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# SUTTON COUNTY UNDERGROUND WATER CONSERVATION DISTRICT

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**Board Meeting  
July 11, 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 9:05 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**

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. Water Level and Rainfall Report**

Technician Sofia Galindo presented rainfall and water level reports for the month of June.

**5. Quarterly Well Registration Report**

Galindo gave the Quarterly Well Registration report.

**6. Action, Discuss, or Consider Approval of Minutes of the June 13, 2023 Regular Board Meeting.**

Director Max Howorth made a motion to approve the minutes of the June 13, 2023 Regular Board Meeting. The motion was 2<sup>nd</sup> by Director Erika Campbell. The motion passed unanimously.

**7. Action, Discuss, or Consider Approval of Bills and Financial Statements for June 2023.**

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

**8. Action, Discuss or Consider Approval of Quarterly Investment Report – 3<sup>rd</sup> Quarter FY 2022-2023**

Campbell made a motion to approve the Quarterly Investment Report for the 3<sup>rd</sup> Quarter of FY 2022-2023 with a 2<sup>nd</sup> by Taylor. Motion passed unanimously.

**9. Action, Discuss or Consider Annual Review of District's Investment Policy**

Howorth made a motion to approve the District's Investment Policy with the stipulation that the language defining the Finance Committee be reviewed. The motion was 2<sup>nd</sup> by Taylor and passed unanimously.

**10. Action, Discuss or Consider Approval of the Sutton County Appraisal District Contract for Assessment and Collection Services effective January 1, 2024 to December 31, 2025.**

Howorth made a motion to approve the Sutton County Appraisal District Contract for Assessment and Collection Services effective January 1, 2024 to December 31, 2025. The motion was 2<sup>nd</sup> by Campbell and passed unanimously.

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

After discussion of all responses received in regard to the RFQ for Professional Services Related to Hydrogeology and Groundwater Management, a motion was made by Campbell and 2<sup>nd</sup> by Howorth to select Collier Consulting. The motion passed unanimously.

**12. Executive Session: Deliberations about Personnel Matters: In Accordance with Texas Government Code 551.074**

The Board of Directors convened into Executive Session to deliberate on personnel matters at 9:56 a.m.

**13. Action Reconvene into Open Session and Consider Action, if any, regarding decisions discussed in Executive Session**

The Board of Directors reconvened into open session at 12:03 p.m. Action on personnel matters will be included in budget discussion below.

**14. Action, Discuss or Consider Approval of Proposed Draft Budget for FY 23/24 with a Public Hearing to be set for August 8, 2023.**

The Directors discussed the proposed draft budget for FY 23/24 and made changes to various line items including the addition of \$10,000 under Payroll Expenses for Reserve for Salary Administration.

Howorth made a motion to approve the Draft Budget with the changes and to set the Budget Hearing for September 12<sup>th</sup> due to a lack of a quorum for the August 8<sup>th</sup> meeting. The motion was 2<sup>nd</sup> by Taylor and passed unanimously.

**15. Consulting Manager's Comments**

- a. Legislative Update - Allen emailed a legislative update to the Board prior to the meeting that included the Property Tax Reform Deal that was reached during special session.
- b. 4-H Water Ambassadors – Our District will once again help host the 4-H Water Ambassadors on a trip to Dolan Falls on August 1<sup>st</sup>.

**16. Operations Manager's Comments**

- a. Update on District Activities – Tolleson shared with the Board that language defining the Finance Committee as discussed in Agenda Item #9 earlier in the meeting is included in the District's Management Information Policy that was adopted on October 11, 2023:

“Audit/Finance Committee

The Board of Directors, at the direction of the Treasurer, will serve as the Audit/Finance Committee for the District, and as such regularly review the District's financial status, monitor variances from the budget, and review the annual audit.”

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

- a. Include an Executive Session on the agenda for the next meeting to be held September 12, 2023.

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

Taylor made a motion to adjourn at 12:46 a.m. with a 2<sup>nd</sup> by Howorth. The motion passed unanimously.

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Presiding Officer

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Date

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Attesting Signature