

DeWITT COUNTY DRAINAGE DISTRICT NO. 1

Doug Sethness, President
Emily Montgomery, Vice President
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DeWitt County Drainage District No. 1 met in **SPECIAL** session on **SEPTEMBER 24, 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 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 5:18 P.M.

INTRODUCE NEW STAFF MEMBER

New staff member will be introduced at the next Regular meeting.
No action taken.

PUBLIC COMMENT

None.

RULES ON PUBLIC COMMENT

GM discussed House Bill No. 2840, which is the recently passed legislation regarding public comment at public meeting. GM presented Order No. 2019-04 Rules of Order for Board Meetings, which outlines rules for public comments at District meetings. Members of the public are encouraged to attend District meetings, but will be required to sign an attendance sheet, specify which topics they would like to make a comment on, and follow basic courtesy rules for the duration of the meeting.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved Order No. 2019-04.

MINUTES

Minutes will be approved at the next Regular meeting.
No action taken.

AT&T UTILITY PROJECTS IN DISTRICT

GM discussed a recent construction project by AT&T crossing Valley Channel at Morgan Street. No action taken.

GM REPORT

GM informed the District of several recent and upcoming training events, seminars and conferences including:

National Weather Service FloodAware training on 10/07/2019
Turkey Fest on 10/12/2019 (District participation in parade)
Texas Water Conservation Association Fall Conference on 10/16/2019 to 10/18/2019
National Hydrologic Warning Council workshop on 11/05/2019 to 11/06/2019

GM informed District that she is now the official CoCoRaHS coordinator for DeWitt County, and of upcoming operations which include fiscal year 2019 audit prep, permit applications and work on the District's Annexation Project by the end of the year.

GM also discussed recent invoices from the District's engineering firm Doucet & Associates ("Doucet"). Doucet & Associates has provided the District with time sheets for approved projects. GM reviewed the time sheets and determined that Doucet was billing the District for work started prior to a work order being approved by the District. The Board expressed dissatisfaction with this information.

In accordance with Texas Government Code §551.701 consultation with Attorney regarding contemplated or pending litigation, a settlement offer or administrative hearing, the District adjourned for executive session.

**ADJOURN FOR EXECUTIVE SESSION AT 5:47 P.M.
RECONVENE AT 6:05 P.M.**

MOTION: On Motion by Mrs. Perales and second to Mr. Sethness, the District requests that GM negotiate with Doucet & Associates regarding the bill and time sheet details for Work Order No. 10.

FACILITIES – MAINTENANCE, IMPROVEMENTS & PROJECTS

District's attorney Andrew Abrameit gave a brief update on damage done to District property. These damages include a vehicular accident damaging the District's Alexander Channel, damage to the Valley Channel from construction vehicles, and a hit and run at one of the "Entering District" signs located on Highway 87 near Tractor Supply. No action taken.

QUARTERLY INVESTMENT REPORT(S)

District's Investment Officer presented the Quarterly Investment Report for the period ending June 30, 2019. This report covers the 3rd quarter of the District's 2019 fiscal year, showing fund balances and distribution:

<u>FUND</u>	<u>BALANCE</u>	<u>DISTRIBUTION</u>
CNB-NOW	\$18,790.61	04.97%
CNB-MMF	\$143,509.68	38.00%
TEXPOOL PRIME	\$113,784.40	30.13%
TEXPOOL	\$101,571.75	26.90%
TOTALS	\$377,656.44	100.00%

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the Quarterly Investment Report for the period ending June 30, 2019.

DIRECTOR ACTIVITY LOGS

District discussed changing the procedure for approving Director Activity Logs from a monthly to a quarterly basis.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the Director Activity Logs for the following periods:

May 2019
June 2019
July 2019

FINANCIAL MATTERS

GM discussed the District's Signage Project and mentioned that most of the associated costs have been accounted for, but ancillary costs such as shipping fees and miscellaneous hardware are still being priced out.

GM discussed how the Maintenance Department is often having to purchase miscellaneous items on a day to day basis which results in a lengthy reimbursement process. GM suggested obtaining a low limit credit card for the Maintenance Department. One of the more frequent purchases by crew members include ice & water for hydration while working the District channels. On direction from the board, Mr. Parker will look into obtaining a credit account with the local ice machine vendor so that the maintenance crew can purchase water and bags of ice without having to pay for it themselves.

GM reviewed a procedure which the District could utilize to verify disbursements and payments called "Positive Pay". This procedure would act as a double verification process which involves the District's bank depository, FNB Cuero, to confirm the amounts, dates & check numbers on checks any time they are printed.

Mr. Parker discussed a recent bill from James Teleco in which the invoiced amount far exceeded the initial quote for the work needed. Mr. Parker had spoken to James Teleco about this issue and determined that the invoiced amount was justified. The District would like Mr. Parker to contact James Teleco to discuss this issue to prevent any such issues in the future.

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District approved the following financial reports:

Balance Sheet dated July 31, 2019 showing:	
Current Assets of:	\$355,825.38
Current Liabilities of:	\$20,988.72
Balance Sheet dated August 31, 2019 showing:	
Current Assets of:	\$337,918.21
Current Liabilities of:	\$21,582.17
Profit & Loss for July 2019 showing:	
Total Income:	\$3,149.66
Total Expense:	\$12,245.03
Profit & Loss for August 2019 showing:	
Total Income:	\$2,710.60
Total Expense:	\$4,678.33
Transaction List by Date for	July 16 through August 18, 2019
Transaction List by Date for	August 20 through September 23, 2019
Transaction List by Date for	September 24, 2019

BUDGETED PROJECTS LIST

No action taken.

OFFICE PERSONAL PROPERTY

GM discussed the District's office space and extraneous furniture and equipment that needs to be sold. GM will prepare a list of items for further review at a later date.

No action taken.

SCHEDULE NEXT MEETING(S)

Next SPECIAL Meeting will be September 30, 2019 at 5:15 P.M.

Next REGULAR Meeting will be October 21, 2019 at 5:15 P.M.

ADJOURN

MOTION: On Motion by Mrs. Perales and second by Mr. Sethness, the District adjourned the meeting at 6:38 P.M.

Sincerely,

SEAL HERE

Commissioner
rmp

Ryan Parker
Records Management Officer