

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 at the **District office**, located at 1124 Regal Row, Austin, Texas, on **Thursday, August 25, 2016**, 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 meet in 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. **NBU**
2. Approval of minutes of the Board's August 11, 2016 regular Meeting. **Not for review at this time**
3. Approval of revised District records retention schedule that establishes mandatory minimum retention periods for local governments. **Pg. 9**
4. Approval of the appointment of John Dupnik to replace Kirk Holland as the District's designated representative of the General Assembly of the Capital Area Council of Governments (CAPCOG.) **Pg. 23**

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. Update on Team activities and highlights **Pg. 26**
- ii. Update on regulatory and enforcement activities
- iii. Update on District grant projects and other Aquifer Science Team projects
- iv. Update on the activities related to the SH 45 SW roadway project
- v. Update on activities related to the HCP and the associated draft EIS
- vi. Update on activity related to upcoming November elections

4. Presentations.

- a. Presentation by Jason Biemer with City of Kyle on the arrangement to provide supplemental water to the City of Buda under the Hays Caldwell Public Utility Agency water sharing agreement. **Pg. 28**
- b. Presentation by the City of Dripping Springs on the Direct Potable Reuse feasibility study. **Pg. 33**

5. Discussion and Possible Action.

- a. Discussion and possible action related to revisions to the District's Employee Policy Manual. **Pg. 41**
- b. Discussion and possible action related to the District's participation in the Hill Country Conservancy Trust. **Pg. 47**
- c. Discussion and possible action related to the City of Dripping Springs TPDES permit application to authorize direct discharge of treated wastewater to Onion Creek in the contributing zone of the Barton Springs segment of the Edwards Aquifer.
- d. Discussion and possible action related to evaluation of the performance of the General Manager in FY 2016 including assessment of incentive compensation. **Pg. 60**

6. 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;
- Commendations; and
- Issues or problems of concern.

7. Adjournment.

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 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.**
- 2. Approval of minutes of the Board's August 11, 2016 regular Meeting.**
- 3. Approval of revised District records retention schedule that establishes mandatory minimum retention periods for local governments.**
- 4. Approval of the appointment of John Dupnik to replace Kirk Holland as the District's designated representative of the General Assembly of the Capital Area Council of Governments (CAPCOG.)**



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

Date August 19, 2016
To BSEACD Board of Directors
From Dana
Re Revised Records Retention Local Schedule GR

Brief Introduction

The Government Code (Section 441.158) provides that the Texas State Library and Archives Commission (TSLAC) shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local governments.

This schedule establishes mandatory minimum periods for records that are usually found in local governments.

The attached District's records retention schedule has been revised and updated.

Our current TSLAC-approved schedule is dated 1994. TSLAC has made several revisions to the local government code since then, the most recent being April 2016, which is the version that I referred to in updating ours.

I have adapted the record titles to our schedule needs, since records control schedules should be developed directly from the current records inventory, or the records currently being held in an office. Some retention times have changed both higher and lower, and in-house retention periods have been eliminated.

The light yellow-highlighted rows are records that have been added. Most of these record types did not exist before, when we created our 1994 plan.

| Record Number | Record Title | Record Description | Retention Period | Remarks (TSLAC and BSEACD) |
|---|---|--|---|--|
| PART 1: ADMINISTRATIVE RECORDS | | | | |
| Section 1-1: Records of Governing Bodies | | | | |
| GR1000-01a | AGENDAS | Open meetings. 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required. 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required. | 2 years. | |
| GR1000-03a | MINUTES | Written minutes. | PERMANENT. | |
| GR1000-03g | MINUTES | Supporting documentation - One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting. | 2 years. | |
| GR1000-04 | OPEN MEETING NOTICES | | 2 years. | |
| *GR1000-05 | ORDINANCES, ORDERS, AND RESOLUTIONS | | PERMANENT. | Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended. |
| GR1000-06 | PETITIONS | Petitions from the public to the governing body or subsidiary boards or commissions of a local government. | Final action on the petition + 2 years. | |
| *GR1000-08 | SPEECHES, PAPERS, AND PRESENTATIONS-- ELECTED OFFICIALS | Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials. | End of term in office or termination of service in that position. | |
| Section 1-2: General Records | | | | |
| *GR1000-20 | ACCIDENT REPORTS | Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit. | 3 years | 3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable. |
| *GR1000-21 | AFFIDAVITS OF PUBLICATION | Affidavits of Publication, including any accompanying clipping proofs or tear sheets. | 2 years. | Includes all published legal notices. |

