

**MINUTES**  
OF THE  
**SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT**

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

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

**Wednesday, December 12, 2018 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 10:02 AM on November 14, 2018. Six District Directors were present, including Directors Buddin, Davis, Hennings, O'Malia, Scadden and Urie. Director Dower was absent. Also present were visitors Linda Kaye Rogers and John Worrell from HTGCD, Charlie Flatten from Hill Country Alliance, Vicky Kennedy from Travis County, Ron Fieseler from BPGCD & GMA 9, Jackie Vay & Robin Gary from BSEAGCD, Jean Bessent, John Hatchett, 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 no public comments.

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

Approval of the November 14, 2018 minutes.

*Upon motion by Director O'Malia, seconded by Director Hennings, the Board approved the minutes of the November 14, 2018 Board meeting without changes - 6 ayes to 0 nays.*

*The approved meeting minutes are attached as Exhibit B*

**4. Committee Reports**

*Item 4. Was deferred until later in the meeting to allow guests from GMA 9, HTGCD and BSEAGCD to make their presentations*

**5. Discuss, consider, and act on GMA 9 and Hays Trinity GCD activities**

Ron Fieseler from GMA 9 presented an overview and history of the Groundwater Management Area (GMA) process. He said the process started in 2003 when the Texas Legislature mandated that the Texas Water Development Board (TWDB) divide the state into planning areas based on aquifer units. Sixteen different GMAs were formed by TWDB in 2005 based on both aquifer units and public process – resulting more GMAs than the number of aquifers. The Trinity Aquifer has three GMAs. The original Hill Country Alliance morphed into GMA 9. Desired future Conditions (DFC)s for a 50-year planning horizon for each GMA were to be developed within 5 years.

In September 2005 GMA 9 held its first meeting and discussed possible basis for DFC including aquifer drawdown, spring flow, etc. The first report was filed in August 2010. Dozens of models were tried with a DFC of 90% of spring flow based on the drought of record. The TWDB found that the 90% spring flow DFC couldn't be met. Spring flow was not a suitable basis for the DFC since the basis needs to be measurable. They started to look at aquifer drawdown as a basis and UT did a 2-year study of what aquifer users want. GMA 9 set an overall DFC based on not exceeding more than a 30 ft. drawdown. Two protests were filed one saying that 30 ft. was too much and the other saying that 30 ft. was not enough. A 30 ft. draw down is an average across GMA 9. Individual GMAs vary from 19 ft. to 62 ft. Each GCD is responsible for groundwater monitoring wells. BPGCD has 19 monitoring wells, HTGCD has 40, and BSEACD has 40. Each GCD provided data for model runs and each was evaluated by the TWDB and their allowable drawdown was determined. BPGCD for example had 7 or 8K ac.ft. of groundwater available before the 30 ft maximum drawdown was violated. One of the protests was dropped but TWDB decided that the proposed DFC was unreasonable because exempt wells were not controlled. They coined the term Managed Available Groundwater now referred to as Modeled Available Groundwater. It took 2 to 2.5 years and another hearing to get settled, and the DFC was set at 30 ft. of drawdown with some consideration for exempt wells.

In the second cycle of DFC modeling the TWDB required that an explanatory report be included. The explanatory report for GMA 9 was prepared by Blanton & Assoc. and James Beach at a cost of \$65K which was split between 9 districts. There was no reason to change the DFC so the effort focused on the explanatory report. It was submitted on September 28, 2015 and there were no protests on the second cycle.

The third cycle report was originally due in 2020, but the deadline has now been extended to May 1, 2021. GMA 9 has been looking at common rules since the enabling legislation differs between GCDs. Director Hennings pointed out that the May 1, 2021 deadline is 2.5 years away and asked what dates the GCDs will need to meet during that time. Mr. Fieseler said that GMA 9 will meet every 2 or 3 months the first year and probably even more often the second year. The TWDB had cuts in both its modeling experts and funds so it could not do modeling during the last planning cycle, so the models currently being used were built before the 2010 report was issued. There is hope for new modeling to occur during this upcoming planning cycle.

Comal County and Travis County had no GCDs during the first DFC cycle but GMA 9 tried to determine how they would be affected. Both counties assigned a person to attend the GMA meetings in a non-voting role. Vicky Kennedy was assigned for Travis County and Comal County assigned a county commissioner. Comal County now has a GCD. Travis County's new GCD (SWTCGCD) is awaiting a confirmation election. The SWTCGCD will need a successful confirmation election to vote on GCD 9 matters. GMA 9 rarely votes on anything except DFCs. The SWTCGCD is encouraged to attend GMA 9 meetings. Representation on GMA 9 is either the president of each GCD or a designee. The GMA 9 Board is made up mostly of GCD General Managers or hydrogeologists. Travis County will continue to participate after the SWTCGCD designates a representative. The next GMA 9 meeting is scheduled for February 4<sup>th</sup> in Kerrville. GCD boards need to be careful not to have a quorum present at GMA meeting unless the meeting has been properly posted as a GCD meeting.

Linda Kaye Rogers, president of the Hays Trinity GCD, spoke about HTGCD experience as a startup GCD, since inception in 2003. She started by saying that cooperation among GCDs is most important and she and the HTGCD are pleased that the SWTCGCD exists and shares a boundary with the HTGCD. Southwestern Travis County GCD is extremely important to Hays Trinity. HTGCD

is willing to loan their hydrogeologist and geotechnician to SWTCGCD if needed. She stated that the HTGCD would be glad to assist our District. There has been slow but steady decline in the aquifer and wells are important for setting and monitoring DFCs. They have seen some wells go dry and some wells can't go any deeper. Ms. Rogers said that she can provide the names of original HTGCD board members who can share startup and confirmation experience. She said enabling legislation can make the job of the GCD difficult. HTGCD funding comes from permit fees of \$3K to \$4K, and connection fees of \$300 to \$800 per connection to groundwater supply. The HTGCDs funding is in the black but not stable. It is very dependent on the building cycle. They have an annual budget of \$300K to fund two employees, two trucks and office rent. HTGCD is currently working on a Special Management Zone for Jacob's Well. Jacob's Well has gone dry four times mostly in the last 10 years. John Worrell lives on the Travis County border where the Henley area is the designated to become the next Special Management Zone. The area has a Modeled Available Groundwater (MAG) of 9,200 ac.ft. but it is not pumping anywhere near that much.

Ron Fieseler added that it is important to stay in touch with neighboring districts when developing rules and policies. They have been through it all and if not, they know someone who has. He recommended joining the Texas Alliance of Groundwater Districts (TAGD) – the first-year membership is free. Take advantage of the TAGD experience, knowledge and resources. Linda Kaye said that TAGD does a lot of legislative support and has huge resources. She added that Hays Trinity has their rules published on their website. Ron Fieseler pointed out that a Management Plan is needed before permitting rules. All GCDs have plans that can be used as a template. Administrative rules can be the same but permitting rules need to meet enabling legislation requirements. Linda Kaye observed that enabling legislation sometimes seems to be designed to make us fail. Their district is supported by residents – a friend not an enemy.

Director Urie asked about connection fees and who collects them. Linda Kaye said that their enabling legislation allowed connection fees but limited them to \$100 per connection. They got the legislature to increase that to a limit of \$1,000 per connection. Director Buddin asked if there was any effort by legislature to create uniform GCD rules. Ron Fieseler responded that Senator Perry is looking at "Relative Rights" where pumping is based on surface acreage, which works for some aquifers, but makes no sense for aquifers in the Hill Country. Some people are thinking about combining districts which was not successful in the past but is always on the agenda. There is lots of discussion about brackish aquifers due to interest in desalination. The controversy there is about how you define brackish. Linda Kaye added that the issue of interplay between surface water and groundwater is a good reason to join TAGD. Eighty plus districts out of 100 belong to TAGD. Some districts are unique such as Plum Creek which is a combined river authority and GCD.

