

MINUTES
OF THE
SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT

At the
Bee Cave School House
13333-A Highway 71 West
Bee Cave, Texas 78738
(Bee Cave Schoolhouse is located adjacent to Lake Travis Fire and Rescue Station 603)

Wednesday, July 10, 2019 at 10:00 am

1. Call to order, declare meeting open to the public, and take roll

Director and Board President Scadden called the meeting of the Southwestern Travis County Groundwater Conservation District (SWTCGCD or District) Board of Directors to order at 10:03 AM on July 10, 2019. Six District Directors were present constituting a quorum, including Directors O'Malia, Buddin, Davis, Hennings, Urie and Scadden. Director Dower was absent. Also present were visitors, State Representative Vikki Goodwin, Theresa Golde with De Leon, Washburn & Ward, P.C., hydrogeologists Vince Claus and Allan Standen of Allan R Standen, LLC, Jean Bessent, Gene Lowenthal, and Pete Golde.

The meeting sign-in sheet is attached as Exhibit A

2. Public comments

Director Scadden called for public comments and there were the following public comments:

Allan Standen introduced himself as a hydrogeologist who has consulted with a number of GCDs over the past 20 years. He develops maps of wells and well water quality issues based on Texas Department of Licensing and Regulation (TDLR) well data. He provided two sample maps of the SWTCGCD, one showing Proposed Use and Well Depth and the second showing Source Aquifer and Well Depth. He further explained that quality will deteriorate as levels drop.

The maps provided by Allan Standen are attached as Exhibit B

3. Discuss, consider and take action on previous meeting minutes

Approval of the Revised May 8, 2019 minutes.

Upon a motion by Director O'Malia, seconded by Director Davis, the Board approved the revised minutes of the May 8, 2019 Board meeting without changes - 6 ayes to 0 nays.

Approval of the Revised June 10, 2019 minutes.

Upon a motion by Director Hennings, seconded by Director O'Malia, the Board approved the revised minutes of the June 10, 2019 Board meeting without changes - 6 ayes to 0 nays.

The approved meeting minutes are attached as Exhibit C

4. Committee Reports

- a. Finance – Director Urie presented the financial report for the period ending 6/28/2019. There were no changes except for \$0.20 in interest making the ending balance in the checking account \$5,001.72.

The Finance Report is attached as Exhibit D

- b. Legislative – Both Director Davis and Representative Goodwin advised that there was nothing new to report.
- c. Science-Outreach – Director Hennings advised that she had worked on Messaging Plan documents with help from Kodi Sawin. She said that the Messaging Plan will be good for surface water users. Director Hennings also said that we need a “GCD Toolbox” list to show well users what the GCD can do and she is working on a Speaking Points document also. Director Hennings reported on a meeting with Judge Eckhardt about what the Judge thinks we need to be doing with our campaign. The key point discussed is that Judge Eckhardt and Commissioner Dougherty will be available to talk to groups. Gene Lowenthal said that he would also ask Representative Workman. A “Trusted Proxy” campaign consisting of a united group of elected officials supporting the SWTCGCD is envisioned. It needs to be homespun not flashy with a tight budget, maybe two simple mailers and Christy Muse has some resources for social media efforts. Director Hennings mentioned that there is a parks “Sports Tax” will also be on the ballot to insure that dollars go to the parks. Christy Muse thought that both measures might possibly be bundled. Director Scadden reported that he met with the Mayor and City Manager of Bee Cave and asked if they would consider passing a support resolution. They were very supportive and talked about going to the City Council in August with a resolution. He suggested that we need to do the same with West Lake Hills, Lakeway and The Hills. Director Scadden went on to say that Travis County has asked for a formal request for printing services and the Truths and Myths document is the first we need as soon as we have the final version. He suggested that the Board pass a resolution asking for Travis County to print a number of these documents. How many? There are 44 thousand households in the SWTCGCD and 16% voted in the last off-year election. Director Buddin asked if Travis County will mail the documents. Christy Muse said that the PAC is trying to raise \$25K. A discussion of the number of copies to request ensued and it was agreed to ask for 5,000 copies.

On a motion by Director O’Malia, Seconded by Director Hennings the Board passed a resolution to request Travis County to print 5,000 copies of the Truths and Myths document – 6 Ayes to 0 Nays

A new discussion ensued regarding the question of whether it was acceptable to have any reference to the election on the documents to be issued by the SWTCGCD Board for fear that it might be interpreted as electioneering. It was unanimously agreed by the Board to remove any and all references from educational documents to be distributed by the SWTCGCD Board. Director Scadden asked if we should have Spanish versions of the documents even if not required. Director Hennings will talk to other GCDs about this. Director Scadden will send the document to Travis County when the final version is ready. After a brief discussion it was agreed that the paper should be matte finish and 32 Lb. weight which is one grade above standard paper.

- d. Groundwater Management Plan Committee – Director Scadden said he is gathering information. Directors Davis and Scadden, Ron Fieseler, Kirk Holland, Don Rothscher will constitute the Committee. Director Scadden added that the Texas Water Development Board will not do any modeling for the SWTCGCD until after a successful confirmation election.

5. **Discuss, consider, and act on Amended Resolution Authorizing President and Secretary to Execute election Documents and Issue Election Notices on Behalf of the SWTCGCD (Discuta, considere y actúe sobre Resolución Enmendada que autoriza al presidente y al secretario a ejecutar documentos de elección y emitir avisos de elección en nombre de SWTCGCD).**

The SWTCGCD attorney, Theresa Golde, presented an amended Resolution for approval. She explained that the language had been revised to reflect the fact that the Notice of Election would follow the requirements of one or more of the prescribed methods under the Texas Water Code and the Texas Election Code, whichever is applicable.