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| GR1000-22 | ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS | Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area. | PERMANENT. | Includes reports, correspondence, records of public hearings, agreements and similar records. |
| *GR1000-23 | CHARTERS | Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government. | PERMANENT. | |
| *GR1000-24 | COMPLAINTS | Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc. | Resolution or dismissal of complaint + 2 years. | |
| *GR1000-25 | CONTRACTS, LEASES, AND AGREEMENTS | Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination. | 4 years after the expiration or termination. | |
| GR1000-26a | CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES | | 4 years. | |
| *GR1000-27 | DEEDS | Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property. | PERMANENT. | |
| GR1000-28 | EASEMENTS | Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases. | PERMANENT. | |
| *GR1000-29 | INSURANCE POLICIES | Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies. | 4 years after expiration or termination of the policy | |
| GR1000-30 | LEGAL OPINIONS | | PERMANENT. | |
| GR1000-33 | PUBLIC RELATIONS RECORDS | News, press releases, or any public relations files maintained or issued | 2 years. | |
| *GR1000-34 | PUBLIC INFORMATION ACT REQUESTS | Exempted records. | | |

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| *GR1000-35 | ORGANIZATIONAL CHARTS | US. | |
| *GR1000-36 | PERMITS AND LICENSES | Records documenting the application for and the issuance of permits and licenses. | Expiration, cancellation, revocation, or denial + 2 years. Includes UCPs, UDCPs, and permits |
| GR1000-37 | PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA | Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects. | To include District photographs, slides, user well photographs, user well location maps. |
| GR1000-38 | POLICY AND PROCEDURE DOCUMENTATION | | US, expired, or discontinued + 5 years. |
| GR1000-39 | PUBLICATIONS | Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. | One copy of each PERMANENT. |
| GR1000-40a | RECORDS MANAGEMENT RECORDS | Records control schedules (including all successive versions of and amendments to schedules). | US. Retention Note: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. |
| *GR1000-40b | RECORDS MANAGEMENT RECORDS | Records documenting the disposition of records under records control schedules. | PERMANENT. |
| GR1000-41 | REPORTS AND STUDIES (NON-FISCAL) | Includes annual reports. | PERMANENT |
| *GR1000-42 | WAIVERS OF LIABILITY | Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc. Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code. | 3 years from date of cessation of activity for which the waiver was signed. |
| GR1000-43 | CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES | | Date of filing + 3 years. |

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| <p>GR1000-45</p> | <p>Calendars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.</p> | <p>CE + 1 year.</p> |
| <p>GR1000-46</p> | <p>Claims related to liability, theft, fire, health, life, automobile, and other insurance policies.</p> | <p>Settlement or denial of claim + 3 years.</p> |
| <p>*GR1000-50</p> | <p>Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series.</p> | <p>AV.</p> <p>Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication.</p> |
| <p>*GR1000-51</p> | <p>SPEECHES, PAPERS, AND PRESENTATIONS</p> | <p>Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government.</p> |
| <p>*GR1000-52</p> | <p>SUBPOENAS</p> | <p>Subpoenas for production of evidence produced for litigation in which the local government is not a party.</p> |
| <p>*GR1000-55</p> | <p>LOBBYIST REGISTRATION DOCUMENTATION</p> | <p>Forms, reports, or other similar documents submitted to local governments documenting lobbying activities as required by local regulations.</p> |
| <p style="text-align: center;">PART 2: FINANCIAL RECORDS</p> | | |
| <p style="text-align: center;">Section 2-1: Fiscal Administration and Reporting Records</p> | | |
| <p>*GR1025-01a</p> | <p>FISCAL AUDIT RECORDS</p> | <p>Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.</p> |
| <p>*GR1025-01e</p> | <p>FISCAL AUDIT RECORDS</p> | <p>Working papers, summaries, and similar records created for the purposes of conducting an audit.</p> |