## **6. Discuss, consider, and act on scientific data collection, outreach and education**

- a. Robin Gary from BSEACD provided handout depicting activities of the neighborhood site visits conducted as part of the Southwest Travis County Hydro-logic Study being performed by Travis County and BSEACD. She commented that the SWTCGCD has nearly 2000 wells v. 450 wells in the BSEACD. Jackie Vay also of BSEACD discussed the approach of the site visits which she said seek to gather data on both water levels and water quality. In Hays County 30 wells were visited and 53 wells were visited in southwestern Travis County. Thirteen of the wells were in the mid Trinity aquifer and 35 were in the lower Trinity aquifer. One well was in the upper Trinity and three were unknown. Drawdown tests were performed at the majority of sites with one "mini-aquifer" drawdown test with two wells 50 feet apart with one pumping and the second being drawn down. The teams also recorded how fast wells recovered after drawdown. Water level data collected is not corrected for elevation. The

study will develop an aquifer topo map corrected for elevation. Director Hennings asked about dry v. wet period measurements. Robin responded that all measurements were done during a wet period. She added that summary data from the site visits show TDS levels greater than 1,000 ppm and she questioned – Is that brackish? Director Scadden asked if there were plans to go back and collect more data from these wells. Robin replied that there are no current plans but they are interested in collecting data in the rainy season. There is a need to identify wells that are particularly ideal for monitoring. They will be developing a historic well monitoring data map and a map of water level elevations and gathering down-hole videos. Director Hennings asked how many wells were cased and Robin replied that older wells are more often not cased and have less driller reports and geophysical logs. Director Hennings asked about resistivity data and Gamma Ray Analysis to which Robin replied “we get it when we can” but it only works in uncased wells. It does provide detailed lithology and chemistry of the aquifer. Robin and Jackie ended with a summary of successes which include well-owner education and relationships and they said the entire effort was well received by owners.

***The handouts provided by Robin are attached as Exhibit C***

***Item 4. Was deferred earlier in the meeting and later taken up here***

#### **4. Committee Reports**

- a. Finance – Director Buddin provided the monthly Financial Report. He said the only additions were a check to TAGD for Director Davis’ attendance at the Leadership Training Conference and a refund from TML for bonding which has not been deposited yet. He added that he now has a new bill from TML for the bonding which he will pay since it has already been approved. Director Scadden thanked Jon White and Travis County for the \$5,000 support.

***The Financial Report is attached as Exhibit D***

- b. Legislative – Director Davis said that she had met with Representative-Elect Vicki Goodwin who said that her thought is that it might be good to try to eliminate the SWTCGCD confirmation election. She also shared her thoughts about possible combination with BSEACD. Director Urie suggested that maybe they could maintain the SWTCGCD and subcontract operations to BSEACD. He also asked if there are any GCDs that were initiated without confirmation elections. Director Hennings responded that confirmation elections are unusual and only recently have been required. Director Davis said that she and Directors Buddin and Urie are planning to meet with Senator Buckingham. Director Scadden is planning to meet with Commissioner Dougherty and he said that there are questions being asked about the possibility of merging with other GCDs. Director Davis said that people want local control and shared science. She added that the Governor may push school finance reform and school safety during the upcoming session. We don’t want to wait to get our legislation in and we will find out at the meeting with Senator Buckingham what the thinking is.
- c. Science-Outreach – Director Hennings advised that BEG folks prefer Hamilton Pool for a Geo-Sign about groundwater in southwestern Travis County. It will take several months to design and produce the sign. We could consider a smaller poster for West Cave Preserve or Bee Cave. BEG envisions sign showing how the Hamilton Pool waterfall formed which is not our GCDs vision. She shared a link to a video from Hays Trinity GCD about groundwater that may be a good resource for developing a poster. [HTGCD Video](#)

**Item 6. Discussion resumed here with Item 6.b.**

- b. GCD Workshops – Director Scadden said that today’s meeting with presentations from GMA 9, HTGCD and BSEACD is a good example of the benefit of workshops with other GCDs. However, he felt that there was a lot to absorb. Director Hennings suggested that there should be only one “big thing” for each meeting, Ron’s, Linda Kaye’s, and Robin and Jackie’s presentation all together at one meeting may have been too much. Director O’Malia suggested that the workshop should be separate from regular meetings. Director Davis asked if we should make the February 4<sup>th</sup> GMA 9 meeting in Kerrville a workshop. Director Hennings questioned whether the whole board would be able to drive to Kerrville and suggested a January workshop in Austin possibly before the regular meeting. Director Scadden expressed a preference for a workshop at the schoolhouse in Bee Cave and Director O’Malia added that it just should not be part of a regular Board meeting. Director Buddin said that he prefers having workshops as part of regular Board meetings but one topic at a time versus a separate workshop. Mr. Hatchett suggested separate workshops that could be advertised to the public since he felt that the public might be more interested in workshops than Board meetings. Director Hennings summarized three options 1. Single Workshop, 2. Precursor Meetings before regular Board meetings with only one topic (like Dr. Robert Mace’s presentation), and 3. Topics at regular Board meetings. Director Buddin said he was fine with one workshop but not every month. Director Hennings asked if it was possible to replace a regular Board meeting with a workshop. Director Davis said that a workshop should be scheduled for February 13<sup>th</sup> and then we can still call a special meeting if needed for urgent legislative issues. Director Scadden summed up saying we can decide at the January meeting.

**7. Discuss, consider and act on information from Travis County staff on their funding support, staff support, and county budget requests**

Director Scadden stated that the \$5,000 funding had been received from Travis County and cooperation is ongoing.

**8. Discuss, consider and act on public outreach, branding the SWTCGCD, preparing a logo and related matters**

The Logo Committee is talking and will have something at January meeting.

**9. Discuss, consider, and act on requests for additional funding or donations, fund raising**

This was deferred until the next meeting

**10. Discuss, consider, and act on a SWTCGCD Travel Policy**

This was deferred until the next meeting

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

Director O’Malia provided a preliminary draft of policy based on his experience with Homeowner’s Associations. He requested review by all directors for discussion at next meeting.

***The proposed policy provided by Director O’Malia is attached as Exhibit E***

**12. Discuss, consider, and act on a SWTCGCD Board Training**

Director Hennings reminded the Board that the Texas Water Development Board conference is January 23 through 25<sup>th</sup> at the UT AT&T Conference Center. She said she was 50% sure that she could attend and she would know for sure by tomorrow (12/13/18). The deadline for early registration is December 14<sup>th</sup>. Director Davis said she could attend and suggested that maybe Director Scadden could attend if Director Hennings can't. The cost is \$275 for early registration, \$325 by January 15<sup>th</sup> or \$375 at the door the day of the conference. It was agreed that Directors Hennings and Davis would attend or Directors Davis and Scadden if Director Hennings is unable to attend.

***On a motion by Director O'Malia and seconded by Director Urie the Board approved paying up to \$550 for two Directors to attend the TWDB Conference on January 23<sup>rd</sup> through 25<sup>th</sup> 6 Ayes - 0 Nays***

**13. Discuss, consider and act on obtaining a sales tax exemption**

This was deferred until the next meeting

**14. Discuss, consider and act on the SWTCGCD website and email addresses**

Director Davis said she still needed help setting up her new email address

**15. Discuss, consider and act on Board Officer elections in January 2019**

Discussion of officers for the SWTCGCD Board will take place at the January 2019 Meeting at 9:30 AM before the regular meeting in an executive session. Election of Officers will be conducted in the Public meeting.

**16. Discuss and establish agenda items for the next meeting agenda**

The following items were suggested for the future meeting agendas:

Sales Tax Exemption

**17. 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 January 9, 2019 at 9:30 AM to allow time for Board office elections prior to the regular start time of 10:00 AM.

