

Bandera County River Authority and Groundwater District
Quarterly Meeting
October 8, 2020
MINUTES

START TIME: 9:02 A.M.

PRESENT: D. Sloan, B. Williams, J. Sides, E. DeWinne, N. Boultinghouse, R. Mulherin, C. Striegl, G. Wehmeyer

General Manager: D. Mauk
BCRAGD Staff: H. Phillips

ABSENT: S. Gibson

I. Call to Order, Roll Call, Pledge of Allegiance, Certification of Quorum, and Compliance with the Texas Open Meetings Law.

D. Sloan called the Quarterly Meeting to order at 9:02 a.m. The Board did not recite the Pledge of Allegiance due to the meeting being held outside. J. Sides, Secretary, announced that a quorum was present and the meeting complied with the Texas Open Meetings Act. B. Williams arrived at 9:08am.

II. Public Comment.

No public comment.

III. Discuss and Consider for Action: Approval of September 17, 2020 Public Hearing on Budget Minutes, Public Hearing on Tax Rate Minutes, and Called Meeting Minutes.

Motion to approve September 17, 2020 Public Hearing on Budget Minutes, Public Hearing on Tax Rate Minutes, and Called Meeting Minutes made by E. DeWinne and seconded by S. Gibson. Motion passed 7-0.

IV. Discuss and Consider for Action: Approval of Avalon Point Water Services, LLC Well Permit for an Instantaneous Rate of 25 GPM with an Annual Production Limit of 6 Acre-Feet.

D. Mauk stated that this is a pre-existing well and has been there for approximately 20-30 years and that this well just needs a permit.

Motion to approve the Avalon Point Water Services, LLC Well Permit for an Instantaneous Rate of 25 GPM with an Annual Production Limit of 6 Acre-Feet made by J. Sides and seconded by N. Boultinghouse and R. Mulherin. Motion passed 7-0.

V. Discuss and Consider for Action: Approval of DGOGBanderatx 121819, LLC. Well Permit for an Instantaneous Rate of 15 GPM with an Annual Production Limit of 2 Acre-Feet.

D. Mauk stated that this is the same well from the last meeting and they did a test well which yielded 15 GPM initially and leveled out to 10 GPM. They have a septic permit for 160 gallons a day. D. Mauk recommended that the permit be approved for an Instantaneous Rate of 15 GPM with an Annual Production Limit of 0.25 Acre-Feet.

Motion to Approve the DGOGBanderatx 121819, LLC. Well Permit for an Instantaneous Rate of 15 GPM with an Annual Production Limit of 0.25 Acre-Feet made by J. Sides and seconded by E. DeWinne. Motion passed 7-0.

VI. Discuss and Consider for Action: Closing Bandera Bank Account and Moving to Different Banking Institution.

D. Mauk explained that initially there were issues with receiving documentation from Bandera Bank that was required by the State, however the District received that information yesterday so there was no need to take action. However, in the November meeting, D. Mauk will present the information on all of the District's banking institutions for the Board's consideration.

Motion to take no action regarding Closing Bandera Bank Account and Moving to Different Banking Institution made by J. Sides and seconded by G. Wehmeyer. Motion passed 7-0.

VII. Discuss and Consider for Action: BCragd Fee/Penalty Schedule for FY 2021 and Review of Professional Services Policy and Approval of Professional Services Agreements for FY 2021.

D. Mauk stated that the only change was to the Professional Services with the addition of Velma Danielson, of Blanton and Associates, who is working on the new DFC plan for GMA-9.

Motion to approve BCragd Fee/Penalty Schedule for FY 2021 and Review of Professional Services Policy and Approval of Professional Services Agreements for FY 2021 made by J. Sides and seconded by N. Boultinghouse. Motion passed 8-0.

VIII. Discuss and Consider for Action: Review of Financial Management Policy, Public Funds Investment Policy, Director Code of Ethics, Director Travel, Employee Manual/Travel, and Public Comment Policy.