On a motion by Director Buddin, Seconded by Director Davis the Board approved the Amended Resolution – 6 Ayes to 0 Nays

6. **Discuss additional information related to the Election to Confirm Creation of the SWTCGCD and Election of Initial Directors (Discuta información adicionales relacionados con la Elección para confirmar la creación del SWTCGCD y para Elegir a los Directores Iniciales).**

The SWTCGCD attorney, Theresa Golde, explained that the Texas Water Code requires posting in a newspaper of general circulation for the Notice of Election. The acceptable newspapers are the Austin Chronicle, which charges around \$2 per line and the Austin American Statesman, which charges around \$9 per line. Because all of the polling places are included in the notice, the cost will likely be several thousand dollars. It was agreed that other GCDs should be asked how they handle this notice requirement and that options for this requirement will be further explored.

7. **Discuss, consider, and act on the Order of Election to Confirm Creation of the SWTCGCD and Election of Initial Directors (Discuta, considere y actúe sobre orden de elección para Confirmar la Creación del SWTCGCD y para Elegir la Junta de Directores Inicial).**

Attorney Golde advised that a cost of \$500 was incurred for translation services related to this election document. Director Scadden said that he approved the expenditure and set it up for the GCD to pay this cost separate from the attorney budget.

On a motion by Director Buddin, Seconded by Director O'Malia the Board approved paying an amount not to exceed \$500 for translation services related to the election documents – 6 Ayes to 0 Nays

Director Scadden next reviewed the legal budget advising that to date \$4,365 has been expended. Pete Golde has added an additional \$5,000 to the retainer account at DeLeon, Washburn & Ward leaving a remaining balance of \$5,635. Attorney Golde advised that the bulk of the work has been done, including documenting communications with the Texas Secretary of State and drafting many of the election documents. The Order of Election will be approved by the Board today and the following Notices will need to be posted today: Notice of Deadline to File Applications for Place on the Ballot and the Notice of Agent. Not as much will happen in August, and in September we will need to determine each candidates place on the ballot and sign-off on the candidate ballot order. The Order of Election needs to be approved and sent to Travis County, although the ballot language and polling locations still need to be finalized.

Attorney Golde then presented the Order of Election, which includes the appointment of an agent for the election, to be approved by the SWTCGCD Board. In accordance with an Attorney

General opinion, she explained that since this is the first SWTCGCD election all candidates need to be on the ballot, whether they are opposed or not.

On a motion by Director Buddin, Seconded by Director O'Malia the Board approved the Order of Election and Appointment of Agent – 6 Ayes to 0 Nays

8. Discuss, consider, and act on election and campaign related matters.

CTA Form was discussed as a form that has to be filled out by all candidates who would like to run for an initial director position.

9. Discuss, consider, and act on SWTCGCD budgeting activities.

Director Scadden advised that he had received an email from Peter Einhorn at Travis County saying that limited County funding will be available for the SWTCGCD and he is looking at the July 16th Commissioner's Court agenda for approval of some funding but he does not know how much. Director Scadden said he would attend the Commissioner's Court meeting. Director Hennings said that Judge Eckhardt had mentioned \$15K but she was not sure if that was only for education activities. Director Scadden suggested contacting the cities of Bee Cave, Lakeway, The Hills and West Lake Hills to ask if they might be able to provide some seed money.

10. Discuss, consider, and act on participation in the TAGD Texas Groundwater Summit in August

Director Scadden said that he was unsuccessful in getting TAGD to grant a complimentary registration for him to attend the Groundwater Summit and he will cancel his reservation. He stated that he was uncomfortable with spending the limited SWTCGCD funds on attending this event although he thinks that it is a good conference. Director Davis will be attending at her own expense.

11. Discuss, consider, and act on participation in the GMA 9 meeting in Boerne on June 17th

Director Hennings provided a summary of her attendance at the GMA 9 meeting. She said that the Texas Water Development Board will be adding 30 to 40 new hires due to new regulations concerning brackish water and water levels. The TWDB offered a template to get expedited review of Water Management Plan. As previously discussed the Medina County GCD is leaving GMA 9 because it has only a few acres in GMA 9. It turns out that SWTCGCD has a few acres in GMA 10. The SWTCGCD cost for the GMA 9 DFC Plan work will be \$6,666 over 3 years if the SWTCGCD is confirmed. If not confirmed, other GCDs cost will go up to \$7,500.

12. Discuss, consider, and act on Office Max discount cards for SWTCGCD business.

Item deferred to future meeting.

13. Discuss, consider, and act on a SWTCGCD Document Retention Policy Update.

Director O'Malia advised that the Texas State Library and Archives Commission requires the SWTCGCD Board to pass a resolution provided by the Commission in order to process the Form SLR 508 previously submitted. He recommended approval of the resolution. Director Buddin requested a legal review of the proposed resolution. Attorney Golde read the resolution and confirmed that following the model language is the best practice.

On a motion from Director O'Malia, Seconded by Director Davis the Board approved the Texas State Library and Archives Commission Resolution - 6 Ayes to 0 Nays.

