

NOTICE OF OPEN MEETING

Notice is given that a **Regular Meeting** of the Board of Directors of the Barton Springs/Edwards Aquifer Conservation District will be held in the District office, 1124 Regal Row, Austin, TX, on **Thursday, March 13, 2014**, commencing at **6:00 p.m.** for the following purposes, which may be taken in any order at the discretion of the Board:

Note: The Board of Directors of the Barton Springs/Edwards Aquifer Conservation District reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on this agenda, as authorized by the Texas Government Code Sections §551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development) 418.183 (Homeland Security). No final action or decision will be made in Executive Session.

1. **Call to Order.**
2. **Citizen Communications (Public Comments of a General Nature).**
3. **Routine Business.**
 - a. **Consent Agenda.** *(Note: These items may be considered and approved as one motion. Directors or citizens may request any consent item be removed from the consent agenda, for consideration and possible approval as a separate item of Regular Business on this agenda.)*
 1. Approval of Financial Reports under the Public Funds Investment Act, Directors' Compensation Claims, and Specified Expenditures greater than \$5,000. **Not for public review**
 2. Approval of minutes of the Board's February 27, 2014, Regular Meeting. **Not for public review at this time**
 3. Review and approval of District's quarterly financial performance reports. **Pg. 10**
 4. Approval of the effectiveness of Directors' communications with stakeholders and constituents for the 2nd Quarter FY 2014 per the collective judgment of the Board, as required by the District's Management Plan. **Pg. 18**
 - b. **General Manager's Report.** *(Note: Topics discussed in the General Manager's Report are intended for general administrative and operational information-transfer purposes. The Directors will not take any action unless the topic is specifically listed elsewhere in this agenda.)*
 1. **Standing Topics.**
 - i. Personnel matters and utilization

- ii. Upcoming public events of possible interest
- iii. Aquifer conditions and status of drought indicators

2. Special Topics. *(Note: Individual topics listed below may be discussed by the Board in this meeting, but no action will be taken unless a topic is specifically posted elsewhere in this agenda as an item for possible action. A Director may request an individual topic that is presented only under this agenda item be placed on the posted agenda of some future meeting for Board discussion and possible action.)*

- i. Review of Status Update Report – at directors’ discretion **Pg. 22**
- ii. Update on activities related to GMA and regional water planning
- iii. Update on efforts to characterize the saline zone of the Edwards Aquifer
- iv. Update on the progress of area roadway projects

c. Directors’ Reports. *(Note: Directors’ comments under this item cannot address an agenda item posted elsewhere on this agenda and no substantive discussion among the Board Members or action will be allowed in this meeting. Communications reported under this item may be used to support Performance Standard 4-1 of the District’s Management Plan related to demonstration of effective communication with District constituents.)*

Directors may report on their involvement in activities and dialogue that are of likely interest to the Board, in one or more of the following topical areas:

- Meetings and conferences attended or that will be attended;
- Conversations with public officials, permittees, stakeholders, and other constituents;
- Recognition of people doing good things for groundwater management in the District;
- Issues or problems of concern.

4. Discussion and Possible Action.

- a. Discussion and possible action related to approval of the District’s review draft of the HCP, direction to submit to the Management Advisory Committee for review and comment, and setting public meetings on the HCP. **NBU**
- b. Discussion and possible action related to: a) consideration of the draft elements of an Interlocal Agreement (ILA) with the City of Austin to coordinate activities associated with our respective HCPs, and b) direction to staff on continuing negotiation of the ILA with the City of Austin. **NBU**
- c. Discussion and possible action related to the transition from Citibank to BB&T to continue providing District banking services. **NBU**
- d. Discussion and possible action related to approving revisions to the District’s Leave of Absence Policy and other minor changes to the employee policy manual. **Pg. 59**

- e. Discussion and possible action related to approving upcoming leaves of absence for Robin H. Gary and Vanessa Escobar. **NBU**

5. Adjournment.

Came to hand and posted on a Bulletin Board in the Courthouse, Travis County, Texas, on this, the _____ day of March, 2013, at _____ .m.

_____, Deputy Clerk

Travis County, TEXAS

Please note: This agenda and available related documentation have been posted on our website, www.bseacd.org. If you have a special interest in a particular item on this agenda and would like any additional documentation that may be developed for Board consideration, please let staff know at least 24 hours in advance of the Board Meeting so that we can have those copies made for you.

The Barton Springs/Edwards Aquifer Conservation District is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal opportunity for effective communications will be provided upon request. Please contact the District office at 512-282-8441 at least 24 hours in advance if accommodation is needed.

Item 1

Call to Order

Item 2

Citizen Communications

Item 3

Routine Business

a. Consent Agenda

Note: These items may be considered and approved as one motion. Directors or citizens may request any consent item be removed from the consent agenda, for consideration and possible approval as an item of Regular Business.

- 1. Approval of Financial Reports under the Public Funds Investment Act, Directors' Compensation Claims, and Specified Expenditures greater than \$5,000.**
- 2. Approval of minutes of the Board's February 27, 2014, Work Session and Regular Meeting.**
- 3. Review and approval of District's quarterly financial performance reports.**
- 4. Approval of the effectiveness of Directors' communications with stakeholders and constituents for the 2nd Quarter FY 2014 per the collective judgment of the Board, as required by the District's Management Plan.**

