



**NECHES & TRINITY VALLEYS
GROUNDWATER CONSERVATION DISTRICT**

Protecting Anderson, Cherokee, and Henderson Counties

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P.O. Box 1387 501 Devereux, Ste 201 Jacksonville, Texas 75766

Terry Morrow, President

Sam Hurley, Vice President

Gary Douglas, Secretary

Jimmy Terrell, Director

Randall Chandler, Director

Cody Rayburn, Director

Christophe Trahan, Director

MINUTES OF BOARD OF DIRECTORS MEETING – November 20, 2025

DIRECTORS PRESENT

Terry Morrow, President; Sam Hurley, Vice President; Gary Douglas, Secretary; Jimmy Terrell, Director; Cody Rayburn, Director; Christophe Trahan, Director

ALSO PRESENT

Penny Hanson, General Manager; Deborah Trejo, Attorney; Holli Baze, Attorney; Members of Public

CALL TO ORDER

Terry Morrow, President, opened the Board meeting at 2:00 pm

1. DECLARATION OF A QUORUM AND INVOCATION

A quorum was declared by Sam Hurley.

2. INVOCATION

The invocation was given by Sam Hurley.

3. PUBLIC COMMENTS

Public comments were given by Cheryl Gilpin and Sylvia Guzman.

4. RECEIVE FINANCIAL STATEMENTS AND REPORTS FROM RANDY GORHAM, CPA

Financial reports were presented to the Board. No action required.

5. CONSIDER AND TAKE ACTION ON THE 2026 DISTRICT BUDGET AS POSTED ON THE HOME PAGE OF THE DISTRICT'S WEBSITE

A motion was made to approve the 2026 District Budget with the amendments to #7250 Office Rent Expense, increase to \$14,400; #7360 Payroll Taxes, decrease to \$9,500; #7355 Salaries, increase to \$110,000; and #6930 Attorney Fees, increase to \$150,000 by Sam Hurley, 2nd by Christophe Trahan, passed unanimously.

6. CONSENT ITEMS:

A motion was made by Christophe Trahan, 2nd by Cody Rayburn to approve the minutes for the October 16, 2025 meeting and payment of bills for December 1, 2025 through January 31, 2026, passed unanimously.

7. HEAR AND DISCUSS REPORTS FROM STAFF

a. General Manager report

No action required.

8. CLOSED SESSION - THE BOARD OF DIRECTORS MAY GO INTO CLOSED SESSION UNDER THE AUTHORITY OF THE GOVERNMENT CODE, CHAPTER 551, AND TEXAS OPEN MEETINGS ACT, TO DISCUSS:

- A. Consultation with Attorney -Attorney/Client Privileged Consultations (§ 551.071)
- B. Consultation with Attorney - Pending or Contemplated Litigation (§ 551.071)
- C. Consultation with Attorney-Settlement Offers (§ 551.071)
- D. Deliberations Regarding Real Property (§ 551.072)
- E. Deliberations Regarding Personnel Matters (§ 551.074)
- F. Deliberations Regarding Security Devices or a Security Audit (§§ 551.076, 551.0894)

The Board exited the regular board meeting and entered closed session at 2:20 pm.

The Board ended closed session and reopened the regular board meeting at 4:03 pm.

9. CONSIDER AND TAKE ACTION ON PERSONNEL MATTERS

A motion was made by Sam Hurley, 2nd by Christophe Trahan, to increase the General Manager's salary to \$78,000 annually and to increase the Administrative Assistant's hourly rate to \$20.00 per hour, passed unanimously.

A motion was made by Christophe Trahan, 2nd by Sam Hurley, to give a year-end bonus of \$2,000 to the General Manager and \$1,000 to the Administrative Assistant, passed unanimously.

10. CONSIDER AND TAKE ACTION ON FORM AGREEMENT FOR THE DISTRICT TO USE IN ACCEPTING GRANTS OR DONATIONS

A motion was made by Christophe Trahan, 2nd by Jimmy Terrell to approve the form agreement for the District to use in accepting grants or donations, passed unanimously. A copy is attached.

