

# Victoria County Groundwater Conservation District

THE STATE OF TEXAS  
VICTORIA COUNTY

The Board of Directors of the Victoria County Groundwater Conservation District convened a meeting at the Dr. Pattie Dodson Health Center, 2805 N. Navarro St., Victoria, Victoria County, Texas, 77901 on April 22, 2022, at 9:00 AM.

## Meeting Attendance:

Precinct 1:	Mr. Jerry Hroch, Vice President	Present
Precinct 2:	Mr. Thurman Clements, Jr., Director	Present
Precinct 3:	Mrs. Barbara Dietzel, Secretary	Present
Precinct 4:	Mr. Mark Meek, President	Present
At Large:	Mr. Kenneth Eller, Director	Present
General Manager:	Mr. Timothy Andruss	Present
Legal Counsel:	Mr. James Allison	Absent

## Agenda Items -

### 1. Call the meeting to order and welcome guests.

**Meeting Discussion:** Mr. Meek called the meeting to order at 9:00 AM.

**Board Action:** None.

### 2. Receive public comments.

**Meeting Discussion:** None.

**Board Action:** None.

### 3. Consideration of and possible action on matters related to Groundwater Management including the efforts and activities of the District regarding permitting request cases, complaints, investigations, and enforcement cases associated with permitting.

#### 3.1 – Report regarding Groundwater Management

**Meeting Discussion:** Mr. Andruss explained the District has initiated 123 permitting request cases (PRCs) since January 2022.

Mr. Andruss also explained as of April 20, 2022, there were 27 permitting requests and applications that were pending with the District.

**Board Action:** None.

#### 3.2 – Groundwater Production Permits

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VCGCD Minutes – April 22, 2022 | Page 1 of 15

# Victoria County Groundwater Conservation District

**Meeting Discussion:** Mr. Andruss explained as of April 22, 2022, the volume of groundwater production authorized recorded for

1. water wells permitted under aggregate production permits (well fields and well systems) is 35,718 acre-feet per year,
2. water wells not permitted under aggregate production permits is 61,966 acre-feet per year,
3. with a combined total of 97,684 acre-feet per year.

**Board Action:** None.

## 3.3 – Groundwater Production

**Meeting Discussion:** Mr. Andruss explained the District has recorded groundwater production of 13,840 acre-feet during calendar year 2020 from 210 groundwater production reports. Per the rules of the District, required groundwater production reports for calendar year 2021 should be submitted by January 31, 2022.

As of April 20, 2022, the District has recorded groundwater production of 11,595 acre-feet during calendar year 2021 from 179 groundwater production reports.

As of April 24, 2022, the District anticipated, but did not receive groundwater production reports for 59 wells.

**Board Action:** None.

## 3.4 – Production Permit Renewals

**Meeting Discussion:** Mr. Andruss explained the District has 13 pending Applications to Renew a Production Permit.

Item 2 of RULE 4.9: PERMIT RENEWAL authorizes the renewal of production permits without a hearing provided that: "a. the application, if required by the district, is submitted in a timely manner and accompanied by any required fees in accordance with district rules; and b. the authorized operator is not requesting a change related to the renewal that would require a permit amendment under district rules."

Item 3 of RULE 4.9: PERMIT RENEWAL prohibits the renewal of production permits for which the applicant or authorized operator: "a. is delinquent in paying a fee required by the district; b. is subject to a pending enforcement action for a substantive violation of a district permit, order, or rule that has not been settled by agreement with the district or a final adjudication; or c. has not paid a civil penalty or has otherwise failed to comply with an order resulting from a final adjudication of a violation of a district permit, order, or rule."

# Victoria County Groundwater Conservation District

The following applications are administratively complete but do not currently satisfy the requirements related to production permit renewal established by the Rules of the District:

1. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220311-02 - ARPP-20220311-02 - Victoria Hospital, LLC - Pending. (See VCGCD - GMa - CIE - Enforcement Case - EC-20210621-39 - Failure to Report Groundwater Production for CY2020 by Well NW-001188 - Open)

The following applications are administratively complete and satisfy the requirements related to production permit renewal established by the Rules of the District:

1. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20180430-02 - ARPP-20180426-01 - Jackie Welch - Pending
2. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220222-02 - ARPP-20220222-01 - Halepaska Country Lots - Pending
3. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-01 - ARPP-20220225-01 - Connie M. Strauss - Pending
4. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-02 - ARPP-20220228-01 - Nursery Cimarron Crossing - Pending
5. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-03 - ARPP-20220228-02 - Wassenna Ranch, LLC - Pending
6. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220301-02 - AAPC-20220301-01/ARPP-20220301-02 - Robert A. and Connie L Prochaska - Pending
7. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220303-01 - ARPP-20220303-01 - MG Real Properties, LTD - Pending
8. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220307-01 - ARPP-20220307-01 - Mary A. Innocenti - Pending
9. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220309-01 - ARPP-20220309-01/02 - Diamond EAW Holdings, LLC - Pending
10. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220311-01 - ARPP-20220311-01 - R and P Realty Partners, LTD - Pending
11. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220317-01 - ARPP-20220317-01 - Ring Ranch Midway Properties LLC and Russell K. Ring Family Limited Partnership - Pending
12. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220418-05 - ARPP-20220418-01 - Armadillo Oilfield Services, LLC - Pending

**Board Action:** Mr. Clements moved to authorize the general manager to issue production permit renewals for the permits associated with the following renewal requests:

1. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20180430-02 - ARPP-20180426-01 - Jackie Welch - Pending
2. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220222-02 - ARPP-20220222-01 - Halepaska Country Lots - Pending
3. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-01 - ARPP-20220225-01 - Connie M. Strauss - Pending
4. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-02 - ARPP-20220228-01 - Nursery Cimarron Crossing - Pending

# Victoria County Groundwater Conservation District

5. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220228-03 - ARPP-20220228-02 - Wassenna Ranch, LLC - Pending
6. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220301-02 - AAPC-20220301-01/ARPP-20220301-02 - Robert A. and Connie L Prochaska - Pending
7. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220303-01 - ARPP-20220303-01 - MG Real Properties, LTD - Pending
8. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220307-01 - ARPP-20220307-01 - Mary A. Innocenti - Pending
9. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220309-01 - ARPP-20220309-01/02 - Diamond EAW Holdings, LLC - Pending
10. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220311-01 - ARPP-20220311-01 - R and P Realty Partners, LTD - Pending
11. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220317-01 - ARPP-20220317-01 - Ring Ranch Midway Properties LLC and Russell K. Ring Family Limited Partnership - Pending
12. VCGCD - GMa - Pe - Permitting Request Cases - PRC-20220418-05 - ARPP-20220418-01 - Armadillo Oilfield Services, LLC - Pending

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

## 3.5.1 – Report regarding Groundwater Management Investigations

**Meeting Discussion:** Mr. Andruss explained as April 21, 2022, the District has the following active investigations related to groundwater management:

VCGCD - GMa - CIE - Investigations - INV-20160524-01 - General Permitting Violation - Active  
VCGCD - GMa - CIE - Investigations - INV-20170120-01 - General Permitting Violation - Active

VCGCD - GMa - CIE - Investigations - INV-20180608:0850 - Production in Excess of Authorized Volumes - Active

VCGCD - GMa - CIE - Investigations - INV-20200724.0939 - Permit Violation - Excessive Production - Active

VCGCD - GMa - CIE - Investigations - INV-20190815:1131 - Failure to Report Groundwater Production - Active

VCGCD - GMa - CIE - Investigations - INV-20220301:0345 - Unpermitted Well Drilling - Active

VCGCD - GMa - CIE - Investigations - INV-20200616.0819 - Failure to Notify of Intent to Place Casing - Active

VCGCD - GMa - CIE - Investigations - INV-20211115:1203 - Failure to Notify of Intent to Place Casing - Active

VCGCD - GMa - CIE - Investigations - INV-20220307:1158 - Failure to Notify of Intent to Place Casing - Active

VCGCD - GMa - CIE - Investigations - INV-20220303:0941 - Improper Well Completion - Active

VCGCD - GMa - CIE - Investigations - INV-20140619-01 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20140910-01 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20150303-01 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20150305-01 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20160519-02 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20160812-02 - Unpermitted Non-Exempt Use - Active

VCGCD - GMa - CIE - Investigations - INV-20170109-01 - Unpermitted Non-Exempt Use - Active

# Victoria County Groundwater Conservation District

VCGCD - GMa - CIE - Investigations - INV-20170119-01 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180405:0915 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180921:1541 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1322 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1336 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1351 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1358 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1406 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1411 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1423 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1427 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1438 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1443 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1455 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1502 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20180924:1508 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20190715:1503 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20190716:0808 - Unpermitted Non-Exempt Use - Active  
VCGCD - GMa - CIE - Investigations - INV-20190815:1058 - Unpermitted Non-Exempt Use - Active