**Barton Springs Edwards Aquifer
 Balance Sheet
 As of February 28, 2014**

	Feb 28, 14
ASSETS	
Current Assets	
Checking/Savings	
1000.0 · Cash in Bank-Checking Citibank	91,691.81
1010.0 · Cash in Bank - Payroll Citibank	23,910.78
1030.0 · TexPool Funds - General	
1040.1 · Special Drought Reserve	51,050.00
1030.0 · TexPool Funds - General - Other	414,283.03
Total 1030.0 · TexPool Funds - General	465,333.03
1040.0 · TexPool Funds - Contingency	512,207.74
1045.0 · TexPool Funds - Reserve	45,181.92
1050.0 · TexPool Funds - Capital	213,442.51
Total Checking/Savings	1,351,767.79
Accounts Receivable	
1200.0 · Accounts Receivable	24,615.51
Total Accounts Receivable	24,615.51
Other Current Assets	
1100.0 · Petty Cash	300.00
1300.0 · Pre-paid Expenses	6,237.68
1499.0 · Undeposited Funds-A/R payments	185,268.00
Total Other Current Assets	191,805.68
Total Current Assets	1,568,188.98
Fixed Assets	
1400.0 · Field Equipment	376,487.89
1410.0 · Office Equipment & Furniture	20,650.77
1410.1 · Computer Hardware & Software	13,529.69
1420.0 · Vehicles	78,339.03
1430.0 · Accumulated Depreciation	-486,062.55
1440.0 · Land (Antioch Cave)	165,415.00
1445.0 · Office Building	239,417.15
Total Fixed Assets	407,776.98
Other Assets	
1500.0 · Organizational Costs	300,783.26
1510.0 · Accumulated Amortization	-300,783.26
1600.0 · Deposits Paid (Utilities)	71.00
Total Other Assets	71.00
TOTAL ASSETS	1,976,036.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010.0 · Rebates Payable - Cons Credits	46,429.02
2110.0 · Direct Deposit Liabilities	-673.95
2220.0 · Federal Income Tax Withheld	-37.00
2250.0 · TWC Payable	81.90
2270.0 · Payroll Liabilities	2,480.04
2300.0 · Accrued Vacation Payable	30,257.04
Total Other Current Liabilities	78,537.05
Total Current Liabilities	78,537.05
Total Liabilities	78,537.05
Equity	
3000.0 · Fund Balance	1,143,801.22
3000.3 · Invested in Capital Assets	365,127.26
3110.0 · Reserve for Petty Cash	300.00
Net Income	388,271.43

10:38 AM
03/03/14
Accrual Basis

Barton Springs Edwards Aquifer
Balance Sheet
As of February 28, 2014

	<u>Feb 28, 14</u>
Total Equity	<u>1,897,499.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,976,036.96</u></u>

**Barton Springs Edwards Aquifer
Profit & Loss Budget vs. Actual
September 2013 through February 2014**

10:57 AM
03/03/14
Accrual Basis

	Sep '13 - Feb 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4400.0 · Interest Income	240.47	1,000.00	-759.53	24.0%
4625.0 · MISCELLANEOUS INCOME				
4626.1 · Other Income	30,017.60			
4626.2 · Camp Scholarship Program-EARDAC	3,244.64	250.00	-250.00	0.0%
4625.0 · MISCELLANEOUS INCOME - Other	0.00			
Total 4625.0 · MISCELLANEOUS INCOME	33,262.24	250.00	33,012.24	13,304.9%
4800.0 · USAGE FEES				
4801.0 · Permittees Water Usage Fee	383,691.65	594,398.00	-210,706.35	64.6%
4803.0 · City of Austin Assessment	551,191.50	734,922.00	-183,730.50	75.0%
4805.0 · Permittees Annual Permit Fee	4,300.00	4,350.00	-50.00	98.9%
4807.0 · Permittees Water Transport Fees	124,000.00	124,000.00	0.00	100.0%
4800.0 · USAGE FEES - Other	-46,443.60			
Total 4800.0 · USAGE FEES	1,016,739.55	1,457,670.00	-440,930.45	69.8%
4810.0 · OTHER FEES				
4806.0 · Permittees Late Payment Fees	81.87			
4815.0 · Well Develop Application Inspec	1,725.00	4,000.00	-2,275.00	43.1%
4816.0 · Meter Reading Fees/Pluggings	400.00			
Total 4810.0 · OTHER FEES	2,206.87	4,000.00	-1,793.13	55.2%
Total Income	1,052,449.13	1,462,920.00	-410,470.87	71.9%
Gross Profit	1,052,449.13	1,462,920.00	-410,470.87	71.9%
Expense				
6000.0 · UTILITIES				
6001.0 · Electricity & Water Service	3,262.86	7,000.00	-3,737.14	46.6%
6002.0 · Phone, Internet, Telemetry	4,773.42	9,400.00	-4,626.58	50.8%
6003.0 · Smartphone Reimbursements	3,075.00	7,000.00	-3,925.00	43.9%
Total 6000.0 · UTILITIES	11,111.28	23,400.00	-12,288.72	47.5%
6005.0 · Print/Copy/Photo Services	641.22	2,000.00	-1,358.78	32.1%
6007.0 · Postage Freight Shipping	1,249.93	3,000.00	-1,750.07	41.7%
6010.0 · Office Supplies/Canteen	4,056.80	9,000.00	-4,943.20	45.1%
6011.0 · Comp Hardware-Plotter Supplies	407.06	6,000.00	-5,592.94	6.8%
6013.0 · 3-D Modeling Project	2,900.00	4,950.00	-2,050.00	58.6%
6014.0 · Software Acquisition & Upgrades	807.27	5,500.00	-4,692.73	14.7%
6015.0 · IT Monthly Maintenance	6,000.00	12,000.00	-6,000.00	50.0%
6016.0 · Meeting Expense	2,337.73	4,000.00	-1,662.27	58.4%
6017.0 · EXTERNAL MTGS & SPONSORSHIPS				
6017.1 · Travel & Meals	488.88			
6017.2 · Registration Fees	465.00			
6017.3 · Sponsorships and Contributions	550.00	16,000.00	-16,000.00	0.0%
6017.0 · EXTERNAL MTGS & SPONSORSHIPS - Other	0.00			

