

Refugio 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 Refugio Groundwater Conservation District Board of Directors will hold a meeting on October 16, 2023, at 6:00 PM at the First Baptist Church of Woodsboro Fellowship Hall, 309 Johnson Street, Woodsboro, Texas 78393.

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, 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.
10. Consideration of and possible action on matters related to legal counsel report.
11. Adjourn.

The Refugio 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 Refugio 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, the District invites 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.

RGCD - Matters For Consideration - 20231016

Item 1.0 - Convene Meeting

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

See: [RGCD - Adm - OM - Public Notice - 20231016 - Board Meeting](#).

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

Precinct 1: Mr. John Snyder, Treasurer, _____ .

Precinct 2: Mr. Carroll Borden, President, _____ .

Precinct 3: Vacancy

Precinct 4: Mr. Fredric Biery, Secretary, _____ .

At Large: Mr. Scott Carter, Vice President, _____ .

General Manager: Mr. Tim Andruss, _____ .

General Counsel: Mr. James Allison, _____ .

Item 2.0 - Receive Public Comment

Management Discussion: offer to accept public comment from attendees.

Management Recommendation: none.

Item 3.0 - Report regarding Groundwater Management

Previous Consideration by the Board: [MFC-20230717-3.0 - Report regarding Groundwater Management](#).

Related Programs:[PRG-3000 - Groundwater Management - FY2024](#).

Related Projects:

1. [Project - PRJ-20243100.01 - Well Registration Processing for FY2024](#)
2. [Project - PRJ-20243100.02 - Production Permit Renewal Processing for FY2024](#)
3. [Project - PRJ-20243100.03 - Permit Processing for FY2024](#)
4. [Project - PRJ-20243100.04 - Groundwater Production Report Processing for CY2023](#)
5. [Project - PRJ-20243100.05 - Manage Investigations related to Permitting Violations for FY2024](#)
6. [Project - PRJ-20243100.06 - Manage Enforcement Cases related to Permitting Violations for FY2024](#)

Management Discussion:

Regarding Well Registration Processing

As of [October 10, 2023](#), staff had received 11 well registration applications (ARWs) since [October 1, 2022](#):

1. [ARW-20221007-01 - Kaitlyn Williams - WL-20220628-04 - Administratively Complete](#)
2. [ARW-20221104-01 - James L. Williams - WL-20221102-01 - Administratively Complete](#)
3. [ARW-20221130-01 - Nick and Schelsea Arredondo - WL-20221130-01 - Administratively Complete](#)
4. [ARW-20230405-01 - Town of Refugio - Administratively complete](#)
5. [ARW-20230405-02 - Town of Refugio - Administratively complete](#)
6. [ARW-20230405-03 - Town of Refugio - Administratively complete](#)
7. [ARW-20230405-04 - Elizabeth Curran - Administratively complete](#)
8. [ARW-20230405-05 - La Rosa Cattle Company - Administratively complete](#)
9. [ARW-20230622-01 - Drew Donalson - Administratively complete](#)
10. [ARW-20230622-02 - Refugio County WCID 1 - Administratively complete](#)
11. [ARWF-20230918-01 - ARWF-20230918-02 - ARWF-20230918-03 - ARWF-20230918-04 - Boardwalk Field Services - Administratively Complete](#)

As of October 10, 2023, staff had received 17 Notices of Intent to Drill a Well (NIDWs) since October 1, 2022:

1. [NIDW-20230217-01 - Joseph and Candace Nonley - Administratively Incomplete](#)
2. [NIDW-20230308-01 - Luke Ramirez - Administratively complete](#)
3. [NIDW-20230308-02 - Tracy Thompson - Administratively complete](#)
4. [NIDW-20230308-03 - Kay Altheide - Administratively complete](#)
5. [NIDW-20230308-04 - Ramon Lopez - Administratively complete](#)
6. [NIDW-20230308-05 - Fidel Flores - Administratively complete](#)
7. [NIDW-20230308-06 - Jamison Hudspeth - Administratively complete](#)
8. [NIDW-20230308-07 - Jamison Hudspeth - Administratively complete](#)
9. [NIDW-20230419-01 - Ronny Anderson - Administratively Complete](#)
10. [NIDW-20230419-02 - Refugio Ranch - Administratively Complete](#)
11. [NIDW-20230419-03 - Elizabeth Curran - Administratively Incomplete](#)
12. [NIDW-20230724-01 - Joseph Puentes - Administratively Complete](#)
13. [NIDW-20230724-02 - Nick Arredondo - Administratively Complete](#)
14. [NIDW-20230911-01 - Terry Lee - Administratively Complete](#)
15. [NIDW-20230911-02 - Manuel Gradillas - Administratively Complete](#)
16. [NIDW-20230911-03 - Kleim Construction - Administratively Complete](#)
17. [NIDW-20230911-04 - Patrick Borden - Administratively Complete](#)

Regarding Production Permit Renewal Processing

As of October 10, 2023, staff had received 3 production permit renewal requests (ARPs) since October 1, 2022.

1. [ARP-20230302-01 - NW-00544 - Texas Parks and Wildlife - Administratively Complete](#)
2. [ARP-20230302-02 - NW-00545 - Texas Parks and Wildlife - Administratively Complete](#)
3. [ARP-20230302-03 - NW-00546 - Texas Parks and Wildlife - Administratively Complete](#)

Regarding Permit Processing

As of October 10, 2023, staff had initiated 18 permitting request cases (PRCs) since October 1, 2022:

1. [PRC-20221004-01 - ADW-20220926-01 - Chad Watts - Complete](#)
2. [PRC-20221004-02 - ADW-20220926-02 - Jake Salcines - Complete](#)
3. [PRC-20221007-01 - ARW-20221007-01 - Kaitlyn Williams and Robert Arriaga - Complete](#)
4. [PRC-20221012-01 - ARW-20220720-02 - John A. Kain, Jo Ann Kain - Complete](#)
5. [PRC-20221104-01 - ARW-20221104-01 - James L. Williams - Complete](#)
6. [PRC-20221115-01 - ADW-20221114-01 - Kevin Borden - Complete](#)
7. [PRC-20221122-01 - AAPC-20221116-01 - Hultgren Farms, LLC - Complete](#)
8. [PRC-20221122-02 - AAPC-20221117-01 - CNS Family Investments, LTD - Complete](#)
9. [PRC-20221129-01 - ADW-20221129-01 - David S. Kennedy - Complete](#)
10. [PRC-20221130-01 - ARW-20221130-01 - Nick and Schelsea Arredondo - Complete](#)
11. [PRC-20221216-01 - ADW-20221215-01 - William James and Patricia Rivera Hoelker - Complete](#)

