

**Victoria County Groundwater Conservation District**  
**Meeting Minutes for August 15, 2025**

THE STATE OF TEXAS  
VICTORIA COUNTY

**Item 1 - Convene Meeting**

Mr. Andruss explained that staff completed the necessary public notification requirements for the meeting.

**Board Action:** Mr. Meek called the meeting to order at 9:00 AM and call the roll of representatives:

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

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

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

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

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

General Manager: Tim Andruss : Present.

General Counsel: Jim Allison : Absent.

**Item 2 - Receive Public Comment**

No public comment was given at this time.

**Item 9 - Administration and Management**

**Topic 9.1 - Report**

Mr. Andruss explained the next meeting of the Board is scheduled for October 17, 2025, to convene at 9:00 AM. Regular meetings will be rescheduled as necessary and special meeting may be scheduled to address unforeseen issues. To improve the efficiency of staff and the ability of the Board to exercise oversight of the operations of the District, management encourages the Board to consider a revised meeting schedule. Scheduling the regular meetings of the Board to the second Friday of October, January, April, and July would place its meetings earlier on the calendar than the cooperating districts and improve the ability of staff to coordinate projects jointly funded.

**Board Action:** Mr. Clements moved to establish the second Friday of October, January, April and July as the schedule of regular meetings of the Board. Mr. Eller seconded the motion. The motion passed unanimously.

**Topic 9.2 - Budget for FY2026**

Mr. Andruss explained management developed a recommended budget for the fiscal year ending September 30, 2026, 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, 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) the reservation of a portion of the Reserve Fund for certain conceptual projects.

The conceptual projects include 1) the cooperative implementation of a groundwater management information system (Collier Hydros at -\$94,000) by CCGCD, RGCD, TGCD and VCGCD, 2) continuation of the telemetry-based aquifer monitoring systems (Solinst at -\$10,000, In-Situ at -\$10,000) and the development of a dedicated aquifer monitoring site within the District (-\$625,000), and 3) the cost sharing in the development of a groundwater availability model suitable for DFC development and District-Level modeling of proposed groundwater development projects.

The recommended budget was developed based on estimates of revenue and expenses associated with a set of projects to be initiated during Fiscal Year 2026.

Management developed the proposed budget anticipating the commitment of the monies of the Reserve Fund in Fiscal Year 2024-2025 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%

Management 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 2025.

**Board Action:** Mr. Clements moved to adopt the recommended budget, with the revision mentioned, for Fiscal Year 2026 by order. Mr. Eller seconded the motion. The motion passed unanimously.

### **Topic 9.3 - Tax Rate for TY2025**

Mr. Andruss explained there were no public comments online regarding the proposed tax rate.

#### **Board Action:**

Mr. Clements moved to open the public hearing regarding the proposed tax rate at approximately 9:56 AM.

Mr. Eller seconded the motion. The motion passed unanimously.

Mr. Clements moved to close the public hearing after receiving no public comment regarding the proposed tax rate at 9:57 AM. Mr. Eller seconded the motion. The motion passed unanimously.

Mr. Clements moved to approve and adopt the proposed tax rate of \$0.00670 as the adopted tax rate by order. Mr. Eller seconded the motion. The motion passed unanimously.

### **Topic 9.4 - Appraisal Roll for Tax Year 2025**

**Board Action:** Mr. Clements moved to accept and approve the appraisal roll for Tax Year 2025 and adopt the Order Approving the 2025 Appraisal Roll. Mr. Eller seconded the motion. The motion passed unanimously.

### **Topic 9.5 - Employee Compensation and Benefits**

Mr. Andruss explained the District established pay scales for each type of employee with the previous adoptions of the budgets of the district. The scales are 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.

For the purposes of developing a recommended budget, management reviewed the responsibilities and duties of each type of employee position. Based on a comparison of district positions and appraisal district positions, the wage ranges for each position were adjusted to align with similar positions at the appraisal

district. In addition, the budget expenses for health benefits were developed based on increasing the district's contribution toward the monthly premium to \$600 per employee.

<b>General Manager</b>		Step 1	Step 2	Step 3	Step 4	Step 5
	Yearly	\$110,200	\$115,900	\$121,900	\$128,300	\$135,000
Salary / Exempt	Hourly	\$52.98	\$55.72	\$58.61	\$61.68	\$64.50
<b>Compliance Specialist</b>		Step 1	Step 2	Step 3	Step 4	Step 5
	Yearly	\$57,100	\$60,100	\$63,200	\$66,500	\$70,000
Hourly / Non-Exempt	Hourly	\$27.45	\$28.89	\$30.38	\$31.97	\$33.60
<b>Administrative Coordinator</b>		Step 1	Step 2	Step 3	Step 4	Step 5
	Yearly	\$53,200	\$55,900	\$58,800	\$61,800	\$65,000
Salary / Exempt	Hourly	\$25.58	\$26.88	\$28.27	\$29.71	\$31.20
<b>Monitoring Technician</b>		Step 1	Step 2	Step 3	Step 4	Step 5
	Yearly	\$49,000	\$51,500	\$54,200	\$57,000	\$60,000
Hourly / Non-Exempt	Hourly	\$23.56	\$24.76	\$26.06	\$27.40	\$28.80

The recommended budget expenditures of the budget for employment totals -\$730,300 and is based on funding all 7 full-time employee positions at pay step 5. Management has evaluated the performance of the District's current employees (1 compliance specialist, 2 administrative coordinators, and 1 aquifer monitoring technician and considers their performance worthy of a step increase. Each of the employees are currently compensated based on the FY2025 wage step 5 except one of the administrative coordinators is compensated at step 4.