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Total 6017.0 · EXTERNAL MTGS & SPONSORSHIPS	1,503.88	16,000.00	-14,496.12	9.4%
6019.0 · Subscriptions/Publications	481.08	2,000.00	-1,518.92	24.1%
6020.0 · Advertising	1,586.07	4,000.00	-2,413.93	39.7%
6021.0 · MISCELLANEOUS EXPENSES				
6021.2 · General	395.75	1,000.00	-1,000.00	0.0%
6021.0 · MISCELLANEOUS EXPENSES - Other	0.00	1,000.00	-604.25	39.6%
Total 6021.0 · MISCELLANEOUS EXPENSES	395.75	1,000.00	-604.25	39.6%
6022.0 · Accounting System Operation				
6022.1 · Timekeeping Service-prepaid	858.00			
6022.0 · Accounting System Operation - Other	1,108.36	3,500.00	-2,391.64	31.7%
Total 6022.0 · Accounting System Operation	1,966.36	3,500.00	-1,533.64	56.2%
6023.0 · MAINTENANCE				
6024.0 · Auto Maintenance	1,656.65	5,000.00	-3,343.35	33.1%
6025.0 · Office Complex Maintenance				
6025.1 · Facilities Upgrades	9,700.00	13,000.00	-3,300.00	74.6%
6025.2 · Special Projects Office Shuffle	2,944.80			
6025.3 · Security System Monitoring	119.85	5,000.00	-4,468.00	10.6%
6025.4 · Facilities Repairs	532.00	10,600.00	-6,356.39	40.0%
6025.0 · Office Complex Maintenance - Other	4,243.61			
Total 6025.0 · Office Complex Maintenance	17,540.26	28,600.00	-11,059.74	61.3%
Total 6023.0 · MAINTENANCE	19,196.91	33,600.00	-14,403.09	57.1%
6040.0 · LEASES				
6040.2 · Copier Lease & Maintenance	5,744.35	9,000.00	-3,255.65	63.8%
6040.3 · Postage Machine Lease - Pre-Pd	562.00	1,104.00	-542.00	50.9%
Total 6040.0 · LEASES	6,306.35	10,104.00	-3,797.65	62.4%
6065.0 · DIRECTOR EXPENSES				
6065.1 · Directors Travel/Meals	37.39			
6065.2 · Directors Registration Fees	680.00	2,500.00	-2,500.00	0.0%
6065.0 · DIRECTOR EXPENSES - Other	0.00			
Total 6065.0 · DIRECTOR EXPENSES	717.39	2,500.00	-1,782.61	28.7%
6066.0 · Directors Compensation				
6075.0 · DUES & MEMBERSHIPS	19,200.00	45,000.00	-25,800.00	42.7%
6076.0 · District Dues & Memberships	2,671.95			
6077.0 · Staff Dues & Memberships	890.09	5,000.00	-5,000.00	0.0%
6075.0 · DUES & MEMBERSHIPS - Other	0.00			
Total 6075.0 · DUES & MEMBERSHIPS	3,562.04	5,000.00	-1,437.96	71.2%
6080.0 · EDUCATION AND OUTREACH				
6080.01 · PUBLICATIONS	0.00	2,000.00	-2,000.00	0.0%
6080.20 · OUTREACH				

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6080.22 · Cleanups	107.85			
6080.31 · Conservation Awards	550.00			
6080.33 · Neighborhoods and Schools	1,109.32			
6080.20 · OUTREACH - Other	641.72	10,000.00	-9,358.28	6.4%
Total 6080.20 · OUTREACH	2,408.89	10,000.00	-7,591.11	24.1%
6080.27 · Conferences and Seminars	0.00	2,000.00	-2,000.00	0.0%
6080.28 · Contracted Support	100.00	10,200.00	-10,100.00	1.0%
6080.29 · Equipment and Supplies	19.70			
6080.35 · GENERAL SUPPORT	882.25	3,250.00	-2,367.75	27.1%
Total 6080.0 · EDUCATION AND OUTREACH	3,410.84	27,450.00	-24,039.16	12.4%
6081.0 · REGULATORY COMPLIANCE				
6081.1 · Projects & Investigations	0.00	3,500.00	-3,500.00	0.0%
6081.2 · Well Sampling and Services	1,206.00	12,500.00	-11,294.00	9.6%
6081.4 · Conferences and Seminars	750.00	3,500.00	-2,750.00	21.4%
6081.5 · Contracted Support	0.00	14,500.00	-14,500.00	0.0%
6081.6 · Equipment and Supplies	135.45	3,000.00	-2,864.55	4.5%
Total 6081.0 · REGULATORY COMPLIANCE	2,091.45	37,000.00	-34,908.55	5.7%
6084.92 · GENERAL MANAGEMENT				
6085.0 · Elections	0.00	2,000.00	-2,000.00	0.0%
6086.0 · GMA Joint Planning	0.00	4,000.00	-4,000.00	0.0%
6086.3 · Special Project Legal Support	0.00	15,000.00	-15,000.00	0.0%
6087.0 · HCP-Completion Project	0.00	16,000.00	-16,000.00	0.0%
6088.0 · HCP-Hicks-Project 11047	15,303.65	50,000.00	-34,696.35	30.6%
6088.1 · Kirk Holland Contract	30,523.02	30,000.00	523.02	101.7%
6088.6 · Conferences and Seminars	0.00	3,000.00	-3,000.00	0.0%
6084.92 · GENERAL MANAGEMENT - Other	0.00	5,000.00	-5,000.00	0.0%
Total 6084.92 · GENERAL MANAGEMENT	45,826.67	125,000.00	-79,173.33	36.7%
6089.0 · AQUIFER SCIENCE				
6089.1 · Hydrogeologic Characterization	0.00	14,000.00	-14,000.00	0.0%
6089.2 · Water Chemistry Studies	0.00	5,000.00	-5,000.00	0.0%
6089.3 · Monitor Wells, Equipment /Suppl	1,520.96	12,000.00	-10,479.04	12.7%
6089.5 · Conferences and Seminars	1,164.46	5,000.00	-3,835.54	23.3%
6089.6 · Contracted Support	1,500.00	20,200.00	-18,700.00	7.4%
6089.7 · Westbay Project	0.00	132,000.00	-132,000.00	0.0%
Total 6089.0 · AQUIFER SCIENCE	4,185.42	188,200.00	-184,014.58	2.2%
6090.0 · Conservation Credits	0.00	47,000.00	-47,000.00	0.0%
6100.0 · INSURANCE - DISTRICT				
6101.0 · Liability & Property - Pre-paid	2,446.36			
6102.0 · Insurance not pre-paid (bonds)	-46.00			
6100.0 · INSURANCE - DISTRICT - Other	1,196.00	5,750.00	-4,554.00	20.8%
Total 6100.0 · INSURANCE - DISTRICT	3,596.36	5,750.00	-2,153.64	62.5%