12. [PRC-20230515-01 - AVHUWF-20230515-01 - Ramon Garcia - Refugio County WCID 1 - Complete](#)
13. [PRC-20230425-01 - AAPC-20230425-01 - Drew Donalson - R1NW-00425 - Complete](#)
14. [PRC-20230314-03 - ARP-20230302-01 - NW-00544 - Texas Parks and Wildlife Department - Complete](#)
15. [PRC-20230314-02 - ARP-20230302-02 - NW-00545 - Texas Parks and Wildlife Department - Complete](#)
16. [PRC-20230314-01 - ARP-20230302-03 - NW-00546 - Texas Parks and Wildlife Department - Complete](#)
17. [PRC-20230921-01 - ANHUPPW-20230918-01- Boardwalk Field Services - Pending/Uncontested](#)
18. [PRC-20230921-02 - ANHUPPW-20230918-02 - C Breeze Circle S LTD - Pending/Uncontested](#)

As of October 10, 2023, staff had 2 permitting request cases pending:

1. [PRC-20230921-01 - ANHUPPW-20230918-01- Boardwalk Field Services - Pending/Uncontested](#)
2. [PRC-20230921-02 - ANHUPPW-20230918-02 - C Breeze Circle S LTD - Pending/Uncontested](#)

Regarding Groundwater Production Report Processing

As of October 10, 2023, staff had processed 39 groundwater production reports since October 1, 2022.

1. [GPR-20230111-01 - NW-00494 - 2022 - Administratively Complete](#)
2. [GPR-20230111-02 - NW-00495 - 2022 - Administratively Complete](#)
3. [GPR-20230111-03 - NW-00306 - 2022 - Administratively Complete](#)
4. [GPR-20230111-04 - NW-00305 - 2022 - Administratively Complete](#)
5. [GPR-20230130-01 - NW-00597 - 2022 - Administratively Complete](#)
6. [GPR-20230201-01 - NW-00223 - 2022 - Administratively Complete](#)
7. [GPR-20230201-02 - NW-00381 - 2022 - Administratively Complete](#)
8. [GPR-20230201-03 - GW-00440 - 2022 - Administratively Complete](#)
9. [GPR-20230201-04 - NW-00589 - 2022 - Administratively Complete](#)
10. [GPR-20230201-05 - NW-00244 - 2022 - Administratively Complete](#)
11. [GPR-20230201-06 - NW-00596 - 2022 - Administratively Complete](#)
12. [GPR-20230201-07 - NW-00546 - 2022 - Administratively Complete](#)
13. [GPR-20230201-08 - NW-00544 - 2022 - Administratively Complete](#)
14. [GPR-20230201-09 - NW-00393 - 2022 - Administratively Complete](#)
15. [GPR-20230209-01 - NW-00138 - 2023 - Administratively Complete](#)
16. [GPR-20230209-02 - NW-00387 - 2023 - Administratively Complete](#)
17. [GPR-20230209-03 - GW-00441 - 2023 - Administratively Complete](#)
18. [GPR-20230209-04 - NW-00545 - 2023 - Administratively Complete](#)
19. [GPR-20230217-01 - NW-00399 - 2023 - Administratively Complete](#)
20. [GPR-20230217-02 - NW-00398 - 2023 - Administratively Complete](#)
21. [GPR-20230217-03 - NW-00332 - 2023 - Administratively Complete](#)
22. [GPR-20230321-01 - NW-00485 - 2022 - Administratively Complete](#)
23. [GPR-20230321-02 - NW-00166 - 2022 - Administratively Complete](#)
24. [GPR-20230321-03 - NW-00583 - 2022 - Administratively Complete](#)
25. [GPR-20230321-04 - NW-00495 - 2022 - Administratively Complete](#)
26. [GPR-20230321-05 - NW-00583 - 2022 - Administratively Complete](#)
27. [GPR-20230321-06 - NW-00494 - 2022 - Administratively Complete](#)
28. [GPR-20230321-07 - NW-00163 - 2022 - Administratively Complete](#)
29. [GPR-20230531-01 - R1NW-00425 - 2022 - Administratively Complete](#)
30. [GPR-20230613-01 - NW-00563 - 2022 - Administratively Complete](#)
31. [GPR-20230613-02 - NW-00564 - 2022 - Administratively Complete](#)
32. [GPR-20230613-03 - NW-00116 - 2022 - Administratively Complete](#)
33. [GPR-20230703-01 - NW-00472 - 2022 - Administratively Complete](#)
34. [GPR-20230724-01 - NW-00563 - 2022 - Administratively Complete](#)
35. [GPR-20230724-02 - NW-00564 - 2022 - Administratively Complete](#)
36. [GPR-20230724-03 - GW-00319 - 2022 - Administratively Complete](#)
37. [GPR-20230724-05 - GW-00320 - 2022 - Administratively Complete](#)

38. [GPR-20230724-05 - GW-00321 - 2022 - Administratively Complete](#)
39. [GPR-20230724-06 - GW-00203 - 2022 - Administratively Complete](#)

Regarding Management of Investigations

As of October 10, 2023, staff had initiated 5 investigation related to groundwater management (i.e., permitting) since October 1, 2022:

1. [INV-20221006.1657 - Failure to Obtain Production Permit](#)
 1. [Failure to Obtain Production Permit - City of Austwell - Active](#)
 2. [Failure to Obtain Production Permit - Hilcorp Energy - Active](#)
 3. [Failure to Obtain Production Permit - Refugio County WCID 1 - Closed](#)
 4. [Failure to Obtain Production Permit - Town of Refugio - Active](#)
2. [INV-20230303.1658 - Failure to Satisfy Rules of the District - Production Reporting for CY2022 - Closed](#)

As of October 10, 2023, staff had 4 active investigations related to groundwater management (i.e., permitting):

1. [INV-20221006.1657 - Failure to Obtain Production Permit](#)
 1. [Failure to Obtain Production Permit - City of Austwell - Active](#)
 2. [Failure to Obtain Production Permit - Hilcorp Energy - Active](#)
 3. [Failure to Obtain Production Permit - Town of Refugio - Active](#)

Regarding Management of Enforcement Cases

As of October 10, 2023, the Board had initiated 5 enforcement case violations related to groundwater management (i.e., permitting):

1. [ECV-20221031-01 - Hultgren Farms LLC - Failure to Report Groundwater Production - Resolved](#)
2. [ECV-20221031-02 - Papalote Ranch Corp - Failure to Report Groundwater Production - Resolved](#)
3. [ECV-20221031-03 - Roywell Services Inc. - Failure to Report Groundwater Production CY2021 for Well NW-00382 - Unresolved/Suspended](#)
4. [ECV-20221031-04 - United Gas Pipeline CO - Failure to Report Groundwater Production - Resolved](#)
5. [ECV-20221031-05 - United Gas Pipeline CO - Failure to Report Groundwater Production - Resolved](#)
6. [ECV-20221031-06 - EOG Resources - Failure to Report Groundwater Production - Resolved](#)
7. [ECV-20221031-07 - CNS Family Investments Failure to Report Groundwater Production - Resolved](#)
8. [ECV-20230418-03 - Roywell Services Inc. - Failure to Report Groundwater Production CY2022 for Well NW-00382 - Unresolved/Suspended](#)
9. [ECV-20230418-05 - KR TRUST \(Frost Bank, Trustee of Kathleen Driscoll Roche Trust\) - Failure to Report Groundwater Production CY2022 for Well NW-00563 and Well NW-00564 - Resolved](#)

