

MINUTES OF WILLACY COUNTY DRAINAGE DISTRICT NO. 1

On January 10, 2024, the Board of Directors of Willacy County Drainage District No. 1 met at the District's office in Lyford, Texas, after having given notice thereof as provided by law, with the following person's present, to-wit:

Terry Galle, President  
Glenn Wilde, Vice President  
Dan Klostermann, Director  
Paul Greenhill, District Manager  
B. R. Dossett, Attorney

Melvin Gay, Secretary  
Daniel Vassberg, Director

Directors Absent: Charles Chappell and Thomas Zdansky

Terry Galle, President, called the meeting to order at 10:30 a.m. and presided.

1. Minutes. The minutes of the December 13, 2023, meeting were presented. The motion was made by Glenn Wilde and seconded by Dan Klostermann that the minutes of the December 10, 2023 meeting be approved. Following a discussion, the motion unanimously carried.
2. Public Comment Period. No one appeared. No comments were submitted by email or fax.
3. Election May 4, 2024. The motion was made by Daniel Vassberg and seconded by Melvin Gay that his Order for the May 4, 2024 Election be adopted:

**WHEREAS**, in accordance with Acts 1969, 61st Leg., Reg. Sess., ch. 10, pgs. 22-30, as amended by Acts 1971, 62nd Leg., Reg. Sess., ch. 281, pgs. 1179-1180; Acts 1983, 68th Leg., Reg. Sess., ch. 672, pgs. 4226-4227; and Acts 2005, 79<sup>th</sup> Leg., Reg. Sess., ch. 448, pgs. 1225-1227, the Texas Water Code, and the Texas Election Code, Willacy County Drainage District No. 1 shall hold an election on the first Saturday in May of each year, at which time the required number of Directors shall be elected to fill the vacancies then occurring on the Board of Directors as provided by law;

**WHEREAS**, such an election is necessary and should be held on May 4, 2024, in order that two (2) Directors may be elected to membership on the Board of Directors of Willacy County Drainage District No. 1 to fill the place of three (3) Directors now serving whose terms of office will expire on May 20, 2024;

**WHEREAS**, it is hereby determined and found that in accordance with standing order of this Board, written notice of the date, place, and subject of this meeting, including consideration of the setting of said election, was posted at the District's Office at a place convenient to the public, and posted on the District's website, for the period of time and manner as is required by law;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of Willacy County Drainage District No. 1 that:

1. A regular election for the election of three (3) Directors to serve for a term of three (3) years, each beginning May 20, 2024,

Place 1

**Place 2**

**Place 3**

be and it is hereby called and ordered to be held in and for this District, in the manner prescribed by law, on the first Saturday of May, 2024, the same being May 4, 2024.

2. Said election be conducted during the hours of seven o'clock (7:00) a.m. to seven o'clock (7:00) p.m. at the office of the District at 8304 Highway 77, Lyford, Texas, a place within the District and a place which the Board, after considering the requirements of Texas Election Code § 43.031, finds to be a proper place for conducting the election.
3. For the purpose of said election, all the area included within the boundaries of this District shall constitute one (1) election precinct.
4. Said election be held at the aforesaid voting place with the use of paper ballots.
5. Pursuant to Election Code §31.123, Mary Helen Woods, an employee of the District, is appointed Agent to preform the duties of the Secretary as required by Election Code §31.122 and §31.123. The agent shall maintain office hours at the District's office for at least three hours each day, during the District's regular office hours, on regular business days, during the period beginning January 17, 2024 and ending on June 14, 2024.
6. The election shall be conducted by the following hereby designated and qualified officers:

Presiding Judge: Gary Busse  
6371 Iris Circle  
Lyford, Texas 78569

Alternate Presiding Judge: Henry Anderson  
P.O. Box 128  
Lyford, Texas 78569

Such persons are designated only for this election. If the presiding judge is unable to serve at the election, the alternate presiding judge shall serve as the presiding judge for the election.