The Texas State Library and Archives Commission Resolution is attached as Exhibit E

Director Scadden left the meeting at 12:23

14. Discuss, consider, and act on SWTCGCD Logo

Director Davis presented sample letterhead layouts and recommended one. The layouts were discussed and the recommended one was accepted with the centering of the lettering at the top. Next Director Davis presented several business card layouts. The directors agreed on a layout but felt that the lettering for the email address and phone number needed to be larger.

15. Discuss and establish agenda items for the next meeting agenda.

No new agenda item were identified.

16. Discuss, consider, and act on setting the date, time and location for the next Board meeting.

The Board agreed that the next meeting would be held on Wednesday August 14th, 2019 at 10:00 AM.

17. Adjourn

On a motion by Director Buddin and a second by Director O'Malia the Board voted to adjourn the meeting – 5 ayes to 0 nays. The meeting was adjourned at 12:43 AM

PASSED, APPROVED AND ADOPTED THIS 14th day of August, 2019



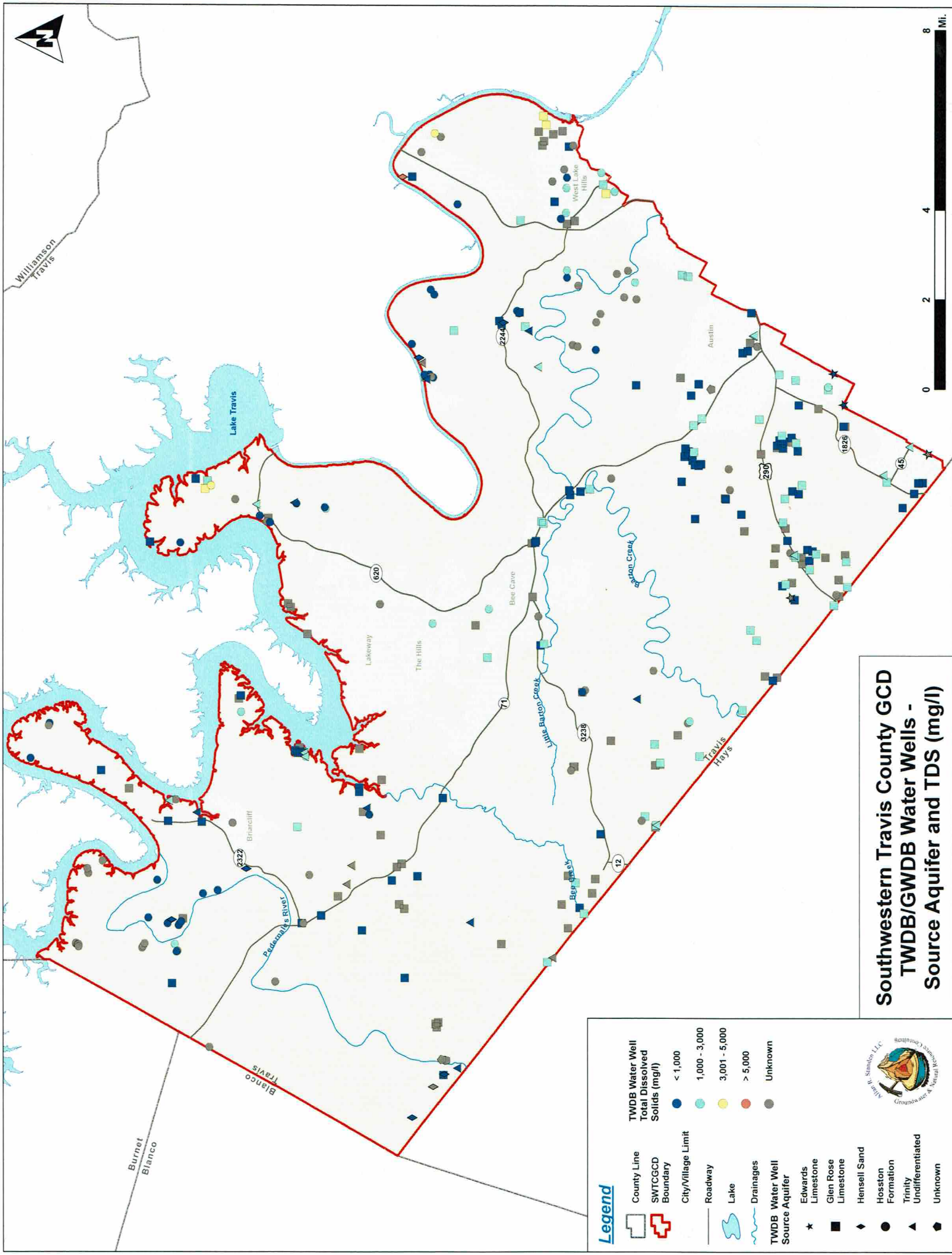
John O'Malia, Secretary

Exhibit A

Attendee Sign-in Sheet

Exhibit B

TDLR Data Maps provided by Allan Standen

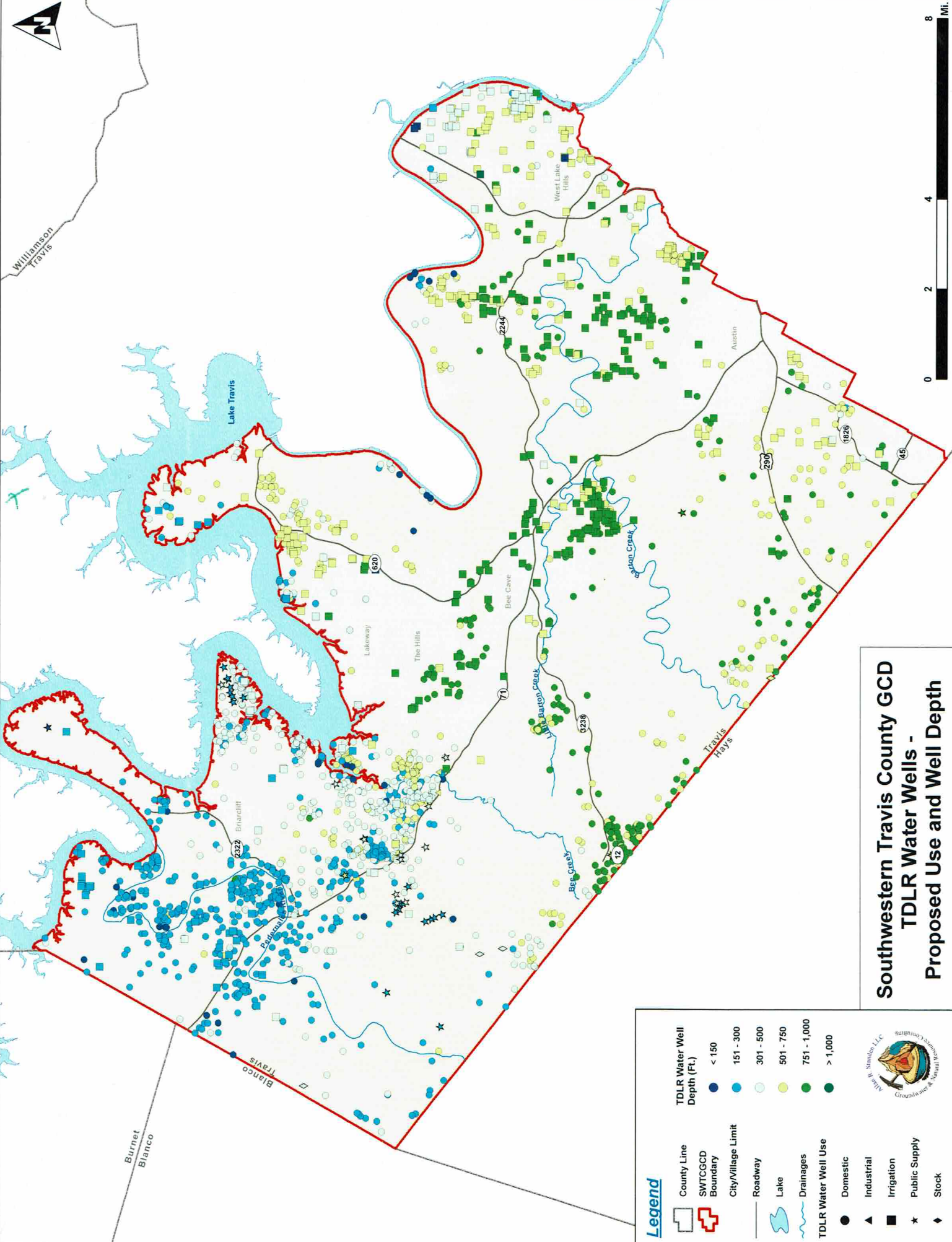


Southwestern Travis County GCD TWDB/GWDB Water Wells - Source Aquifer and TDS (mg/l)

Legend

- County Line
- SWTCGCD Boundary
- City/Village Limit
- Roadway
- Lake
- Drainages
- TWDB Water Well
- Source Aquifer
- ★ Edwards Limestone
- Glen Rose Limestone
- ◆ Hensell Sand
- Hosston Formation