**Board Action:** Mr. Clements moved to 1) authorized the General Manager to notify the well driller associated with investigations VCGCD - GMa - CIE - Investigations - INV-20200616.0819 - Failure to Notify of Intent to Place Casing - Active ; VCGCD - GMa - CIE - Investigations - INV-20211115:1203 - Failure to Notify of Intent to Place Casing - Active ; and VCGCD - GMa - CIE - Investigations - INV-20220307:1158 - Failure to Notify of Intent to Place Casing - Active by certified mail, of the requirement to provide notice under Rule 4.2 of the Rules of the District and that future investigations identifying potential violations of item 4 of Rule 4.2 will result in the District engaging in enforcement proceedings and possibly levying fines; and 2) authorize the General Manager to close the investigation upon receiving the associated mail receipt. Mr. Hroch seconded the motion. The motion passed unanimously.

## 3.6.2 – Report regarding Groundwater Management Enforcement Cases

**Meeting Discussion:** Mr. Andruss explained as of April 21, 2022, the District has the following open enforcement cases:

The District has active enforcement cases related to apparent failures to report groundwater production for year 2020. The following cases are associated with wells for which the District received groundwater production report for year 2021:

1. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-05 - Failure to Report Groundwater Production for CY2020 by Well GW-000984 - Open
2. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-44 - Failure to Report Groundwater Production for CY2020 by Well R1GW-000257 - Open

The following cases are associated with wells for which the District did not received groundwater production report for year 2021:

1. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-11 - Failure to Report Groundwater Production for CY2020 by Well GW-001024 - Open

# Victoria County Groundwater Conservation District

2. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-15 - Failure to Report Groundwater Production for CY2020 by Well NW-000208 - Open
3. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-16 - Failure to Report Groundwater Production for CY2020 by Well NW-000211 - Open
4. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-21 - Failure to Report Groundwater Production for CY2020 by Well NW-000428 - Open
5. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-22 - Failure to Report Groundwater Production for CY2020 by Well NW-000429 - Open
6. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-36 - Failure to Report Groundwater Production for CY2020 by Well NW-000846 - Open
7. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-39 - Failure to Report Groundwater Production for CY2020 by Well NW-001188 - Open
8. VCGCD - GMa - CIE - Enforcement Case - EC-20210621-41 - Failure to Report Groundwater Production for CY2020 by Well NW-001343 - Open

**Board Action:** Mr. Eller moved to:

1. authorize the General Manager to open enforcement cases for each instance in which groundwater production was not reported but required for year 2021 and a violation for failure to report groundwater production for CY2020 was not found;
2. find that each instance of failure to report groundwater production is a violation unless the well owner can demonstrate that groundwater production for the subject well for calendar year 2021 was submitted on or before January 31, 2022; and
3. send an initial Notice of Violation (1st NOV) with an offer to settle the violation without penalty or fee if, by July 1, 2022,
  1. groundwater production for the subject well for calendar year 2021 is reported and
  2. the well owner of the subject well acknowledges the violation.

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

**Board Action:** Mr. Eller moved to:

1. authorize the General Manager to open enforcement cases for each instance in which groundwater production was not reported but required for year 2021 and a violation for failure to report groundwater production for CY2020 was found;
2. find that each instance of failure to report groundwater production is a violation unless the well owner can demonstrate that groundwater production for the subject well for calendar year 2021 was submitted on or before January 31, 2022; and
3. send an initial Notice of Violation (1st NOV) with an offer to settle the violation with a \$10.00 penalty if, by July 1, 2022,

# Victoria County Groundwater Conservation District

1. groundwater production for the subject well for calendar year 2021 is reported and
2. the well owner of the subject well acknowledges the violation.

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

## 4. Consideration of and possible action on matters related to Groundwater Protection including complaints, investigations, violations, and enforcement cases.

### 4.1 – Report regarding Groundwater Protection

**Meeting Discussion:** Mr. Andruss explained with the employment of Mr. Immenhauser in March 2022, the District has significantly increased the frequency in which the casing placement in new wells is being observed.

As of April 21, 2022, the District has received notice of intent place casing in a new well in 103 instances and observed casing placement at 10 well drilling sites during FY2022.

As of April 21, 2022, the District has completed well inspections on 15 wells during FY2022.

**Board Action:** None.

### 4.2 – Report regarding Groundwater Protection Investigations

**Meeting Discussion:** Mr. Andruss explained as of April 21, 2022, the District has 12 active investigations related to possible groundwater contamination or water quality degradation.