D. Mauk stated that on p. 1 of the Financial Management Policy that he recommends removing the language regarding the auditor being familiar with Texas Water Development Board's rules, regulations, standards, and guidelines applicable to water district audits under Section 4 A; and to strike out Texas Water Development Board under Section 4 B as the audits are filed with TCEQ. Additionally on p. 4 of the Financial Management Policy, he recommended removing the words "(6) Plant Fund" from Section 9. E. DeWinne disagreed and suggested that the Plant Fund remain and that the sentence following be altered to read: "Depending on the circumstances, when not all of the money in the funds are not required at any one time, then the money in any of these funds may be deposited in demand deposit or time deposit accounts of the District's depository bank(s), consistent with the District's investment policy." The Board agreed to this change.

D. Mauk recommended the following changes to the Director's Travel Expenditure Policy: Under Section 2 removing the terminology "no less than quarterly" and "provided, however, that approval of statement submitted by the President shall be reviewed by the Vice President prior to payment. No Director shall be entitled to receive reimbursement for expenses unless he submits his statement for the same within thirty days after the quarter in which the expenses were incurred."

D. Mauk recommended removing "or Emergency" from Sick Leave on p. 2 of the Employee Manual and Code of Ethics Table of Contents, and adding "or Emergency Leave" to Leave of Absence and adding "Employee Manual Review."

D. Mauk recommended the following change to Appendix 1 of Employee Manual: EMPLOYEE TRAVEL POLICY AND REIMBURSABLE EXPENSES MANUAL: on p. 4 under Eligible Expenses, striking item 6 "Telephone expenses including personal calls to inform family of arrival and/or departure time and date or emergency calls."

Motion to accept changes to Financial Management Policy, Public Funds Investment Policy, Director Code of Ethics, Director Travel, Employee Manual/Travel, and Public Comment Policy made by E. Dewinne and seconded by B. Williams. Motion passed 8-0.

IX. Discuss and Consider for Action: BCRA GD Quarterly Budget Report / Public Funds Report.

D. Mauk stated that all of the bank accounts were okay with \$156,442 in the general checking account and that the District did not have to touch the \$76,000 CD that remains in Hondo Bank. With regard to the Designated Funds there is \$25,900 in Building and Property Improvement, as the District needs to do some work to the property. With regards to the Profit/Loss the only thing that went over was the Appraisal District, as their budget was unclear at the beginning of FY 2020.

Motion to approve the BCRA GD Quarterly Budget Report / Public Funds Report made by J. Sides and seconded by E. DeWinne. Motion passed 8-0.

X. General Manager Report: Activities of the District – 4th Quarter FY 2020.

General Manager, D. Mauk, gave the Board an overview of the District's 4th Quarter FY 2020 Activities which included: Registered and Permitted Well Report Numbers, Nuisance Complaints, Variance Requests, Notice of Violations, Groundwater Tests, Water Well Plugging, Geophysical Logging, and Monitor Well Report.

The report also included Surface Water Evaluation & Reports, In-House Surface Water Quality Monitoring Report, Medina Lake Update, Aquatic Life Monitoring, EAA Sampling, Public Service Announcements, Staff Highlights, Invasive Species Updates, and the Drought Monitor.

Also included in the GM Report were the Education & Outreach Highlights, Social Media Highlights, Flood Early Warning System Update, Rainspotter Data, FY2021 Teams and Staff Positions, and the Activities of the District.

XI. Discuss and Consider for Action: Amending Current Fiscal Budget, Reflect Actual Costs to Date and Projected Future Costs.

D. Mauk recommended taking no action as the District was only 7 days into the new fiscal year.

Motion to take no action regarding Amending Current Fiscal Budget, Reflect Actual Costs to Date and Projected Future Costs made by E. DeWinne and seconded by B. Williams. Motion passed 8-0.

XII. Informational Item – Drought Stage, Water Conservation Handouts, Rainwater Harvesting Materials, Future Meeting Date.

D. Mauk stated that we are currently in a Severe Drought and that conservation handouts are available in the front office if anyone would like them. The next meeting will be November 5, 2020 to swear in officers following the election.

XIII. Adjournment.

Motion to adjourn the October 8, 2020 Quarterly Meeting made by E. DeWinne and seconded by G. Wehmeyer. Motion passed 8-0. Meeting adjourned at 9:36 am.

Approved by:

Don Sloan
Don Sloan (BCRAGD President)

1/18/2021
Date

Neil Boultinghouse
Neil Boultinghouse (BCRAGD Secretary/Treasurer)

1/27/2021
Date