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| GR1025-02 | BANK SECURITY RECORDS | Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records. | 4 years after termination, expiration, or release of contractual obligations. |
| GR1025-04a | BUDGETS AND BUDGET DOCUMENTATION | Annual budgets (including amendments). | PERMANENT. |
| *GR1025-04c | BUDGETS AND BUDGET DOCUMENTATION | Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents. | 3 years. |
| *GR1025-05a | CAPITAL ASSETS RECORDS | Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of. | FE of date of disposal + 3 years Documentation relating to the capital and fixed assets of a local government. |
| GR1025-05b | CAPITAL ASSETS RECORDS | Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes. | FE + 3 years |
| GR1025-05c | CAPITAL ASSETS RECORDS | Equipment or property inventories (including sequential number property logs). | US + 3 years. |
| GR1025-05d | CAPITAL ASSETS RECORDS | Property sale, auction, or disposal of records of District-owned property or equipment. | 1 year. |
| GR1025-07b | FINANCIAL REPORTS | Annual reports. | PERMANENT. |
| GR1025-08a | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Successful grant applications and proposals and any documentation that modifies the terms of a grant. | 3 years |
| GR1025-08b | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. | 3 years |
| GR1025-08c | GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS | Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals. | 3 years. |

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| GR1025-09a | <p style="text-align: center;">INVESTMENT TRANSACTION RECORDS</p> <p>Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity.</p> | FE + 5 years. |
| GR1025-10 | <p style="text-align: center;">CHARGE SCHEDULES/ PRICE LISTS</p> <p>Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.</p> | US + 3 years. |
| Section 2-2: Accounting Records | | |
| GR1025-25 | <p style="text-align: center;">ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION</p> <p>policy and procedure directives and similar records documenting accounting methodology.</p> | US, expired, or discontinued + 5 years. |
| *GR1025-26a | <p style="text-align: center;">ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS</p> <p>Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.</p> | 3 years |
| *GR1025-27a | <p style="text-align: center;">ACCOUNTS RECEIVABLE RECORDS</p> <p>Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.</p> | 3 years |
| *GR1025-28 | <p style="text-align: center;">BANKING RECORDS</p> <p>Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.</p> | FE + 5 years. |
| GR1025-30 | <p style="text-align: center;">LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION</p> | 5 years |

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| <p>GR1025-31</p> <p>TRANSACTION SUMMARIES</p> | <p>Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances.</p> <p>3 years</p> <p>These are in Quickbooks permanently.</p> |
| <p>PART 3: PERSONNEL AND PAYROLL RECORDS</p> | |
| <p>Section 3-1: Personnel Records</p> | |
| <p>GR1050-01b</p> <p>AFFIRMATIVE ACTION PLANS</p> | <p>Affirmative action plans.</p> <p>US + 5 years.</p> <p>By regulation - 29 CFR 30.8(e).</p> <p>Retention Note: If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number GR1050-14.</p> |
| <p>GR1050-04</p> <p>CERTIFICATES AND LICENSES</p> | <p>Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.</p> <p>US or separation of employee + 5 years.</p> |
| <p>GR1050-05</p> <p>CONFLICT OF INTEREST AFFIDAVITS</p> | <p>5 years after leaving position for which the affidavit was filed.</p> |
| <p>GR1050-07</p> <p>DISCIPLINARY AND ADVERSE ACTION RECORDS</p> | <p>Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action against an employee (demotion, probation, termination, suspension, leave without pay) including witness statements, interview reports, decisions and judgments.</p> <p>2 years after case closed or action taken.</p> |
| <p>GR1050-08</p> <p>EMPLOYEE PENSION AND BENEFITS RECORDS</p> | <p>PERMANENT.</p> <p>For records of pension and deferred compensation deductions from payroll see GR1050-52(b).</p> |
| <p>*GR1050-08a</p> <p>EMPLOYEE PENSION AND BENEFITS RECORDS</p> | <p>Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; Termination of plan + 1 year.</p> |
| <p>GR1050-08c</p> <p>EMPLOYEE PENSION AND BENEFITS RECORDS</p> | <p>Annual reports from a pension system or fund.</p> <p>PERMANENT.</p> |
| <p>*GR1050-09</p> <p>EMPLOYEE RECOGNITION RECORDS</p> | <p>Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.</p> <p>2 years.</p> |