**Budget Detail**

**Operating Fund Expense**

Accounting Services - Payroll Processing	\$(2,400)
Employee Benefits - Health	\$(50,400)
Employee Benefits - Retirement	\$(79,000)
Employee Wages - Administrative	\$(130,000)
Employee Wages - Managerial	\$(135,000)
Employee Wages - Technical - Monitoring	\$(120,000)
Employee Wages - Technical - Permitting and Compliance	\$(140,000)

Employment Fees - Accrued Leave Conversion	\$(30,800)
Employment Fees - Social Security and Medicare	\$(42,600)
Employment Fees - State Unemployment	\$(100)
<b>Total</b>	<b>\$(730,300)</b>

**Board Action:** Mr. Clements moved to increase the District's contribution to monthly health benefit premium to \$600 per month for FY2026.

Move to increment each employee to the following FY2026 wage step:

- General Manager to Step 3,
- Compliance Specialist 1 to Step 4,
- Administrative Coordinator 1 to Step 5,
- Administrative Coordinator 2 to Step 4, and
- Aquifer Monitoring Technician 1 to Step 5.

Mr. Eller seconded the motion. The motion passed unanimously.

**Topic 9.6 - Review of Consultants**

Mr. Andruss explained the district has obtain services from Jim Allison of Allison, Bass and Magee, Steve Young of Intera, Inc., WSP USA, Inc., and Dr. Venkatesh Uddameri in the past under approved agreements.

The deliverables submitted through the services provided by each consultant have been considered acceptable by the district. The District entered into an agreement with Daniel B. Stephens and Associates in FY2024 but has not yet sought support from the firm nor received an deliverables to evaluate.

**Board Action:** Mr. Clements moved to authorize 1) the general manager to seek term extensions until September 30, 2025, to the existing agreements with Intera, Inc., WSP USA, Inc., Daniel B. Stephens and Associates, and Venkatesh Uddameri, and 2) the president to approve the extensions to the respective service agreements. Mr. Eller seconded the motion. The motion passed unanimously.

**Topic 9.7 - FY2026 Budgetary Authorizations**

Mr. Andruss explained in order to efficiently administer the operations of the district, the board has granted limited authority to the general manager to spend funds on certain expenses that are referred to regular and routine expenses within the constraints of the approved budget. This authorization applies to expenses such as payroll, subscription services, lease payments and so on. Other expenses require board consideration and explicit authorization from the board to pay such as invoices from technical consultants and contractors as well as any non-payroll-related payment to the general manager (e.g., travel and expense reimbursements). Regardless of the procedure under which authorization is obtained to spend funds, all expenditure transactions (as well as revenue transactions) are presented to the board for review and oversight within the meeting packets of regular meetings.

When appropriate, the authorization to make payment on non-routine expense is obtained when the associated financial obligation is authorized by the board. This frequently occurs when the Board accepts a proposal from a technical consultant.

However, in some instances, this procedure proves to be inefficient and hinders ability management to administer the projects of the district designed to achieve the operational objectives of the district. This circumstance frequently arises in instances where the district seeks to sponsor external activities such as proposals to promote water conservation or have a technical matter addressed by a consultant.

**Board Action:** Mr. Clements moved to authorized general manager to 1) establish budget encumbrances each recommended project excluding the amounts associated with the budget estimates for the reservations of the Reserve Fund for the conceptual projects identified in projects 3000.01 - General Groundwater Permitting, 4000.01 - General Groundwater Monitoring, and 8000.01 - General Groundwater Resource Planning (\$282,000 anticipated revenue from CCGCD, RGCD, and TGCD; -\$1,165,000 anticipated expenses for conceptual projects), 2) engage and pay consultants under the agreements approved by the board, and 3) award sponsorships and pay the corresponding expenses in accordance with the approved budget of the district. Mr. Eller seconded the motion. The motion passed unanimously

**Topic 9.8 - Monument Sign**

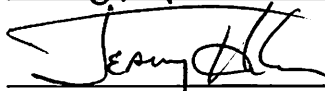
Mr. Andruss explained the district has the option to reserve a spot on the monument sign in the lease agreement.


**Board Action:** Mr. Clements moved to reserve a spot on the monument sign. Mr. Eller seconded the motion. The motion passed unanimously.

**Item 11.0 - Adjourn Meeting**

Mr. Clements moved to adjourn the meeting at approximately 10:12 AM. Mr. Eller seconded the motion. The motion passed unanimously.

THE ABOVE AND FOREGOING MINUTES WERE READ AND APPROVED ON THIS THE 10 DAY OF October A.D. 2015.

  
\_\_\_\_\_  
Director of the Victoria County Groundwater Conservation District

ATTEST:  
  
\_\_\_\_\_  
Director of the Victoria Groundwater Conservation District