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03/03/14
Accrual Basis

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6150.0 · INSURANCE - GROUP				
6151.1 · Health Insurance Employee	35,095.19	69,100.00	-34,004.81	50.8%
6151.11 · Health Insurance Dependents	4,447.49	9,000.00	-4,552.51	49.4%
6151.2 · Dental Insurance Family	5,956.02	12,500.00	-6,543.98	47.6%
6151.3 · Life Insurance Employee	4,865.95	9,500.00	-4,634.05	51.2%
6151.4 · Vision Reimbursement Employee	600.00	2,000.00	-1,400.00	30.0%
Total 6150.0 · INSURANCE - GROUP	50,964.65	102,100.00	-51,135.35	49.9%
6160.0 · LEGAL SERVICES				
6161.0 · General Matters / Personnel	10,599.26			
6164.0 · Redistricting	63.00			
6166.0 · City of Kyle	391.00			
6168.0 · Jeremiah Ventures	-560.00			
6168.1 · Hill Country PGMA	4,413.16			
6168.3 · De-Annexation	520.00			
6160.0 · LEGAL SERVICES - Other	0.00	45,000.00	-45,000.00	0.0%
Total 6160.0 · LEGAL SERVICES	15,426.42	45,000.00	-29,573.58	34.3%
6170.0 · PROFESSIONAL SERVICES				
6173.0 · Financial Annual Audit	12,000.00	11,500.00	500.00	104.3%
6177.0 · The Standard Ret Plan Admin	7,019.12	11,500.00	-4,480.88	61.0%
6170.0 · PROFESSIONAL SERVICES - Other	0.00	3,000.00	-3,000.00	0.0%
Total 6170.0 · PROFESSIONAL SERVICES	19,019.12	26,000.00	-6,980.88	73.2%
6180.0 · PROF DEVELOPMENT & SUPPORT				
6183.0 · Registration Fees	1,420.00	15,000.00	-15,000.00	0.0%
6180.0 · PROF DEVELOPMENT & SUPPORT - Other	0.00			
Total 6180.0 · PROF DEVELOPMENT & SUPPORT	1,420.00	15,000.00	-13,580.00	9.5%
6184.0 · DISCRETIONARY FUNDS				
6184.1 · Principal BS	0.00	3,000.00	-3,000.00	0.0%
6184.2 · Senior BH	0.00	1,500.00	-1,500.00	0.0%
6184.4 · Senior DCW	0.00	1,500.00	-1,500.00	0.0%
6184.5 · Senior RHG	139.99	1,500.00	-1,360.01	9.3%
Total 6184.0 · DISCRETIONARY FUNDS	139.99	7,500.00	-7,360.01	1.9%
6199.0 · SALARIES AND WAGES				
6200.0 · Salaries	383,499.75	696,831.00	-313,331.25	55.0%
Total 6199.0 · SALARIES AND WAGES	383,499.75	696,831.00	-313,331.25	55.0%
6202.0 · Payroll Direct Deposit Expenses				
6203.0 · TAXES & BENEFITS	282.26			
6203.1 · Workers Comp Insurance Pre-p	1,720.36	2,618.00	-897.64	65.7%
6203.2 · Payroll Tax Expenses-FICA-Med	29,714.81	59,298.00	-29,583.19	50.1%
6203.3 · Retirement-District Contributio	25,660.83	47,030.00	-21,369.17	54.6%
6203.4 · Texas Workforce C3 Taxes	86.51	90.00	-3.49	96.1%
6203.7 · Accrued Vacation Expense	4,231.08			

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6203.0 · TAXES & BENEFITS - Other	-11,525.94			
Total 6203.0 · TAXES & BENEFITS	49,887.65	109,036.00	-59,148.35	45.8%
6690.0 · Reconciliation Discrepancies	0.00			
Total Expense	664,177.70	1,624,421.00	-960,243.30	40.9%
Net Ordinary Income	388,271.43	-161,501.00	549,772.43	-240.4%
Other Income/Expense				
Other Income	0.00	166,600.00	-166,600.00	0.0%
9000.00 · Transfer from Reserves	0.00	166,600.00	-166,600.00	0.0%
Total Other Income				
Other Expense	0.00	5,000.00	-5,000.00	0.0%
9001.00 · Transfer to Reserves	0.00	5,000.00	-5,000.00	0.0%
Total Other Expense				
Net Other Income	0.00	161,600.00	-161,600.00	0.0%
Net Income	388,271.43	99.00	388,172.43	392,193.4%

Quarterly Board Judgment of Effective Director Communications

(as required by the District Management Plan)

III.C.4. Objective 4. Demonstrate leadership in external communication, collaboration, coordination and joint planning with respect to groundwater and related resources.

Performance Standard 4-1: Cultivate and communicate effectively and routinely with stakeholders of all types that affect and are affected by the District's programs and policies.

Metric: Collective judgment of the Board once each quarter as to whether communications between the District and its stakeholder community, including constituents and other public officials, are providing an effective basis for District decision-making and for identifying any needed remedial actions.

Date of Meeting:

March 13, 2014

Assessing Preceding Quarter of:

2nd Quarter (Dec. Jan. Feb.)

Collective Judgment:

Motion by:

Second by:

Supporting documentation attached including:

- Minutes of this meeting
- Copies of Director Compensation forms for previous quarter
- Any other documentation provided by the Directors

Item 3

Routine Business

b. General Manager's Report. Note: Topics discussed in the General Manager's Report are intended for administrative and operational information-transfer purposes. The Directors will not deliberate any issues arising from such discussions and no decisions on them will be taken in this meeting, unless the topic is specifically listed elsewhere in this as-posted agenda.

1. Standing Topics.

- i. Personnel matters and utilization**
- ii. Upcoming public events of possible interest**
- iii. Aquifer conditions and status of drought indicators**

2. Special Topics. (Note: Individual topics listed below may be discussed by the Board in this meeting, but no action will be taken unless a topic is specifically posted elsewhere in this agenda as an item for possible action. A Director may request an individual topic that is presented only under this agenda item be placed on the posted agenda of some future meeting for Board discussion and possible action.)