- ▲ Trinity Undifferentiated
- ◆ Unknown

- TWDB Water Well Total Dissolved Solids (mg/l) < 1,000
- 1,000 - 3,000
- 3,001 - 5,000
- > 5,000
- Unknown



Southwestern Travis County GCD TDLR Water Wells - Proposed Use and Well Depth

Legend

County Line	SWTCGCD Boundary	City/Village Limit	Roadway	Lake	Drainages	TDLR Water Well Use
Domestic Industrial Irrigation Public Supply Stock	TDLR Water Well Depth (Ft.)	< 150 151 - 300 301 - 500 501 - 750 751 - 1,000 > 1,000				

Map by: Standard, L.L.C. Groundwater & Natural Resource Consulting

Exhibit C

Approved revised minutes of the May 8, 2019 Board meeting
and approved minutes of the June 12, Board Meeting

MINUTES

OF THE

SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT

At the

**Bee Cave School House
13333-A Highway 71 West
Bee Cave, Texas 78738**

(Bee Cave Schoolhouse is located adjacent to Lake Travis Fire and Rescue Station 603)

Wednesday, May 8, 2019 at 10:00 am

1. Call to order, declare meeting open to the public, and take roll

Director and Board President Scadden called the meeting of the Southwestern Travis County Groundwater Conservation District (SWTCGCD or District) Board of Directors to order at 10:10 AM on May 8, 2019. Five District Directors were present constituting a quorum, including Directors O'Malia, Dower, Davis, Hennings and Scadden. Directors Buddin and Urie were absent. Also present were visitors Vicky Kennedy from Travis County, Allan Standen (Groundwater Consultant), Charlie Flatten with the Hill Country Alliance, Jean Bessent, Gene Lowenthal and Pete Golde.

