

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Glenn Robertson, Vice President
Wallace W. Beck, Secretary
E-mail: info@dcdd1.com



106 N. Gonzales Street, Ste B
Cuero, Texas 77954
Phone: (361) 275-9995
Fax: (361) 275-8202

DeWitt County Drainage District No. 1 met in **REGULAR** session on **OCTOBER 26, 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: Beth Chang Parker, General Manager
Ryan Parker, Administrative Assistant
Thomas Pullin, Crew Foreman

Consultants: Keith Schauer, Engineer

CALL TO ORDER AND ANNOUNCE QUORUM

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

INTRODUCE NEW STAFF MEMBER

GM introduced Thomas Pullin, Crew Foreman to the Board. Thomas performed contract work for the District for several years under his business, Elegant Landscaping. He joins our team as the new Crew Foreman, performing routine maintenance to keep channels clean and functioning properly.

MINUTES

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

August 31, 2018	Regular Meeting
September 7, 2018	Special Meeting
September 21, 2018	Regular Meeting
September 28, 2018	Special Meeting
October 12, 2018	Special Meeting

DISTRICT GOALS

GM discussed the recent Fall Conference for the Texas Water Conservation Association in San Antonio, TX, attended by GM, Mr. Sethness and Ryan Parker. At this conference and as a result of a presentation, it was determined by GM and Mr. Sethness that the District should develop a clear set of goals for the District's own use in-house and to communicate with the public the District's intent as an organization. These goals are as follows:

1. Educate Community
2. Sustain a System Clear of Obstructions
3. Establish Fully Digitized Records
4. Create a GIS Map of System
5. Create a Calibrated Computer Model of System
6. Implement a Drainage System Capable of Handling (Specific Water Event TBD)
7. Inform Community More Specifically Regarding Flood Risks

REAL ESTATE

GM gave an update regarding equipment yard purchase. The contract has been signed and delivered to Stewart Title Co. and is now in escrow. The closing date on the contract has been changed to November 9, 2018. Mr. Motal has given GM the gate code for the property.

DEWITT COUNTY TAX ASSESSOR/COLLECTOR

GM presented the 2018 Tax Roll Cover Sheet sent by Susie Dryer, DeWitt County Tax Assessor/Collector. The total tax levy including adjustments is \$226,502.83 for the District. MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District accepted the 2018 Tax Roll Cover Sheet from the DeWitt County Tax Assessor/Collector.

REQUEST FOR QUALIFICATIONS FOR FINANCIAL ADVISORY SERVICES

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District gives GM authority to finalize and publish RFQ No. 2018-01 for Financial Advisory Services.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

Keith Schauer of Doucet & Associates presented a Basic Overall System Map of District channels. Mr. Sethness voiced suggestions making the channels bolder on the map and adding a legend for distinguishing features of the map.

District discussed the recent auto accident at Alexander Channel.

GM gave an update regarding a skate ramp at Aggie St., which is situated on Daule Channel. GM has sent letters to the homeowner and the property owner about the ramp and will follow up with another letter notifying the owners of fines associated with labor to remove the obstacle.

GM gave an update regarding the City Cemetery and Valley Channel, with plans to install "No Parking" signs in that area.

GM REPORT

Ryan Parker updated the District on Records Management classes attended at the Lorenzo de Zavala State Archives and Library Building in Austin, Tx-- Introduction to Records Management and an Introduction to Managing E-Records.

GM discussed pursuing grants for District improvements through companies like Walmart & GVEC, and through organizations like the Cuero Development Corporation.

GM updated District on FEMA Category D Hurricane Harvey damage. Due to the overwhelming time burden for very few results, GM suggests that the District withdraw Cat D damage claims and to instead amend the 404 Grant Notices of Intent to include repair of those affected areas.

**ADJOURN FOR RECESS AT 10:15 A.M.
RECONVENE MEETING AT 10:20 A.M.**

IN-HOUSE MAINTENANCE

GM made the District aware that tires which came with the Maintenance Truck when it was purchased earlier this month are already allowing for slippage near District channels. The District has received a quote from Lantz Tire Service to exchange the current tires on the truck for superior quality tires which will ensure better traction while doing work to maintain District channels. The District would get \$100 per tire, resulting in a bill to purchase better ones at \$571.96.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved the exchange & purchase of new tires from Lantz Tire Service for the District Maintenance Truck.

GM also gave an update regarding the temporary storage location for the landscaping trailer. Thomas Pullin knows the gentleman who owns Griffith's Auto and has obtained permission to store the trailer in the fenced-in area temporarily.

POLICY & PROCEDURES MANUAL

GM detailed issue with the District's credit card. The current limit to this card has been insufficient several times, causing employees and board to incur substantial costs while awaiting reimbursement. GM proposes an increase to the current limit on the credit card.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District authorized GM to increase the credit limit on the current Mastercard credit account to \$2,500.00.

CREDIT CARD(S) & ACCOUNT(S)

GM presented Order No. 2018-16 on Fuel Card for District Use to purchase fuel for maintenance operations and has applied for a Fuelman card for making fuel purchases. A Fuelman credit account is the District's only option for purchasing fuel exempt from federal excise taxes and has a limit of \$6,000. Board requests that GM to use the card's website to set spending limits appropriate to the District's fuel needs.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approves Order No. 2018-16.

QUARTERLY INVESTMENT REPORT

District's Investment Officer presented the Quarterly Investment Report as of September 30, 2018, together with resolutions and recommendations for training and investments. This report covers the 4th quarter of the District's 2018 fiscal year, showing fund balances and averages as follows:

<u>FUND</u>	<u>BALANCE</u>	<u>DISTRIBUTION</u>	<u>AVG YIELD</u>
CNB-NOW	\$21,331.78	4.59%	0.80%
CNB-MMF	\$331,453.80	71.37%	1.36%
TEXPOOL PRIME	<u>\$111,664.31</u>	<u>24.04%</u>	2.21%
TOTALS	\$464,449.89	100.00%	

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District accepted the Quarterly Investment Report for Fiscal Year 2018.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Resolution No. 2018-12 on Training Source for Investment Officer.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District approved Resolution No. 2018-13 on Opening TexPool Account, with an initial deposit of \$100,000.

ANNUAL INVESTMENT REPORT

GM gave a brief overview of the Annual Investment Report for Fiscal Year 2018. The Board wishes to review this report and consider it at the next Regular Meeting.

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 October 2018 and mileage, supplies & travel reimbursements for Beth Parker, Ryan Parker and Doug Sethness.

DISBURSEMENTS & FINANCIAL REPORT(S)

GM detailed Voided Checks 10334, 10352 & 10355.

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

Balance Sheet dated September 30, 2018 showing:		
	Current Assets of:	\$479,673.89
	Current Liabilities of:	\$16,894.51
Profit & Loss for September 2018 showing:		
	Total Income:	\$1,945.46
	Total Expense:	\$31,921.07

GM discussed getting a mobile communication device or cell phone stipend for Crew Foreman Thomas Pullin, due to need for communication between office staff and field crew. District discussed purchasing a cell phone with a plan or a walkie talkie with decent range as other options. District determined that GM should evaluate functionality and cost differences between a District-purchased cell phone, and a radio walkie-talkie.

GM discussed a need to purchase a data backup drive & safe to protect vital District assets such as important documents and financial records.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District allowed GM to spend up to \$1,200 to purchase an appropriate safe and backup drive.

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING

Next REGULAR meeting will be November 30, 2018 at 9:00 A.M.

ADJOURN

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District adjourned the meeting at 11:09 A.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Office Records Clerk