**18. Adjourn**

***On a motion by Director O'Malia and a second by Director Urie the Board voted to adjourn the meeting – 6 ayes to 0 nays. The meeting was adjourned at 1:16 pm***

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of January, 2019

---

John O'Malia, Secretary

**Exhibit A**

Attendee Sign-in Sheet



**Exhibit B**

Approved Minutes for November 14, 2018 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**  
**(the Bee Cave Schoolhouse is located adjacent to Lake Travis Fire and Rescue Station 603)**

**Wednesday, November 14, 2018 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 10:01 AM on November 14, 2018. Six District Directors were present, including Directors Davis, Dower, Hennings, O'Malia, Scadden and Urie. Director Buddin was absent. Also present were visitors Representative-Elect Vikki Goodwin (part time), Bob Moore from Travis County, Saj Zappitello from City of Austin, John Hatchett, 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 no public comments.

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

Approval of the October 10, 2018 minutes.

*Upon motion by Director Davis, seconded by Director Dower, the Board approved the minutes of the October 10, 2018 Board meeting without changes - 6 ayes to 0 nays.*

*The approved meeting minutes are attached as Exhibit B for reference.*

**4. Committee Reports**

- a. Finance – Director Scadden reviewed the SWTCGCD Financial Summary report provided by Director Buddin. Checking account balance is currently \$990.34. Director Davis said that the balance on the bank statement is \$1,170.38 and Director O'Malia advised that a refund of \$293.54 had been received from TML on the Bonding premium.

*The SWTCGCD Financial Summary report is attached as Exhibit C*

- b. Legislative – Director Davis explained that with the change in leadership (Rep.-Elect Goodwin replacing Representative Workman) we will need to wait until January 2019 to file a bill since Representative Workman can't file it and Representative-Elect won't take office until January. The last date for filing is March 6<sup>th</sup>. Director Davis further advised that all committees serve at the pleasure of the Lt. Governor and there do not appear to be any changes so Senator Charles Perry should remain as Chair of the Agriculture, Water

& Rural Affairs Committee. Bob Moore from Travis County said that it will be important to work together due to the short timeline and notice requirements. Director Davis added that the current draft bill still requires a District confirmation election. Anything other than changing the election date should be placed in a separate bill.

***A copy of the current draft bill is attached as Exhibit D***

- c. Science-Outreach – Director Hennings brought examples of Geo-Signs and reiterated that the Bureau of Economic Geology (BEG) at the University of Texas has an interest in creating a southwestern Travis County groundwater (Trinity Aquifer) Geo-Sign. The sign could possibly be placed in the Bee Cave Sculpture Park/Schoolhouse, West Cave Preserve or at Hamilton Pool. Director Davis offered to discuss with West Cave Preserve. Director Scadden opined that it would be best to be able to show an example of the actual proposed sign graphic in pursuing permission from Bee Cave for placement of the sign. Director Scadden asked for a motion to ask BEG to create a Geo-Sign graphic for the Trinity Aquifer in southwestern Travis County. Director O’Malia made the motion and after discussion it was agreed that the motion should be *“The Board supports The Bureau of Economic Geology’s effort to create educational signage (Geo-Sign) regarding geology of western Travis County”*.

***Upon motion by Director O’Malia, seconded by Director Urie, the Board approved the motion – 6 Ayes to 0 Nays***

Director Hennings shared letter-sized versions of posters used at the Dripping Springs Rainwater Revival Festival and said she would send them to Director Dower for posting on the website. She then discussed the graphics including geological maps and cross sections near Lake Travis, figures showing how surface water and groundwater are connected, details of Texas water law, regional GCDs surrounding SWTCGCD, and a map showing the distribution of domestic, irrigation and monitor wells in southwestern Travis County.

***The poster pages are attached as Exhibit E***

Director Urie asked if there is any data on recent rainfall v. well levels. The Lovelady monitoring well recovered from Stage 2 to no Stage. Director Scadden noted that there is also a monitoring well at the Travis County maintenance facility on Hamilton Pool Road. BSEACD collects data from these wells and publishes it and he asked if we can put this data on the SWTCGCD website. Director Dower responded - yes. Director Hennings asked if the SWTCGCD can thank the BEG with a thank you note. Director Scadden said that he would do that and Director Hennings said she would provide the names and address for the note. The Board consensus was in agreement with the proposed thank you note.

Director Hennings briefed the Board on her attendance at the November 5<sup>th</sup> Groundwater Management Area 9 (GMA 9) meeting. The next GMA 9 meeting is in Kerr County on February 4, 2019. The GMA 9 Board is made up of 9 representatives from the current 9 GCDs in the GMA (Bandera County River Authority & Ground Water District, Barton Springs/Edwards Aquifer CD, Blanco-Pedernales GCD, Comal Trinity GCD, Cow Creek GCD, Hays Trinity GCD, Headwaters UWCD, Medina County GCD, and Trinity Glen Rose GCD). SWTCGCD was represented by Vicky Kennedy from Travis County and currently has no voting authority. The GMA 9 Board voted to approve removal of the Medina County GCD from GMA 9 because it only has two square miles of area in GMA 9. Steven Allen, the

Texas Water Development Board Manager for Groundwater Management Plans, requested that the GMAs stagger the schedule for submittal of plans to better manage workload. There was an extensive discussion of differing rules between GCDs, even adjacent GCDs, and a spreadsheet based “Common Rules Analysis” which compares rules from different GCDs. There are often different rules for the same things due to differences in the GCDs enabling legislation. Director Hennings explained that GMA 9 (not the GCDs) sets the Desired Final Condition (DFC) for the GMA every 5 years. There have been 2 cycles so far and the third cycle DFC proposal is due May 1, 2021 with final DFC submission by January 5, 2022. Ultimately the DFCs are used in the Texas Water Development Board model. GMA 9 contracted with Southwest Research Institute (SWRI) in San Antonio to develop the DFC. Director Scadden stated for the record that INTERA (his employer) is a subcontractor to SWRI and Director Hennings added that her husband is a trustee to the board of SWRI.

***Representative-Elect Goodwin arrived at 10:45 AM***

Director Hennings shared that she is authoring an article for the Westlake Picayune at the request of Mayor Anthony on groundwater titled “Hill Country Water and West Lake Hills” and would suggest posting it on the SWTCGCD website.

Director Davis advised of an upcoming educational opportunity with the Water for Texas conference on January 23<sup>rd</sup> through January 25<sup>th</sup>, 2019 at the University of Texas AT&T Executive Education & Conference Center. Registration is \$275 until November 30<sup>th</sup>. Director Davis will send out the web-link for the conference.

Director Hennings advised that the Texas A&M questionnaire about GCDs is due by November 26<sup>th</sup>. Should we defer until next year after confirmation? Ron Fieseler wants to come to a SWTCGCD meeting to explain GMA 9 requirements of its member GCDs. Director Hennings said she met the Hays Trinity GCD General Manager Rick Broun and Hydrologist Jeff Walker at the Rainwater Revival Festival and again at the GMA 9 meeting. They have about 50 monitoring wells and four employees. Linda Kaye Rogers, their former GCD Board President, wants to come to a SWTCGCD meeting to discuss issues that arise for GCDs with no tax revenue and how HTGCD gets their funding. There are especially sensitive areas in the northern tip of Hays County, so the adjacent area in southwestern Travis County is important for them to understand. Gene Lowenthal commented that originally some folks wanted a single GCD for this area. Director Scadden added that past discussions have included a single GCD for the entire GMA which covers the extent of the Trinity Aquifer.

**5. Discuss, consider, and act on Opinion Letter for Texas Attorney General’s Office.**

As he was not able to attend the October meeting, Director Scadden shared his perspective on the discussion at last month’s meeting regarding a response to the Attorney General’s (AG) Opinion regarding SWTCGCD authority and the desirability of evaluating how the AG Opinion letter compares to the letter received from the legislators. He said that, while the SWTCGCD was copied on the distribution of the AG Opinion we did not request it so there is no need to respond. The SWTCGCD Board is committed to following the directives from the elected representatives so there is no need to compare those directives with the AG Opinion. There is nothing to be accomplished by re-opening this discussion. Director Scadden said that he would encourage the Board not to pursue something like this with such an uncertain purpose and outcome. Director Davis agreed that this would best be left alone. Bob Moore commented that the AG Opinion is

just an opinion, not a ruling. The Travis County Attorney is reviewing the AG Opinion and Mr. Moore said he would share anything worthwhile that comes out of that review.