**Board Action:** None.

#### 4.2.1 – Investigation INV-20210222.1509 – Potential Contamination of Groundwater at Dry Creek

**Meeting Discussion:** Mr. Andruss explained in February 2022, the District has received reimbursements totaling \$26,342.32 from Atlas Oil for its costs associated with this investigation.

On April 7, 2022, the District collected samples from 10 wells previously sampled in conjunction with the investigation for BTEX and TPH analysis by Pace Analytical.

On April 15, 2022, the District received the lab report for the samples collected on April 7, 2022. The District will request that Mr. Wickham review reports under project VCGCD - Adm - PPM - Project - PRG-6000 - PRJ-20210222.1510 - Technical Support for

# Victoria County Groundwater Conservation District

Dry Creek Diesel Spill - Active to confirm the reports indicate "non detects" for the BTEX and TPH analytes. An update regarding the investigation will be provided at the next meeting of the Board of Directors.

**Board Action:** None.

## **4.3 – Report regarding Groundwater Protection Enforcement Cases**

**Meeting Discussion:** Mr. Andruss explained as of April 21, 2022, the District has no active enforcement cases related to groundwater protection.

**Board Action:** None.

## **5. Consideration of and possible action on matters related to Groundwater Monitoring.**

### **5.1 – Report regarding Groundwater Monitoring**

**Meeting Discussion:** Mr. Andruss explained the District completed the synoptic water level and water quality monitoring efforts in February 2022.

**Board Action:** None.

### **5.2 – Report regarding Groundwater Monitoring near Reineke Rd.**

**Meeting Discussion:** Mr. Andruss explained the District continues to monitor water level condition on Reineke Road in response to Mr. Keeney's continued complaint that groundwater production for pasture irrigation from a nearby well (GW-001010), in conjunction with future development of wells in the area in the future, will lower the water table of his wells to the point that new wells would have to be drilled. Mr. Keeney continues to request that the District revoke the production permit for well GW-001010.

Two graphics were presented to the board. The first illustrating the water level measurements collected within a 10,000 radius of Mr. Keeney's well GW-001022. Water levels appear to be relatively stable over time. The second depicting the water level measurements entered into the District database for Mr. Keeney's wells GW-001022, GW-001010. Water levels appear to be relatively stable over time in the immediate vicinity.

**Board Action:** None.

### **5.3 – Drought Monitoring**

**Meeting Discussion:** Mr. Andruss explained the U.S. Drought Monitor, produced through a partnership between the National Drought Mitigation Center at the University of Nebraska-Lincoln, the United States Department of Agriculture, and



# Victoria County Groundwater Conservation District

the National Oceanic and Atmospheric Administration, indicates that all portions of Victoria County were experiencing moderate to severe drought conditions as of April 19, 2022.

**Board Action:** None.

## **6. Consideration of and possible action on matters related to Groundwater Conservation.**

### **6.1 – Report regarding Groundwater Conservation**

**Meeting Discussion:** Mr. Andruss explained Dr. Le Sage-Clements informed the District on March 31, 2022, that the professional development sessions for teachers and student regarding groundwater conservation are being planned for June 7, 2022, and the purchase of supplies were underway. The District will participate in the professional development sessions.

**Board Action:** None.

## **7. Consideration of and possible action on matters related to Groundwater Resource Planning including Groundwater Management Area 15 Joint Planning and regional water planning.**

**Meeting Discussion:** Mr. Andruss explained The 2026 Regional and 2027 State Water Plan draft population and water demand projections have been released by TWDB. This information can be viewed using an interactive dashboard at the following address:

<http://www.twdb.texas.gov/waterplanning/data/dashboard/index.asp>

Two graphics were presented to the board. The first illustrating historic and projected water demands for Victoria County. Mr. Andruss explained TWDB projects a total water demand for 79,066 acre-feet in year 2070. The second illustrating historic and projected population for Victoria County. Mr. Andruss explained TWDB projected a population of 93,857 for year 2020 (2020 Census population equals 91,319) and projects a population of 116,522 in year 2070.

Mr. Andruss explained the District will participate in the Region L Regional Water Planning Group Meeting on May 5, 2022.

The District participated in the Management Area 15 Meeting on April 14, 2022. The next meeting of GMA 15 is scheduled for July 14, 2022.

The representatives of Management Area 15 met on April 14, 2022, to continue its joint planning efforts. At the meeting, the representatives considered accomplishments of member districts and management plans of certain member districts. In additions, the members were notified that the Desired Future Condition

# Victoria County Groundwater Conservation District

submitted to TWDB in December 2021 have been determined to be administratively complete and new groundwater availability model (GAM) for the Central Gulf Coast Aquifer is nearing completion.