7. The presiding judge is authorized to appoint two (2) election clerks.
8. The presiding judge designated for said election shall also serve as the early voting ballot judge and the presiding officer of said early voting ballot board, and shall appoint no less than two (2) other duly qualified members as provided by Texas Election Code Chapter 87.
9. Early voting shall be held as provided by law and shall be conducted by the following hereby designated and qualified officers:

Clerk: Mary Helen Woods  
8304 Business 77  
Lyford, Texas 78569

Deputy Clerk: Erika Anderson  
8263 North Park Avenue  
Lyford, Texas 78569

- 9.1 The addresses the Voting Clerk may receive delivery by common or contract carrier are:

Mailing address: Early Voting Clerk  
P.O. Drawer 20  
Lyford, Texas 78569

Physical address: Office of Willacy County Drainage District No. 1  
8304 Business 77  
Lyford, Texas 78569

- 9.2 Other contract information of Voting Clerk:  
Phone No: (956) 347-5164  
Email address: [info@willacycdd1.org](mailto:info@willacycdd1.org)

Fax: (956) 347-5717

Provided, however, if the application is transmitted by fax or e-mail to the early voting clerk, the application must also be mailed so that the clerk receives it no later than the fourth business day after the day the clerk receives the faxed or emailed application. That is, an application transmitted by fax or e-mail will be considered complete and timely as long as the original is received by the early voting clerk by the fourth business day after it was submitted by fax or e-mail.

10. Early voting by personal appearance for this said election shall be held at the same location the election is to be conducted as provided above, and said place of early voting shall remain open during the hours of eight o'clock (8:00) a.m. and five o'clock (5:00) p.m., which is at least nine (9) hours on each day of the early voting period, which shall begin on April 22, 2024, and continue through April 30, 2024, on each day that is not a Saturday, Sunday, or official State holiday. Applications for ballots by mail must be received (not postmarked) no later than April 23, 2024
  - 10.1 The mailing address of the Clerk to which ballot applications and ballots voted by mail may be sent is: Early Voting Clerk  
P.O. Drawer 20  
Lyford, Texas 78569
  - 10.2 The physical address of the Clerk to which ballot applications and ballots voted by mail may be delivered is:  
Office of Willacy County Drainage District No. 1  
8304 Business 77  
Lyford, Texas 78569
  - 10.3 A completed, scanned application for a ballot by mail containing an original signature shall be transmitted to: [info@willacycdd1.org](mailto:info@willacycdd1.org)
11. Candidates shall file an application with the Secretary of the Board to have his or her name printed on the election ballot. Such application must be signed by the candidate or by at least ten (10) qualified electors of this District. The first day to file an application for place on the ballot is January 17, 2024, and must be filed no later than five o'clock (5:00) p.m. on February 16, 2024, as required by law:
  - 11.1 The mailing address: Secretary  
P.O. Drawer 20  
Lyford, Texas 78569
  - 11.2 Physical address: Office of Willacy County Drainage District No. 1  
8304 Business 77  
Lyford, Texas 78569
  - 11.3 Email Address: [info@willacycdd1.org](mailto:info@willacycdd1.org)
  - 11.4 Fax: (956) 347-5717
12. Applications for a place on the ballot shall be substantially in the form attached hereto.
13. The Secretary of the Board of Directors shall conduct a drawing for the order in which names of the candidates for the above-mentioned election are to be printed on the ballot, and shall post notice of the time and place of said drawing, and mail notice of the date, hour, and place of the drawing to each candidate at the address stated on the application for a place on the ballot not later than the fourth (4th) day before the drawing in accordance with the terms and provisions of Section 52.094 of the Election Code.
14. Notice be given of this election by a method as prescribed by Section 4.003(1)(B) of the Texas Election Code.
15. A Writ of Election and notice of appointment shall be delivered as prescribed by law to the Presiding Judge and Alternate Judge no later than March 8, 2024.
16. Notice of this election be given as prescribed by Section 85.007(c) Texas Election Code, by

posting continuously for at least seventy-two (72) hours preceding the first hour that early voting is conducted in the same manner Notices of Meeting of the Board are posted.

Following a discussion, the motion unanimously carried.