As of October 10, 2023, staff had 2 unresolved enforcement cases related to groundwater management (i.e., permitting):

1. [ECV-20221031-03 - Roywell Services Inc. - Failure to Report Groundwater Production CY2021 for Well NW-00382 - Unresolved/Suspended](#)
2. [ECV-20230418-03 - Roywell Services Inc. - Failure to Report Groundwater Production CY2022 for Well NW-00382 - Unresolved/Suspended](#)

Management Recommendation: none.

Item 3.1 - Investigation INV-20221006.16557 related to Failures to Obtain Production Permits

Previous Consideration by the Board: [MFC-20230717-3.6 - Investigation INV-20221006.16557 related to Failures to Obtain Production Permits.](#)

Related Programs: [PRG-3000 - Groundwater Management - FY2024](#).

Related Projects: [Project - PRJ-20243100.05 - Manage Investigations related to Permitting Violations for FY2024](#).

Management Discussion: on October 12, 2022, staff initiated an investigation to gather information regarding active utilities within Refugio County that obtain water from groundwater-based public water systems that do not have valid groundwater production permits issued by the District.

[RGCD - GMa - CIE - Investigations - INV-20221006.1657 - Failure to Obtain Production Permit](#)

As of October 10, 2023, staff had an open investigation related to groundwater management associated with 3 entities that had not submitted administratively complete permitting applications. The entities are:

1. City of Austwell (See: [INV-20221006.16557 - Failure to Obtain Production Permit - City of Austwell - Active](#));
2. Hilcorp Energy (See: [INV-20221006.16557 - Failure to Obtain Production Permit - Hilcorp Energy - Active](#));
3. Town of Refugio (See: [INV-20221006.16557 - Failure to Obtain Production Permit - Town of Refugio - Active](#)).

The relevant provisions of the rules of the district associated with the investigations are:

- RULE 3.1: GENERAL POLICIES RELATED TO REGISTRATION OF WELLS, WELL FIELDS, AND WELL SYSTEMS
 3. The well owner or authorized agent of a grandfathered non-exempt-use well within the boundary of the district shall apply for the registration of the grandfathered non-exempt-use well prior to operating the subject well for non-exempt use.
- RULE 4.1: GENERAL POLICIES RELATED TO PERMITS
 15. No person shall operate a well to produce groundwater to be used for any purpose other than those uses defined as exempt use prior to obtaining a production permit from the district unless the subject well satisfies the definition of an original exempt-use grandfathered well or an original exempt-use non-grandfathered well.
- RULE 11.2: GENERAL POLICIES RELATED VIOLATIONS
 5. Any person that produces groundwater from a well for non-exempt uses in any amount without a valid production permit authorizing the groundwater production violates the rules of the district.
 6. Any person that produces groundwater from a well for non-exempt uses for any purpose of use not authorized by production permits associated with well violates the rules of the district.
 10. Any person that engages in an activity that requires a permit from the district under the rules of the district prior to receiving such permit violates the rules of the district.

In each instance, staff have contacted representatives of the entities to notify the entity of the permitting requirements of the District and attempted to assist the entities with submitting production permit applications since January 2023.

On May 25, 2023, staff of the District mailed letters to the Town of Refugio, City of Austwell, and Hilcorp Energy to alert each to the potential violation of the rules of the district and offer to assist each with complying with the rules of the district.

On August 7, 2023, The District mailed letters to the Town of Refugio, City of Austwell, and Hilcorp Energy to alert each to the potential violation of the rules of the district and offer to assist each with complying with the rules of the district.

On September 11, 2023, the District was contacted by Mr. Biery in regards to the permitting for the City of Austwell.

On September 12, 2023, staff of the District emailed pre-drafted applications to citysecretary@cityofaustwell.com as requested by Mr. Biery.

As of October 10, 2023, staff had not received applications from Town of Refugio, City of Austwell, or Hilcorp Energy.

Management Recommendation: move to:

1. find that the **City of Austwell** violated RULE 4.1: GENERAL POLICIES RELATED TO PERMITS of the Rules of the District related to water well(s) owned by the **City of Austwell** used to produce groundwater for public water system uses unless

- evidence to the contrary or evidence of relevant extenuating circumstances is submitted to the District;
2. authorize the General Manager to initiate an enforcement case regarding the violation;
 3. set a **\$0.00** penalty to be paid by the **City of Austwell** for each violation per RULE 11.10: PENALTIES of the Rules of the District as restricted under Section 36.102(e) of the Texas Water Code; and
 4. offer to settle the violation without payment of the penalties if the **City of Austwell** consents to the following conditions:
 1. acknowledges the violation by December 31, 2023;
 2. pays a settlement fee of **\$0.00** by December 31, 2023; and
 3. submits an administratively complete production permit application and any applicable applications fees to the District by December 31, 2023.

Management Recommendation: move to:

1. find that **Hilcorp Energy** violated RULE 4.1: GENERAL POLICIES RELATED TO PERMITS of the Rules of the District related to water well(s) owned by **Hilcorp Energy** used to produce groundwater for public water system uses unless evidence to the contrary or evidence of relevant extenuating circumstances is submitted to the District;
2. authorize the General Manager to initiate an enforcement case regarding the violation;
3. set a **\$2,000.00** penalty to be paid by **Hilcorp Energy** for each violation per RULE 11.10: PENALTIES of the Rules of the District; and
4. offer to settle the violation without payment of the penalties if **Hilcorp Energy** consents to the following conditions:
 1. acknowledges the violation by December 31, 2023;
 2. pays a settlement fee of **\$0.00** by December 31, 2023; and
 3. submits an administratively complete production permit application and any applicable applications fees to the District by December 31, 2023.

Management Recommendation: move to:

1. find that the **Town of Refugio** violated RULE 4.1: GENERAL POLICIES RELATED TO PERMITS of the Rules of the District related to water well(s) owned by the **Town of Refugio** used to produce groundwater for public water system uses unless evidence to the contrary or evidence of relevant extenuating circumstances is submitted to the District;
2. authorize the General Manager to initiate an enforcement case regarding the violation;
3. set a **\$0.00** penalty to be paid by the **Town of Refugio** for each violation per RULE 11.10: PENALTIES of the Rules of the District as restricted under Section 36.102(e) of the Texas Water Code; and
4. offer to settle the violation without payment of the penalties if the **Town of Refugio** consents to the following conditions:
 1. acknowledges the violation by December 31, 2023;
 2. pays a settlement fee of **\$0.00** by December 31, 2023; and
 3. submits an administratively complete production permit application and any applicable applications fees to the District by December 31, 2023.

