



BOARD MEETING MINUTES

SOUTHWESTERN TRAVIS COUNTY GROUNDWATER CONSERVATION DISTRICT

Wednesday, July 21, 2021, at 9:00 am

In accordance with the order of the Office of the Governor issued March 16, 2020, the SWTCGCD Board of Directors conducted its July 21, 2021 regular board meeting as a remote access only meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The meeting was open to the public and instructions for accessing the remote meeting were provided with the Public Notice of Meeting.

1. **Call to order, declare meeting open to the public, take roll and declare quorum status** – Director Dower called the public meeting to order at 9:01 am on Wednesday, July 21, 2021. Six Directors were present at the meeting constituting a quorum, including Director Hunt, Director Van Ackeren, Director Hennings, Director Urie, Director Davis, and Director Dower. Also present were General Manager Lane Cockrell, Pete Golde, Virginia Smith, and Cole Ruiz and Ty Embrey with Lloyd Gosselink.
2. **Public comments** – No public comments were presented.
3. **Discuss and possibly act on approving previous meeting minutes** – Director Dower presented that the Board did not have any minutes prepared for the Board’s consideration. General Manager Lane Cockrell presented the possibility of the Board contracting with an individual to prepare meeting minutes in the future. No action taken.
7. **Discuss and possibly act on matters related to District audit** – Director Dower asked that the Board consider agenda items #7, #8, #9, and #10 out of order due to time constraints. Director Davis reported that she has not had the opportunity to meet with Spencer Neffendorf at NKD, P.C. regarding the District’s audit. Director Davis reported that the District should expect to receive an engagement letter from Mr. Neffendorf for auditing services for fiscal year 2021 totaling \$3,000.00 soon. No action taken.
8. **Discuss and possibly act on matters related to Directors Bond Renewal** – Director Van Ackeren presented that in 2020, the Board elected to only purchase Directors bonds for a term of one calendar year, and those Directors bonds now need to be renewed. Director Van Ackeren reported that the Board may opt for a one-year bond term once again, or the Board may opt for Directors bonds with a three-year term. Director Van Ackeren recommended that the Board opt for Directors bonds with a three-year term as that option would be more cost effective for the District for a total cost of \$728.00. A motion was made by Director Van Ackeren to approve the purchase of renewed Directors bonds from the Texas Municipal League for a term of three years. Motion seconded by Director Hennings. Motion carried 6 Ayes – 0 Nays – 1 Absent.



9. **Discuss and possibly act on matters related to Director Elections in November 2021** – General Manager Lane Cockrell provided an overview of the deadlines associated with the District’s November 2, 2021 Directors election. General Manager Cockrell reported that he is working with the Travis County Elections Division and the District’s general counsel to ensure the District’s compliance with all statutory deadlines. General Manager Cockrell presented to the Board that the deadline to file an Application for a Place on the Ballot is August 16, 2021. General Manager Cockrell also reported that the District will receive an invoice for \$150 from the Travis County Elections Division to reserve the County’s assistance in holding the November 2, 2021 election. No action taken.
10. **Discuss and possibly act on matters related to preparing the FY 2022 District Budget** – Director Dower presented that the District has prepared a draft budget for fiscal year 2022, and that the Board must adopt a final budget at its September meeting. Ty Embrey reported that the Board is not statutorily required to hold a public hearing on the budget. Director Dower raised the possibility of holding a public work session on the draft fiscal year 2022 budget. Director Dower reported that the Board may consider whether the District should continue to utilize contractors to assist the District or if the District should transition to hiring employees in the next fiscal year, and what policies and changes that transition would entail, including a personnel policy and family leave policy. Discussion regarding providing paid paternity leave to General Manager Cockrell. A motion was made by Director Dower to amend the fiscal year 2021 budget to provide \$1,500 for paid paternity leave for General Manager Cockrell under personnel expenses. Motion seconded by Director Hunt. Motion carried 6 Ayes – 0 Nays – 1 Absent.
4. **General Manager’s Report:** General Manager Cockrell first thanked the Board for their congratulations and well wishes on the birth of his daughter.
 - a. **Stakeholder communication and public inquiries** – General Manager Cockrell asked that the Board contact him if they would like any additional agenda items or information to be included in the General Manager’s Report going forward. General Manager Cockrell provided the Board with a summary of the well registrations and permit applications received by the District. As of July 21, 2021, the District had received no additional well registrations, seventeen (17) well drilling applications, zero (0) operating permit applications, one (1) general permit application, and twenty (20) reported water service connections. General Manager Cockrell reported that the District has a backlog of 26 pending operating permit applications that are not yet administratively complete, and that District staff will continue to work with the applicants. Director Hunt requested that District staff consider sending out postcards to neighborhoods in the District to inform well owners of the District’s policies and encourage well registrations. Discussion regarding transitioning to using online well registration forms. No action taken.
 - b. **Drought stage status and outlook** – General Manager Cockrell reported that Travis County is not currently experiencing drought conditions due to recent rains. No action taken.