The meeting sign-in sheet is attached as Exhibit A

2. Public comments

Director Scadden called for public comments and there were the following public comments:

Allan Standen introduced himself and his consulting company Allan R. Standen LLC. He said that he has been providing groundwater consulting services including 3D models of whole counties with accessible data. He added that he was at the meeting to see where the SWTCGCD is in its development.

3. Discuss, consider and take action on previous meeting minutes

Approval of the April 10, 2019 minutes.

Upon a motion by Director O'Malia, seconded by Director Dower, the Board approved the minutes of the April 10, 2019 Board meeting without changes - 5 ayes to 0 nays.

The approved meeting minutes are attached as Exhibit B

Agenda Item 11. Discuss, consider and act on SWTCGCD Logo Design was next taken up out of order

Director Davis presented logo ideas worked up with a graphics designer. There are raindrop and state map themes. Director Davis suggested that the state map theme might not be the most appropriate since the SWTCGCD is a local district (1/4 of Travis County) and not a statewide district. Director Scadden asked if there was any objection to eliminating the state map themed logo ideas and there were none. Director Davis added that the state map theme logo does not work on a business card. Director Scadden suggested focusing on the raindrop graphic logos. A discussion ensued ending in the selection of a logo design.

Upon a motion by Director Hennings, seconded by Director Dower, the Board approved a four color logo design designated as Option 2B – 5 Ayes to 0 Nays

The approved logo design (Option 2B) is attached as Exhibit C

Agenda Item 5. Discuss, consider and act on SWTCGCD Budgeting Activities was partially taken up out of order

Vicky Kennedy from Travis County advised that the County had decided that it cannot provide legal services but a budget request for funds to support the SWTCGCD will be taken to the Commissioner's Court for approval. This budget if approved will be in addition to the County's covering the cost of the election which it has already committed to. The SWTCGCD must contract with Travis County Elections Division and submit all applicable forms. Ms. Kennedy said she has contacted the Travis County GIS folks about district boundaries. Director Hennings asked Ms. Kennedy about potentiometric maps.

4. Committee Reports

- a. Finance – Director Scadden presented the financial report for the period ending 4/30/2019 because of the absence of Director Urie. The ending balance in the checking account is \$5,001.30.

The 4/30/2019 Financial Report is attached as Exhibit D

- b. Legislative – Director Davis advised that the House approved bill SB 669 yesterday and the Governor still needs to sign it. Director Scadden added that due to the greater than 2/3 affirmative vote the bill will become effective immediately when signed by the Governor. Director Davis also advised that HB 1311 which is a Board of Geoscientists sunset bill passed.
- c. Science-Outreach – Director Hennings summarized the subcommittee meeting saying that the primary action items agreed to at the meeting were; 1) Need to work on a 30 sec. speech to be used by all to quickly communicate the SWTCGCD purpose and issues, 2) Develop a stakeholders list, 3) Develop a mission statement. A discussion ensued regarding the mission statement and it was agreed that the following should be the mission statement: *To preserve and protect groundwater through conservation, education and waste prevention within southwestern Travis County.* The word "protect" was added to reflect water quality.

Upon a motion by Director Dower, seconded by Director O'Malia, the Board approved the above mission statement – 5 Ayes to 0 Nays

Director Hennings advised that the next subcommittee meeting is scheduled for May 22nd at 9:00AM in the Bee Cave Schoolhouse.

Director Scadden talked about his attendance at the Naumann Point HOA meeting on April 27th. He said there were 25 to 30 people in attendance and he talked about the history of the SWTCGCD. He said people wanted to know if they would be taxed and if the GCD would be metering wells. He explained that the SWTCGCD has no taxing authority and that the SWTCGCD does not currently have plans to meter residential wells. Charlie Flatten added that this needs to be front and center in the GCD's message and education efforts for the outreach campaign.

Director Scadden advised that the Texas Alliance of Groundwater Districts meeting in San Antonio is coming up. He attended last year but that being the first year for the SWTCGCD it was free. He said that he had completed early-bird registration for this year's meeting. The cost for 3 days is \$650 for the room and \$385 for registration for a total of \$1,235. He said he would ask TAGD about the possibility of a second free attendance and he asked the Board to consider if they wanted to fund this meeting. He will include this on next month's agenda.

5. Discuss, consider, and act on SWTCGCD budgeting activities including support from Travis County and BSEACD

Director Scadden said that Judge Eckhardt and Commissioner Dougherty are very supportive of providing a start-up budget for the SWTCGCD but they will need support from the full Commissioner's Court. The proposed budget, which includes participation in GMA 9, is \$128,000 through the election and \$223,000 through the end of Travis County's fiscal year which is September 30, 2019. The proposed budget would fund one staff person and legal services. Judge Eckhardt asked Alicia at BSEACD for an estimate of the cost of legal fees and she asked Ty Emery at Lloyd Gosslink. They estimated \$20,000 through the election and \$30,000 after the election for a total of \$50,000. Funds for help with preparation of a draft Groundwater Management Plan are also included.

Director Scadden shared that he has asked his employer INTERA to consider providing pro bono services with technical work on the revenue model being an example of possible work. He will continue to pursue this and will keep the Board updated.

Director Scadden also advised that Director Buddin is willing to serve as a third member of the Finance/Budget Committee.

6. Discuss, consider, and act on legal representation for SWTCGCD

Director O'Malia has provided the SWTCGCD file containing documents from the May 2018 election for reference in preparation for the November 2019 election. Theresa Golde is working on pulling information together pertaining to the upcoming election.

