
SUTTON COUNTY UNDERGROUND WATER CONSERVATION DISTRICT



Board Meeting
October 14, 2025 – 9:00 a.m.
Edwards Plateau Soil & Water Conservation District Board Room
301 S. Crockett Ave.
Sonora, Texas

Minutes

Directors Present: Robert Mayer, James Archer, Erika Campbell, Wheless Baker, and Chacho Cahill

Directors Absent: None

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

Board Meeting

1. Call Regular Board Meeting to Order

After an invocation, Board President Robert Mayer called the Board 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

Ralph Mayer

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 and Consulting Manager Meredith Allen presented the Water Level and Rainfall reports for September.

5. Quarterly Well Registration Report

Galindo presented the Quarterly Well Registration Report showing two wells were completed in the previous quarter.

6. Action, Discuss, or Consider Approval of Minutes of the September 9, 2025 Board Meeting.

Director James Archer made a motion to approve the minutes of the September 9, 2025 Board Meeting with a second by Director Erika Campbell. The motion passed unanimously.

7. Action, Discuss, or Consider Approval of Bills and Financial Statements for September 2025

Operations Manager Lana Tolleson reviewed the financial reports and answered questions from Directors. Director Wheless Baker made a motion to approve the bills and financial statements for September 2025. The motion was seconded by Archer and passed unanimously.

8. Action, Discuss, or Consider Approval of Quarterly Investment Report – 4th Quarter FY 2024-2025

After reviewing the report, Baker made a motion to approve the Quarterly Investment Report for the 4th Quarter of FY 2024-25. The motion received a second by Director Chacho Cahill and passed unanimously.

9. Action, Discuss or Consider Approval of Engagement Letter for FY 2024-2025 Financial Audit provided by Kuntz, Smith & Co. P.C.

Archer made a motion to approve the Engagement Letter for the FY 2024-2025 Financial Audit provided by Kuntz, Smith & Co. P.C. The motion received a second by Baker and passed unanimously.

10. Action, Discuss or Consider Annual Review of the following District Policies:

- a. Investment**
- b. Management Information**
- c. Prohibited Technologies**
- d. Professional Services**

- e. **Travel Expenditures**
- f. **Code of Ethics**
- g. **Employee Compensation**
- h. **Records Management**

After reviewing the policies, Campbell made a motion to correct three small errors in the Code of Ethics policy (reference to an incorrect policy number, misspelled word, capitalization error) with a second by Baker. The motion passed unanimously.

Campbell then made a motion to re-approve each of the listed policies. Baker seconded the motion and it passed unanimously.

11. Action, Discuss, or Consider Statements of Disclosure from District's Investment Officers

Baker made a motion to accept the Statements of Disclosure from Meredith Allen and Lana Tolleson, the District's Investment Officers. The motion received a second from Archer and passed unanimously.

12. Consulting Manager's Comments

- a. GMA 7 Update – Consulting Manager Meredith Allen let the Directors know that the GMA 7 meeting to review proposed DFCs originally scheduled in Sonora on October 23rd at the Civic Center has been changed to November 6th. She also shared an update from Hydrologist Allyson McDonald concerning her proposal for the District. The proposal will be included on the agenda for the next Board meeting.

13. Operation Manager's Comments

- a. Update on District Activities – Tolleson let the Directors know that the Extension Service's annual 4th Grade Water Fair has been scheduled for December 2nd at the Civic Center

14. Director Comments/Directives to Staff

- a. Place Alyson McDonald's proposal on the agenda for the next meeting
- b. Send a reminder email to Directors of the GMA 7 meeting to be held on November 6th
- c. Due to the November meeting date falling on Veteran's Day, there will be no November meeting.

15. Action, Discuss, or Consider meeting adjournment

Campbell made a motion to adjourn at 10:04 a.m. with a second by Baker. The motion passed unanimously.

Presiding Officer

Date

Attesting Signature