**6. Discuss, consider, and act on scientific data collection, outreach and education.**

a. Southwest Travis County Hydrogeologic Study by Travis County and BSEACD

Travis County and BSEACD staff were busy sampling wells, so Rick read a letter from GM Reinmund-Martinez about what they do at test sites. Site visits are going well and well owners are happy. There are 12 owners involved and 16 wells. Water levels are between 86 feet and 500 feet with high conductivity indicating salt level. Five wells were visited last week, two will be visited this week and five more next week. Only two wells are in West Lake Hills and more are needed, also in Oakhill. Bob Moore stressed the importance of sharing the data obtained by this study. Director Dower said that his well was visited yesterday and they did a good job including a draw-down test.

b. Workshops with other GCDs and related entities (e.g., Hayes Trinity GCD, Barton Springs Edwards Aquifer Conservation District)

Director Scadden said that he will invite Ron Fieseler and Linda Kaye Rogers to a SWTCGCD Board meeting.

c. Consistent Outreach message for public events, HOA meetings, City Council Meetings, Etc.

Director Hennings suggested that her November "Hill Country Water and West Lake Hills" article in the Picayune will start to define the SWTCGCD public message. Director Dower suggested that a list of questions should be developed and posted on the website. Director Hennings suggested that Hays Trinity might be a good source of information. Director Scadden suggested deferring until after the meeting with Ron Fieseler and Linda Kaye Rogers. Gene Lowenthal suggested that the main question is "Why do we need a GCD?" Director Scadden added that it is a two-fold question "What is a GCD and why do we need it?" Director Hennings pointed out that there is a comprehensive 31-page resource document about GCDs "GCD FAQ's" by TAMU's Texas Cooperative Extension in the resources section of our website. Gene Lowenthal added that Hill Country Alliance has also published a GCD document and Director Hennings said she has that document and would provide it for posting on the website. Bob Moore said that Gene has a good point about emphasizing the importance of the GCD rather than suggesting how people should vote and recommended asking an attorney to define education v. electioneering and proximity to the election. Director Davis asked if there was a list of HOAs and Pete Golde volunteered to compile one and share it with the Board.

**7. Discuss, consider and act on information from Travis County staff on their funding support, staff support, and county budget requests.**

Director Scadden said that last month the requested W9 was signed by Director Davis and sent to Travis County. It was returned by Travis County and they said it need to be signed by SWTCGCD Secretary Buddin which was done. Bob Moore said he would check on the status and advise.

**8. Discuss, consider, and act on requests for additional funding or donations.**

Director Scadden said that it is important to seek other sources of support, Bee Cave, West Lake Hills, HOAs etc. We need to show municipalities the plan for moving forward and a budget and we need Travis County's funding in hand for those discussions. He asked Director Hennings if there were any donations at the Rainwater Revival Festival and she said no that the visitors to the SWTCGCD booth were mostly kids. Bob Moore recommended having the proposed amended legislation in hand when speaking to the cities. Director Hennings added that we also need a budget to show the intended use of the funds.

**9. Discuss, consider, and act on a SWTCGCD Travel Policy.**

Director Davis shared that travel policies were discussed at the TAGD Leadership workshop and that a written policy is needed. Most GCDs do pay reimbursements for reasonable expenses. All of the GCDs she discussed this with are funded by taxes. Director Hennings suggested that we need to contact Hays-Trinity to discuss this.

**10. Discuss, consider, and act on a SWTCGCD Board Training – Texas Alliance of Groundwater Districts Leadership Training, October 24<sup>th</sup> in Austin**

Director Davis share her experience at the Texas Alliance Of Groundwater Districts Leadership conference which she characterized as an incredibly important Board education meeting. She said she was surprised at how specific it was to GCDs. There were a lot of handouts, email and text messaging, public information, joint planning with GMAs, case law, and guidelines on GMAs and GWDs. Primary focus was on educating GCD board members. Director Davis summed up saying that the TAGD Leadership Training Conference an exceptional meeting for board members.

*Some of the handouts are attached as Exhibit F*

**11. Discuss, consider, and act on coordination with Representative-Elect Goodwin**

Director Scadden welcomed and thanked Representative-Elect Vikki Goodwin for her attendance and her interest in the SWTCGCD especially at such a busy time for her. Representative-Elect Goodwin was briefed on the pending SWTCGCD legislation. Representative-Elect Goodwin thanked the Board for their invitation and said she was looking forward to serving. She shared that she had heard a lot about groundwater issues while she was on the campaign trail and she feels that more education is needed for realtors. Director Scadden thanked the Representative-Elect for her support and asked her to let us know how we can help.

**12. Discuss, consider and act on obtaining a sales tax exemption.**

Jean Bessent will discuss at December meeting.

**13. Discuss, consider and act on the SWTCGCD website and email addresses.**

Director Scadden advised that Director Dower had set up the swtcgcd.org email addresses. He discussed the need for an email retention policy and the need for directors to retain SWTCGCD emails currently on their personal email accounts or forward them to their swtcgcd.org email account. Director Dower recommended that all directors start using their SWTCGCD.org email addresses immediately. Director O'Malia suggested that the Board pass a resolution that all directors be on new email addresses going forward. John Hatchett suggested that directors sign an affidavit stating that all SWTCGCD emails are on the swtcgcd.org email server after a certain date and that they inform senders of new email messages of the new addresses.

**14. Discuss, consider and act on public outreach, branding the SWTCGCD, preparing a logo and related matters.**

Director Davis presented two new sets of logo graphics, one set using a Texas state map theme and the second using a water drop theme. Director O'Malia said that he did not want to incur any ongoing expense for licensing and graphic elements nor did he want to infringe on any others. There were brief discussions of the use of Southwest v. Southwestern in the SWTCGCD name and of quorum issues in working on logo development outside of the official noticed meeting times. It was agreed to form a non-quorum subcommittee made up of three directors to work on the logo development.

***On a motion by Director O'Malia and a second by Director Urie the Board approved formation of a subcommittee consisting of Director Davis, Director O'Malia and Director Scadden to work on logo development– 6 Ayes to 0 Nays***

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

The following items were suggested for the future meeting agendas:

- Invite Ron Fieseler from GMA 9
- Invite Linda Kaye Rogers from Hays-Trinity GCD
- Email Policy
- Logo
- Bonding issue (explain and discuss)
- Document Retention Policy (Director O'Malia will prepare a draft and Director Davis will provide examples from TAGD)

**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 December 12, 2018.

**17. Adjourn.**

***On a motion by Director O'Malia and a second by Director Urie the Board voted to adjourn the meeting – 6 ayes to 0 nays. The meeting was adjourned at 12:23 pm***

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of December, 2018

---

Jason Buddin, Secretary

## **Exhibit C**

Handouts Provided by Robin Gary of BSEACD



**Barton Springs  
Edwards Aquifer**  
CONSERVATION DISTRICT

**MEMORANDUM**

---

**TO:** TRAVIS CO. GROUNDWATER STUDY PARTNERS, STAKEHOLDERS, AND INTERESTED PARTIES

**FROM:** AQUIFER SCIENCE & PUBLIC INFO/EDUCATION TEAMS, BSEACD

**SUBJECT:** PRELIMINARY SUMMARY OF TRAVIS CO. NEIGHBORHOOD SITE VISITS

**DATE:** 12/6/2018

---

The scheduled 2018 Travis County Neighborhood Site Visits are complete. The District provided well owners a free well visit, a water level measurement (if possible), and screening for nitrates, pH (acidity), and total dissolved solids (TDS, “saltiness”).