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| <p>GR1050-11</p> <p>EMPLOYEE SELECTION RECORDS</p> | <p>Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position.</p> | <p>2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.</p> |
| <p>GR1050-12</p> <p>EMPLOYEE SERVICE RECORDS</p> | <p>Summary employment history record for each employee maintained on one or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation.</p> | <p>Date of separation + 75 years.</p> |
| <p>GR1050-13</p> <p>EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS</p> | <p>Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.</p> | <p>2 years.</p> |
| <p>GR1050-14</p> <p>EMPLOYMENT APPLICATIONS</p> | | <p>2 years if not hired.</p> |
| <p>GR1050-18</p> <p>FIDELITY BONDS</p> | | <p>Effective life of bond + 5 years.</p> |
| <p>*GR1050-20</p> <p>GRIEVANCE RECORDS</p> | <p>Records relating to the review of employee grievances against personnel policies, working conditions, etc.</p> | <p>Final decision on the grievance + 2 years.</p> <p>Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].</p> |
| <p>*GR1050-21</p> <p>JOB EVALUATIONS</p> | <p>Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees.</p> | <p>US + 2 years or date of separation + 2 years, whichever sooner.</p> |
| <p>*GR1050-23</p> <p>OATHS OF OFFICE</p> | <p>Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201).</p> | <p>US + 5 years or 5 years after leaving position for which oath required, whichever is applicable.</p> |

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| GR1050-25 | PERSONNEL STUDIES AND SURVEYS | Studies, statistical reports, surveys, cost analyses and projections, and similar records, except those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government. | 3 years. |
| GR1050-26a | POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS | Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc. | US or position abolished + 4 years. |
| GR1050-28a | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS | Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government. | Date of separation + 5 years. |
| GR1050-29 | UNEMPLOYMENT COMPENSATION CLAIMS RECORDS | Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases. | After closed + 5 years. |
| *GR1050-30 | VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (Form I-9) | | 3 years from hire or 1 year after separation, whichever later. |
| *GR1050-32 | WORKERS COMPENSATION CLAIM RECORDS | Records of accidents to or job-related illnesses of employees. | 5 years |
| GR1050-33 | FINANCIAL DISCLOSURE STATEMENTS | Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c). | Date of separation + 2 years. |
| GR1050-34 | PUBLIC ACCESS OPTION FORMS | Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024. | US. |

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| GR1050-35 | EMPLOYEE EXIT INTERVIEWS | Records of interviews and other supporting documentation conducted at time of employee termination. | Date of separation + 2 years. |
| *GR1050-37 | EMPLOYEE ACKNOWLEDGEMENT FORMS | Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures. | US or date of separation + 2 years, as applicable. |
| Section 3-2: Payroll Records | | | |
| GR1050-50 | DEDUCTION AUTHORIZATIONS | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments. | 4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner. |
| GR1050-51 | DIRECT DEPOSIT APPLICATIONS/ AUTHORIZATIONS | | US or date of separation, as applicable. |
| GR1050-52a | EARNINGS AND DEDUCTION RECORDS | A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment. | 4 years |
| GR1050-52b | EARNINGS AND DEDUCTION RECORDS | A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions. | The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: |
| GR1050-53b | FEDERAL AND STATE TAX FORMS AND REPORTS | Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099). | 4 years after tax due date or date tax paid, whichever later. |
| GR1050-54 | LEAVE RECORDS | | 3 years |
| GR1050-55 | PAYROLL ACTION OR INFORMATION NOTICES | Documents used by payroll officers to create or change information in the payroll records of individual employees | Includes Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, adjustments to payroll and leave status. FE + 3 years. |
| GR1050-56 | TIME AND ATTENDANCE REPORTS | Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules. | 4 years. |

