

Date of Meeting: 7/30/2020  
Time of Meeting: 7:00 PM  
Location: 303 S 8<sup>th</sup> ST  
Memphis, Texas 79245



## Regular Meeting Minutes

Call Meeting to Order and Establish a Quorum

Jerry Lewis Called the meeting to order at 7:15 PM.

Board Members Present: Matt Tarver, Danny Wischkaemper, Curtis Scrivner, Terry Canada, and Jerry Lewis

Staff Present: General Manager Lynn Smith, Troy Thomason

Professionals Present: Keith Good, Ellen Orr, and Ray Brady

Visitors Present: Stacie Smith

- Opening Comments: None
- Public Comments: None

1. Consent Agenda: Lynn requested that all items be pulled from the agenda and addressed individually, Board agreed.
  - a. Consider and act on Minutes of June 18, 2020 Curtis moved to accept minutes as written, Curtis second, all ayes.
  - b. Consider and act on approval of June Bills: Lynn presented June bills and financial reports as generated directly from QuickBooks. He explained that there would be a few more tweaks to the reporting process as it is streamlined over the next few months. The District's new bookkeeper, Cheryl Tarver, had some ideas on how to make the reporting process easier and more transparent. Terry moved to accept the June bills as presented, Matt second, all ayes.
  - c. Consider and act on Test Hole Permits:
    - i. 521 – Rick Fuston
    - ii. 522 – James Wischkaemper
    - iii. 523 – Joel Eudy
    - iv. 525 – Dannie Morris
    - v. 526 – Dick Hutcherson
    - vi. 527 – Bruce Ward
    - vii. 528 – Joe Peters
  - d. Consider and act on Well Registrations:
    - i. 730 – Buck Creek Properties
    - ii. 731 – Gene Bruce
    - iii. 733 – John Patterson
    - iv. 734 – Jared Patterson
    - v. 735 – Noel Potts
    - vi. 737 – Patrick Family Trust

- vii. 741 – Dannie Morris
- viii. 742 – Dannie Morris
- ix. 743 – Dannie Morris
- x. 744 – Dannie Morris
- xi. 745 – Briscoe Ranch, Inc
- xii. 746 – Bobby Myers

Lynn presented all test hole permits and well registrations, nothing unusual on any, Terry moved to approve them, Curtis second, all ayes with Danny abstaining from discussion and vote.

- 2. Consider and act on Well Permits
  - a. 736 – Joel Eudy in Turkey area
  - b. 740 – John Dyck in Wellington area
  - c. 747 – Paul Bell in Quail area
  - d. 748 – Bruce Ward in Needwood area

Lynn presented all well permits, Danny moved to approve them, Curtis second, all ayes.

3. Manager's Report

Lynn discussed new part-time staff and that they are streamlining a few office tasks and record keeping, particularly where it related to well log filling and database management. He also presented his plans to open a firearms manufacturing and sales shop next to the district office then opened discussion. He answered a few office staffing related questions.

4. Hydrogeologist Report

Ray reported that the hydrographs were finished. He did not have any work done on mapping but worked on DFCs this month. Ray is currently working on developing a modeling contract with a new group/company. He is working on short and long term comparisons for POD1.

5. Legal Comments

Keith discussed federal "water of the US" rules and regulations and its effect locally. He answered questions by the board and facilitated the discussion.

6. Consider and act on re-balancing the 2019-2020 District Budget in the proposed manner:

- a. Move \$450 from Salaries to Fidelity Bonds
- b. Move \$300 from Education and Outreach to Water Level Program

Lynn presented updates to the budget that had not been done at the time it was originally voted on. He opened the floor for questions. Being no questions, Jerry asked for a motion. Terry made the motion to rebalance the budget in the manner proposed. Matt seconded the motion. Motion carried.

7. Review and possibly update the District's Drought Contingency Policy

Board reviewed the policy. No questions were asked, nor updates made. Terry made a motion to continue with this policy. Curtis made the second, and the motion carried.

8. Review and possibly update the District's Recharge Enhancement Study

Board reviewed the study. No questions were asked, nor updates made. Curtis made a motion to adopt the current study. Danny made the second, and the motion carried.