Throughout the five weeks of site visits (Oct. 30-Nov. 28) , staff had two days of field visits and three days of research/prep and recap/data entry each week. Staff visited 45 individual well owners and about 50 wells. We were able to measure water levels at 41 of the 50 wells and water quality at 39 of the 50 wells (see summary table and attached map). The water levels in the summary table are not corrected for elevation change; they’re meant to provide ranges measured in each area.

High levels of nitrates can indicate contamination by wastewater sources. Some of the samples contained low levels of nitrate, but all were well below the maximum concentration of 10 parts per million (ppm) deemed acceptable for drinking water by the Environmental Protection Agency (EPA).

Conductivity is a measure of how easily electricity can pass through water; the more dissolved particles in the water, the higher its (electrical) conductivity. Dissolved components in groundwater are naturally occurring compounds coming from the surrounding rocks—usually bicarbonate, boron, calcium, chloride, magnesium, potassium, sodium, and sulfate. Conductivity can be used to estimate Total Dissolved Solids (TDS, “saltiness”). The EPA sets Secondary Standards for contaminants that affect the aesthetic quality (taste, odor, clarity) of drinking water. The EPA Secondary Standard for drinking water is 500 ppm or less—we find Trinity wells frequently exceed this secondary standard. While EPA’s Secondary Standards are generally not related to health concerns, those on

low-sodium diets may need to be aware if they are drinking water with high TDS and may choose to discuss results with their doctor.

Using the driller's logs (if available), geologic maps, and other information, staff estimated the primary aquifer for each well. Those aquifers generally include the Middle Trinity and the Lower Trinity aquifers. The Upper Trinity Aquifer is generally not a target for groundwater production in southwest Travis County. Generally, the Middle Trinity aquifer, when present, has shallower water levels and fresher water quality than the underlying Lower Trinity. However, in many areas the Lower Trinity appears to be the primary aquifer. The variety of water levels and water quality reveal the complexity of the aquifers and well completions in the area.

During visits, common concerns voiced by well owners included high Total Dissolve Solids, sediment and iron problems, as well as yield problems. For fact sheets and information on these topics and more, visit Texas A&M Agrilife's Texas Well Owner Network online: [twon.tamu.edu/fact-sheets/](http://twon.tamu.edu/fact-sheets/). Please note: many of these fact sheets report ranges in milligrams per liter (mg/L); mg/L is equivalent to parts per million (ppm) referenced in this memo.

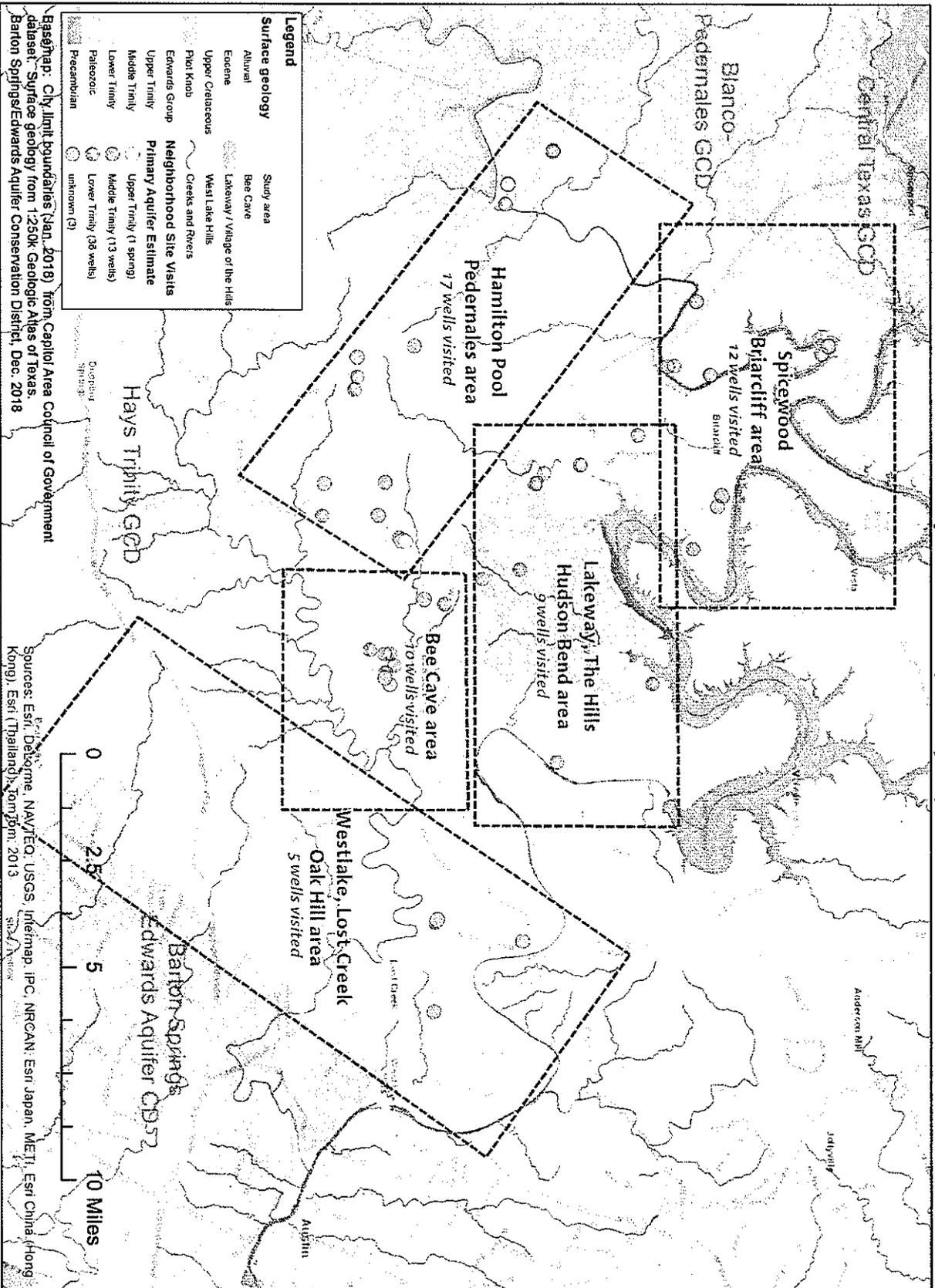
The District, along with other groundwater agencies, recommends that private wells be tested annually to ensure the water remains safe for consumption. Well owners were advised that if they ever notice a change in color, taste, or smell, they should have the well water analyzed by an accredited lab. As a private water system owner, they are the only person making sure their water is safe for consumption.

This data is the start of a year-long project that will include additional sampling, water level measurements, and geologic evaluations to better understand and document aquifer dynamics in southwestern Travis County.

Additional resources and links including the Shield Ranch real-time weather station link can be found on our Travis County GW Project Page: [www.bseacd.org/TravisCo](http://www.bseacd.org/TravisCo)

# Travis County Groundwater Study - Neighborhood Site Visit Summary

## Wells by estimated primary aquifer



## 2018 Neighborhood Site Visit Summary

Area	Estimated primary aquifer (Number of measured wells*)	Total Well depth (feet)	Water level range (Depth to water, feet)	Conductivity range (microSiemens/cm)	Estimated Total Dissolved Solids range (TDS, ppm)
Hamilton Pool, Pedernales	Middle Trinity Aquifer wells (6)	Generally shallower than 550'	41' – 464'	1,010 – 2,910	645 – 1,860
Hamilton Pool, Pedernales	Lower Trinity Aquifer wells (8)	Generally deeper than 550'	164' – 323'	751 – 3,720	480 – 2,380
Spicewood, Briardiff	Middle Trinity Aquifer wells (2)	Generally shallower than 300'	174' – 232'	609 - 913	390 - 584
Spicewood, Briardiff	Lower Trinity Aquifer wells (10)	Generally deeper than 300'	36' – 247'	645 – 3,280	419 – 2,100
Lakeway, The Hills, Hindson Bend	Lower Trinity Aquifer wells (9)	Generally deeper than 400'	111' – 643'	1,470 – 3,200	938 – 2,050
Bee Cave	Lower Trinity Aquifer wells (6)	Generally deeper than 750'	602' – 708'	1,490 – 1,620	962 – 1,040
Westlake, Lost Creek, Oak Hill	Middle Trinity Aquifer wells (3)	Highly variable	24' – 451'	1,330 – 2,070	851 – 1,320
Westlake, Lost Creek, Oak Hill	Lower Trinity Aquifer wells (2)	Generally deeper than 750'	521' – 548'	1,480 – 1,610	948 – 1,030