Item 4.0 - Report regarding Groundwater Protection

Previous Consideration by the Board: [MFC-20230717-4.0 - Report regarding Groundwater Protection.](#)

Related Programs: [PRG-6000 - Groundwater Protection - FY2024.](#)

Related Projects:

1. [Project - PRJ-20246100.01 - Well Inspections for FY2024](#)
2. [Project - PRJ-20246100.02 - Manage Investigations related to Groundwater Protection for FY2024](#)
3. [Project - PRJ-20246100.03 - Manage Enforcement Cases related to Groundwater Protection for FY2024](#)

Management Discussion:

Regarding Well Inspections

As of October 10, 2023, staff had recorded 9 well inspection forms (WIFs) since October 1, 2022:

1. [WIF-20230726-02 - NW-00570](#)
2. [WIF-20230726-01 - GW-00439](#)
3. [WIF-20230718-01 - NW-00657](#)
4. [WIF-20230425-02 - GW-00124](#)
5. [WIF-20230425-02 - GW-00079](#)
6. [WIF-20230310-04 - GW-00234](#)
7. [WIF-20230310-03 - GW-00439](#)
8. [WIF-20230310-02 - NW-00570](#)
9. [WIF-20230310-01 - NW-00539](#)

Regarding Management of Investigations related to Groundwater Protection

As of October 10, 2023, staff had initiated 0 investigations related to Groundwater Protection since October 1, 2022:

As of October 10, 2023, staff had 1 active investigation related to Groundwater Protection since October 1, 2022:

1. [INV-20191202:1017 - Potential Contamination of Groundwater at Woodsboro Farmers Cooperative - Active](#)

Regarding Management of Enforcement Cases related to Groundwater Protection

As of October 10, 2023, the Board had initiated 0 enforcement cases related to Groundwater Protection since October 1, 2022:

Management Recommendation: none.

Item 5.0 - Report regarding Groundwater Monitoring

Previous Consideration by the Board: [MFC-20230717-5.0 - Report regarding Groundwater Monitoring](#).

Related Programs: [PRG-4000 - Groundwater Monitoring - FY2024](#).

Related Projects:

1. [Project - PRJ-20244100.01 - Monitor Drought Conditions for FY2024](#)
2. [Project - PRJ-20244100.02 - Synoptic Aquifer Monitoring for FY2024](#)
3. [Project - PRJ-20244100.03 - Continuous Water Level Monitoring for FY2024](#)
4. [Project - PRJ-20244100.04 - Baseline Water Quality Aquifer Monitoring for FY2024](#)
5. [Project - PRJ-20244100.05 - Ad-Hoc Baseline Water Quality Sampling for FY2024](#)
6. [Project - PRJ-20244100.06 - Annual Water Level Assessment for FY2024](#)
7. [Project - PRJ-20244100.07 - Annual Water Quality Assessment for FY2024](#)
8. [Project - PRJ-20244100.08 - Monitoring Network Assessment and Improvement Project for FY2024](#)

Management Discussion:

Regarding Monitoring of Drought Conditions

As of October 10, 2023, the U.S. Drought Monitor (<https://www.drought.gov/states/texas/county/refugio>) indicates that 100% of Refugio County is experiencing experiencing sever to extreme drought conditions.

As of October 10, 2023, drought condition information related to the district and the surrounding region of Texas collected from the Water Data for Texas website (<https://www.waterdatafortexas.org/drought/>) indicates that all portions of Refugio County are experiencing drought conditions.

Regarding Monitoring of Water Levels

As of October 10, 2023, staff had collected 10 water level measurements since October 1, 2022:

1. [WLM-20230310-01 - NW-00539](#)
2. [WLM-20230310-02 - NW-00570](#)

3. [WLM-20230310-03 - GW-00439](#)
4. [WLM-20230310-04 - GW-00234](#)
5. [WLM-20230425-01 - GW-00124](#)
6. [WLM-20230425-02 - GW-00079](#)
7. [WLM-20230718-01 - NW-00657](#)
8. [WLM-20230726-01 - GW-00439](#)
9. [WLM-20230726-02 - NW-00570](#)
10. [WLM-20230726-03 - NW-00539](#)

Regarding Monitoring of Water Quality

As of October 10, 2023, staff had collected 5 water quality field measurements since October 1, 2022:

1. [WQFM-20230718.1135 - GW-00657](#)
2. [WQFM-20230726-01 - GW-00439](#)
3. [WQFM-20230726-01 - GW-00439](#)
4. [WQFM-20230726-02 - NW-00570](#)
5. [WQFM-20230726-03 - NW-00539](#)

As of October 10, 2023, staff had collected X water quality samples since October 1, 2022:

1. [WQSI-20230718-01 - NW-00657](#)

As of October 10, 2023, staff had received 1 water quality lab reports since October 1, 2022:

1. [Water Quality Lab Report - WQLR-20230718.1145](#)

Regarding Annual Assessment of Water Levels

As of October 10, 2023, staff had been informed by Dr. Young of Intera that his firm had begun the analysis of CY2022 water levels using the geostatistical approach.

Regarding Annual Assessment of Water Quality

Regarding Assessment and Improvement of the Monitoring Network

During FY2023, staff have attempted to improve the network of wells used to monitor aquifer conditions with the county. The district has attempted to contact owners of wells that had previously cooperated with the district on monitoring effort to regain access to those wells. In addition, staff have attempted to gain access to those wells identified by Dr. Young as preferred additions to the monitoring network. Staff have attempted to make contact via mail (42 letters), email messages, and phone calls. This effort resulted in a response from a single well owner. See: [MFC-20231016-5.1 - Incentivizing Aquifer Monitoring Cooperation](#).

Management Recommendation: none.

Item 5.1 - Incentivizing Aquifer Monitoring Cooperation

Previous Consideration by the Board: None.

Related Programs: [PRG-4000 - Groundwater Monitoring - FY2024](#).

Related Projects: [Project - PRJ-20244100.08 - Monitoring Network Assessment and Improvement Project for FY2024](#).

Management Discussion: the purpose of the groundwater monitoring program is to facilitate the coordination of activities and tasks completed by staff, consultants, and contractors to evaluate the condition of the groundwater resources within the county.

The management plan of the district establishes the following objectives to be achieved through the implementation of the groundwater monitoring program:

Management Plan Goal 4 - Addressing Natural Resource Issues

Objective 1: Develop and maintain a program to monitor the water quality of at least twelve (12) water wells within the district per year.

