

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Emily Montgomery, Vice President
Mary Alice Perales, Secretary
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Cuero, Texas 77954
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DeWitt County Drainage District No. 1 met in **REGULAR** session on **OCTOBER 21, 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: 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

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

April 22, 2019	Special Meeting
April 30, 2019	Regular Meeting
May 6, 2019	Special Meeting
May 20, 2019	Regular Meeting
May 31, 2019	Special Meeting
June 17, 2019	Regular Meeting
July 1, 2019	Special Meeting
July 9, 2019	Special Meeting
July 15, 2019	Regular Meeting
July 22, 2019	Special Meeting
August 5, 2019	Special Meeting
August 19, 2019	Regular Meeting

PERMIT APPLICATION P19003

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved Permit Application P19003, Mikeska Construction, Tract Development without Platting, 209 Quarry Lane, Cuero TX 77954.

PERMIT FILE NO. P19002

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District moved to table Permit File No. P19002, Harvey Mainka, Water Gap & Fencing, Icehouse Channel at property line east of Stockdale St., until the next meeting.

DISTRICT EASEMENTS

No action taken.

GM REPORT

GM discussed recent and upcoming meetings, conferences, seminars and workshops. Included in these events are:

District participation in the TurkeyFest Parade in Cuero
TWCA 2019 Fall Conference in San Antonio
FloodAware Training in Cuero
National Hydrologic Warning Council Fall Workshop in San Marcos

GM discussed upcoming vacation time she intends to take in early November and upcoming preparations for the annual outside audit.

No action taken.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Crew Foreman Ignacio Granado Jr. gave a general update on completed and upcoming work on the District's Channel system such as regular mowing, weed eating, limb removal and litter control. Mr. Granado had also determined that the District could complete spraying work in-house, therefore saving money rather than contract the work out to an independent contractor.

No action taken.

SPRAYING PROPOSAL

As discussed under Agenda Item No. 7, the District had decided to do spraying in-house rather than contract the work out to an independent contractor.

No action taken.

DAMAGES TO DISTRICT PROPERTY

Mr. Abramait discussed damages to District properties which occurred in both 2018 and 2019:

Regarding the vehicular damage to the Alexander Channel, the District has received a report of the damage and estimated repairs needed from the District's engineering firm, Doucet & Associates earlier this year. Mr. Abramait will be in contact with the insurance company of the person responsible for driving into the channel.

Regarding the damage done to the Valley Channel, there was no update given.

Regarding the damage done to the District's sign located at Highway 87 and Tractor Supply entrance, GM made the Board aware of the incident and discussed the police report from this incident.

No action taken.

RULES AND REGULATIONS / DRAINAGE CRITERIA MANUAL

No action taken.

DISTRICT POLICIES & PROCEDURES

GM discussed two changes to the District's Policies & Procedures regarding Director reimbursements and paid holidays. GM has determined that it would save time to review Director Activity Logs once every calendar quarter instead of on a monthly basis. GM also submitted a list of paid holidays for full time employees of the District, subject to change at any time.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the changes to Policies & Procedures.

PART-TIME PERSONNEL

No action taken.

DISPOSAL OF DISTRICT PERSONAL PROPERTY

GM presented Order No. 2019-10 on Disposal of District Personal Property. This order states, in accordance with Texas Water Code, that the District authorizes GM to determine furniture and items which are unused and unneeded and to determine a fair market value for that personal property and to dispose of that excess personal property.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved Order No. 2019-10.

BANKING

GM presented Resolution No. 2019-16 on Credit Card for Maintenance Department Use. This Resolution states that Crew Foreman Ignacio Granado be granted use of a credit card with a \$500 limit.

GM presented Resolution No. 2019-14 Authorizing Direct Deposit. This Resolution authorizes the County Tax Assessor-Collector to deposit Ad Valorem Tax Revenue directly into the District's Texas CLASS account.

GM presented Resolution No. 2019-15 on Banking Transfers. This Resolution authorizes GM/Investment Officer to invest and reinvest certain funds and to make certain banking transfers between four District accounts (FNB Shiner NOW Account, FNB Shiner MM Account, Texas CLASS NOW LGIP and Texas CLASS MM).

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved Resolution No. 2019-14, Resolution No. 2019-15 and Resolution No. 2019-16.

ENGINEERING FIRM

GM discussed the bill associated with Work Order No. 10, for the District's Annexation Project. GM had requested time sheet details for the work done to complete this Work Order. GM determined that Doucet & Associates had billed the District for work done prior to the District's final approval on the Work Order. GM relayed her reluctance to pay the invoice in full and the District discussed the method of billing used by Doucet & Associates.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District tabled Agenda Item No. 15 until a later date, to be determined.

FINANCIAL MATTERS

Mr. Parker made the Board aware of a bill payment to Thomas Surveyors, which was not on the approved ratified bills list, but was paid on October 10, 2019.

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District approved the Transaction List by Date as of October 21, 2019.

SCHEDULE FACILITIES TOUR FOR BOARD AND ANY OTHER MEETING(S)

Next SPECIAL Meeting will be November 14, 2019 at 9:00 A.M.

Next REGULAR Meeting will be November 18, 2019 at 5:15 P.M.

ADJOURN

MOTION: On Motion by Mrs. Montgomery and second by Mrs. Perales, the District adjourned the meeting at 7:16 P.M.

Sincerely,

Commissioner
rmp

Ryan Parker
Records Management Officer