\*Wells with available well construction records

## Successes from recent Hays and Travis County well owner education campaigns



ROBIN GARY  
BARTON SPRINGS/EDWARDS AQUIFER CONSERVATION DISTRICT

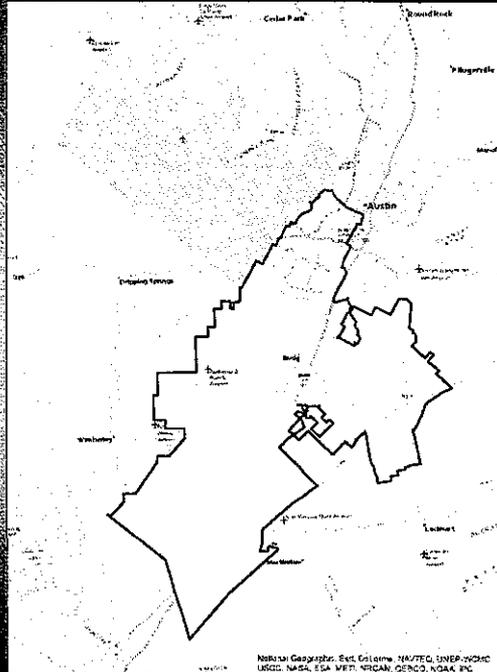
1

## 2 new areas of interest

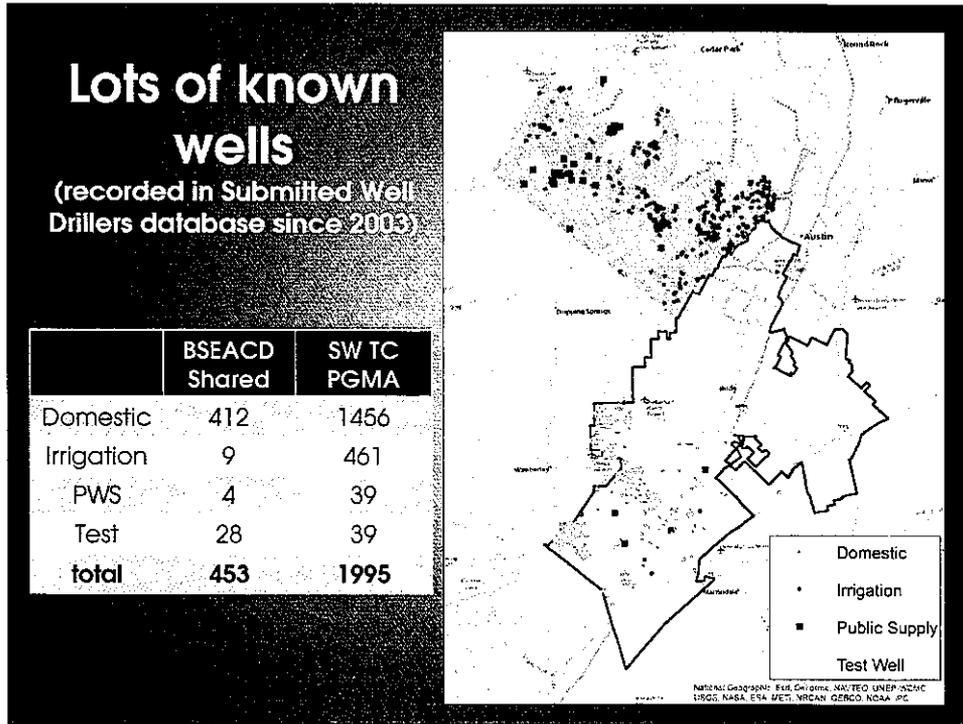
Barton Springs  
Edwards Aquifer  
Conservation District

2015 annexation of  
Shared Territory with  
the EAA to manage Trinity  
groundwater resources in a  
portion of Hays Co.

2018 collaboration with  
Travis Co. for a  
groundwater study of the  
SW Travis Co. portion of  
the Hill Country PGMA



2



3

The challenge:

## How to meet well owners to:

- ▶ Measure water levels and water quality
- ▶ Better understand aquifer dynamics
- ▶ Document geologic controls
- ▶ Establish a monitoring network to track water level fluctuations over time

### Avoid



### Avoid



### GOAL!



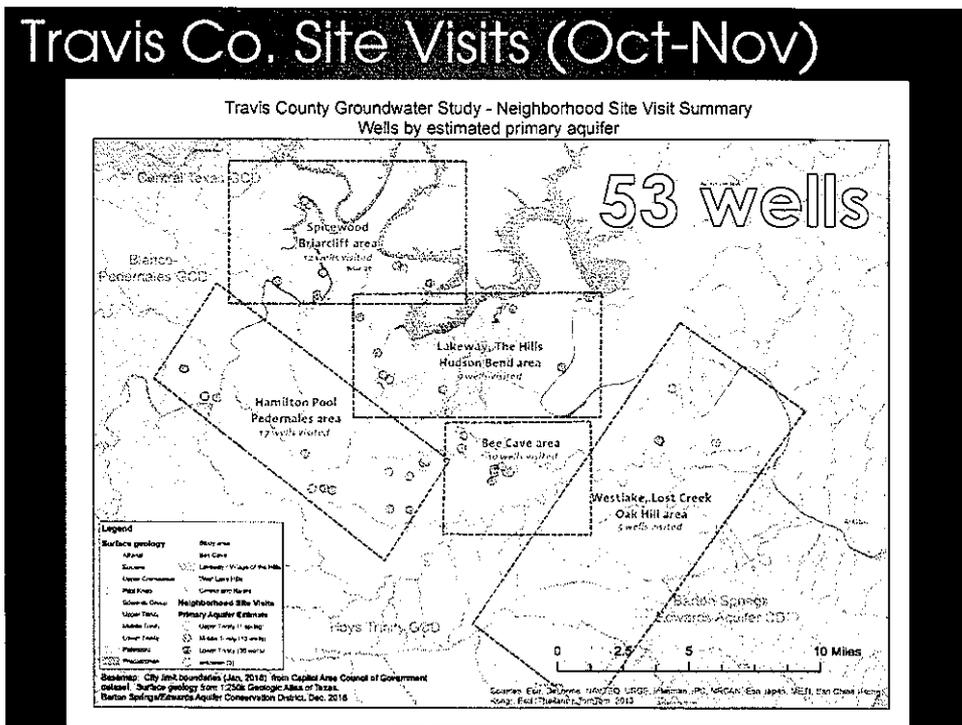
4



# Then August happened

- ▶ Drought conditions
- ▶ High volume water user
- ▶ Complaints from neighbors

7



8

## Water level measurements (depth to water)

Electric tape (E-line)