Management Plan Goal 7 - Addressing the Desired Future Conditions

Objective 1: Develop and maintain a program to monitor the water level of at least twelve (12) water wells within the district per year.

Objective 2: Analyze aquifer monitoring information to evaluate achievement of the desired future conditions of the district based on information available during the fiscal year.

During FY2023, staff were able to record only 10 water level measurements and 6 water quality measurements (5 field measurements, 1 lab measurement). This represents only a partial achievement of objective 1 of goals 4 and 7.

During FY2023, staff have attempted to improve the network of wells used to monitor aquifer conditions with the county. The district has attempted to contact owners of wells that had previously cooperated with the district on monitoring effort to regain access to those wells. In addition, staff have attempted to gain access to those wells identified by Dr. Young as preferred additions to the monitoring network. Staff have attempted to make contact via mail (42 letters), email messages, and phone calls. This effort resulted in a response from a single well owner.

Management Recommendation: move to authorize the General Manager to implement an project to incentivize cooperation with the district regarding aquifer monitoring limiting financial incentives to \$50.00 per monitoring event at a well and \$2,000.00 during the fiscal year.

Item 6.0 - Report regarding Groundwater Conservation

Previous Consideration by the Board: [MFC-20230717-6.0 - Report regarding Groundwater Conservation.](#)

Related Programs: [PRG-2000 - Groundwater Conservation - FY2024.](#)

Related Projects:

1. [Project - PRJ-20242100.01 - Promote Conservation for FY2024](#)
2. [Project - PRJ-20242100.02 - Conservation Education and Teacher Professional Development for FY2024](#)
3. [Project - PRJ-20242100.03 - Sponsorship of Wetlands Field Trips in FY2024](#)

Management Discussion:**Regarding Conservation Promotion**

On September 11, 2023, the staff of the district reviewed and updated the webpage on website of the district related to promotion of groundwater conservation. See: <https://www.rgcd.org/groundwater-conservation>.

Groundwater Conservation - Refugio Groundwater Conservation District - 20230911.pdf

 6.0.1 Groundwater Conservation - R... 218 kB

Regarding Conservation Education and Teacher Professional Development**Regarding Sponsorship of Conservation Efforts**

As of September 30, 2023, staff has not received or processed any applications for sponsorship of field trips by 4th and 5th grade students from Refugio County to the Wetland Education Center located in the INVISTA Victoria Plant Wetland for the purposes of promoting water conservation during FY2023.

With the adoption of the budget for FY2024, staff published a notice on the website of the district to inform entities wishing to seek sponsorship from the district of a project intended to promote water conservation, especially through rainwater harvesting or brush control within Refugio County, could submit an application for sponsorship. See: <https://www.rgcd.org/groundwater-conservation-sponsorship-fy2024>.

Management Recommendation: none.

Item 7.0 - Report regarding Groundwater Resource Planning

Previous Consideration by the Board: [MFC-20230717-7.0 - Report regarding Groundwater Resource Planning](#).

Related Programs:[PRG-8000 - Groundwater Resource Planning - FY2024](#).

Related Projects:

1. [Project - PRJ-20248100.01 - Regional Water Planning Participation for FY2024](#)
2. [Project - PRJ-20248100.02 - GMA 15 Joint Planning for 4th Planning Cycle in FY2024](#)

Management Discussion:

Regarding Regional Water Planning Participation

Representatives of the district participated in the meeting of the South Central Texas Regional Planning Group (Region L) held on August 3, 2023, to continue efforts to develop the 2026 Regional Water Plan. The next meeting of Region L is scheduled for November 2, 2023.

Regarding GMA 15 Joint Planning

Representatives of the district participated in the meeting of the representatives of Groundwater Management Area 15 on July 13, 2023, to continue joint planning efforts. The next meeting of the representatives of Groundwater Management Area 15 is scheduled for October 12, 2023.

Management Recommendation: none.

Item 8.0 - Report regarding Groundwater Policy

Previous Consideration by the Board: [MFC-20230717-8.0 - Report regarding Groundwater Policy](#).

Related Programs:[Program - PRG-5000 - Groundwater Policy - FY2024](#).

Related Projects:

1. [Project - PRJ-20245100.01 - Management Plan Revisions for FY2024](#)
2. [Project - PRJ-20245100.02 - Rule Amendments for FY2024](#)
3. [Project - PRJ-20245100.03 - Legislative Support and Lobbying for FY2024](#)

Management Discussion:

Regarding Revisions to the Management Plan of the District

On July 17, 2023, the Texas Water Development Board designated the management plan for the district, adopted on April 17, 2023, administratively complete.

Regarding Amending the Rules of the District

Staff will review the passed legislation of the previous legislative session, coordinate with legal counsel to develop proposed rule revisions, and post the required rulemaking hearing notice for the meeting scheduled for January 18, 2023.

Regarding Legislative Support and Lobbying

Management Recommendation: none.

Item 9.0 - Report regarding Administration and Management

Previous Consideration by the Board: [MFC-20230717-9.0 - Report regarding Administration and Management.](#)

Related Programs: [Program - PRG-1000 - Administration - FY2024.](#)

Related Projects:

1. [Project - PRJ-20241200.01 - Election Coordination for CY2024](#)
2. [Project - PRJ-20241300.01 - Financial Audit for FY2023](#)
3. [Project - PRJ-20241300.02 - Investment Management for FY2024](#)
4. [Project - PRJ-20241300.03 - Financial Record Processing and Reporting for FY2024](#)
5. [Project - PRJ-20241300.04 - Budget Development for FY2025](#)
6. [Project - PRJ-20241300.05 - Asset Tracking for FY2024](#)
7. [Project - PRJ-20241400.01 - Website Improvements](#)
8. [Project - PRJ-20241500.01 - Public Notice and Meeting Coordination for FY2024](#)
9. [Project - PRJ-20241600.01 - Performance Audit for FY2023](#)
10. [Project - PRJ-20241600.02 - Program Configuration for FY2024](#)
11. [Project - PRJ-20241700.01 - Administrative Policy Review for FY2024](#)
12. [Project - PRJ-20241700.02 - Transparency Reporting for FY2024](#)
13. [Project - PRJ-20241700.03 - Cybersecurity Training for FY2024](#)
14. [Project - PRJ-20241700.04 - Consultant Review for FY2024](#)
15. [Project - PRJ-20241700.05 - Open Government Training for FY2024](#)
16. [Project - PRJ-20241900.01 - Digital Record Archiving for FY2024](#)
17. [Project - PRJ-20241900.02 - Physical Record Archiving for FY2024](#)

Management Discussion:

Regarding Cybersecurity Training

The state requires local government entities to complete cyber training on an annual basis. The training requirement applies to employees and elected officials (e.g., directors of the district). While a number of methods are available to satisfy this requirement, the simplest method and least time consuming is the viewing of one of the following YouTube videos:

1. TxDIR Cyber Security Training YouTube Video (28 minutes): https://www.youtube.com/watch?v=YFRK_slmKkQ&t=5s
2. TMLIRP Cyber Security Training Youtube Video (17 minutes): https://www.youtube.com/watch?v=pCRbR2ka_0o

Directors are encouraged to notify staff of their completion of the training for reporting purposes. The district is required to certify to the state the degree to which the requirements were satisfied each year.

