

# Refugio Groundwater Conservation District

604 E. Commerce St., Refugio, Texas 78377

P.O. Box 116, Refugio, Texas 78377

Phone (361) 526-1483 | Fax (361) 526-1294 | www.rgcd.org

THE STATE OF TEXAS  
REFUGIO COUNTY

The Board of Directors of the Refugio Groundwater Conservation District convened a meeting on August 19, 2024, at 6:00 PM at the First Baptist Church of Woodsboro Fellowship Hall, 309 Johnson Street, Woodsboro, Texas 78393

## Meeting Attendance:

Precinct 1:	Mr. John Snyder, Treasurer	Present
Precinct 2:	Mr. Carroll Borden, President	Present
Precinct 3:	Ms. Cynthia Rose	Present
Precinct 4:	Mr. Fredric Biery, Secretary	Present
At Large:	Vacant	Absent
General Manager:	Mr. Timothy Andruss	Present
Legal Counsel:	Mr. James Allison	Absent

## Agenda Item 1: Call the meeting to order and welcome guests.

**Meeting Discussion:** Carroll Borden called the meeting to order at approximately 6:00 PM.

**Board Action:** No action taken.

## Agenda Item 2: Receive public comments.

**Meeting Discussion:** None.

**Board Action:** No action taken..

**Agenda Item 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.**

**Agenda Item 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.**

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**Agenda Item 5: Consideration of and possible action on matters related to groundwater monitoring.**

**Agenda Item 6: Consideration of and possible action on matters related to groundwater conservation.**

**Agenda Item 7: Consideration of and possible action on matters related to groundwater resource planning including Groundwater Management Area 15 Joint Planning and regional water planning.**

**Agenda Item 8: Consideration of and possible action on matters related to groundwater policy including the Management Plan of the District, the hearing regarding the Proposed Rules of the District, and the Rules of the District.**

**Agenda Item 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.**

## **9.0 – Report regarding Administration and Management**

**Meeting Discussion:** Mr. Andruss provided the following report::

### **Regarding Election Coordination for CY2024.**

No report.

### **Regarding Financial Audit for FY2023.**

No report.

### **Regarding Investment Management for FY2024.**

No report.

### **Regarding Financial Record Processing and Reporting for FY2024.**

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No report.

## **Regarding Budget Development for FY2025.**

No report.

## **Regarding Asset Tracking for FY2024.**

No report.

## **Regarding Public Funds Training for FY2024.**

No report.

## **Regarding Website Improvements.**

No report.

## **Regarding Public Notice and Meeting Coordination for FY2024.**

The next meeting of the Board are scheduled for 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.

## **Regarding Performance Audit for FY2023.**

No report.

## **Regarding Project Management for FY2024.**

No report.

## **Regarding Administrative Policy Review for FY2024.**

No report.

## **Regarding Transparency Reporting for FY2024.**

No report.

## **Regarding Cybersecurity Training for FY2024.**

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No report.

## **Regarding Consultant Review for FY2024.**

No report.

## **Regarding Open Government Training for FY2024.**

No report.

## **Regarding District Liability Insurance Review and Renewal for FY2024.**

No report.

## **Regarding Digital Record Archiving for FY2024.**

No report.

## **Regarding Physical Record Archiving for FY2024.**

No report.

**Board Action:** No action taken.

## **9.1 – FY2025 Budget**

**Meeting Discussion:** Mr. Andruss explained on July 19, 2024, the Board of Directors of the Victoria Groundwater Conservation District considered the operations of the district and their support services provided to other groundwater conservation district including Texana GCD. Based on this consideration, the VCGCD Board has elected to terminate the existing interlocal agreement with the district (as well as the agreements with TGCD and CCGCD) and offer an agreement intended to improvement of performance of VCGCD staff in providing services to the boards of the VCGCD and cooperating district by increasing VCGCD staffing to 7 full-time employees at a consolidated office for at least a 5-year period. This arrangement would result in significant expenses to be incurred related to additional personnel and associated equipment and office expenses that would be offset by increases to the fees paid to the VCGCD by cooperating districts. (The budgetary information was developed on the presumption that each cooperating district would agree to the arrangement proposed by the VCGCD.)

Staff developed a recommended budget for the fiscal year ending September 30, 2025, that attempts to fund the operations of the District in a manner that provides

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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) avoid a budget deficit in Fiscal Year 2024-2025.

Staff developed the proposed budget anticipating continued cooperation with Victoria County GCD through a new long-term interlocal cooperation agreement.

Staff 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%

Staff developed the proposed budget anticipating the approval of a tax rate equal to the No-New-Revenue Tax Rate calculated by the Tax Assessor - Collector for Tax Year 2024. The proposed revenue exceeds the proposed expenses for the operating fund by \$400.

Staff developed an alternate budget for the fiscal year ending September 30, 2025, 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) avoid a budget deficit in Fiscal Year 2024-2025.