- i. Review of Status Update Report – at directors' discretion**
- ii. Update on activities related to GMA and regional water planning**
- iii. Update on efforts to characterize the saline zone of the Edwards Aquifer**
- iv. Update on the progress of area roadway projects**

STATUS REPORT UPDATE FOR MARCH 13, 2014, BOARD MEETING

Prepared by District Team Leaders

		Prepared by District Team Leaders		STATUS/COMMENTS	
	Leader, Staff	Date	PROJECT / ACTIVITY DESCRIPTION		
GENERAL MANAGEMENT TEAM					
	John Dupnik				
	JD	07-Mar-14	Meetings, Conferences, and Presentations		<p>External Meetings Attended: TAGD legislative subcommittees on desal, permitting, well construction, and ASR; TAGD quarterly meeting, Region K strategy prioritization subcommittee; Kent Butler Symposium planning committee; Texas Desal. Assoc., with Jason Biemer, City of Kyle, Gap Strategies on elections consulting, with intern candidate. Other Meetings Attended: with Board president to discuss Board meeting and other District business; with Director Dorsett to discuss alternative saline zone well sites; with Don Rauschuber on TxDOT consent decree review, with Dave Anderson on MAC coordination, with Kevin Connolly on HCP, with Kirk Holland on HCP.</p>
	JD	07-Mar-14	Ongoing Special Projects, Committees, and Workgroups		<p>Ongoing Special Projects: Internal review of draft HCP; Kent Butler Summit planning; Risk Management Plan development; Revising Selzer's Disclosure Notices; supervise solicitation for review of irrigation demand methodology; District Boundary Review, TDS saline zone investigation, alternative saline zone well locations. Committees and Workgroups: Regional WQ Plan workgroup; TAGD legislative subcommittees on Brackish groundwater, Permitting, and ASR; Texas Desalination Association Brackish groundwater committee; GMA 10 committee on DFC explanatory reports; Region K committee on Legislation and Policy.</p>
	JD	07-Mar-14	Routine Activities and Day-to-Day operations		<p>Routine Activities/Day-to-Day Operations: provided general oversight of staff incentive projects and activities, and oversight of day-to-day operations; prepared agendas and backup for and attended Board meetings; prepared GM report and summary notes of meetings and assigned tasks in response to Board commitments; supervised permitting and regulatory compliance staff and duties, conduct mid-year incentive project meetings. Consultation with Attorney on: Leave of Absence policies, boundary questions, TxDOT consent decree, Director conflicts of interest, special elections, HCP. Other Activities: coordinate office closure due to inclement weather; supervise and coordinate with consultant on draft HCP comment and review.</p>
GENERAL SERVICES TEAM					
	Dana Christine Wilson				
Accounts Receivable - A	DCW	07-Mar-14		Permittee accounts carrying a past due balance:	Jackie's has paid in full.
Accounts Receivable - B	DCW	07-Mar-14		February 16th billings for March monthly and 3rd quarter mailed out February 10, 2014.	44 invoices for \$256,505.46
Accounts Receivable - C	DCW	07-Mar-14		New permittee Board-approved 12.12.2013 Industrial Asphalt	Billed first (annual) invoice on 1.21.2014 for \$308.40 due on 2.21.2014.
Audit	DCW	07-Mar-14		Auditor's Adjusting Entries have now been added to District books	Specifically recording cons credits, depreciation expense, disposition of fixed assets, and capitalizing fixed assets.
Banking - Citibank Accounts	DCW	07-Mar-14		Have been informed that Citibank has sold to BB&T and we will have to make this transition May.	This will affect many processes including District credit card, physical checks, direct deposits, to name just a few. This is an agenda item for this meeting.
Budget	DCW	07-Mar-14		Budget Revision 2 in process.	
Elections	DCW	07-Mar-14		RFQ process in search for an election consultant	RFQ process has been temporarily cancelled after weighing the time vs chance of success/failure. Chance opportunity came up to meet with Jeff Barton on this matter. Looking forward to that working out to meet the District needs.

	Leader, Staff	Date	PROJECT / ACTIVITY DESCRIPTION	STATUS/COMMENTS
Financial Reporting - Website	DCW	07-Mar-14	Most current, available financial reports are posted.	Transaction Detail by Account, Balance Sheet, and Profit and Loss Statement through January 31, 2014.
HCP	DCW	07-Mar-14	Various editing and proofing tasks.	Newest task is the citations in chapter 11.
Tax Reporting	DCW	07-Mar-14	New unemployment tax rate from Texas Workforce Commission for 2014.	2013 rate was 0.1% or \$9 per employee (for the first \$9000 of salary) so total budgeted was \$90. Tax rate is now 2.3% or \$207 per employee (for the first \$9000 of salary) so total budgeted needs to increase to \$2070. This is based on TWC's annual contribution rate that is computed by dividing the adjusted amount of all unemployment benefits attributable to employers in the group by the amount of total wages paid by those employers. The adjusted amount of benefits to all claimants of taxed political subdivisions for the year ended Dec 31, 2013 is \$19,134,802. The amount of total wages paid by all taxed political subdivisions for the year ended Dec. 31st is \$848,457,191.
REGULATORY COMPLIANCE TEAM				
	John Dupnik			
Enforcement	JD, KBE, VE	07-Mar-14	Stephen Oyster (1825 Fortview Management LLC) dba Dons Grass	On 9/17/13 District staff conducted a site visit and inspection at Dons Grass located at 6240 Hwy 290 Austin, TX 78735. An inspection was conducted to inquire about the unpermitted well use and to touch base with the property owner. The well and operators of Don's Grass were previously the subject of a District enforcement action, which was informally resolved when the operators of Don's Grass rendered the well inoperable and declared their intent to relinquish the permit. The permit has since expired at which time the District continued to monitor the well's status. Staff has determined the legal owners of the property (Stephen Oyster and Jimmy Nassour) and has recommended enforcement. The District has made attempts to notify both owners of the pending investigation and has received no response from either. The NOAV was mailed on Nov 1st. On Nov 13, 2013 staff received a letter from Mr Nassour that acknowledged the receipt of the NOAV and their intentions to contest the allegations. No conversations have taken place to date. A meeting took place on 1/9/14 between Mr. Nassour and District Staff. Mr. Nassour provided a followup response on 1/20/14. District Board approved the issuance of a final revised order on 1/23/14. The final revised order was mailed to Mr. Nassour on 2/7/14. Mr. Nassour responded with a slight modification as well as agreed to cap the well. The District agrees with the modification and will sign and return the order to make it effective.
Drought Management	JD, KBE, VE	07-Mar-14	Drought Compliance Monitoring and Enforcement	The District is not in drought. Enforcement efforts will focus on Tier 1 permittees permitted for over 2 million gallons will be reserved for those occurrences that are egregious and recurrent in nature (6 months or more and level B or greater).
Wildflower Center	JD, KBE, VE	07-Mar-14	Middle Trinity Well	The WFC completed a two phase cleanout process which resulted in an improved flow rate of 30-40gpm. They further repaired the well annular seal and installing new liner casing. They plan to submit a production permit application in a few weeks.