4. Lateral G Status Report.
  - 4.1 County widening and improvement between east line of Block 28, GCIC and U.S. Highway 77/I-69. Hidalgo County Drainage District No. 1 and the County are still working on answering Texas Water Development Board Comments for:
    - (a) 1000 feet east of Simo Road and upgrade of Simo Road Crossing.
    - (b) 1000 feet west of Simo Road.
    - (c) Removal of high points between FM 1018 and 1000 feet east of Simo Road.
    - (d) Simo Road crossing upgrade-installation of 5 foot x 5 foot box culvert.
    - (e) Piping 120 feet west from west U.S. 77 / I -69 frontage road.
  - 4.2 Willacy County widening and improvement between FM 1018 and Hidalgo Main Drain [Joint Flood Control Project TWDB application No. 40069].
    - (a) Status Report: Hidalgo County Drainage District No. 1 and the County are still working on answering Texas Water Development Board Comments.
    - (b) Consider and take action on any matters, if any, required of the District respecting the grant. No action required at this time.
5. Hidalgo-Willacy Joint Venture Drain
  - 5.1 Weir No. 4 failure and replacement. Bill not yet been received
  - 5.2 Drain cleaning. Hidalgo County Drainage District No. 1 has commenced cleaning the segment of the drain in Willacy County Drainage District No. 1. The project will probably take a year.
6. USDA Grant.
  - 6.1 Status report. Waiting on USDA review
  - 6.2 Consider and take action on any matters required of the District respecting Grant. No action required at this time.
7. No agenda item 7
8. Reports: Receive reports and make decisions respecting the subject of such reports including:
  - 8.1 Manager:
    - (a) Work accomplished since December 2023 meeting. Report presented. A void was discovered under a corner of the concrete pad for the 630L/Fred Gate pump. The void was filled the soil around the pad was compacted. As a precaution, the soil around the other two pads was also compacted. The three pads will be periodically monitored for signs of the pads sinking and setting.
    - (b) Willacy County Drainage District No. 2-Willamar Drain TWDB project No. 40088. Status report presented.
    - (c) Equipment-Brushcutters: The 2023 MowerMax model #MowerMax Boom, serial #MMB23148-30 was delivered January 8, 2024 and is in service. The dealer has taken possession of 2017 John Deere model #6145M, serial #1L06145MAGH71779 that was traded in.
    - (d) Capital Improvements Projects. Bids have not yet been requested. No action.
  - 8.2 Attorney. 2024 Special Purpose District Report. Not yet filed. The report period began

January 1 and ends April 1, 2024.

9. Financial Reports:

9.1 4<sup>th</sup> Quarter 2023 Financial Report. Manager presented the 4<sup>th</sup> Quarter 2023 report. Motion by Glenn Wilde and seconded by Dan Klostermann to approve the 4<sup>th</sup> Quarter 2023 as presented. Following a discussion, the motion unanimously carried.

9.2 Receive and Review financial reports for December 2023 expenditures totaling \$234,031.55

9.3 Approval for payment of accounts for December 2023. Expenditures were presented for the month of December 2023 totaling \$234,031.55 beginning with check #3534 and ending with check #3547, and wages for January 2024 be approved as presented. The motion was made by Dan Klostermann and seconded by Glenn Wilde that these payments for month of December 2023 be approved:

AT&T	#3543	\$237.84	Telephones
Atmax Equipment Co.	#3534	\$179,358.65	Purchase Mower Max
City of Lyford	#3535	\$87.81	Water/Sewer
Corporate Card	PD ACH	\$2,672.83	Office/Operating/Misc.
Culligan	PD ACH	\$40.00	Water Dispenser Rental
Dossett Law Office	#3544	\$150.00	January Retainer
Guardian	#3536	\$383.54	Employee Paid Insurance
Johnny's True Value	#3537	\$16.87	Supplies
Reliant	PD ACH	\$392.34	Electricity
SANTCANT Services	PD ACH	\$300.00	Website IT Maintenance Retainer
Triple S Steel Supply Co.	#3538	\$442.53	Supplies
U S Post Office	#3539	\$118.00	Box Rental - 1 year
Stella Vela	#3535	\$84.00	Office Maintenance
WCDD #1 Payroll	#3546	\$35,000.00	Wages for January
Willacy County	#3547	\$4,897.88	Health Insurance
Willacy County Appraisal Dist.	#3540	\$9,480.01	1 <sup>st</sup> Quarter Allocation
Willacy County Tax Assessor	#3541	\$103.00	Vehicle/Trailer Registrations
Xerox Financial	#3542	<u>\$266.25</u>	Copier Rent
Total		\$234,031.55	

Following a discussion, the motion unanimously carried.

10. Take up such other matters as may properly be brought before the Board. None.

11. Adjournment. There being no other business, the meeting was adjourned at 11:45 a.m.

  
Terry Galle, President

  
Melvin Gay, Secretary