Director Dower expressed the opinion that multiple legal firms should be interviewed, not just Lloyd Gosslink, when funding allows hiring one using County money.

7. Discuss, consider, and act on a SWTCGCD Document Retention Policy

Director O'Malia has submitted the Document Retention Policy approved by the Board last month to the Texas State Library and Archives Commission and is waiting to hear back.

8. Discuss, consider and act on providing computer software for the Board Secretary and other Directors.

Director O'Malia now has Microsoft Office which was purchased by the GCD.

9. Review and act on purchasing archiving service(s) from GoDaddy

Director Dower has set up email archiving with GoDaddy. No further discussion needed.

10. Discuss, consider, and act on setting Fees for the SWTCGCD

Director Dower said that fees are allowed by the enabling legislation and although the Board has agreed not to charge fees until after the confirmation election, we need to be able to say what fees will be for communications and education purposes. We need to be able to answer questions. He said he would like to decide on no administrative fees so that we can say there will be no charges to exempt wells. Director Scadden added that in light of advice from other GCDs the cost of collecting administrative fees exceeds the revenue collected. It is much easier to gain support for the GCD if we can say there will be no fees on exempt wells. Director Dower provided a proposed resolution. He added that Ron Fieseler provided a fee analysis document saying that we can charge a \$1,000 new well fee but he feels that fee is also hard to collect. The enabling legislation appears to contradict itself regarding new exempt well construction fees, and may need legal interpretation. Director O'Malia said that the \$1,000 new well construction fee is a means to control growth of usage. Director Scadden said that he agrees. Director Dower stated that it was the intent of the original enabling legislation that exempt wells are exempt. Director Scadden said that new wells are exactly part of what we need manage and a fee is a way to do that. A discussion ensues and it was agreed to change the words "any fee" in the proposed resolution to "administrative fee".

On a motion by Director Dower, seconded by Director O'Malia the Board voted to approve the proposed resolution as amended – 5 Ayes to 0 Nays

A copy of the approved resolution is attached as Exhibit D

Director Dower stated that the Board needs to get a legal opinion as to the authority to collect the \$1,000 on new exempt wells.

11. Discuss, consider, and act on SWTCGCD Logo Design

This item was taken up in full earlier in the meeting as discussed previously in the minutes.

12. Discuss and establish agenda items for the next meeting agenda.

There were no suggested agenda items.

13. Discuss, consider, and act on setting the date, time and location for the next Board meeting

The Board agreed that the next meeting would be held on Wednesday June 12th, 2019 at 10:00 AM.

14. Adjourn

On a motion by Director O'Malia and a second by Director Dower the Board voted to adjourn the meeting – 5 ayes to 0 nays. The meeting was adjourned at 11:57 am

PASSED, APPROVED AND ADOPTED THIS 12TH day of June, 2019



John O'Malia, Secretary

MINUTES
OF THE
SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT

At the
Bee Cave School House
13333-A Highway 71 West
Bee Cave, Texas 78738
(Bee Cave Schoolhouse is located adjacent to Lake Travis Fire and Rescue Station 603)

Wednesday, June 12, 2019 at 10:00 am

1. Call to order, declare meeting open to the public, and take roll

Director and Board President Scadden called the meeting of the Southwestern Travis County Groundwater Conservation District (SWTCGCD or District) Board of Directors to order at 10:06 AM on June 12, 2019. Six District Directors were present constituting a quorum, including Directors O'Malia, Dower, Davis, Hennings, Urie and Scadden. Director Buddin was absent. Also present were visitors Vicky Kennedy and Peter Einhorn from Travis County, Ron Fieseler with BPGCD and GMA 9, Charlie Flatten with the Hill Country Alliance, Don Rauschuber, Nell Penridge, Theresa Golde with De Leon, Washburn & Ward, P.C., Christy Muse with Shield Ranch, and Pete Golde.

The meeting sign-in sheet is attached as Exhibit A

2. Public comments

Director Scadden called for public comments and there were the following public comments:

Ron Fieseler commented that upcoming priorities include, election, management plan, rules, Etc.

Don Rauschuber introduced himself at the request of Director Scadden.

3. Discuss, consider and take action on previous meeting minutes

Approval of the May 8, 2019 minutes.

Upon a motion by Director O'Malia, seconded by Director Hennings, the Board approved the minutes of the May 8, 2019 Board meeting without changes - 6 ayes to 0 nays.

The approved meeting minutes are attached as Exhibit B

4. Committee Reports

a. Finance – Director Urie presented the financial report for the period ending 5/31/2019. There were no changes except for \$0.22 in interest making the ending balance in the checking account \$5,001.52.

b. Legislative – Director Davis advised that the Governor signed bill SB 669 and no other actions are required at this time.

- c. Science-Outreach – Director Hennings advised that the subcommittee is meeting approximately every two weeks. They identified stakeholder groups and interested parties and they have developed two draft documents, a Myths & Truths document and a FAQ document. She added that they have been checking a lot of details from the enabling legislation. The next subcommittee meeting is on Thursday June 27th at 9:00 AM in the schoolhouse. Peter Einhorn said that Travis County can print some items if they get a written request from the SWTCGCD.