	Leader, Staff	Date	PROJECT / ACTIVITY DESCRIPTION	STATUS/COMMENTS
Industrial Asphalt	JD, KBE, VE	07-Mar-14	Middle Trinity Well	Industrial Asphalt (Tommy Matthews) held a meeting with staff on 1/27/14 to inform the District that they will be requesting a WPAP modification and intend to start storing fuel onsite instead of trucking it in daily. During an audit it was determined that a parking lot and stock pile had been placed within the buffer area, therefore requiring the modification. District staff intends to look at EAA's storage tank rules for guidance and mentioned the need for more frequent sampling of Total Petroleum Hydrocarbons (TPH) once the fuel tanks are installed. Staff also inquired about the storage of the fine sediment from the dry process and were informed that most of it is incorporated back into road base or sold as select fill. However, staff intends to look at this more closely during the permittee inspection. Staff conducted an inspection at the Industrial Asphalt site on 2/27/14. They accompanied technical consultants to collect water quality samples and they assisted in running a video camera log of the production trinity well (the original observation well). The camera run indicated significant mineralization build up and possible corrosion. There was also an obstruction present in the well. The technical consultants for Industrial Asphalt plan to have a meeting in the near future with District staff to discuss the options for using the observation well (the original production well) as the designated production well.
Farmland Operating Company - David Trotter	JD, KBE, VE	07-Mar-14	Middle Trinity Well	District staff determined the Farmland Operating System application to drill a well and produce from the Middle Trinity Aquifer, to be administratively complete on 9/17/13. The application details were presented to the Board of Directors on 10/24/13. The Board indicated concerns related to calculated volume and proposed use and recommended that the application be postponed to allow for a public hearing. A public hearing was held on 11/14/13. The applicant indicated that he would like to amend his application and requested to be permitted for a volume that would be commensurate with a new residential property on the vacant lot. The Board decided that because new information was being presented at the hearing that no action could be taken on the application at this time. The Board directed staff to further review the new application material and to communicate with the applicant on his options. Staff held a meeting to discuss options on how to proceed. The application was presented with new special provisions and was approved at the 12/12/13 Board meeting. Staff sent Mr. Trotter a followup email to provide him a recap about the details of the permit. Staff also informed him that when he has his application materials ready that can submit a minor amendment application.
Roy Seiders - Irrigation Well	JD, KBE, VE	07-Mar-14	Middle Trinity Well	Roy Seiders submitted an application for a Historic Trinity Production Permit to authorize withdrawals from a new nonexempt Middle Trinity Aquifer irrigation well. The application was determined to be administratively complete and is now in a public comment period that ends on 3/25/14.
Current Active Applications	JD, KBE, VE	07-Mar-14	Mike Kelly NDU; Daniel Triston Class C (Conditional); Joseph Burke NDU; Roger Martinez NDU; Mr. Rangel NDU; Manchaca Methodist Church (Conversion to District Monitor Well); Roy Sieders - Middle Trinity Irrigation	Mr. Kelly intends to drill the second well soon. Staff has informed Daniel Triston that the District is no longer in drought and that the well drilling authorization will expire on 4/1/14. Mr. Triston has expressed interest in asking for an extension of the well drilling authorization. All other applications are not administratively complete and are currently under review.
EDUCATION & OUTREACH				
Cave Education Collaboration Meeting	RG	19-Feb-14	Balancing Cave Sensitivity and the Need for Educational Caves	Discussions with the City of Austin Parks and Park Rangers, Wildlands Program, and Texas Cave Management Association about the impact of educational trips through area caves.
Realtor's Education and Seller's Disclosure Options Meeting	RG	24-Feb-14	Brainstorming about how to better protect brokers, sellers, and buyers in regards to wells and possible limitations	Robin attended a brainstorming session hosted by Charles Porter. The group discussed possible options to better protect sellers and buyers. Wells can be both an asset and a liability, and brokers are shouldered with the responsibility of disclosing all known liabilities with properties they're helping to market. Possibilities ranged from local sellers disclosure notice changes to legislative changes to Chapter 36. Draft legislation could be available within the month for discussion. TAGD, as well as the BSEACD are seen as key partners.

	Leader, Staff	Date	PROJECT / ACTIVITY DESCRIPTION	STATUS/COMMENTS
Homebuilders Association Water Efficient Landscaping Design Packages Meeting	RG	19-Feb-14	Brainstorming session	The Homebuilders Association is working with area landscape architects, the LCRA, the City of Austin, and the Aquifer District to establish better guidelines for drought tolerant landscaping. Goal is to come up with guidance for home builders on how to install drought tolerant landscaping (survive with 1 time per week watering). Outcome will be a guidance document and a flyer promoting the landscape option.
Central Texas Water Efficiency Network Symposium	BL, BAS, KBE, VE	25-Feb-14	Keeping Your Head Above Water: Maximizing Alternate Water Sources	The BSEACD again helped sponsor this year's highly successful Water Conservation Symposium. Topics covered were: What's on the horizon for state water plan funding and SWIFT; How a diversified water resource strategy can alleviate water shortages; Alternative water supply success stories and lessons learned; Educating and Engaging the public on water supply options.
Internet Traffic Report	RG	06-Mar-14	Page views and visits to the District Website	On the District website over the past month, we've had a increase in the number of page views from last month. There were 2,944 page views from 1,249 unique visits. Top pages viewed (in order of hits) are the home page (717 views), Scholarships (295), Drought Status (162 views), and Staff (144 views). On the District Facebook page we have 182 people who have signed up to 'Like' us.
AQUIFER SCIENCE				
Brian Smith				
Dye Tracing	BS, BH	06-Mar-14	Dye tracing	Discussions are underway with the EAA and CoA about potential dye tracings in the upcoming months. Locations include sinkholes and wallets in the Blanco River.
319(h) Grant	BS, BH, AA	06-Mar-14	Onion Creek Recharge Enhancement Project	The grant officially ended on August 31, 2011, but the District is committed to continuing upkeep and improvements to the system at Antioch and Sky Ranch. We have installed (7/15/13) a shallow well and springs to be sampled will depend largely on the amount of funding from the TWDB.
Water-Quality Studies	BS, BH, AA	06-Mar-14	Sampling and analysis of groundwater and surface water	The District's summer sampling program will take place in June and July of 2014. The number of wells and springs to be sampled will depend largely on the amount of funding from the TWDB.
Saline Zone Studies	BS, BH	06-Mar-14	Installation of multiport monitor well	Plans are moving forward for installation of a saline Edwards multiport well in conjunction with a test well installed by TD and we are currently working on an access agreement. Walton Development has drilled a deep test well east of Kyle to study the middle and lower Trinity and the saline Edwards. They are still testing the well. A report on the Walton well to PCCD is expected by April.
Drought and Water-Level Monitoring	BH, BS, AA	06-Mar-14	Drought status, monitor wells, and synoptic water level events	Heavy rains on October 12 and 13 and again on October 30 and 31 led to flooding and good aquifer recharge. The Board voted to change drought status from Alarm Drought to No Drought effective November 19. As of March 6, discharge from Barton Springs was 54 cfs and the water level in Lovelady on March 6 was 486.5 ft msl. Water levels in the Lovelady monitor well continue to drop with rainfall being well below average since October..
Information Transfer	BS, BH, AA	06-Mar-14	Presentations, conferences, reports, and publications	Aquifer Science staff presented 3 abstracts or posters at the Geological Society of America, South-Central Section that was held in Austin in early April. Papers were presented at the Sinkhole Conference in Carlsbad New Mexico in May. District staff will present two papers at the Geological Society of America, South-Central Section meeting in Fayetteville, Arkansas in mid March 2014.
AD-HOC TEAMS				
Technical Team	BAS	06-Mar-14	Current areas of discussion	Due to scheduling conflicts, the technical team did not meet in March.