Regarding Meetings of the Board

The next meetings of the Board are scheduled for January 16, 2024 (Tuesday), April 15, 2024, July 15, 2024, August 19, 2024 (Budget and Tax Rate Matters), and October 21, 2024, with each meeting to convene at 6:00 PM. Regular meetings will be rescheduled as necessary and special meeting may be scheduled to address unforeseen issues.

Management Recommendation: none.

Item 9.1 - Minutes of the Previous Meeting

Previous Consideration by the Board: [MFC-20230717-9.1 - Minutes of the Previous Meeting.](#)

Related Programs: [Program - PRG-1000 - Administration - FY2024.](#)

Related Projects: [Project - PRJ-20241500.01 - Public Notice and Meeting Coordination for FY2024.](#)

Management Discussion: the minutes for the previous meeting were sent the board members prior to the meeting.


[Meeting Minutes - 20230717 - Board of Directors](#)

RGCD - Meeting Minutes - 20230717 - Final.pdf

 9.1.1 RGCD - Meeting Minutes - 202... 221 kB

[Meeting Minutes - 20230829 - Board of Directors](#)

RGCD - Meeting Minutes - 20230829 - Final.pdf

 9.1.2 RGCD - Meeting Minutes - 202... 121 kB

Management Recommendation: move to accept and approved the meeting minutes for July 17, 2023, and August 29, 2023, as drafted.

Item 9.2 - Financial Reports of the District

Previous Consideration by the Board: [MFC-20230717-9.2 - Financial Reports of the District](#).

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects: [Project - PRJ-20241300.03 - Financial Record Processing and Reporting for FY2024](#).

Management Discussion: the internal financial reports of the District for June 2023, July 2023, and August 2023, have been sent to the directors prior to the meeting.

[Internal Control Review Reports - ICRR-20230630-01 - June 2023](#)

Internal Control Review Reports - ICRR-20230630-01 - June 2023.pdf

 9.2.1 RGCD - Adm - FM - Internal Co... 101 kB

[Internal Control Review Reports - ICRR-20230731-01 - July 2023](#)

Internal Control Review Reports - ICRR-20230731-01 - July 2023.pdf

 9.2.2 RGCD - Adm - FM - Internal Co... 99 kB

[Internal Control Review Reports - ICRR-20230831-01 - August 2023](#)

Internal Control Review Reports - ICRR-20230831-01 - August 2023.pdf

 9.2.3 RGCD - Adm - FM - Internal Co... 99 kB

[Internal Financial Reports - IFR-20230630-01 - FY2023-M09 - June 2023](#)

RGCD - Internal Financial Report - June 2023.pdf

 9.2.4 RGCD - Internal Financial Repo... 743 kB

[Internal Financial Reports - IFR-20230731-01 - FY2023-M10 - July 2023](#)

RGCD - Internal Financial Report - July 2023.pdf

 9.2.5 RGCD - Internal Financial Repo... 767 kB

[Internal Financial Reports - IFR-20230831-01 - FY2023-M11 - August 2023](#)

RGCD - Internal Financial Report - August 2023.pdf

 9.2.6 RGCD - Internal Financial Repo... 771 kB

Management Recommendation: move to accept and approve the financial reports for June, July, and August 2023.

Item 9.2.1 - Financial Transaction Review

Previous Consideration by the Board: [MFC-20230717-9.2.1 - Financial Transaction Review](#)

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

Related Projects: [PRJ-20231300.03 - Financial Record Processing and Reporting for FY2023 - Active.](#)

Management Discussion: the list below identifies each accounts payable transaction that was recorded since July 12, 2023, as of October 10, 2023:

1. [ACCTP-20230703-01 - \\$3,600.00 - Holmstrom, LLC - Office Lease - TR-20230717-02-D - \\$3,600.00 - Vantage Bank 11658 - RECONCILED](#)
2. [ACCTP-20230706-01 - \\$5,485.13 - VCGCD - District Invoice - April 2023 - TR-20230717-05-D - \\$5,485.13 - Vantage Bank 11658 - RECONCILED](#)
3. [ACCTP-20230706-02 - \\$5,514.29 - VCGCD - District Invoice - May 2023 - TR-20230717-06-D - \\$5,514.29 - Vantage Bank 11658 - RECONCILED](#)
4. [ACCTP-20230706-03 - \\$5,485.33 - VCGCD - District Invoice - June 2023 - TR-20230717-07-D - \\$5,485.33 - Vantage Bank 11658 - RECONCILED](#)
5. [ACCTP-20230711-01 - \\$264.50 - Victoria Advocate - TR-20230717-03-D - \\$264.50 - Vantage Bank 11658 - RECONCILED](#)
6. [ACCTP-20230717-01 - \\$8,360.03 - Goldman, Hunt and Notz, LLP - TR-20230717-01-D - \\$8,360.03 - Vantage Bank 11658 - RECONCILED](#)
7. [ACCTP-20230717-02 - \\$1,925.13 - Card Service Center - TR-20230717-08-D - \\$1,925.13 - Vantage Bank 11658 - RECONCILED](#)
8. [ACCTP-20230717-03 - \\$250.00 - Carroll Borden - July Meeting - TR-20230717-09-D - \\$250.00 - Vantage Bank 11658 - RECONCILED](#)
9. [ACCTP-20230717-04 - \\$250.00 - Fredric Biery - July Meeting - TR-20230717-10-D - \\$250.00 - Vantage Bank 11658 - RECONCILED](#)
10. [ACCTP-20230717-05 - \\$250.00 - John Snyder - July Meeting - TR-20230717-11-D - \\$250.00 - Vantage Bank 11658 - RECONCILED](#)
11. [ACCTP-20230717-06 - \\$250.00 - Scott Carter - July Meeting - TR-20230717-12-D - \\$250.00 - Vantage Bank 11658 - RECONCILED](#)
12. [ACCTP-20230731-01 - \\$15.84 - Account Analysis Charge - TR-20230731-01-D - \\$15.84 - Vantage Bank 11658 - RECONCILED](#)
13. [ACCTP-20230731-02 - \\$251,000.74 - Close CD - TR-20230731-02-D - \\$251,000.74 - CD# 64161 - RECONCILED](#)
14. [ACCTP-20230731-03 - \\$251,501.94 - Close CD - TR-20230731-03-D - \\$251,501.94 - CD# 64162 - RECONCILED](#)
15. [ACCTP-20230815-02 - \\$185.05 - Victoria Advocate - Inv# 344524-0723 - TR-20230829-02-D - \\$185.05 - Vantage Bank 11658 - UNRECONCILED](#)
16. [ACCTP-20230822-01 - \\$385.50 - Pace Analytical - Inv# 23751623603 - TR-20230829-01-D - \\$385.50 - Vantage Bank 11658 - UNRECONCILED](#)
17. [ACCTP-20230829-01 - \\$250.00 - Fredric Biery - August Meeting - TR-20230829-03-D - \\$250.00 - Vantage Bank 11658 - UNRECONCILED](#)
- 18.