**Board Action:** None.

## **8. Consideration of and possible action on matters related to Groundwater Policy including the Management Plan of the District and the Draft Revisions to the Rules of the District and Fee Schedule.**

### **8.1 – Report regarding Groundwater Policy**

**Meeting Discussion:** Mr. Andruss explained the staff of the District are currently drafting revision to the Rules of the District for the purposes of eliminating unnecessary regulations, streamlining procedures, improving groundwater regulation and long-term management of groundwater resources within Victoria County.

To improve the readability of the rules, the sentence structure has been standardized to be consistent throughout the document (sentence structure: <the relevant persons> <shall, shall not, or may> <requirement>) and the items reorganized in terms of sequence and location within the document.

Below is a listing of the intentional policy changes for which the draft language of the rules is being developed:

1. elimination of provisions related to drilling permits while maintaining the provisions such as certain well spacing requirements, requiring notice of casing placement;
2. replacement of the standard 50-foot property line offset for non-grandfathered wells with a with a production-capacity based offset ratio – 1 foot per GPM;
3. develop a hierarchical method for differentiating between permitting cases associated with relatively low-impact groundwater production (i.e., standard-capacity production) and high-impact groundwater production (high-capacity production) that includes a significant increase to the thresholds used for differentiating cases (from 250 GPM to 500 GPM or 250 AFY) and the examination of proposed and existing permitting on all associated contiguous tracts of groundwater ownership;
4. clarification of the effects of plugging a permitted well;
5. development of procedures for petitioning for a changes to the rules of the District;
6. clarification of policies related to permitting public water supply systems and the use of CCN as boundaries of groundwater control for permitting purposes;

# Victoria County Groundwater Conservation District

7. development of policy and procedure for special well construction areas as special groundwater management zones;
8. expansion of the authority of the general manager to issue standard-capacity production permits;
9. incorporation of the provisions of the enforcement policy into the rules;
10. addition of rules related to curtailment and reduction of groundwater production.

**Board Action:** None.

## **9. Consideration of and possible action on matters related to Performance Management including Management Goals and Objectives of the District.**

**Meeting Discussion:** None.

**Board Action:** None.

## **10. Consideration of and possible action on matters related to Meeting Management including Minutes of Previous Meetings.**

### **10.1 – Report regarding Meeting Management**

**Meeting Discussion:** Mr. Andruss explained the next meetings of the Board are scheduled for July 15, 2022, August 19, 2022, (Budget and Tax Rate Matters), and October 21, 2022, with each meeting to convene at 9:00 AM. Special meeting may be scheduled to address unforeseen issues.

**Board Action:** None.

### **10.2 – Minutes of Previous Meeting**

**Meeting Discussion:** Mr. Andruss explained the minutes for the meeting held on January 21, 2022, were sent to the board members prior to the meeting.

**Board Action:** Mr. Eller moved to accept and approve the meeting minutes for January 21, 2022, as drafted. Mr. Hroch seconded the motion. The motion passed unanimously.

## **11. Consideration of and possible action on matters related to Financial Management including the Annual Budget, Financial Reports, and Bills and Invoices of the District.**

### **11.1 – Report on Financial Management**

# Victoria County Groundwater Conservation District

**Meeting Discussion:** Mr. Andruss explained the financial records for March 2022 have been compiled, reviewed, and sent to the board members prior to the meeting.

**Board Action:** Mr. Clements moved to accept and approve the financial records for March 2022. Mr. Eller seconded the motion. The motion passed unanimously.

## 11.1.1 – Financial Transaction Review

**Meeting Discussion:** Mr. Andruss explained as of April 21, 2022, there were 74 accounts payable transactions recorded since January 1, 2022.

Mr. Andruss also explained that as of April 19, 2022, there were 56 accounts receivable transactions recorded since January 1, 2022.

**Board Action:** None.

## 11.2 – Unpaid Accounts Payable

**Meeting Discussion:** Mr. Andruss explained the District has outstanding accounts payable invoices that are not considered regular and routine for which the District has received the goods and services billed for under the invoices.

**Board Action:** Mr. Clements moved to authorize the general manager to pay the listed invoices. Mr. Eller seconded the motion. The motion passed unanimously.