	Leader, Staff	Date	PROJECT / ACTIVITY DESCRIPTION	STATUS/COMMENTS
Planning Team	JD	07-Mar-14	Strategic and tactical planning and discussion topics	Routine items: reviewed current Board agenda items and identified possible future agenda items, reviewed status of current Board commitments. New Business: Risk Management Plan, Consent Decree, FY14 Goals. HCP commitments and deliverables, BSEACD/Austin ILA.
UPCOMING ITEMS OF INTEREST				
Groundwater Awareness Week		9-Mar-14	thru 3-15	
Splash it Up: Waters of Austin Festival		12-Mar-14	1pm - 4pm, Barton Springs Pool	
1st March Board Meeting		13-Mar-14		
GMA 10 Meeting		17-Mar-14	11:30am - 2:00pm, EAA offices, San Antonio, Texas	
South-Central Geological Society of America		17-Mar-14	thru 3-18, Fayetteville, Arkansas.	
Scholarship Applications Due		18-Mar-14		
2nd March Board Meeting		27-Mar-14	TxDOT Briefing on SH 45	
USFWS Public Scoping Meeting on EA for District HCP		3-Apr-14	6-8pm, District Office	
Region K meeting		9-Apr-14	10am - 3pm, LCRA montopolis offices	
Water Well Check-Up - Sample due.		9-Apr-14	Samples due in office by 10am on Apr. 9.	
Water Well Check-Up Info Meeting		10-Apr-14	6:30pm, Hays County Extension office, San Marcos	
1st April Board Meeting		10-Apr-14		
2nd April Board Meeting		24-Apr-14		
2014 Kent Butler Summit		25-Apr-14	8:30 - 4pm, Wildflower Center	

Item 3

Routine Business

c. Directors' Reports. Note: Board Member comments in this part of the agenda cannot address any aspect of an agenda item posted elsewhere on this agenda, and no substantive discussion among the Board Members or action by the Board on these comments will be allowed in this meeting. *(Note: Directors' comments under this item cannot address an agenda item posted elsewhere on this agenda and no substantive discussion among the Board Members or action will be allowed in this meeting. Communications reported under this item may be used to support Performance Standard 4-1 of the District's Management Plan related to demonstration of effective communication with District constituents.)*

Individual Board Members may, on a voluntary basis, make a brief report to the entire Board on their personal involvement in activities and dialogue that are of likely interest to the rest of the Board, in one or more of the following topical areas:

- **Meetings and conferences attended or that will be attended;**
- **Conversations with public officials, permittees, other stakeholders, and private citizens;**
- **Kudos and recognition of people doing good things for groundwater management in the District;**
- **Concerns about specific issues or problems for groundwater management in the District.**

Item 4

Board discussions and possible actions

- a. Discussion and possible action related to approval of the District's review draft of the HCP, direction to submit to the Management Advisory Committee for review and comment, and setting public meetings on the HCP.**

Item 4

Board discussions and possible actions

b. Discussion and possible action related to a) consideration of the draft elements of an Interlocal Agreement (ILA) with the City of Austin to coordinate activities associated with our respective HCPs, and b) direction to staff on continuing negotiation of the ILA with the City of Austin.

Item 4

Board discussions and possible actions

c. Discussion and possible action related to the transition from Citibank to BB&T to continue providing District banking services.

Item 4

Board discussions and possible actions

d. Discussion and possible action related to to approving revisions to the District's Leave of Absence Policy and other minor changes to the employee policy manual.

Proposed Revisions to Employee Policy Manual
Draft for Board Review and Consideration
(3/7/14)

LEAVE OF ABSENCE

Current Policy Language:

~~Leave of Absence. Long term leaves of absence with or without pay may be granted in unusual cases upon prior approval of the Board when it is in the District's interest to authorize such leave. The General Manager should be contacted concerning availability of the employee's benefit coverage during such leave.~~

Proposed Policy Amendment:

When an employee requires a leave of absence in excess of two weeks, the employee must request and obtain prior approval for the leave of absence (LOA). Requests for LOA greater than two weeks but less than four weeks may be approved by the General Manager. Requests for LOA in excess of four weeks must be authorized by the District Board of Directors (Board). As a rule, a LOA will not be approved for more than twelve (12) weeks. A longer period LOA, up to a maximum of six months, may be approved if the need is substantiated to and approved by the Board. The employee may also seek extensions of leave. Leave extensions must also be approved by the Board. All requests for LOA and extensions must be submitted on a Leave Request form and must be supported by documentation that will enable the General Manager or the Board to make a decision to grant or deny the request (see section D). No LOA including any extension may exceed six months unless otherwise required by law. This policy will be administered consistently with the District's obligations under the Americans with Disabilities Act and state and federal military leave laws. A LOA will not be authorized unless there is a reasonable expectation that the employee will return to employment with the District at the end of the approved leave period.

Proposed Revisions to Employee Policy Manual
Draft for Board Review and Consideration
(3/7/14)

A. Use of All Other Available Leave – All accrued leave and compensatory time must be exhausted and runs concurrently with an authorized LOA. Accrued sick leave may be used only in connection with a LOA based on medical necessity. After exhaustion of all paid leave, the remaining LOA, if any, is unpaid. No paid leave benefits accrue during an unpaid LOA. The six-month maximum absence includes all paid and unpaid days of leave.