- [ACCTP-20230829-02 - \\$250.00 - Carroll Borden - August Meeting - TR-20230829-04-D - \\$250.00 - Vantage Bank 11658 - UNRECONCILED](#)
19. [ACCTP-20230829-03 - \\$250.00 - John Snyder - August Meeting - TR-20230829-05-D - \\$250.00 - Vantage Bank 11658 - UNRECONCILED](#)
20. [ACCTP-20230829-04 - \\$1,118.35 - RCAD - 4th Qtr - TR-20230829-06-D - \\$1,118.35 - Vantage Bank 11658 - UNRECONCILED](#)
21. [ACCTP-20230831-01 - \\$17.40 - Account Analysis Charge - TR-20230831-01-D - \\$17.40 - Vantage Bank 11658 - RECONCILED](#)

The list below identifies each accounts receivable transaction that was recorded since July 12, 2023, as of October 10, 2023:

1. [ACCTP-20230731-02 - \\$251,000.74 - Close CD - TR-20230731-02-D - \\$251,000.74 - CD# 64161 - RECONCILED](#)
2. [ACCTP-20230731-03 - \\$251,501.94 - Close CD - TR-20230731-03-D - \\$251,501.94 - CD# 64162 - RECONCILED](#)
3. [ACCTR-20230706-01 - \\$2,337.32- RTAC - Tax Collections - TR-20230706-01-C - \\$2,337.32 - Vantage Bank 11658 - RECONCILED](#)
4. [ACCTR-20230727-01 - \\$10.53 - RTAC - Tax Sale - TR-20230727-01-C - \\$10.53 - Vantage Bank 11658 - RECONCILED](#)
5. [ACCTR-20230731-01 - \\$47.66 - Interest - TR-20230731-01-C - \\$47.66 - Vantage Bank 11658 - RECONCILED](#)
6. [ACCTR-20230731-02 - \\$251,000.74 - Fund Transfer - CD# 64161 - TR-20230731-02-C - \\$251,000.74 - Vantage Bank 11658 - RECONCILED](#)
7. [ACCTR-20230731-03 - \\$251,501.94 - Fund Transfer - CD# 64162 - TR-20230731-03-C - \\$251,501.94 - Vantage Bank 11658 - RECONCILED](#)
8. [ACCTR-20230731-04 - \\$124.97 - Interest - TR-20230731-04-C - \\$124.97 - CD# 64161 - RECONCILED](#)
9. [ACCTR-20230731-05 - \\$187.72 - Interest - TR-20230731-05-C - \\$187.72 - CD# 64162 - RECONCILED](#)
10. [ACCTR-20230731-06 - \\$1,402.40 - Interest - TR-20230731-06-C - \\$1,402.40 - CD# 65382 - RECONCILED](#)
11. [ACCTR-20230803-01 - \\$1,011.19 - RTAC - Tax Collections - TR-20230803-01-C - \\$1,011.19 - Vantage Bank 11658 - RECONCILED](#)
12. [ACCTR-20230831-01 - \\$71.62 - Interest - TR-20230831-01-C - \\$71.62 - Vantage Bank 11658 - RECONCILED](#)
13. [ACCTR-20230831-02 - \\$803.44 - Interest - TR-20230831-02-C - \\$803.44 - CD# 1118 - RECONCILED](#)
14. [ACCTR-20230906-01 - \\$396.80 - RTAC - Tax Collections - TR-20230906-01-C - \\$396.80 - Vantage Bank 11658 - UNRECONCILED](#)

Management Recommendation: None.

Item 9.3 - Investments of the District

Previous Consideration by the Board: [MFC-20230717-9.3 - Investments of the District](#)

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

Related Projects: [PRJ-20231300.02 - Investment Management for FY2023 - Active.](#)

Management Discussion: the investment reports for June, July and August 2023, have been sent to the board prior to the meeting.

[RGCD - Adm - FM - Investment Report - IR-20230630-01 - FY2023M09 - June 2023](#)

[RGCD - Adm - FM - Investment Report - IR-20230731-01 - FY2023M10 - July 2023](#)

[RGCD - Adm - FM - Investment Report - IR-20230831-01 - FY2023M11 - August 2023](#)

RGCD - Investment Report - IR-20230630-01 - FY23M09 - June 2023.pdf

 9.3.1 RGCD - Investment Report - IR... 151 kB

RGCD - Investment Report - IR-20230731-01 - FY23M10 - July 2023.pdf

 9.3.2 RGCD - Investment Report - IR... 151 kB

RGCD - Investment Report - IR-20230831-01 - FY23M11 - August 2023.pdf

 9.3.3 RGCD - Investment Report - IR... 153 kB

Management Recommendation: move to accept the investment reports for June, July and August 2023.

Item 9.4 - Investment Policy and TexPool

Previous Consideration by the Board: [MFC-20230109-11.2 - Review of Administrative Policies.](#)

Related Programs: [Program - PRG-1000 - Administration - FY2024.](#)


Related Projects:

1. [Project - PRJ-20241300.02 - Investment Management for FY2024.](#)
2. [Project - PRJ-20241700.01 - Administrative Policy Review for FY2024.](#)

Management Discussion: the District has historically invested funds in certificates of deposit at those institutions identified within the Investment Policy. The CDs have varied in terms of maturity periods ranging from 1 to 2 years. While considered liquid assets, the liquidation of a CD before maturity may result in loss of some or all interest earned on the investment. The District has not nor does it anticipate needing to liquidate current CDs. The use of CDs as investment vehicles complicates recordkeeping efforts as each CD represents an account that must be reconciled with the internal financial reports and accounted for in the investment reports of the district.

The use of investment pools, in particular TexPool (www.texpool.com), would reduce the recordkeeping efforts and improve liquidity of invested funds while receiving competitive interest rates. According to information provided by TexPool, "TexPool is the oldest and largest local government investment pool in the State of Texas. TexPool seeks to preserve principal, liquidity, and yield of capital investment consistent with the Texas Public funds Investment Act. This local government investment pool is managed and serviced by Federated Hermes, Inc., one of the nation's leading investment managers. Thirty seven states rely on Federated Hermes for some form of liquidity management."

