

Victoria County Groundwater Conservation District Meeting Notice and Agenda

Notice is hereby given in accordance with the Open Meetings Act, Chapter 551, Government Code and Section 36.064 of the Texas Water Code that the Victoria County Groundwater Conservation District Board of Directors will hold a meeting on August 18, 2023, at 9:00 AM at the Dr. Pattie Dodson Health Center, 2805 N. Navarro St., Victoria, Texas.

AGENDA

1. Call the meeting to order and welcome guests.
2. Receive public comments.
3. Consideration of and possible action on matters related to groundwater management including the efforts and activities of the District regarding permitting, complaints, investigations, violations, and enforcement cases associated with permitting.
4. Consideration of and possible action on matters related to groundwater protection including complaints, investigations, violations, and enforcement cases related to groundwater contamination and waste.
5. Consideration of and possible action on matters related to groundwater monitoring.
6. Consideration of and possible action on matters related to groundwater conservation.
7. Consideration of and possible action on matters related to groundwater resource planning including Groundwater Management Area 15 Joint Planning and regional water planning.
8. Consideration of and possible action on matters related to groundwater policy including the Management Plan of the District and the Rules of the District.
9. Consideration of and possible action on matters related to administration and management including the minutes of previous meetings, the annual budget of the district, financial audit, bank accounts, investments, financial reports of the district, bills and invoices of the district, management goals and objectives of the district, administrative policies, staffing, consultant agreements, interlocal cooperation agreements, and support services provided to and from other groundwater conservation districts.
 - a. Budget recommendation for Fiscal Year 2024.
 - b. Tax rate for Tax Year 2023.
 - c. Certified tax roll for Tax Year 2023.
10. Consideration of and possible action on matters related to legal counsel report.
11. Adjourn.

The Victoria County Groundwater Conservation District may close the meeting, if necessary, to conduct private consultation with legal counsel regarding matters protected by the attorney-client privilege pursuant to Section 551.071 of the Government Code or to discuss matters regarding personnel pursuant to Section 551.074 of the Government Code. The Victoria County Groundwater Conservation District will return to open meeting, if necessary, to take any action deemed necessary based on discussion in closed meeting pursuant to Section 551.102 of the Government Code.

In Accordance with Title III of the Americans with Disabilities Act, we invite all attendees to advise us of any special accommodations due to disability. Please submit your request as far as possible in advance of event you wish to attend.

The following table compares the taxes imposed on the average residence homestead by VICTORIA COUNTY GROUNDWATER CONSERVATION DISTRICT last year to the taxes proposed to be imposed on the average residence homestead by VICTORIA COUNTY GROUNDWATER CONSERVATION DISTRICT this year.

	2022	2023	Change
Total tax rate (per \$100 of value)	\$0.00800	\$0.00699	decrease of -0.00101, or -12.62%
Average homestead taxable value	\$203,594	\$211,011	increase of 7,417, or 3.64%
Tax on average homestead	\$16.29	\$14.75	decrease of -1.54, or -9.45%
Total tax levy on all properties	\$743,038	\$748,638	increase of 5,600, or 0.75%

For assistance with tax calculations, please contact the tax assessor for VICTORIA COUNTY GROUNDWATER CONSERVATION DISTRICT at 361-579-6863 or CAITLYNN.DAVENPORT@VCGCD.ORG, or visit WWW.VCGCD.ORG for more information.

VCGCD - Matters for Consideration - 20230818

Item 1.0 - Convene Meeting

Management Discussion: staff completed the necessary public notification requirements for the meeting.

See: [Public Notice - 20230818 - Board Meeting](#)

See: [Public Notice - 20230818 - Meeting to Vote on Tax Rate for Tax Year 2023](#)

See: [Public Notice - 20230818 - Tax Rate for Tax Year 2023](#)

Management Recommendation: call the meeting to order and record the district representatives present at the meeting.

Precinct 1: Mr. Jerry Hroch, Vice President: _____ .

Precinct 2: Mr. Thurman Clements, Jr., Director: _____ .

Precinct 3: Mrs. Barbara Dietzel, Secretary: _____ .

Precinct 4: Mr. Mark Meek, President: _____ .

At Large: Mr. Kenneth Eller, Director: _____ .

General Manager: Tim Andruss: _____ .

