management Program and Resolution No. 2018-17 on Designating a Records Management Officer. Once the Records Management Program is established and a Records Management Officer ("RMO") is designated, the RMO will supervise all things related to records management and will file an SLR508 Declaration of Compliance form & SLR504 Designation of Local Government RMO form with the Texas State Library and Archives Commission, as required by law.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Resolution No. 2018-17 & Order No. 2018-17.

ENGINEERING

No action taken.

SIGNAGE PROJECT

No action taken.

REQUEST FOR QUALIFICATIONS FROM MUNICIPAL ADVISOR

No action taken.

FACILITIES- MAINTENANCE, IMPROVEMENTS & PROJECTS

No action taken.

GM REPORT

No action taken.

LINE-ITEM BUDGET AMENDMENTS

No action taken.

INVESTMENT POLICY

No action taken.

ANNUAL INVESTMENT REPORT

No action taken.

REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS

District reviewed certified statements by each board member for the month of November 2018 and signed each as "approved"; however no formal motion was made.

DISBURSEMENTS & FINANCIAL REPORTS

No action taken.

SCHEDULE NEXT MEETING

Next REGULAR meeting will be December 7, 2018 at 9:00 A.M.

ADJOURN

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District adjourned the meeting at 9:19 A.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Office Records Clerk