B. Eligibility/Criteria – To be eligible for a LOA that exceeds an employee’s accrued paid leave, the employee must be a full-time employee of the District and must have worked at least 1,250 hours during the immediately preceding 12-month period. Hours worked do not include time off for holidays, paid sick or vacation time, or any period of unpaid leave. Factors considered by the District in granting a LOA include:

- the reason for the leave,
- the anticipated duration of the leave,
- the documents submitted to substantiate the need for the leave (*e.g.*, medical certification),
- the frequency with which the employee requests approval for leaves of absence,
- the number of other District employees who are out on extended leave at the time the request is made, and
- the impact that granting the leave will have on District operations and the ability to satisfy essential obligations.

While the District would strive to grant any meritorious request for a LOA, the District must ensure granting of the LOA will not create operational hardships and that all essential obligations of the District are able to be met with the staff available for the duration of the LOA.

C. Reasons for LOA - A LOA may be considered in the following circumstances:

1. Extended illness, injury, or temporary disability and recovery therefrom. Pregnancy and the recovery from childbirth are treated the same as any other medical condition.
2. Extended care for immediate family members (*i.e.*, spouse, children, parents, or other family member residing with the employee).
3. Educational purposes when successful completion will contribute to the work of the District.
4. Public service assignment.

D. Documentation - Requests for a LOA must be made in writing to the District General Manager as far in advance as possible prior to the requested leave date. Requests for an extension of leave must also be in writing and submitted to the District General Manager. Requests for a LOA in excess of four weeks or extension will be presented to the Board of Directors for approval at the next meeting of the Board following the District General Manager’s receipt of the request so long as the request is made in time to get on the Board’s agenda. The need for a medical LOA must be supported by documentation acceptable to the District, including but not limited to a doctor’s explanation of why the employee cannot perform his/her duties, when he/she is expected to return to work, and periodic updates regarding the employee’s ability or inability to return to work. No medical documentation is required in connection with an

Proposed Revisions to Employee Policy Manual
Draft for Board Review and Consideration
(3/7/14)

employee's own pregnancy unless the employee is seeking a LOA prior to childbirth for complications connected with her pregnancy. The District General Manager may require that the employee on leave periodically contact a designated supervisor to report on his/her condition or status. Before returning to work from a medical LOA, the employee may be required to submit a letter from his or her doctor stating that the employee is able to perform the essential functions of his or her job. A job description will be provided by the District for the doctor's reference in submitting a fitness for duty statement.

E. Other Employment During Leave - Under no circumstances may an employee on an authorized LOA work another job, whether for pay, as a volunteer or as self-employment, unless expressly authorized in writing by the District General Manager.

F. Reinstatement - Employees returning from a LOA will be reinstated to their same position if the position is available. Reinstatement is not guaranteed unless required by federal or state law. If the employee's previous position is not available, the District will use its best efforts to place the employee in a position of similar pay and status. If the same job or one of similar pay and status is not available, reinstatement may, at the District's discretion, be deferred until a position is available. If an employee's same position or a position with similar pay and status is not available, the employee's job may be terminated with eligibility for rehire. An employee who fails to return to work at the conclusion of an approved LOA will be considered to have voluntarily resigned his or her employment with the District.

G. Benefits/Premium Payments - All LOA's are unpaid except for any period in which accrued, paid leave is used during the LOA. During the paid leave portion of any approved LOA, all benefits continue to accrue, and the District will continue to pay its portion of any employee and dependent insurance premiums that it normally pays on behalf of the employee. Vacation, sick leave, holiday pay, and other benefits do not accrue during any portion of an approved LOA that is unpaid. If an approved LOA contains any period of unpaid leave, the District will continue to pay its portion of any employee and dependent insurance premiums that it normally pays on behalf of the employee during the first twelve (12) weeks of the LOA during a single 12 month period measured from the first day of the approved LOA. Employees who have group health or any other kind of insurance through the District continue to be responsible for paying their portion of the premiums while on a LOA. An employee's failure to pay either his or her portion of insurance premiums during a LOA may result in cancellation of coverage.

H. Revocation - The District General Manager may revoke an authorized LOA at any time. Failure to return to work after the expiration of an authorized LOA or failure to provide required medical status reports, physician's statements, or to contact the District per the required schedule, will likely result in revocation of the LOA and/or disciplinary action up to and including dismissal.

Proposed Revisions to Employee Policy Manual
Draft for Board Review and Consideration
(3/7/14)

Holidays

The District recognizes 13 paid holidays for eligible employees and will post the holiday schedule at the beginning of each year as developed by the General Manager and approved by the Board. Holidays which fall on Saturday will be observed on Friday, and those which fall on Sunday will be observed on Monday.

If circumstances warrant, an employee may work on a scheduled Holiday. However, work on scheduled holidays should be reserved only for extraordinary circumstances when an event or responsibility demands it and must have prior approval from the employee's immediate supervisor or of the General Manager. If an employee is authorized to work on a scheduled holiday with prior approval, the Holiday hours will be added to the Regular Work Hours actually worked for that day and for the timekeeping period, whereby exempts would potentially earn compensatory time for such work at the normal rate (if the threshold is exceeded and is properly notated) and nonexempts would potentially earn hourly pay at an compensatory time at an hour per hour rate for hours over 40 (if regular hours plus holiday hours exceeds 40 for the work week, provided actual hours worked do not exceed 40 for the week). Nonexempts recording more than 40 actual work hours for the week would be eligible for accruing compensatory time at the normal rate. Note that holiday hours are included in the compensatory time eligibility and earned calculations for exempts; for nonexempts, only hours actually worked in excess of 40 hours per week earn overtime Comp Time.

Employees participating in the 4-day work week program who are scheduled to be off on Mondays will observe the Monday holiday on Tuesday, and employees scheduled to be off on Friday will observe the Friday holiday on Thursday. Holidays will be credited at 10 hours for those employees participating in the 10-hour, 4-day work week program, and 8 hours for employees working an 8-hour, 5-day work program.

Item 4

Board discussions and possible actions

- e. Discussion and possible action related to approving upcoming leaves of absence for Robin H. Gary and Vanessa Escobar.**

Item 5

Adjournment