

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Glenn Robertson, Vice President
Wallace W. Beck, Secretary
E-mail: info@dcd1.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 **SEPTEMBER 21, 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 Glenn Robertson
Commissioner Wallace W. Beck

Staff: Beth Chang Parker, General Manager

Consultants: Andrew Abrameit, Attorney

CALL TO ORDER AND ANNOUNCE QUORUM

Dr. Robertson called the meeting to order at 9:02 A.M.

MINUTES

No action taken.

REAL ESTATE

GM discussed a Title Report for an approximate 50ft strip on property located on the Valley Channel. GM plans to include this strip of land into the Notice of Intent Letter for the Hazard Mitigation Grant Project.

In accordance with Texas Government Code §551.072 dealing with matters regarding the purchase, exchange, lease, or value of real property, the District adjourned for executive session.

ADJOURN FOR EXECUTIVE SESSION AT 9:03 A.M.

RECONVENE SESSION AT 9:30 A.M.

MOTION: On Motion by Dr. Robertson and second by Mr. Beck, the District directed GM to make a revised offer on discussed real estate.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

GM discussed a police report regarding a recent vehicular accident located at a portion of Alexander Channel. The accident caused minor damage to concrete on the channel. GM and Doug Sethness previously discussed the accident and wanted to follow up with the District's engineers to determine the full extent of the damage. The report did not mention the District. GM plans to take a copy of the District's system map to the Police Chief so that they can be aware of our system in any future accidents. GM will send a demand letter to the insurance company of the responsible party for the damages to the Alexander Channel.

GM gave a update regarding rocks in the Main Channel at Main Street. After contacting the railroad about this problem, the railroad erected boards and partitions to hold the rocks back and prevent them from falling into the Channel.

GM made District aware of a traffic & parking problem near the Valley Channel by the Cuero City Cemetery. The District discussed erecting poles & chains to deter traffic in that area and to purchase "No Parking" signs as well.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District directed GM to purchase four "No Parking" signs for the cemetery area of the Valley Channel.

GM also gave an update on the Stream Gauge Project, with photos of the newly installed gauges.

GM REPORT

GM updated District on the Daule Channel Project; a new resident at that property has been contacted and will be made aware of future construction at Daule Channel.

GM also gave an update regarding the Hazard Mitigation Grant that the District is pursuing. GM spoke with a contact from Dewberry, a Texas Department of Emergency Management contractor. This contractor is providing grant-writing assistance free of charge.

No action taken.

IN-HOUSE MAINTENANCE

GM notified the District that Order No. 2018-07, Order on Purchasing a District Maintenance Vehicle, approved on September 7, 2018, was no longer available with the options package as shown on the accepted bid. GM presented to the Board Order No. 2018-12(B) to purchase a 2019 Chevrolet Silverado 2500HD 4WD Crew Cab in the amount of \$34,484.35.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved Order No. 2018-12 (B), Change Order on Purchasing a District Work Truck.

POLICY & PROCEDURES MANUAL

GM discussed changes to the Policy & Procedures Manual as follows:

District Credit Card Policy: Revised Policy covers credit cards and accounts.

Salary Orders Per Position: District Policy is revised to add the Crew Foreman position.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District revised the Policy & Procedures manual as discussed.

REIMBURSEMENTS / DIRECTOR ACTIVITY LOGS

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the Director Activity Logs for September 2018 and a reimbursement for Beth Parker.

DISBURSEMENTS & FINANCIAL REPORT(S)

GM presented Order No. 2018-13 to stop payment on two checks written by the District for the following:

Check #249 in the amount of \$130.00 dated June 30, 2017, made payable to Texas Association of Collectors/Assessors. Payee advises that no unpaid balance exists from the District at this time, and that they are not in possession of the check.

Check #10047 in the amount of \$45.00 dated October 12, 2017, made payable to Missy Yearwood. This check was never cashed by the payee and multiple attempts have been made to contact Ms. Yearwood to no avail.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved Order No. 2018-13 to stop payment on the checks mentioned above.

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

Balance Sheet dated August 31, 2018 showing:

Current Assets of \$512,761.75

Current Liabilities of \$20,181.76

Profit & Loss Detail for August 2018 showing:

Total Income: \$1,582.61

Total Expense: \$31,296.16

GM discussed the need for a more capable color printer for use in the District's office.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved the purchase of a color printer at the GM's discretion, in the amount of \$1000.00 or less.

ADJOURN FOR RECESS AT 10:22 A.M.

RECONVENE MEETING AT 10:28 A.M.

FISCAL YEAR 2018 BUDGET AMENDMENTS

GM detailed proposed amendments to the Fiscal Year 2018 Budget.

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District approved Order No. 2018-12, Third Order for Amendments to Fiscal Year 2018 Budget.

PUBLIC COMMENT

None.

SCHEDULE NEXT MEETING

Next REGULAR meeting will be October 26, 2018 at 9:00 A.M.

ADJOURN

MOTION: On Motion by Mr. Beck and second by Dr. Robertson, the District adjourned the meeting at 10:30 A.M.

Sincerely,

Commissioner
rmp

SEAL HERE

Ryan Parker
Office Records Clerk