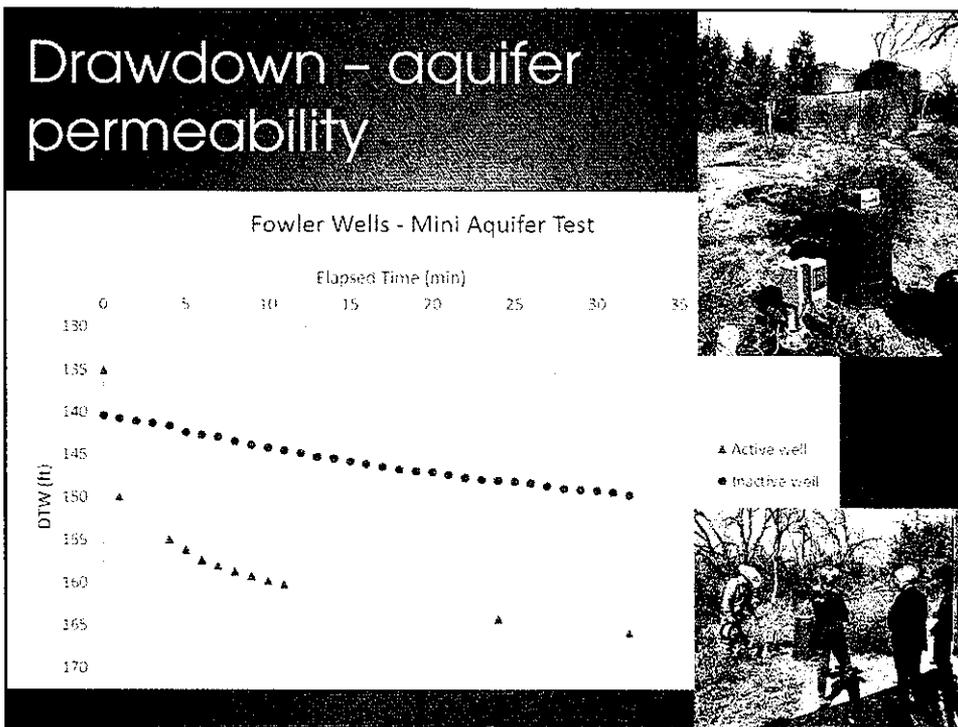
Sonic meter

9

## Water Quality (field parameters)

- ▶ Conductivity
- ▶ Total Dissolved Solids
- ▶ Nitrate/Nitrite
- ▶ Estimated Primary Aquifer

10



11

# Well owner discussions

- ▶ Yield, availability
- ▶ Sediment
- ▶ Iron
- ▶ Bacteria
- ▶ TDS

### 2018 Neighborhood Site Visit Summary

Well Type	Depth	Yield (gpm)	DTW (min)
Middle Trinity Aquifer wells (6)	Generally shallower than 550'	41' - 46"	1,010 - 2,910
Lower Trinity Aquifer wells (8)	Generally deeper than 550'	164' - 323'	751 - 3,720
Middle Trinity Aquifer wells (7)	Generally shallower than 300'	174' - 252'	609 - 913
Lower Trinity Aquifer wells (10)	Generally deeper than 300'	36' - 247'	645 - 3,280
Lower Trinity Aquifer wells (9)	Generally deeper than 400'	111' - 645'	1,470 - 5,200
Lower Trinity Aquifer wells (6)	Generally deeper than 750'	602' - 708'	1,490 - 1,820
Middle Trinity Aquifer wells (3)	Highly variable	24' - 451'	1,330 - 2,070
Lower Trinity Aquifer wells (2)	Generally deeper than 750'	521' - 543'	1,450 - 1,810

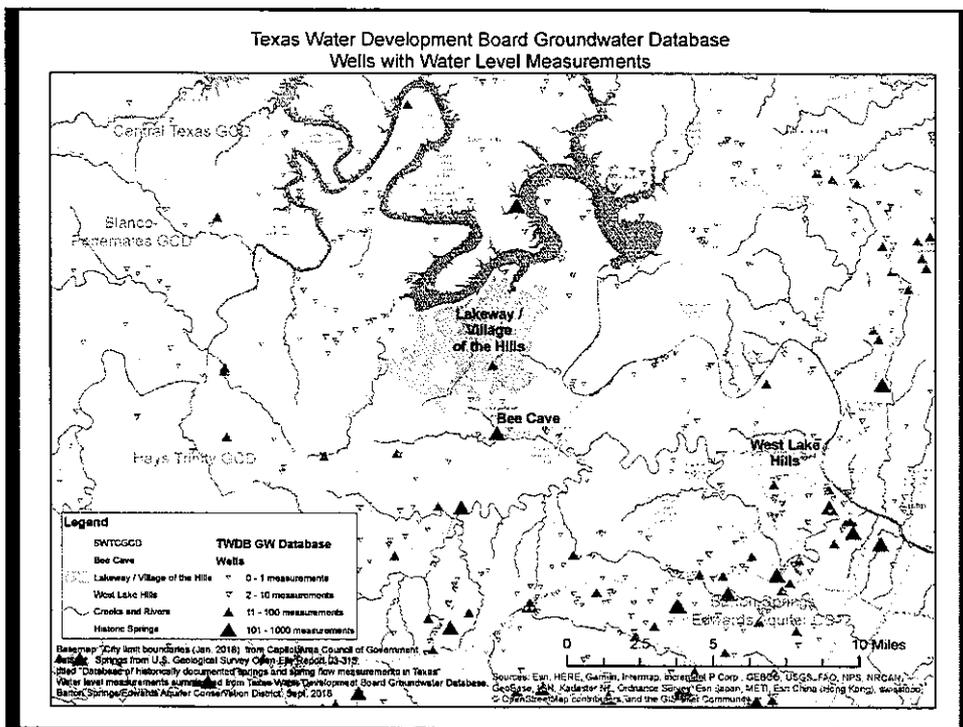
\*Wells with available well construction records

12

# Next steps

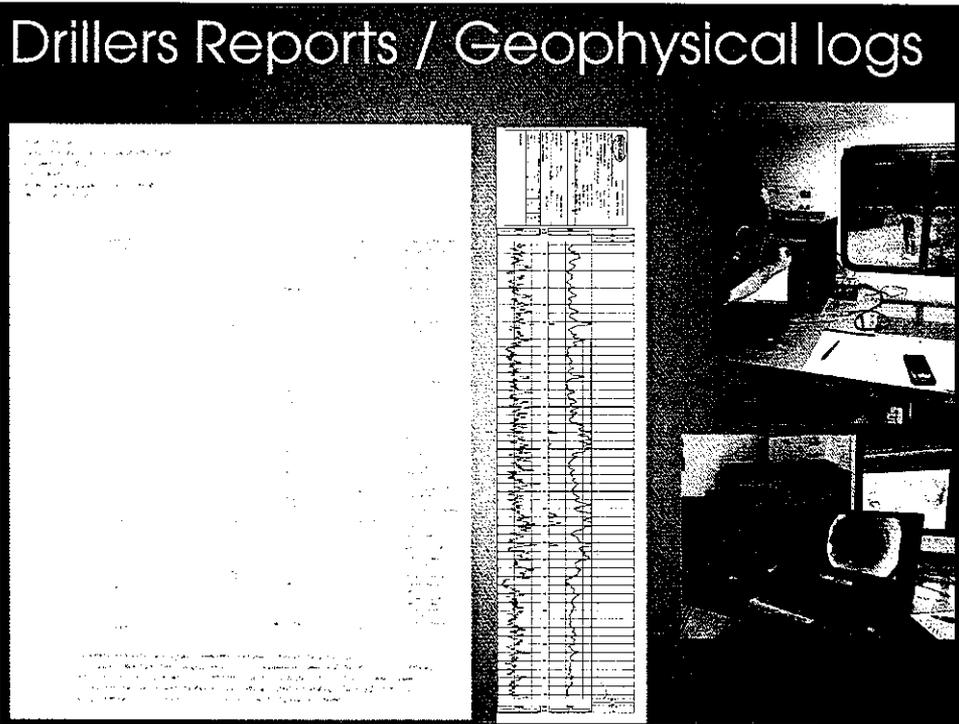
- ▶ Water levels – existing TWDB monitor sites
- ▶ Potentiometric surface maps (water level elevations by aquifer)
- ▶ Downhole video
- ▶ Geophysical logs
- ▶ Detailed chemistry

