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# SUTTON COUNTY UNDERGROUND WATER CONSERVATION DISTRICT

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**Board Meeting  
June 13, 2023 – 9:00 a.m.  
Edwards Plateau Soil & Water Conservation District Board Room  
301 S. Crockett Ave.  
Sonora, Texas**

## **Minutes**

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

Directors Absent: James Archer

District Staff Present: Meredith Allen, Sofia Galindo, Lana Tolleson

### **Regular Board Meeting**

**1. Call Regular Meeting to Order**

Board Chairman Robert Mayer called the regular meeting to order at 9:00 a.m.

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

County Judge Jody Harris was 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. Swearing In Ceremony for newly re-elected Board Members: Robert Mayer and Erika Campbell**

County Judge Jody Harris administered the Oath of Office to Robert Mayer, Director-Precinct 1 and Erika Campbell, Director-Precinct 4.

**5. Action, Discuss, or Consider Election of Officers for the Board of Directors**

Director Butch Taylor made a motion to re-elect the previous slate of officers by acclamation. The motion was 2<sup>nd</sup> by Director Erika Campbell and passed unanimously.

**6. Water Level and Rainfall Report**

Technician Sofia Galindo and Consulting Manager Meredith Allen presented rainfall and water level reports. Allen showed data for the past several years for the District's Drought Contingency Well.

**7. Action, Discuss, or Consider Approval of Minutes of the April 11, 2023 Regular Board Meeting.**

Director Max Howorth made a motion to approve the minutes of the April 11, 2023 Regular Board Meeting. The motion was 2<sup>nd</sup> by Campbell. The motion passed unanimously.

**8. Action, Discuss, or Consider Approval of Bills and Financial Statements for April & May 2023.**

Operations Manager Lana Tolleson reviewed the revenue and expenditures for April & May 2023. Taylor made a motion to approve the April & May 2023 bills and financial statements. The motion was 2<sup>nd</sup> by Campbell and passed unanimously.

**9. Action, Discuss or Consider Approval of Letter to Sutton County Commissioners to Review the Groundwater Availability Certification as Described in Sutton County's Subdivision Rules**

Allen presented a letter offering assistance by the District to Sutton County Commissioners in their development, review and assessment of subdivision plats and groundwater availability certification. A motion was made by Howorth to approve the letter with a 2<sup>nd</sup> by Taylor. Motion passed unanimously.

**10. Action, Discuss or Consider Responses to RFQ for Professional Services Related to Hydrogeology and Groundwater Management.**

Allen reviewed the submissions that were received in response to the RFQ for Professional Services Related to Hydrogeology and Groundwater Management. Action on this item was tabled until the July meeting to give Board members an opportunity to read each submission.

**11. Consulting Manager’s Comments**

- a. TAGD Field Operations Boot Camp and Business Meeting – June 6-7  
Allen and Galindo attended the TAGD Boot Camp and Business Meeting in Pflugerville, June 6 & 7. The Boot Camp was focused on training for field technicians.
- b. Legislative Wrap-up – Allen emailed a legislative update to the Board prior to the meeting that included the Special Session Update and the appointment of an acting Attorney General.

**12. Operations Manager’s Comments**

- a. Document Retention Policy – Chairman Mayer asked Tolleson to give the Board an update on how the District complies with the Document Retention Policy, as discussed in the Cyber Security Awareness Training.
- b. Banking Update – Tolleson gave a brief description of the actions taken by the Finance Committee to optimize the interest received by restructuring the District’s available cash and CDs utilizing both Sonora Bank and The Bank & Trust.
- c. Audit Update – Tolleson has been working with Ryan Smith of Kuntz, Smith & Co., P.C. to complete the audit for FY 21-22. The audit should be completed no later than the end of July.
- d. Budget Preparation – Tolleson and Allen have begun working on the draft budget for FY 23-24 to present at the July meeting. If any Director would like to include something specific in the budget, please let one of them know.

**13. Director Comments/Directives to Staff**

- a. Put the RFQ for Professional Services Related to Hydrogeology and Groundwater Management on the agenda for action in July.

**14. Action, Discuss, or Consider meeting adjournment**

Taylor made a motion to adjourn at 10:16 a.m. with a 2<sup>nd</sup> by Campbell. The motion passed unanimously.

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Presiding Officer

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Date

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Attesting Signature