Staff developed the alternate budget anticipating discontinued cooperation with Victoria County GCD. This budget anticipates significant increases in expenses related to full-time employees and decreased expenses related to support services provided by VCGCD.

Staff developed the alternate budget anticipating the commitment of the monies of the Reserve Fund in Fiscal Year 2024-2025 in accordance with the following schedule:

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Groundwater Conservation: 5%  
Groundwater Management: 10%  
Groundwater Monitoring: 25%  
Groundwater Protection: 25%  
Groundwater Research: 5%  
Groundwater Resource Planning: 5%  
Legal Contingencies: 25%

Staff developed the alternate 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 2024. The proposed revenue exceeds the proposed expenses for the operating fund by \$24,000.

**Board Action:** Mr. Borden moved to adopt the recommended budget for Fiscal Year 2025 by order and authorize the presiding officer to execute the draft interlocal agreements with the Victoria County Groundwater Conservation District. Mr. Snyder seconded the motion. The motion passed unanimously.

## 9.2 – Tax Rate for Tax Year 2024

**Meeting Discussion:** Mr. Andruss explained the District completed the public notice requirements related to the required public hearing regarding the proposed tax rate for tax year 2024.

Based on calculations completed by the Refugio County Tax Assessor-Collector, the following tax rates exist for the District for Tax Year 2024:

- No-New-Revenue Tax Rate: \$0.01319/\$100
- Voter-Approval Tax Rate: \$0.01425/\$100

**Board Action:** Mr. Borden moved to set the proposed tax rate to Tax Year 2023's tax rate of 0.01374 and schedule a board meeting for September 10<sup>th</sup> to adopt a tax rate. Mr. Snyder seconded the motion. The motion passed unanimously.

## 9.3 – Appraisal Roll for Tax Year 2024

**Meeting Discussion:** None.

**Board Action:** No action taken.

## 9.4 – Review of Consultants

**Meeting Discussion:** Mr. Andruss explained the District previously reviewed and considered the services provided by consultants on February 5, 2024. The District

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has obtained services from Jim Allison of Allison, Bass and Magee, Dr. Venkatesh Uddameri as well as Steve Young of Intera, Inc. in the past. The services provided by each consultant have been considered acceptable by the District. The services provided by Dr. Venkatesh Uddameri and Steve Young of Intera, Inc. have been obtained through interlocal cooperation agreements with the VCGCD.

**Board Action:** Mr. Biery moved to continue the authorization for the General Manager to obtain proposals and services from Dr. Venkatesh Uddameri, Steve Young of Intera, Inc., and other consultants contracted with the VCGCD in accordance with the conditions established in the agreements between VCGCD and the consultants as appropriate. Ms. Rose seconded the motion. The motion passed unanimously.

## 9.5 – FY2025 Budgetary Authorizations

**Meeting Discussion:** 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 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. 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 expenses 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 management's ability 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:** No action taken.

## 9.6 – FY2024 Budget Amendments

**Meeting Discussion:** Mr. Andruss explained based on a review of the financial transactions recorded by the district through May 31, 2024, and correction of

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assignment of expenses to budget programs and budget categories, the following amendments are recommended for consideration by the Board.

If approved, the budget surplus anticipated at September 30, 2024, would increase from \$36,700 to \$128,700.

**Board Action:** Mr. Biery moved to approve the recommended amendments to the FY2024 budget. Mr. Snyder seconded the motion. The motion passed unanimously.

## 9.7 – Annual Performance Report of the District

**Meeting Discussion:** Mr. Andruss explained on July 15, 2024, the board accepted and approved the annual performance report for the fiscal year ending September 30, 2023.

On July 18, 2024, management identified and corrected misstatements within the accepted report. Based on the review of the activities and projects of the Refugio Victoria County Groundwater Conservation District between October 1, 2022, and September 30, 2023, and an assessment of the performance standards, management has determined that all goals and associated objectives established within the Management Plan of the District have been fully or partially achieved during the fiscal year ending September 30, 2023.

**Board Action:** Mr. Borden moved to accept and approve the annual performance report for the fiscal year ending September 30, 2023, as revised on July 18, 2024. Mr. Biery seconded the motion. The motion passed unanimously.

**Agenda Item 10: Consideration of and possible action on matters related to legal counsel report.**

## Agenda Item 11: Adjourn.

### 11.0 – Adjourn Meeting

**Meeting Discussion:** None.

**Board Action:** Ms. Rose moved to adjourn the meeting at approximately 6:58 PM, after concluding all business of the District. Mr. Biery seconded the motion. The motion passed unanimously.

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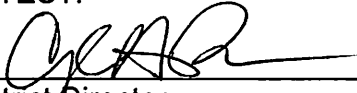
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The above and foregoing minutes were read and approved on this the 21<sup>st</sup> day of October, 2024.

ATTEST:

  
\_\_\_\_\_  
District Director

  
\_\_\_\_\_  
District Director

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