9. Review and possibly update Investment Policy

Board reviewed the policy. Attorneys suggested removing Admin assistant as an investment officer since that will be a new hire. Jerry made a motion to change wording in P4 to the admin assistant to "may be"

instead of "shall be" an investment officer. Terry mad the second, after some discussion the motion carried.

10. Review and possibly update qualified Banker/Brokers

Lynn presented the list of qualified bankers and brokers for approval, as well as the qualified sources of investment training. Board reviewed and no updates were made.

11. Review and possibly update the District's Policy Manual

Lynn presented the District Policy manual with no changes made since December 2019. Curtis made motion to adopt, Matt seconded the motion, motion carried.

12. Discuss and possibly update the District's signature cards at Pilgrim Bank

Lynn made the board aware that Pilgrim's Bank had not removed Dan Henard from the signature card as instructed. He recommended the board wait until new officers are elected before making changes. This was tabled until the January or February meeting.

13. Consider and act on RMBJ Geo Contract

Ray presented the contract collaborated on between Amy and Lynn. He explained the increased amount as needed due to increased work on DFC's. Following some discussion, Terry made the motion to accept. Danny seconded the motion, and the motion carried.

14. Consider and act on Auditor's Contract

Lynn presented the Auditor's contract which had a slight increase and recommended that the board accept and continue with the same auditor. Curtis made the motion to approve the Auditor's contract. Terry made the second and the motion carried.

15. Consider and act on Bookkeeper's Contract

Lynn discussed \$200/month for the bookkeeper's contract, as proposed by Cheryl Tarver. There was no objection but the Contract was not available to act on. The item was tabled until a Contract can be drawn up.

16. Consider and act on Hall County CAD Contract

Lynn presented the Hall County CAD Contract and recommended approval.

Terry made the motion to approve the two-year contract. Jerry made the second. Curtis abstained, and the motion carried.

17. Consider and Order an Election for Directors in Precincts 1, 4, 5, and 7 of the District and consider authorizing Lynn Smith, General Manager, to issue, post, publish, and deliver the Notice of Election as required by the Texas Election Code

Curtis made the motion to order an election for directors in precincts 1,4,5, and 7 and authorize Lynn to issue, post, publish, deliver the notice, and dismiss the notice if needed. Matt made the second, and the motion carried.

18. Consider and act on the proposed 2020-2021 District Budget

Lynn presented the proposed budget which includes a statutory limit on rate increases. He highlighted the temporary decrease in health insurance due to no elective surgeries being allowed, reduced travel and meeting expenses, as well as only having one full time employee at this time. He explained changes in each line item. Curtis made a motion to adopt the budget as presented. Terry made the second, and the motion carried.

19. Consider certified property valuations and propose a tax rate based on them to support the adopted budget

Lynn recommended a rate that would increase the no new revenue rate by 3.49%. There was some discussion and Keith explained how the rate is calculated. Matt made motion to propose a 0.04872 tax rate. Jerry made the second and motion carried.

20. Review, consider and act on compliance matters before the District, including, without limitation, water wasting violations and inoperable meter violations.

Lynn addressed concerns over drillers being fined by TDLR. No action required.

21. Consider and possibly update the Administrative Assistant job description

Lynn presented an updated list of duties that the Admin Assistant position has acquired for the Board to consider until the next meeting. No formal action was taken.

22. Other Business

None

23. Executive Session: Consultation with Attorney Regarding Attorney Client Matters exempt from open meetings pursuant to Texas Government Code §551.071

Not needed

24. Set Date and Time for next Board Meeting

The next Board meeting was set for Thursday, August 27, 2020 @Wellington 7:00 p.m.

25. Adjourn

There being no further business to come before the meeting, Danny moved to adjourn the meeting. Terry seconded the motion and it was unanimously approved by the Board. Jerry Lewis declared the meeting adjourned at 10:00PM.

Checked by Lynn on 8/6/2020

Approved on Aug 27, 2020 by the Board of Directors

  
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Presiding Officer

  
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Attest