General Counsel: Jim Allison: _____ .

Item 2.0 - Receive Public Comment

Management Discussion: offer to accept public comment from attendees.

Management Recommendation: none.

Item 9.0 - Report regarding Administration and Management

Previous Consideration by the Board: [MFC-20230721-9.0 - Report regarding Administration and Management.](#)

Related Programs: [Program - PRG-1000 - Administration.](#)

Related Projects:

1. [PRJ-20231100.01 - Employment Management - Active;](#)
2. [PRJ-20231200.01 - Election Coordination for CY2023 - Active;](#)
3. [PRJ-20231300.01 - Financial Audit for FY2022 - Active;](#)
4. [PRJ-20231300.02 - Investment Management for FY2023 - Active;](#)
5. [PRJ-20231300.03 - Financial Record Processing and Reporting for FY2023 - Active;](#)
6. [PRJ-20231300.04 - Budget Development for FY2024 - Active;](#)
7. [PRJ-20231300.05 - Asset Tracking for FY2023 - Active;](#)
8. [PRJ-20231300.06 - Public Funds Training for FY2023 - Active;](#)
9. [PRJ-20231400.01 - Website Improvements - Active;](#)

10. [PRJ-20231500.01 - Public Notice and Meeting Coordination for FY2023 - Active;](#)
11. [PRJ-20231500.02 - Public Notice and GMA 15 Meeting Coordination for FY2023 - Active;](#)
12. [PRJ-20231600.01 - Performance Audit for FY2022 - Active;](#)
13. [PRJ-20231700.01 - Administrative Policy Review for FY2023 - Active;](#)
14. [PRJ-20231700.02 - Transparency Reporting for FY2023 - Active;](#)
15. [PRJ-20231700.03 - Cybersecurity Training for FY2023 - Active;](#)
16. [PRJ-20231700.04 - Consultant Review for FY2023 - Active;](#)
17. [PRJ-20231700.05 - Open Government Training for FY2023 - Active;](#)
18. [PRJ-20231700.06 - GCD Support for FY2023 - Active;](#)
19. [PRJ-20231900.01 - Digital Record Archiving for FY2023 - Active;](#)
20. [PRJ-20231900.02 - Physical Record Archiving for FY2023 - Active.](#)

Management Discussion:

Meetings of the Board

The next meetings of the Board is scheduled for **October 20, 2023**, with each meeting to convene at 9:00 AM. Regular meetings will be rescheduled as necessary and special meeting may be scheduled to address unforeseen issues.

On July 25, 2023, the District received letter from Daniel B. Stephens & Associates, Inc. (DBS&A) expressing interest in providing technical support to the District. Due to the continuing difficulty the District has experienced in obtaining technical support from consultants, staff will attempt to negotiate terms for an agreement between the District and DBSA to be presented at the October 20, 2023 meeting.

DBS&A_ Letter Proposal_Andruss GCDs.pdf

 DBS&A_ Letter Proposal_Andruss G... 242 kB

Management Recommendation: none.

Item 9.1 - FY2024 Budget

Previous Consideration by the Board: [MFC-20230721-9.5 - FY2024 Budget.](#)

Related Programs: [Program - PRG-1000 - Administration.](#)

Related Projects: [PRJ-20231300.04 - Budget Development for FY2024 - Active](#)

Management Discussion: staff developed a budget for the fiscal year ending September 30, 2024, that attempts to fund the operations of the District in a manner that provides for 1) the accomplishment of the management plan goals and objectives and 2) the completion of certain projects and tasks associated with the administration of the district, groundwater conservation, groundwater management and permitting, groundwater monitoring, groundwater policy development, groundwater protection, groundwater research, and groundwater resource planning, and 3) avoid a budget deficit in Fiscal Year 2023-2024.

Staff developed the proposed budget anticipating the continued cooperation with and support of the Calhoun County GCD, Refugio GCD, and the Texana GCD to be achieved through the approval of a revised interlocal cooperation agreement that includes an increase to the monthly fees for service equal to 5%.

