

**WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11**

VOLUME \_\_\_\_ PAGE \_\_\_\_

**REGULAR MEETING OCTOBER 7, 2019**

**BE IT REMEMBERED THAT ON THIS THE 7<sup>th</sup> DAY OF OCTOBER 2019, THERE WAS BEGUN AND HELD A REGULAR SESSION OF WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11 WITH THE FOLLOWING MEMBERS PRESENT:**

- John Richers, Director Section 1
- Mark Ducroz, Director Section 2
- Horace Buchanan, Director Section 3
- John Phillips, Director Section 4
- Roger Thomas, Director Section 5

**CONVENING MEETING**

President Mark Ducroz convened this Regular Session of West Brazoria County Drainage District No.11 at 4:03 p.m. finding a quorum present. President Ducroz led the audience in invocation and the Pledge of Allegiance.

**PUBLIC APPEARANCES**

There were no public appearances.

**ORDER NO. 1 – APPROVAL OF MINUTES OF MEETING ON SEPTEMBER 9, 2019**

Motion by Director Phillips, second by Director Thomas, to approve the September 9, 2019, meeting minutes. All present voting aye, motion carried.

**ORDER NO. 2 – APPROVAL OF SPECIAL MEETING MINUTES SEPTEMBER 16, 2019**

Motion by Director Richers, second by Director Thomas, to approve the September 16, 2019, meeting minutes. All present voting aye, motion carried.

**ORDER NO.3 – APPROVAL OF THE FINANCIAL REPORT FOR SEPTEMBER 2019**

Each director was given a copy of the September 2019, financial report, prepared and presented by Ms. Lanehart. She reported that income from taxes was higher than estimated, so some changes will need to be made to the new budget. The financial report is attached. Motion by Director Buchanan, second by Director Thomas, to accept the September, 2019, financial report as presented. All present voting aye, motion carried.

**WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11**

**ENGINEER’S REPORT**

Engineer Collins presented a summary of activity for the month. He reported letters of no objection were given to 2-J’s RV Park and Bulldog RV Park. Included with his report is a copy of a suggested form for documenting post-construction letters of no objection. He furthered reported some additional changes to guidelines for giving letters of no objection where only land surveys are done. He gave each director some proposed changes to forms for tracking letters of no objects to be included in the Drainage Manual for the district. Mr. Collins’s report is attached.

**ORDER NO. 4 – CHANGES TO DISTRICT DRAINAGE MANUAL**

Motion by Director Buchanan, second by Director Thomas, to include Mr. Collins’s proposals to the WBCDD #11 Drainage Manual. All present voting aye, motion carried.

**DIRECTOR’S REPORT – DIRECTOR THOMAS – SECTION 5**

Director Thomas presented his report which is attached.

**ORDER NO. 5 – WORK TO BE APPROVED — SECTION 5**

Motion by Director Thomas, second by Director Buchanan, to authorize the installation of 30 feet of smooth wire at the outfall on Robinhood Lane, prepare to clean the outfall on Badger back to Texas Parks and Wildlife area, and mow outfall at Oakland community on CR 400. All present voting aye, motion carried.

**DIRECTOR’S REPORT – DIRECTOR RICHERS – SECTION 1**

Director Richers presented his report which is attached to these minutes.

**DIRECTOR’S REPORT – DIRECTOR BUCHANAN – SECTION 3**

Director Buchanan presented his report which is attached.

**DIRECTOR’S REPORT - DIRECTOR DUCROZ – SECTION 2**

Director Ducroz presented his report which is attached.

**ORDER NO. 6 – WORK TO BE APPROVED — SECTION 2**

Motion by Director Ducroz, second by Director Buchanan, to authorize Tommy Finley to clean the ditch by the elementary school to the Sawyer Ditch. All present voting aye, motion carried.

**WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11**

**DIRECTOR’S REPORT – DIRECTOR BUCHANAN – SECTION 3**

Director Buchanan presented his report which is attached.

**DIRECTOR’S REPORT – DIRECTOR PHILLIPS – SECTION 4**

Director Phillips presented his report which is attached.

**ORDER NO. 7 – WORK TO BE APPROVED — SECTION 4**

Motion by Director Phillips, second by Director Buchanan, to authorize Terra Draglines to reshape the Prihoda ditch as needed and install drop pipes, mow CR 23 ditches and the Weems ditch, and address other problems on the Weems ditch. His motion also included authorizing Newby Enterprises to mow Cow Creek, Moff Creek, Brother’s ranch, to repair a crossing on Cow Creek, and to mow the ditches in East Columbia. All present voting aye, motion carried.

**ORDER NO. 8 – ORDER TO BE RESCINDED — SECTION 4**

Motion by Director Phillips, second by Director Richers, to rescind Order No. 8 from the September 9, 2019, meeting. All present voting aye, motion carried.

**ORDER NO. 9 – APPROVAL OF ACCOUNTS PAYABLE**

Motion by Director Buchanan, second by Director Thomas, to approve payment of bills in the amount of \$77,370.46 as presented. A list of bills approved for payment is attached. All present voting aye, motion carried.

**ORDER NO. 10 – INVESTMENT OFFICER’S REPORT**

Director Buchanan reported that last month \$92,000 was transferred from a money market account to the operating account. Motion by Director Buchanan, second by Director Phillips, to approve the transfer of \$77,400 from the money market account to the operating account. All present voting aye, motion carried.

**POLICIES AND PROCEDURES**

President Ducroz reported that based on conversations with the Texas Attorney General, changes will need to be made to the way policies and procedures are written, the way directors’ motions indicate specifically which ditches are being addressed, and changes to the license agreement with constituents. The changes need to be made so that any community member who looks at policies, procedures, or motions understands what is being done.

**WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11**

**2018 – 2019 AUDIT ENGAGEMENT LETTER**

A motion was made at a previous meeting to engage an auditor for 2018 – 2019. The engagement letter for that motion needs President Ducroz’s signature.

**2020 ELECTION**

Mrs. Cudd reported that preparations for the upcoming election are moving along. Some items related to the election will be on the agenda for approval at the November meeting.

**2020 CENSUS**

Mrs. Cudd reported that she is trying to reach the firm who worked with redistricting after the previous census. The firm is also working with Brazoria County.

**CHEMICAL BID PROCESS**

President Ducroz suggested that in the future, the district not buy and store chemicals. Rather, local contractors will purchase the chemicals and will bill the district for both spraying and the chemicals used. This item will be on the November agenda.

**PRECINCT 4 REPORT**

Mr. Kersh had no report.

**ANNOUNCEMENTS**

Mr. Butch Peterson of Terra Draglines gave President Ducroz a map of the drainage district with some ditches identified. The next meeting will be November 4, 2019.

**ORDER NO. 11 - ADJOURN REGULAR MEETING**

Motion by Director Buchanan, second by Director Thomas, to adjourn the meeting. All present voting aye, motion carried.

President Ducroz adjourned the meeting at 5:03 PM.

**WEST BRAZORIA COUNTY DRAINAGE DISTRICT NO. 11**

---

MARK DUCROZ, PRESIDENT  
DIRECTOR SECTION 2

Attest:

---

HORACE BUCHANAN, VICE PRESIDENT/TREASURER  
DIRECTOR SECTION 3