c. Regulatory items and updates

- **TWDB** – General Manager Cockrell reported that the Texas Water Development Board adopted its 2022 State Water Plan for the State of Texas. General Manager Cockrell reported that he will provide a copy of the Plan to the Board. No action taken.
- **TCEQ** – General Manager Cockrell reported that in April 2021 the District received notice from the TCEQ of groundwater contamination at Hudson Bend Middle School in the Lake Travis Independent School District. General Manager Cockrell reported that there was no indication that nearby groundwater wells were impacted by the contamination. Director Hunt requested that the Board consider including water quality information on the District’s website. Director Hennings raised the possibility of the District’s well registration form giving registrants the option to opt in to notifications from the District about future water quality events. No action taken.
- **GMA**s – No discussion or action under this agenda item.
- **Other** – General Manager Cockrell reported that the Texas Alliance of Groundwater District’s 2021 Texas Groundwater Summit is scheduled for August 31 to September 2, 2021.

- d. Other items of interest not requiring Board action** – Director Dower raised the question of when the District’s office will be re-opened to the public. General Manager Cockrell reported that he and Virginia Smith will be utilizing the District’s office space more going forward, and will consider opening the District’s office to the public depending on information about best practices during the ongoing COVID-19 pandemic.

5. Receive, discuss, and take action as necessary for Board Committee Reports:

- a. Finance** – Director Urie and Pete Golde provided a report to the Board regarding the financial reports dated July 16, 2021. The balance sheet indicated assets totaling \$47,802.26 and liabilities totaling \$0.00. The profit and loss report indicated expenses totaling \$176,803.37, and net income totaling \$222,743.58 from October 1, 2020 to July 16, 2021. Discussion regarding budgetary allocations for water level monitoring and technical operations. Pete Golde provided a summary to the Board of the check detail report dated July 1 to July 16, 2021, and expenses by vendor for fiscal year 2021. No action taken.
- b. Legislative** – Director Davis and Ty Embrey reported that there has been no additional action on groundwater legislation at the Texas Legislature. Director Davis left the meeting to attend to other matters. No action taken.
- c. Science & Outreach** – Director Hunt presented that Travis County is currently conducting a groundwater study in the area surrounding Hamilton Pool Preserve, and is currently selecting groundwater wells to test in that area. Director Hunt provided an update to the Board regarding the monitoring well drilled at Reimers Ranch. Director Dower reported that the District’s website has had 106 views during the month of July. General Manager Cockrell provided an update to the Board regarding the District’s monitoring well efforts,



and reported that the District is waiting to receive water monitoring equipment from manufacturers. No action taken.

6. **Discuss and possibly act on matters related to implementing District Rules** – General Manager Cockrell reported that District staff’s current focus is on processing well registrations and permit applications received in accordance with the District’s rules and preparing for future permit hearings. Director Davis rejoined the meeting by videoconference call. No action taken.
11. **Discuss and establish possible agenda items for future Board Meetings** – Director Dower reported that the Board will consider adopting a budget for fiscal year 2022 at its next regular board meeting, and that the Board will meet remotely through videoconference call. General Manager Cockrell reported that the agenda will need to include an item to consider ordering the District’s November 2, 2021 election, and to discuss personnel matters. No action taken.
12. **Discuss and possibly act on setting the date, time, and location for the next Board Meeting** – Director Dower reported that the next regularly scheduled Board meeting would be held on August 11, 2021 at 9:00 am by videoconference call.
13. **Adjourn** – A motion was made by Director Dower to adjourn the meeting at 11:03 am. Motion seconded by Director Hunt. Motion carried 6 Ayes – 0 Nays – 1 Absent.

PASSED, APPROVED, AND ADOPTED THIS THE 8th day of September 2021.

Tim Van Ackeren, Secretary