Staff developed the proposed budget anticipating the commitment of the monies of the Reserve Fund in Fiscal Year 2023-2024 in accordance with the following schedule:

- Groundwater Conservation: 5%
- Groundwater Management: 10%
- Groundwater Monitoring: 25%

- Groundwater Protection: 25%
- Groundwater Research: 5%
- Groundwater Resource Planning: 5%
- Legal Contingencies: 25%

Staff developed the proposed budget anticipating the approval of a tax rate equal to the No-New-Revenue Tax Rate calculated by the Tax Assessor - Collector for Tax Year 2023.

Summary of Budget Recommendation:

In keeping with the practice of the District to develop and adopt conservative budgets, management has developed a budget recommendation that anticipates revenue of \$1,034,900 and expenditures of \$907,300, **resulting in an anticipated surplus of \$127,600 at the end of the fiscal year.** The budget surplus is achieved while reducing the tax rate, maintaining the tax levy, reducing employment-related expenses, and budgeting significant expenses for groundwater conservation, groundwater monitoring, and groundwater protection.

Based on feedback provided by the Board, the recommended budget has been developed based on the assumption that the adopted tax rate would equal the No-New-Revenue Tax Rate. The No-New-Revenue Tax Rate for Tax Year 2023 is \$0.00699 per \$100 valuation. The computed tax levy for Fiscal Year 2023, based on the No-New-Revenue Tax Rate, is \$748,600.

Based on current staffing and the continuation of interlocal cooperation agreements with Pecan Valley GCD, Texana GCD, Refugio GCD, and Calhoun County GCD, the estimated revenue for Fiscal Year 2023 from cooperation district is estimated to be \$251,300. The cooperating district revenue estimate is based on a 5% increase in fees charged to the cooperating districts which would require the approval of revisions to the interlocal agreements between the district and Texana GCD, Refugio GCD, and Calhoun County GCD.

The recommended budget expenditures for employment totals -\$466,400. The total reflects the following changes: elimination of wages and benefits for the permitting technician position, the addition of expenditures for the intern position, the creation of a new wage chart (i.e. pay scale) for the specialist position based on the wage chart for the administrative coordinator position, the adjustment of the wage charts by 3.3% based on Consumer Price Index (CPI) calculations for the South Region for the 12 months ending in June 2023. The recommended budget expenditures for employment represents a reduction of \$43,700 as compared to Fiscal Year 2023.

Structurally, the budget has been revised to simplify future transaction processing by eliminating the "function" hierarchy and assigning all employment-related expenses to the Program 1002 - Administration - Employment.

Below is a summary of the recommended budget by program.

FY2023 - 2024: Budget: Management Recommendation by Program	
Revenue	\$ 1,034,900.00
1001 - Administration - Revenue	\$ 1,034,900.00
Expense	\$ (907,300.00)
1002 - Administration - Employment	\$ (466,400.00)
1003 - Administration - Technology	\$ (32,700.00)
1004 - Administration - General	\$ (202,600.00)

2000 - Groundwater Conservation	\$ (43,000.00)
3000 - Groundwater Management	\$ (5,000.00)
4000 - Groundwater Monitoring	\$ (131,100.00)
5000 - Groundwater Policy	\$ (1,000.00)
6000 - Groundwater Protection	\$ (17,500.00)
8000 - Groundwater Resource Planning	\$ (8,000.00)
Grand Total	\$ 127,600.00

VCGCD - Annual Budget - Fiscal Year 2023-2024, Version - Management Recommendation.pdf

 VCGCD - Annual Budget - Fiscal Yea... 254 kB

VCGCD - Order Adopting Budget for FY2024.pdf

 VCGCD - Order Adopting Budget fo... 207 kB

VCGCD - Agreement - Management and Administration Services for RGCD - FY2024 - 20230811.pdf

 VCGCD - Agreement - Management ... 83 kB

VCGCD - Agreement - Management and Administration Services for CCGCD - FY2024 - 20230811.pdf

 VCGCD - Agreement - Management ... 83 kB

VCGCD - Agreement - Management and Administration Services for TGCD - FY2024 - 20230811.pdf

 VCGCD - Agreement - Management ... 84 kB

Management Recommendation: move to adopt the proposed budget for Fiscal Year 2024 by order and authorize the presiding officer to execute the draft interlocal agreement with the Calhoun County Groundwater Conservation District, the Refugio Groundwater Conservation District, and the Texana Groundwater Conservation District, as presented.