11. CONSIDER AND TAKE ACTION TO ESTABLISH RULE COMMITTEE

A motion to appoint Terry Morrow, Gary Douglas, and Cody Rayburn as the Rules Committee was made by Christophe Trahan, 2nd by Jimmy Terrell, passed unanimously.

12. ADJOURN

A motion to adjourn at 4:11 pm was made by Christophe Trahan, 2nd by Sam Hurley, passed unanimously.


Terry Morrow President

1-22-26
DATE

Attest 

Neches & Trinity Valleys GCD
Groundwater Conservation District
2026 Budget

Ordinary Income/Expense

Income

8000 · Income Accounts

8200 · Drilling Permit Fees	40,000.00
8250 · Administrative fees	300.00
8105 · Export Fees	9,000.00
8500 · Interest Income	10,000.00
8115 · Non-meter Usage Fee	600.00
8350 · Non-metered permit fee	200.00
8460 · Non Compliance Fees	300.00
8300 · Operating Permit Fees	15,000.00
8600 · Other Income	
8110 · Pumping Payments	200,000.00
8310 · Transfer Permit Fees	200.00

Total 8000 · Income Accounts

275,600.00

Total Income

275,600.00

Gross Profit

275,600.00

Expense

Fixed Costs

7251 · Storage rent expense	800.00
7110 · Copier Lease & Maint	2,500.00
6400 · Depreciation	
6800 · Insurance	
6810 · Automobile Insurance	1,200.00
6840 · Director Bonds	1,200.00
6830 · Liability Insurance	3,600.00
6820 · Property Insurance	1,200.00
6860 · Workmans Comp	1,200.00

Total 6800 · Insurance

8,400.00

7250 · Office Rent Expense

14,400.00

7350 · Payroll Expenses

7356 · Employee Health Insurance	15,000.00
7368 · Retirement Employer Cont	13,000.00
7360 · Payroll Taxes	9,500.00
7355 · Salaries	110,000.00

Total 7350 · Payroll Expenses

147,500.00

Total Fixed Costs

173,600.00

Variable Cost

6100 · Advertising	2,000.00
7170 · Groundwater Management Expense	1,000.00
6151 · Automobile Fuel	1,800.00

6250 · Bank Service Charges/Checks	500.00
6600 · Board Meeting Expense	5,000.00
7370 · Contract Labor	1,000.00
6650 · Employee Expense	
6660 · Conference & Training Fees	2,000.00
6695 · Other-Employee Expense	200.00
6670 · Travel	5,000.00
Total 6650 · Employee Expense	<u>7,200.00</u>
5008 · Licenses and Permits	100.00
7100 · Office Expense	
7165 · Software expense	5,000.00
7160 · Computer Equipment	3,000.00
7150 · Postage	500.00
7140 · misc office expense	500.00
7120 · Website maintenance	2,000.00
7115 · P.O. Box rental	150.00
7108 · toner & ink	2,500.00
7105 · office supplies	1,500.00
Total 7100 · Office Expense	<u>15,150.00</u>
6900 · Professional Service	
6910 · Accounting/Audit	10,000.00
6940 · Consultant Fees	5,000.00
Total 6900 · Professional Service	<u>15,000.00</u>
7300 · Repairs & Maintenance	
6155 · Auto Maintenance	2,000.00
7320 · Office Equipment	500.00
Total 7300 · Repairs & Maintenance	<u>2,500.00</u>
4100 · School Outreach Expense	
4110 · Teaching Labor	2,500.00
4112 · Mileage	1,000.00
4115 · Misc Teaching Expense	1,500.00
Total 4100 · School Outreach Expense	<u>5,000.00</u>
6550 · Subscriptions & Dues	2,100.00
Telephone Services	
7610 · Cell Phone Service	1,500.00
7125 · Internet Service	2,700.00
7600 · Office Phone	0.00
Total Telephone Services	<u>4,200.00</u>
Total Variable Cost	<u>62,550.00</u>
Total Expense	<u>236,150.00</u>
Net Ordinary Income	<u>39,450.00</u>
Other Income/Expense	
Other Expense	
6930 · Attorney Fees	150,000.00

7354 · Salaries-vacation pay	11,000.00
Total Other Expense	<u>161,000.00</u>
Net Other Income	<u>-161,000.00</u>
Net Income	<u><u>-121,550.00</u></u>