## 12. Consideration of and possible action on matters related to Office Administration and Management including administrative policies, election of officers of the board, personnel, staffing, employment agreements, consultant agreements, interlocal cooperation agreements, and support services provided to and from other groundwater conservation districts.

### 12.1 – Report regarding Administration and Management

**Meeting Discussion:** Mr. Andruss explained the District has replace three of the computers and a laptop as authorized by the Board. In conjunction with setting up the new new computers, the District subscribed to Microsoft 365 Business Addition and transferred the hosting of the District email accounts to Microsoft Outlook and subscribed to the Kaspersky anti-virus system.

The District is required to submit certain reports to the Texas Comptroller on an annual basis. The District submitted the required reporting to the Texas Comptroller regarding 1) finances and tax and 2) eminent domain authority on March 30, 2022.

The District completed the 2022 Census of Governments, Survey of Public Employment and Payroll on April 13, 2022.

# Victoria County Groundwater Conservation District

**Board Action:** None.

## **12.2 – Review Administrative Policies**

**Meeting Discussion:** Mr. Andruss explained on January 15, 2021, the Board re-adopted the administrative policies of the District. On October 15, 2021, the Board passed motion to 1) eliminate paid holidays for the District, 2) establish office closure days to coincide with the holiday schedule of Victoria County, 3) increase the leave accrual schedule by 12 days to compensate for the eliminated holidays.

**Board Action:** Mr. Eller moved to re-adopt the administrative policies adopted on January 15, 2021, and the revised Leave Accrual Policy with the revisions to codify the amendments approved on October 15, 2021 by the Board. Mr. Hroch seconded the motion. The motion passed unanimously.

## **12.3 – Election of Officers of the Board**

**Meeting Discussion:** Mr. Andruss explained the By-Laws of the District require the election of four officers, President, Vice-President, Secretary, and Treasurer, each January. Currently, Mr. Meek serve as President; Mr. Hroch serves as Vice-President; Mrs. Dietzel serves as Secretary; Mr. Clements serves as Treasurer.

**Board Action:** Mr. Clements moved to 1) re-elect the existing officers, and 2) authorized the General Manager to submit an updated district information form to TCEQ. Mr. Eller seconded the motion. The motion passed unanimously.

## **12.4 – Disposal of Surplus Assets**

**Meeting Discussion:** Mr. Andruss listed assets that are no longer in active service and are fully depreciated.

**Board Action:** Mr. Clements moved to authorize the General Manager to dispose the listed assets. Mr. Eller seconded the motion. The motion passed unanimously.

## **12.5 – Office Furniture**

**Meeting Discussion:** Mr. Andruss explained the District has obtained quotes from Coastal Office Solutions for conference table and chairs to facilitate board meetings being held in the office of the District. In addition, the District has obtained quotes for a cubical wall panel to be used to separate Mr. Benavides' working space from the break room sink and refrigerator area.

# Victoria County Groundwater Conservation District

The cost for 10 chairs and a 12-foot conference table would cost \$4,885. The cost of the cubical panel \$460.

**Board Action:** Mr. Clements moved to authorize the general manager to purchase a conference table and chairs at a cost not to exceed \$5,000.00 and wall panel in an amount not to exceed \$475.00. Mr. Eller seconded the motion. The motion passed unanimously.

## 12.6 – Report on Records Management

**Meeting Discussion:** Mr. Andruss explained the District, utilizing the services provided by Tammy Amaimo as an independent contractor to VCGCD and a subscription to a cloud file-sharing system, has initiated a records management project for the digital back up of the digital records of the District. The digital back up is necessary to mitigate the risk of record loss due to a loss of service from the Evernote System which is used to digitally archive the records of the District.

**Board Action:** None.

## 12.7 – Performance Review

**Meeting Discussion:** Mr. Andruss reported on the 6-month performance review for Ms. Davenport.

**Board Action:** Mr. Clements moved to authorize the general manager to increment Ms. Davenport's salary by one wage. Mr. Eller seconded the motion. The motion passed unanimously.

## 13. Consideration of and possible action on matters related to Legal Counsel Report.

**Meeting Discussion:** None.

**Board Action:** None.

## 14. Adjourn.

### 14.1 – Adjourn Meeting

**Meeting Discussion:** None.

**Board Action:** Mr. Eller moved to adjourn the meeting after concluding all business of the District. Mr. Hroch seconded the motion. The motion passed unanimously.

# Victoria County Groundwater Conservation District

THE ABOVE AND FOREGOING MINUTES WERE READ AND APPROVED ON THIS

THE 15 DAY OF July A.D. 2022



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

ATTEST:



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