Item 9.2 - Tax Rate for TY2023

Previous Consideration by the Board: [MFC-20220909-3.2 - Adopt Tax Rate for Tax Year 2022.](#)

Related Programs: [Program - PRG-1000 - Administration.](#)

Related Projects: [PRJ-20231300.04 - Budget Development for FY2024 - Active](#)

Management Discussion: staff completed the public notice requirements related the required public hearing regarding the proposed tax rate for tax year 2023.

On September 9, 2022, the Board of Directors met and adopted a tax rate of \$0.00800/\$100 for Tax Year 2022.

Based on calculations completed by the Victoria County Tax Assessor-Collector, the following tax rates exist for the District for Tax Year 2023:

- No-New-Revenue Tax Rate: \$0.006990/\$100

- Voter-Approval Tax Rate: \$0.007570/\$100

The proposed tax rate for Tax Year 2023 is equal to the No-New-Revenue Tax Rate.

VCGCD - Order Adopting Tax Rate for Tax Year 2023.pdf

 VCGCD - Order Adopting Tax Rate f... 366 kB

Management Recommendation 1: open the public hearing regarding the proposed tax rate.

Management Recommendation 2: move to close the public hearing after accepting public comment regarding the proposed tax rate.

Management Recommendation 3: move to approve and adopt the proposed tax rate as the adopted tax rate by order.

Item 9.3 - Appraisal Roll for Tax Year 2023

Previous Consideration by the Board: [MFC-20220819-5.3 - Appraisal Roll for Tax Year 2022.](#)

Related Programs: [Program - PRG-1000 - Administration.](#)

Related Projects: [PRJ-20231300.04 - Budget Development for FY2024 - Active](#)

Management Discussion: none.

VCAD - UWD Certified - 20230725.pdf

 VCAD - UWD Certified - 20230725.p... 415 kB

VCGCD - Order Approving 2023 Appraisal Roll.pdf

 VCGCD - Order Approving 2023 Ap... 215 kB

Management Recommendation: move to accept and approve the appraisal roll for Tax Year 2023 and adopt the Order Approving the 2023 Appraisal Roll.

Item 9.4 - Employee Compensation and Benefits

Previous Consideration by the Board: [MFC-20220819-6.2 - Employee Compensation and Benefits.](#)

Related Programs: [Program - PRG-1000 - Administration](#)

Related Projects: [PRJ-20210929.1407 - Budget Development for FY2023 - Active](#)

Management Discussion: the District established pay scales for each type of employee with the previous adoptions of the budgets of the district. The scales area comprised of 5 steps with each incremental step representing a 5% increase in wage. The scales are used to 1) establish budget recommendations and 2) establish pay rates for new employees, and 3) develop recommendations regarding merit-based pay increases for individual employees.

VCGCD - Annual Budget - Fiscal Year 2023-2024, Version - Management Recommendation - Employment.pdf

The recommended budget expenditures for employment totals -\$466,400. The total reflects the following changes: elimination of wages and benefits for the permitting technician position, the addition of expenditures for the intern position, the creation of a new wage chart (i.e. pay scale) for the specialist position based on the wage chart for the administrative coordinator position, the adjustment of the wage charts by 3.3% based on Consumer Price Index (CPI) calculations for the South Region for the 12 months ending in June 2023. The recommended budget expenditures for employment represents a reduction of \$43,700 as compared to Fiscal Year 2023 and are based on Step 5 wage rates.

Based on their performance during the current fiscal year and the state of the labor market, consideration of incrementing their pay scale steps is recommended. All other employees have reach step 5 of their respective pay scale.

Position	FY2023		Recommended FY2024	
	Pay Scale	Pay Step	Pay Scale	Pay Step
General Manager	Manager Wage Chart	5	Manager Wage Chart	5
Administrative Coordinator	Admin. Coord. Wage Chart	3	Admin. Coord. Wage Chart	4
Compliance Specialist	Technician Wage Chart	5	Specialist Wage Chart	5
Monitoring Technician	Technician Wage Chart	3	Technician Wage Chart	4
Office Assistant	Office. Asst. Wage Chart	5	Office. Asst. Wage Chart	5

Management Recommendation: move to approve and adopt the recommended pay scales and pay steps for fiscal year 2024, as presented.

Item 11.0 - Adjourn Meeting

Management Discussion: none.

Management Recommendation: move to adjourn the meeting after concluding all business of the District.