

**SPECIAL SESSION  
DENTON COUNTY FRESH WATER SUPPLY DISTRICT NO. 1-E  
BOARD MEETING MINUTES  
March 25, 2020**

**1. Call to Order.**

The Board of Directors of Denton County Fresh Water Supply District No. 1-E convened, with attorney Sarah Landiak Pursuant to an Order of the Governor suspending certain requirements of the Texas Open Meetings Act, the Board of Directors of Denton County Fresh Water Supply District No. 1-E ("District") held a special meeting solely by telephone conference to mitigate the spread of COVID-19. The meeting will be conducted in a transparent and accessible manner pursuant to the guidance provided by the Office of the Attorney General Participants follow the guidelines describe in the agenda.

**Board Members in Attendance:**

Seth Higgins, President

Jack Wrigley, Treasurer/Asst. Secy.

Steven Minear, Vice President

Randal Winkler, Assistant Secretary

**Board Members Absent:**

Susan Austin, Secretary

**Staff & Advisors in Attendance:**

John Philip Brosseau, General Manager

Kristina Clark, Director of Administration

Sarah Landiak, Attorney, Winstead PC

Robert Flint, Chief Financial Officer

Amy Bieber, Stenographer, Winsted PC

**Others in Attendance:**

Brenda Martin, Annexation Liaison

**2. Public Communications and Comments.**

Mrs. Landiak opened the meeting for public communication and comments. After no further comments a motion was made to close the public comment section of the meeting.

Motion: Seth Higgins, President

Second: Steven Minear, Vice President

The votes were: 4 Yes, with 0 No, and 0 Abstained. The Motion passed.

**3. Opening Remarks. A. Staff - None. B. Presentations**

**CONSENT AGENDA**

Mrs. Landiak moved on to the Consent Agenda. The Board was presented with the General Manager's Report and associated documents. After all questions were answered and all remarks heard and with no further discussion a motion was made to approve the consent agenda, including all BIDS subject to attorney approval.

Motion: Seth Higgins, President

Second: Steven Minear, Vice President

The votes were: 4 Yes, with 0 No, and 0 Abstained. The Motion passed.

The Consent Agenda items considered were:

**4. Adopt Minutes of the January 22, 2020 Board meeting.**

**5. Approval of the General Manager's report with regard, but not limited to, Monthly Unaudited Financial Reports and if applicable, the Quarterly Investment Report, Monthly Tax Collection Report, Monthly Water and Sewer Report, Monthly Construction Activity Reports; and Ongoing Task List Items, if applicable and Security Report.**

6. Review and ratify approval of construction pay applications, payment requisitions, change orders, and if applicable, bid tabulation and recommendation of contract award; bid solicitations, and/or proposals, if applicable, for any projects within the District.

**ITEMS FOR INDIVIDUAL CONSIDERATION**

7. Review letter confirming unopposed candidates and consider and adopt Order Declaring Unopposed Candidates Elected and Cancelling Directors Election.

Mrs. Landiak reviewed the letter confirming unopposed candidates, Declere Candidates Elected and Cancel Directors Election after no further comments a motion was made to approve the item.

Motion: Seth Higgins, President

Second: Jack Wrigley, Treasurer/Asst. Secy.

The votes were: 4 Yes, with 0 No, and 0 Abstained. The Motion passed.

8. Consider election of officers to be effective May 2, 2020.

Mrs. Landiak read the elected candidates: President, Mr. Seth Higgins, Vice-President Mr. Steven Minear, Secretary Mrs. Susan Austin, Treasure/Assistant Secretary Mr. Jack Wringley, Assistant Secretary Mr. Randal Winkler.  
no action needed

9. Consideration and possible action with respect to any actions to be taken in response to the COVID-19 disaster.  
no action needed

10. Consider changes to the Regular Meeting dates as to time, day, and location and take any action necessary.

Mrs. Landiak reviewed the regular meeting dates as to time. This item and location, changing the meeting to Friday at 3:00pm. After no further discussion the item was approved.

Motion: Steven Minear, Vice President

Second: Jack Wrigley, Treasurer/Asst. Secy.

The votes were: 4 Yes, with 0 No, and 0 Abstained. The item was tabled.

11. Review Capital Improvements and take any and all action necessary.  
no action needed

12. Review and consider items to add to the next Board agenda.  
no action needed

13. Adjournment.

After all business was conducted and there was no further comments a motion was made to adjourn the meeting.

Motion: Seth Higgins, President

Second: Randal Winkler, Assistant Secretary

The votes were: 4 Yes, with 0 No, and 0 Abstained. The meeting adjourned.

Approved and adopted Wednesday, April 22, 2020



//Susan Austin//

Susan Austin, Secretary, Board of Directors  
Denton County Fresh Water Supply District No. 1-E