

**MINUTES OF  
REGULAR CALLED MEETING  
OCTOBER 15, 2020**

**THE STATE OF TEXAS   §  
  §  
COUNTY OF NUECES   §**

On the 15th day of October, 2020, the Board of Directors for the Nueces County Water Control & Improvement District No. 4 convened at 10:00 a.m. in a Regular Meeting at the District Office, 1812 State Hwy 361 Suite F, Port Aransas, Texas, there being present and in attendance the following to wit:

	President	Russ Miget
	Secretary Pro-Tem	Suzette Freeman
	Vice President	Josh Garcia
	Secretary	Walter Sohl
	Director	Ed Reed
Staff:	Manager	Mark Young
	Finance Director	Elizabeth Schmidl
	Attorney	Charles W. Zahn, Jr.

**CALL TO ORDER**

1. The meeting was called to order at the scheduled hour by the presiding officer, Mr. Miget, pursuant to notice posted.

**CONSENT AGENDA**

2. Ed Reed moved to approve the Consent Agenda items by one vote (the "Consent Agenda Motion") in accordance with the agreements furnished to the Board of Directors. Josh Garcia seconded the motion and the motion passed without objection.
  - 2a. By approval of the Consent Agenda Motion, the Board approved the Minutes of the February 11, 2020 Regular Meeting of the Board of Directors.
  - 2b. By approval of the Consent Agenda Motion, the Board approved the Minutes of the April 7, 2020 Special Called Meeting of the Board of Directors.

**ACQUIRE PROPERTY FROM THE PORT ARANSAS PUBLIC FACILITIES CORPORATION**

3. After discussion the Board of Directors determined that the value of the land described as Wrambling Wrecks Harbor Subdivision, Block 1, Lot 3B, Port Aransas, Nueces County, Texas is equal to or exceeds the Capital Impact Fee that the District will charge the City of Port Aransas for the development of the City of Port Aransas' multi-unit affordable housing project. Upon motion by Ed Reed and second by Suzette Freeman, the Board of Directors authorized the District Manager to enter into a contract with the Port Aransas Public Facilities Corporation to purchase the property described as the Wrambling Wrecks Harbor Subdivision, Block 1, Lot 3B, Port Aransas, Nueces County, Texas for the consideration of the waiver of the District's Capital Impact Fee that would be imposed on the development of the City of Port Aransas' multi-unit affordable housing project.

**SYSTEMSEVEN SERVICES, LLC d/b/a SYSTEMSEVEN**

4. Upon motion by Josh Garcia and second by Walter Sohl the Board of Directors authorized the District Manager to enter into a contract with Systemseven Service, LLC d/b/a Systemseven to serve as the District's internet provider and to utilize the District's elevated water storage towers for antennas.

#### INTERLOCAL AGREEMENT WITH THE PORT OF CORPUS CHRISTI AUTHORITY

5. After discussion upon motion by Suzette Freeman and second by Ed Reed the Board of Directors voted to table the discussion and action on entering into an Interlocal Agreement with the Port of Corpus Christi Authority.

#### AMEND THE DISTRICT'S PERSONNEL POLICY

6. Upon motion by Ed Reed and second by Josh Garcia the Board of Directors amended the District's Personnel Policy to set forth the Executive Secretary's and Finance Director's job description as follows:

#### EXECUTIVE SECRETARY

Will work directly under the District Manager and be responsible for all record keeping and human resource duties of the District. This position will be exempt from overtime in accordance with the Federal Fair Labor Standards Act, 29 U.S. Code, Chapter 8 as well as applicable cases of the courts of the State of Texas and the United States of America, and will devote such time and efforts to the performance of his duties as are necessary to successfully perform such duties. Will be required to maintain all TCEQ records along with minutes from Board meetings. Will assist the Manager as required. Will attend Board Meetings, prepare agendas, minutes and packets for the Board Directors. Must possess High School diploma or GED, valid Texas driver's license with driving record that meets **District's guidelines, required to pass background check, and must have five years' experience in an office background.**

#### FINANCE DIRECTOR

Will work directly under the District Manager and will be responsible for all customer related and financial matters and the administration and reporting of all finances and investments of the District. This position will be exempt from overtime in accordance with the Federal Fair Labor Standards Act, 29 U.S. Code, Chapter 8 as well as applicable cases of the courts of the State of Texas and the United States of America, and will devote such time and efforts to the performance of his duties as are necessary to successfully perform such duties. Will be required to maintain **general ledgers, financial and investment statements, employee time records, and the District's Inventory record.** Will attend Board Meetings, prepare finance records for the Board of Directors. Must possess High School diploma or GED, valid Texas driver's license with driving record that meets **District's guidelines, required to pass background check, and must have five years' experience in financing. Some college education in accounting or mathematics desired.**

#### APPROVE 2020-2021 BUDGET AND RATE SCHEDULE

7. Upon motion by Ed Reed and second by Josh Garcia the Board of Directors approved the 2020-2021 Budget for the District as well as the Rate Schedule. A copy of the 2020-2021 Budget and Rate Schedule are attached hereto.

#### FINANCIAL REPORT

8. Betty Schmidl, Finance Director for the District, gave the financial report. She advised the Board that the audit for the current fiscal year is due on February 15, 2021 and Gary Davenport will conduct the audit of the District for the current fiscal year as well as the audit required by the Federal Emergency Management Administration. Upon motion by Suzette Freeman and second by Walter Sohl the Board of Directors approved the financial report.

#### MANAGER'S REPORT

9. Mark Young, the District's Manager, provided the Manager's Report. He advised the Board that the construction of the new building is on schedule, that the District is handling the COVID 19 pandemic alright, that the personnel of the District are working well and that morale is good.

**ADJOURN**

10. As there was no further business to come before the Board of Directors, a motion was made by Suzette Freeman, seconded by Josh Garcia and approved to adjourn.

NUECES COUNTY WATER CONTROL  
AND IMPROVEMENT DISTRICT NO. 4

By   
Russ Miget, its President

ATTEST:

  
Walter Sohl, its Secretary