

GREEN DeWITT DRAINAGE DISTRICT

Doug Sethness, President
Larry Coppedge, Vice President
John Varela, Secretary
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Green DeWitt Drainage District met in **Regular** Session on the 18th day of September 2023, at 11:00 A.M. in the Conference Room of the District's office at 107 N. Gonzales Street, in Cuero, Texas with the following members present:

Doug Sethness, Director
Larry Coppedge, Director
John Varela, Director

Staff: Jennifer Urban, General Manager
Pat Trevino, Office Manager
Ignacio Granado, Crew Foreman

ANNOUNCE QUORUM & CALL TO ORDER:

Mr. Sethness called the meeting to order at 11:00 a.m.

PUBLIC COMMENT:

NONE

MINUTES:

Board minutes from the following meetings: Regular meeting on August 23, 2023, and Special meeting on August 7, 2023, were approved.

MOTION:

John Varela made a motion to approve the minutes and Larry Coppedge seconded the motion and the motion carried.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS:

Foreman, Ignacio Granado, gave a field report stating that his last report was on August 23, 2023. He provided an update on the daily operations of maintaining the channels. His most recent focus has been along the Alonzo Street Channel fence line. They have cut down many tree limbs and hauled about six loads to the disposal area. They have also made another round through the system.

They have also worked on a few projects at the shop specifically, replacing the old rotten wood from one of the trailers. The district trailer now has new boards and a fresh coat of paint.

Furthermore, they had to purchase a new weed eater with brush cutter blade attachments. The new tool can cut tree limbs that are 3 to 4 inches in diameter. Ignacio is pleased with the purchase, and it has proven to be a great tool for the district maintenance department.

Photos were shown of the trailer, the areas they have worked at, and also of some graffiti in one of the concrete tunnels.

In addition, the Kubota was taken to a mechanic to have the transmission serviced. Also, Ignacio is scheduled to attend a continuing education class scheduled for this month. The class is being offered by Texas A&M AgriLife Extension and meets the recertification eligibility where he will receive five CEU units needed for his pesticide license.

GM REPORT:

The General Manager reported that since our last meeting, she has met with CivilCorp and Public Management. Based on the information provided in the initial grant application, there seem to be some discrepancies in the calculations for the dirt removal and excavation. This will result in a slight budget change. To address this CivilCorp will update the scope of work by changing certain areas that do not require grading and extensive clearing. This should improve budget management, as long as there are no modifications to the beneficiaries, we should be able to proceed.

Additionally, we have not heard back from the property owner on Baker Street therefore, our attorney will be researching the next steps to proceed with fencing. He has also been doing research into easements the district has historically been using along S. Terry St.

Furthermore, Mrs. Urban would like board approval to attend the TWCA three-day Fall Conference scheduled for November 1, 2023. Also, in other training the General Manager will sign up the Office Manager for an online records management webinar.

MOTION:

John Varela made a motion for the General Manager to attend the TWCA 2023 Fall Conference. Larry Coppedge seconded the motion and the motion carried.

ENGINEERING:

The board reviewed and discussed the cost of the summary survey fee submitted by CivilCorp. The following breakdown includes

City Zone – Westside	25,270 ft @ \$46,414.50
City Zone – Eastside	10,150 ft @ \$25,113.50
Total	35,420 ft @ \$71,528.00

Doug Sethness suggested the GM reach out to Thomas Surveying Company to conduct the survey. Since Thomas Surveying has a decade-long experience in surveying for the district, it is possible that they already possess much of the required data, which could potentially provide us with a more cost-effective estimate.

EXECUTIVE SESSION:

The board went into executive session under 551.074 Personnel at 11:33 a.m.

EXECUTIVE SESSION:

The board returned from an executive session at 12:00 noon.

FISCAL YEAR 2023 BUDGET WORKSHOP:

Board members discussed the budget, no action was taken.

GLO GRANT UPDATES:

We have updated contacts with GLO. Meghan Manahan replaced Sherry as our new grant representative, and we are still waiting to receive the second GLO disbursement. Additionally, we have been informed that we may need to do an archeological survey.

Public Management has been hired as Grant Admin for the DeWitt County Hazard Mitigation Grant Program (HMGF) and will discuss with them potentially utilizing their funds for our project.

TWDB QUARTERLY REPORT:

The board reviewed and discussed the TWDB (Texas Water Development Board) quarterly report.

MOTION:

John Varela made a motion to approve the TWDB quarterly report. Larry Coppedge seconded the motion, and the motion carried.

PERSONNEL MATTERS:

NONE

FINANCIAL MATTERS:

The financial reports were reviewed and discussed. Larry Coppedge asked about our fixed asset line item and the General Manager informed the board that there had never been anything entered in that column since her employment. However, she agreed that it should be included and that she would get together with our auditor to enter fixed assets into Quickbooks.

MOTION:

John Varela made a motion to approve the financial report. Larry Coppedge seconded the motion and the motion carried.

SCHEDULE NEXT MEETING:

The district's next meeting is a **Special Meeting** scheduled for Monday, September 25, 2023, at 11:00 a.m. in the conference room of the district office at 107 N Gonzales, Cuero, Texas 77954.

Their next **Regular Monthly** meeting is scheduled for Monday, October 16, 2023, at 11:00 a.m. in the conference room of the district office at 107 N Gonzales, Cuero, Texas 77954.

MOTION:

John Varela made a motion to adjourn. Larry Coppedge seconded the motion and the motion carried.

ADJOURN:

The meeting was adjourned at 12:35.

Director

Jennifer Urban, General Manager