Agenda Item 8. Discuss, consider, and act on SWTCGCD budgeting was now taken up out of order

Peter Einhorn reiterated that Travis County is committed to pay for the cost of the SWTCGCD election. He has been talking to Vicky Kennedy about additional budget items but new caps on taxes are constraining spending and new expenditures, and the County is wrestling with how to find funding. He asked Vicky to look for possible revenue sources in the enabling legislation. He said that support would likely be somewhat limited and not likely to be like the City of Austin support for BSEACD which is 60% of their budget. Travis County will need formal requests for specific needs from SWTCGCD. Director Scadden said that \$128,000 pre-election funding has been requested in emails on May 2nd. Of the \$128,000 pre-election funding \$50,000 is for the election. The Management Plan is a major part of the technical services budget but if you are talking needs versus wants the Management Plan is not essential before the election. The Management Plan takes time to complete and unless it is started as soon as possible it will delay the ability to collect revenue. Ron Fieseler said that the Management Plan is not that difficult. He has spent 4 hours on a draft which is about 50% complete. A two or three person sub-committee working with him and Vicky Kennedy should be able to get it done. The Texas Water Development Board will do the technical work (model runs, Etc.). He added that Director Scadden is right that you cannot collect fees until Rules are in place and the Rules can't be developed until the Management Plan is in place. Director Scadden said that there is a public notice and hearings requirement for the Management Plan and Ron Fieseler confirmed that this is required. He added that a committee working with other GCDs is the most efficient way to get the draft Management Plan and Rules ready. Otherwise this effort could delay getting a revenue stream by 9 to 12 months. He said he is willing to help to whatever extent he can. Director Scadden said that there will be a need for legal support for rule making after the election and he then asked if there were any further questions. Theresa Golde advised that the election contract payment will be made internally to Travis County and should not hold up execution of the contract with the T.C. Election Division. Peter Einhorn and Vicky Kennedy said they will be talking with Judge Eckhardt and Commissioner Daugherty about the budget. Vicky Kennedy also said that she is working on the SWTCGCD boundary definition with the T.C. GIS folks. She asked if the Board wanted to setup a sub-committee to work with her and Ron Fieseler. Ron Fieseler added that there will be some decisions that need to be made by the Board. An example is that the Board needs to authorize Vicky to ask the Texas Water Development Board to run models.

On a motion by Director Hennings, seconded by Director Scadden, the Board voted to authorize Vicky Kennedy to request technical input for the initial Management Plan from the Texas Water Development Board - 6 Ayes to 0 Nays.

Director Hennings suggested that the Finance Committee which is already in place could do this. Ron Fieseler said that he thought the Science and Outreach would be more appropriate. Director Hennings agreed that there is science in the Rules. Director Scadden said that he felt that the Science and Outreach Committee was already very busy. Directors Scadden and Davis agreed to

serve on a new non-quorum committee to work with Vicky Kennedy and Ron Fieseler on a Draft Management Plan. Don Rauschuber introduced himself and volunteered to assist. Charlie Flatten also volunteered to participate. The new Groundwater Management Plan Committee of the SWTCGCD was established by a consensus of the Board.

A discussion of development of non-exempt wells and owners ensued. Vicky Kennedy said she will do a fresh download of the well data from the Texas Water Development Board to get a better inventory. Ron Fieseler said that in the early days of the BSEACD he spent a lot of time identifying non-exempt wells and getting them to pay bills. Director Scadden said he felt they would need to focus on the largest users first. Vicky Kennedy asked about Administrative Fees and Director Hennings mentioned the resolution passed last month not to collect Administrative Fees on exempt wells. Director Scadden asked if fees are part of the Management Plan and Ron Fieseler said no they are not. The fee schedule is a separate part of the Rules.

5. Discuss, consider, and act on SWTCGCD Mission Statement

This item was deferred until later in the meeting.

6. Discuss, consider, and act on Resolution Authorizing President and Secretary to Execute Election Documents and Issue Election Notices on Behalf of SWTCGCD

The SWTCGCD attorney Theresa Golde presented a resolution authorizing the President and Secretary to execute documents and notices including the Travis County Election Division contract. Director Davis asked if the Board could be copied on all correspondence between Director Scadden and attorney Theresa Golde. As Board Vice President Director Davis feels she needs to be up to speed on these details in the event that she has to preside over a Board meeting where actions may need to be taken with regard to the election. It was agreed that Director Davis will be copied on correspondence between Director Scadden and the SWTCGCD attorney.

On a motion by Director Davis, Seconded by Director Urie the Board passed the Resolution Authorizing President and Secretary to Execute Election Documents and Issue Election Notices on Behalf of SWTCGCD – 6 Ayes to 0 Nays

The Resolution is attached as Exhibit C

7. Discuss additional documents related to the Election to Confirm Creation of the SWTCGCD and Election of Initial Directors

Theresa Golde advised that the confirmation election to confirm the creation of the SWTCGCD and to elect initial directors will be a special election, based on information she received from the Secretary of State's Elections Division. As such, the Notice of Deadline to File Applications for Place on the Ballot needs to be posted as soon as possible after the election is ordered, which should be July 10th and the deadline for applications for a place on the ballot is September 4th. Additionally, the SWTCGCD needs to appoint an agent to receive candidate applications, who will be available 3 hours per day during regular business days from July 10th until a certain date after the election. She suggested that she be appointed as the agent, and in the alternative another attorney at her firm, and that her office be designated as the location for candidates to obtain the application package and submit their applications. Her office is open during normal

business hours and the only charge for this activity would be handling any candidate applications or inquiries.

