
SUTTON COUNTY UNDERGROUND WATER CONSERVATION DISTRICT



Board Meeting
January 14, 2020 – 9:00 a.m.
Edwards Plateau Soil & Water Conservation District Board Room
301 S. Crockett Ave
Sonora, Texas

Minutes

Directors Present: Robert Mayer, Erika Campbell, Butch Taylor and Max Howorth

Directors Absent: James Archer

District Staff Present: Meredith Allen, Lana Tolleson, and Abel Gamez

1. Call Regular Meeting to Order

Board Chairman Robert Mayer called the meeting to order at 9:10 am with a quorum present.

2. Recognize Visitors—Any person or group wishing to speak to the Board on any item on the Agenda will be allowed 5 minutes

None present

3. Recognize Pump Installers & Drillers—Any person or group wishing to speak on any item on the Agenda will be allowed 5 minutes

None present.

4. Rainfall and Water level report

District Technician, Abel Gamez, gave rainfall and water level reports.

5. Quarterly Well Registration Report

Consulting Manager, Meredith Allen, gave the quarterly well registration report.

6. Action, Discuss, or Consider Approval of Minutes of the December 10, 2019 regular meeting.

Director Max Howorth made a motion to approve the December 10, 2019 meeting minutes and the motion was 2nd by Director Butch Taylor. The motion passed unanimously.

7. Action, Discuss, or Consider Approval of Bills and Financial Statements for December 2019.

Director Erika Campbell made a motion to approve the December 2019 financial statements and the motion was 2nd by Taylor. The motion passed unanimously. Director Max Howorth made a motion to amend the budget for the purchase of a District vehicle in the amount of \$28,500. Motion was 2nd by Taylor and passed unanimously. Taylor made a motion to purchase QuickBooks Online Essentials accounting program. Motion was 2nd by Howorth and passed unanimously.

8. Review of the 2018 Financial Audit provided by Keffendorf & Knopp, P.C.

Tabled for this month. Will be placed on next month's agenda for action to accept.

9. Action, Discuss or Consider the 2019 Annual Report

Allen presented the 2019 Annual Report. Campbell made a motion to approve the report with changes made during the presentation. Motion was 2nd by Howorth and passed unanimously. The report will be posted to the District's website.

10. Action, Discuss or Consider the Quarterly Investment Report – 1st Quarter FY 2019-2020 and possible structure changes

Allen presented the Quarterly Investment Report for the Board to review. Changes to restructure the CDs were discussed. Campbell made a motion to move \$200,000 into a 180-day CD and leave the remaining balance in the 90-day CD when CD #8438 matures on January 27th. Motion was 2nd by Howorth and passed unanimously.

11. Action, Discuss, or Consider Updates to Records Management Policy

Operations Manager, Lana Tolleson, presented the updated Records Management Policy ordinance stating that the Operations Manager will serve as the Records Management Officer for the District. This updated ordinance is required by the Texas State Library and Archives Commission. Taylor made a motion to accept the updated Records Management Policy ordinance. Motion was 2nd by Howorth. The motion passed unanimously.

12. Action, Discuss, or Consider Sonora Chamber of Commerce Membership Dues

Tolleson presented an invoice for Business Membership Dues for Jan 2020 – Jan 2021 in the amount of \$120 from the Sonora Chamber of Commerce. Taylor made a motion to continue the District's membership in 2020. Motion was 2nd by Campbell. The motion passed unanimously.

13. Action, Discuss, or Consider Well Plugging Assistance Request from Sonora EDC

Allen updated the Board on the Well Plugging Assistance Request from Sonora EDC. The Board reviewed a letter from Abel Water Systems explaining the risks necessitating the well being plugged.

14. Consulting Manager's comments

- a. GMA 7 meeting–January 16th – Allen provided an update on GMA 7. Allen & Tolleson will attend the GMA7 meeting in San Angelo on January 16th
- b. Legislative Update – Allen updated the Board on Legislative issues

- c. TAGD Quarterly Meeting – Allen will be attending the TAGD Quarterly Meeting in Austin January 30 & 31

15. Operations Manager’s comments

- a. Vehicle Update – Tolleson updated the Board on the purchase of the new work truck
- b. Bank Depository Bid – Tolleson presented information for the Board to consider for future Bank Depository Bids

16. Director Comments/Directives to Staff

- a. Request security protocol from QuickBooks
- b. Modification to Rainfall & Water Level Reports

17. Action, Discuss, or Consider meeting adjournment

Taylor made a motion to adjourn at 11:46am and the motion was 2nd by Howorth. The motion passed unanimously.

Presiding Officer

Date

Attesting Signature