13

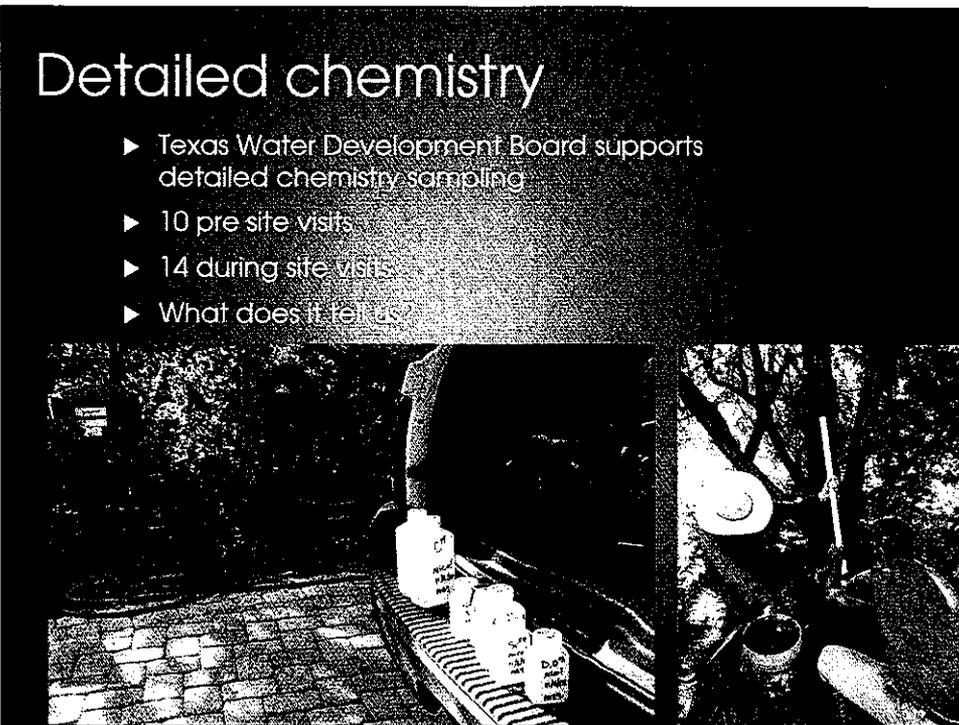


14





17



18

## The successes

- ▶ **Education** – well owners were curious about their well, interested in knowing more about groundwater, and sought advice for issues
- ▶ **Relationships** – contacts with well owners, lots of invitations to visit again
- ▶ **Public Relations** – transparency about what a GCD does
- ▶ **Data** – synoptic water level survey, water quality data, geologic info

19

## Many thanks to...

- ▶ BSEACD staff: Brian Hunt, Robin Gary, Justin Camp, Lane Cockrell
- ▶ Travis County Commissioners
- ▶ Travis County Hydrogeologist, Vicky Kennedy
- ▶ Southwest Travis County GCD Directors
- ▶ ALL THE WELL OWNERS who participated

Good science is built on good well owner relationships.

Good policy is informed by good science.

20

**Exhibit D**

SWTCGCD Financial Summary Report

STCGCD Financial Summary

**September 12, 2018**

Previous Balance	\$808.13		
Deposit 7-16-18	1,000.00	Hamilton Pool Road Matters Donation	
Checks			
4-23-18 0101	\$2,000.00	Lloyd Gosselink	Legal Services related to start up
6-13-18 0102	\$191.98	Jim Dower	Reimbursement for website development
8-8-18 0103	\$957.00	Texas Municipal League	Board Insurance
Balance	\$851.13		
Interest	.13		

**September 28, 2018**

Previous Balance	\$851.26
Interest earned	.03
Closing Balance	\$851.29

**November 13, 2018**

Previous Balance	851.29	
Deposit 10-22-18	\$500	Hamilton Pool Road Matters Donation to cover cost associated with Board Member participation in the Texas Alliance of Groundwater Districts Leadership training.

Checks  
11-9-18 0104 \$180 TX Alliance of Groundwater Districts. Tricia Davis training seminar

Debit Card Payments  
10-27-18 \$25.85 GoDaddy Email service for Board email  
10-28-18 \$155.10 GoDaddy Email related setup charge for Board  
10-31 \$ .04

Closing Balance \$990.38 This is unreconciled because I do not have the bank statement.

**December 10, 2018**

Previous Balance	990.38	
12-4-18 Deposit	5,000.00	Travis County Contribution
Closing Balance	5,990.38	

## **Exhibit E**

Proposed Document Retention Policy provided by Director O'Malia

DRAFT

Exhibit "A"

**Document Retention Policy**

**INTRODUCTION**

**1.1 Scope**

This Document and Destruction Policy applies to the Southwestern Travis County Groundwater Conservation District aka the SWTCGCD, its employees and members of the Districts Board of Directors (the "Board"). Documents and records maintained by the Board's legal counsel are not subject to this policy.

**1.2 Purpose**

This Policy is created to establish guidelines for identifying, retaining, storing, protecting and disposing of the District's books, records and other documents in the possession of the SWTCGCD Directors, its management and employees and that they adhere to all legal and business requirements. For purposes of this policy, the term "records" means any documents which is generated or received by the District in connection with its business or its legal obligations. Those records include but is not limited to all writings, drawings, graphs, charts, photographs, tapes, discs and any other type of electronic documents from which information can be obtained or translated such as electronic mail, voice mail, discs, drives or CD ROM's.

**1.3 Policy**

- A. It is the District's policy to maintain complete and accurate records. Records are to be maintained for the period of immediate use, unless longer retention is required for historical purposes, contractual or legal requirements or for other purposes as set forth in this policy.
- B. Records that are no longer required, or have satisfied their recommended retention period, are to be destroyed in an appropriate manner.
- C. Unless directed otherwise by legal counsel, records may be scanned and maintained in an electronic format.
- D. The Manager or if there is no Manager, the Board's Secretary, is responsible for ensuring that the Board's records are identified, retained, stored, protected and disposed of in accordance with the guidelines set forth in this policy.

**1.4 Directors**

The SWTCGCD does not require the Directors to maintain any records generated by the District. Any Director who receives Records not generated by the District must send the originals to either the Manager or the Secretary of the District to be maintained in the Districts books or records.

Whenever a Director is no longer serving as a Director, their records pertaining to the business of the District which are not otherwise in the District's books and records must be turned over to the Manager or the Secretary of the District within 15 business days.

**SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT  
DOCUMENT RETENTION POLICY**

DRAFT

### **1.5 Annual Purge of Files**

The Manager or Secretary of the District shall conduct an annual purge of files from the District's books and records. Such purge shall be accomplished by the end of the first quarter of each calendar year. A summary of the purge shall be presented at the first District meeting in April of each calendar year.

### **1.6 Destruction Procedures**

If the Records being destroyed are public record, they can be recycled or disposed of in a trash receptacle.

If the Records contain privileged or confidential information they must be destroyed in such a manner which ensures that the information contained therein remains confidential.

### **1.7 Miscellaneous**

Copies of any records may be destroyed, provided that the original is maintained in the District's books and records or is not otherwise required to be maintained pursuant to this policy.

### **1.8 Onset of Litigation**

At the onset of litigation or if litigation is foreseen or may be imminent, all Records potentially relevant to the dispute must be preserved. At the direction of legal counsel, the Manager or the Secretary of the District will advise the Board or any other person in possession of Records of the matter and instruct them not to destroy any Records which might be relevant to such litigation. At the conclusion of the litigation as determined by legal counsel, the hold period will cease and the time period provided for in this Policy will commence.

## **2. Document Retention Periods**

### **2.1 Permanent**

Audit reports, chart of accounts, fixed asset purchases and the general ledger have no destruction date. Governing documents, actions taken by ballot, contracts and correspondence with counsel, employee records and real property records and warranties are permanent.

### **2.2 Seven Year Retention**

Accounts payable and receivable, expense records, annual financial records and tax returns/records and bank records will be retained for seven years. Minutes of all Board and Committee meetings and all employee records shall also be so maintained.

### **2.3 Miscellaneous Retention Periods**

Employment applications, resumes, ads, and job opportunity notices will be retained for three years. Minor contracts and insurance policies will be retained for four years beyond termination.