Theresa Golde advised the Board that the Call for Election should be ordered at the July 10th meeting.

She also advised that the SWTCGCD Attorney cannot represent any one director with regard to the election. She has drafted a memo providing an overview of campaign requirements for the SWTCGCD to provide to all candidates.

Director Scadden suggested that campaign requirements should be a topic for the July agenda and that he felt that the best way to disseminate election information, requirements, forms, Etc. would be to post on the website under an Election tab. However, Ron Fieseler suggested that a hard copy package should be provided to candidates instead, so there is a record of what they got. This needs to be transparent and public for anyone wanting to run for a Board position. All candidates must get the same information. Director Scadden accepted this advice. Theresa Golde advised that what should be posted on the website instead is the Notice of Deadline to File Applications for Place on the Ballot, which directs candidates to the contact information for her office where they can receive candidate material.

8. Discuss, consider, and act on SWTCGCD budgeting

This item was taken up in full earlier in the meeting as discussed previously in the minutes.

Agenda Item 5. Discuss, consider, and act on SWTCGCD Mission Statement was taken up at this point in the meeting agenda

Director Hennings shared that she had used a shortened version of the Mission Statement approved by the Board last month on the two draft documents (Truths and Myths and FAQ) she has prepared. The shortened Mission Statement is *"To Preserve and Protect Groundwater through Conservation, Education and Waste Prevention"*.

The above draft documents are attached as Exhibit D

On a motion by Director Hennings, seconded by Director O'Malia the Board adopted the revised, shortened Mission Statement – 6 Ayes to 0 Nays

9. Discuss, consider, and act on participation in the TAGD Texas Groundwater Summit in August

Director Scadden advised that he spoke to TAGD Executive Director Leah Mortenson and she told him that they normally don't allow any free registrations for the Groundwater Summit but she offered to take the request to the TAGD Board. Discussion will continue on this topic.

10. Discuss, consider, and act on participation in the GMA 9 meeting in Boerne on June 17th

Director Hennings will attend the GMA 9 meeting in Bourne to represent the SWTCGCD.

11. Discuss, consider, and act on a SWTCGCD Document Retention Policy Update

Director O'Malia said that he has not yet heard from the Texas State Library and Archives Commission regarding his submittal of Form SLR 508.

A copy of the submitted Form SLR 508 is attached as Exhibit E

12. Discuss, consider, and act on SWTCGCD Logo

Director Davis presented alternative arrangements for the text associated with the SWTCGCD logo. After discussion and modifications two arrangements (one horizontal and one square) were agreed on. A discussion of business cards and letterhead then took place. Each director was requested to send an email to Director Davis indicating if they want a SWTCGCD business card and what personal information, if any, they want on it.

Director Urie left the meeting at 12:21 PM

13. Discuss and establish agenda items for next meeting agenda

Suggested future agenda items were:

- Fees (New well fees)
- Well Registration
- Definition of Domestic Use

Director Dower said he would develop a list of issues which need to be decided

14. Discuss, consider, and act on setting the date, time and location for the next Board meeting

The Board agreed that the next meeting would be held on Wednesday July 10th, 2019 at 10:00 AM.

15. Adjourn

On a motion by Director O'Malia and a second by Director Davis the Board voted to adjourn the meeting – 5 ayes to 0 nays. The meeting was adjourned at 12:30 AM

PASSED, APPROVED AND ADOPTED THIS 10TH day of July, 2019



John O'Malia, Secretary

Exhibit D

Finance Report

1:43 PM

07/08/19

SWTCGCD
Reconciliation Detail
Independent Bank, Period Ending 06/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,001.52
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2019			X	0.20	0.20
Total Deposits and Credits					0.20	0.20
Total Cleared Transactions					0.20	0.20
Cleared Balance					0.20	5,001.72
Register Balance as of 06/28/2019					0.20	5,001.72
Ending Balance					0.20	5,001.72

Exhibit E

Texas State Library and Archives Commission Resolution

Southwestern Travis County Groundwater Conservation District

Records Management Program Resolution

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program, and

WHEREAS, the Southwestern Travis County Groundwater Conservation District hereafter known as the SWTCGCD desires to adopt a plan for that purpose and do prescribe policies and procedures consistent with the Local Government Records Act and in the interest of cost-effective and efficient record keeping; **NOW THEREFORE:**

SECTION 1. DEFINITION OF RECORDS OF THE SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media or other information recording media, regardless of physical form or characteristic and regardless of whether public access is open or restricted under laws of the state, created or received by the SWTCGCD or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the SWTCGCD and shall be created, maintained, and disposed of in accordance with the provisions of this resolution or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in section 1 of this plan are hereby declared to be the property of the SWTCGCD. No official or employee of the SWTCGCD has, by virtue of his position, any personal property right of such records even though he may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the SWTCGCD to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records from their creation to the ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Director who serves as the Secretary will serve as the records management officer for the SWTCGCD as provided by law and will ensure that the maintenance, destruction, electronic storage or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library Commission shall be adopted by the records management officer for the use in the SWTCGCD as provided by law. Any destruction of records of the SWTCGCD will be in accordance with these schedules and the local Government Records Act.

Adopted on this the 16th of July 2019

Board of Directors

Southwestern Travis County Groundwater Conservation District

John Melin, Secy

Licia Davis Vice President

Richard A Scadden Board Chair

Julio B. Hennings Director

AT Director Treas.

Sam Zurbur