TexPool - FAQ - G35884-70.pdf

 9.4.1 TexPool - FAQ - G35884-70.pdf 462 kB

TexPool - Quarterly Update - G35884-22.pdf

 9.4.2 TexPool - Quarterly Update - ... 904 kB

TexPool - Pool Profile - G371484_2984.pdf

 9.4.3 TexPool - Pool Profile - G37148... 498 kB

TexPool - Investment Policy - G35884-52.pdf

 9.4.4 TexPool - Investment Policy - ... 405 kB

TexPool - Information Statement - G35884-50.pdf

 9.4.5 TexPool - Information Stateme... 310 kB

TexPool - Resolution Authorizing Participation.pdf

 9.4.6 TexPool - Resolution Authorizi... 109 kB

An important consideration of a decision to authorize the investment of funds into TexPool is not insured or guaranteed by any government or government agency such as FDIC.

On January 9, 2023, the Board re-adopted the Investment Policy of the District as adopted on April 18, 2022. See: [Investment Policy - Adopted 20220418](#). The policy authorizes the investment of funds in pools as authorized under Chapter 2256, Texas Government Code but does not specifically authorize the investment of funds in Texas Local Government Investment Pools ("TexPool/TexPool Prime"). A draft revision of the investment policy of the district was developed that identifies Texas Local Government Investment Pools ("TexPool/TexPool Prime") as a qualified broker/dealer with whom the District may engage in investment transactions (page 4).

RGCD - Investment Policy - Draft - 20231011.pdf

 9.4.7 RGCD - Investment Policy - Dr... 994 kB

Management Recommendation: move to adopt the revised investment policy, authorize the investment of reserve funds in the TexPool Investment Pool, and adopt the resolution authorizing participation in the Texas Local Government Investment Pools ("TexPool/TexPool Prime").

Item 9.5 - Review of Bank Accounts

Previous Consideration by the Board: None.

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects: [Project - PRJ-20241300.02 - Investment Management for FY2024](#).

Management Discussion: in response to discussions at the last board meeting regarding vacancies, staff have obtained the "signature cards" for each bank account of the district for review and update by the Board.

Management Recommendation: identify any revisions to the signature cards and instruct staff to take the necessary steps to implement the changes.

Item 9.6 - Unpaid Accounts Payable

Previous Consideration by the Board: [MFC-20230717-9.4 - Unpaid Accounts Payable](#)

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

Related Projects: [PRJ-20231300.03 - Financial Record Processing and Reporting for FY2023 - Active](#).

Management Discussion: 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.

Management Recommendation: move to authorize the general manager to pay the following items:

- [RGCD - Adm - FM - Accounts Payable - ACCTP-20230815-01 - \\$840.00 - Allison, Bass & Magee - TR-YYYYMMDD-SQ-D - \\$840.00 - Vantage Bank 11658 - UNRECONCILED](#)
- [RGCD - Adm - FM - Accounts Payable - ACCTP-20230921-02 - \\$990.00 - Allison, Bass & Magee, LLP - TR-YYYYMMDD-SQ-D - \\$990.00 - Vantage Bank 11658 - UNRECONCILED](#)

Item 9.7 - Financial Audit for the Previous Fiscal Year

Previous Consideration by the Board: [MFC-20230417-10.3 - Financial Audit for FY2022](#)

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects: [Project - PRJ-20241300.01 - Financial Audit for FY2023](#)

Management Discussion: Mr. Goldman of Goldman, Hunt, and Notz LLP has submitted a engagement letter related performance of a financial audit of the District for FY2023.

Refugio GWCD 2023 Engagement Letter - 20231010.pdf

 9.7.1 Refugio GWCD 2023 Engageme... 2 MB

Management Recommendation: move to accept the offer of Goldman, Hunt, and Notz LLP to perform the financial audit for the fiscal year ending September 30, 2023 and authorize the firm to begin the audit upon development of the internal financial reports for September 30, 2023.

Item 9.8 - Records Management

Previous Consideration by the Board:

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects:

1. [Project - PRJ-20241900.01 - Digital Record Archiving for FY2024](#).
2. [Project - PRJ-20241900.02 - Physical Record Archiving for FY2024](#).

Management Discussion: the District presently creates, maintains, and stores the records of the district within the Evernote System. The records of the district are electronically archived to the Dropbox System after processing of the records are complete.

Email messages including associated attachments received by staff that essential to the fulfillment of statutory obligations or to the documentation of agency functions of the District are imported from the iPower Email System into the Evernote System as records of on-going record series and ultimately archived to the Dropbox System. The District has amassed many emails since its existence and increased to a significant cumulative file size. The size of the mailboxes has resulted in a system that is difficult to maintain.

Management Recommendation: move to designate, as part of the records management policy of the District, email messages received by the District that not essential to the fulfillment of statutory obligations or to the documentation of agency functions as transitory information of temporary usefulness which may be deleted when determined to be no longer useful.

Item 9.9 - Web Maps and GPR Application

Previous Consideration by the Board: None.

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects: [Project - PRJ-20241400.01 - Website Improvements](#).

Management Discussion: the Victoria County Groundwater Conservation District completed a project to configure and publish interactive web maps. The resulting maps have been published as a map portal using the mapping system offered by GIS Cloud. The map portal can be accessed for the following link: https://vcgcd_map_portal.giscloud.com/. The VCGCD subscribed to the Map Editor and Map Portal services offered by GIS Cloud at a monthly cost of \$169.00 (\$2,040.00 per year). If the VCGCD opts for annual billing for services, a 20% discount will be received.

The portal enables users to investigate and view permitting and monitoring data maintained by the VCGCD using the following maps: Groundwater Permitting, Reported Groundwater Production, Recorded Water Levels, and Recorded Water Quality Measurements.

The VCGCD is considering the development of a custom web application using the GIS Cloud Crowdsourcing service to facilitate the online submittal of groundwater production reports for CY2023 in January 2024. Initial estimates for the custom application range between \$2,000 to \$4,000 annually for the customization.

Management Recommendation: move to 1) authorize the General Manager to completed a project to configure and publish interactive web maps and map portal using the mapping system offered by GIS Cloud for the district at a cost not to exceed \$2,100.00, and 2) develop a a custom web application using the GIS Cloud Crowdsourcing service to facilitate the online submittal of groundwater production reports for CY2023 in January 2024 at a cost not to exceed \$4,000.00.

Item 10.0 - Legal Counsel Report

Previous Consideration by the Board: [MFC-20230717-10.0 - Legal Counsel Report](#).

Related Programs: [Program - PRG-1000 - Administration - FY2024](#).

Related Projects: N/A.

Management Discussion: none.

Management Recommendation: none.

Item 11.0 - Adjourn Meeting

Management Discussion: none.

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