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| <p>GR1050-58</p> <p>REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN</p> | <p>Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other <i>bona fide</i> work-related activities FE + 3 years. in which the expenses of an employee are defrayed or reimbursed.</p> |
| <p>PART 4: SUPPORT SERVICES RECORDS</p> | |
| <p>Section 4-1: Purchasing Records</p> | |
| <p>GR1075-01</p> <p>BIDS AND BID DOCUMENTATION</p> | <p>Retention Note: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract.</p> |
| <p>GR1075-01a</p> <p>BIDS AND BID DOCUMENTATION</p> | <p>Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. FE + 3 years.</p> |
| <p>GR1075-01b</p> <p>BIDS AND BID DOCUMENTATION</p> | <p>Unsuccessful bids. 2 years.</p> |
| <p>GR1075-03</p> <p>PURCHASE ORDER AND RECEIPT RECORDS</p> | <p>3 years</p> |
| <p>GR1075-04</p> <p>W-9 FORM - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) AND CERTIFICATION</p> | <p>Date account is opened or date instrument purchased + 3 years.</p> |
| <p>Section 4-1: Facility, Vehicle, and Equipment Management Records</p> | |
| <p>GR1075-15</p> <p>ACCIDENT AND DAMAGE REPORTS (PROPERTY)</p> | <p>Retention Note: For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.</p> <p>3 years.</p> <p>Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.</p> <p>Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures,</p> |

| | | | | | | | | | | | | |
|---|---|---|---|---|--|---|--|--|---|---|--|--|
| <p>*GR1075-16a</p> <p>CONSTRUCTION PROJECT RECORDS</p> <p>infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b), (c) or (d).</p> <p>LA + 10 years.</p> | <p>GR1075-17</p> <p>LOST AND STOLEN PROPERTY REPORTS</p> <p>FE + 3 years.</p> | <p>GR1075-18</p> <p>MAINTENANCE, REPAIR, AND INSPECTION RECORDS</p> <p>Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment.</p> <p>5 years</p> | <p>*GR1075-23</p> <p>VEHICLE AND EQUIPMENT WARRANTIES</p> <p>Warranties for vehicles and equipment.</p> <p>Expiration of warranty + 1 year.</p> | <p>GR1075-24</p> <p>VEHICLE TITLES AND REGISTRATIONS</p> <p>Vehicle titles and registrations of government-owned vehicles.</p> <p>LA.</p> | <p>*GR1075-26</p> <p>EQUIPMENT MANUALS</p> <p>Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government owned equipment.</p> <p>LA.</p> | <p>Section 4-3: Communications Records</p> | <p>GR1075-40a</p> <p>POSTAL AND DELIVERY SERVICE RECORDS</p> <p>Meter and permit usage records.</p> <p>1 year.</p> | <p>GR1075-40b</p> <p>POSTAL AND DELIVERY SERVICE RECORDS</p> <p>Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.</p> <p>1 year.</p> | <p>Section 4-4: Workplace Safety Records</p> | <p>GR5750-05</p> <p>MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.</p> <p>AV after receipt of updated sheet or the hazardous chemical is no longer present.</p> | <p>PART 5: INFORMATION TECHNOLOGY RECORDS</p> | <p>Section 5-1: Records of Automated Applications</p> |
|---|---|---|---|---|--|---|--|--|---|---|--|--|

| | | | |
|------------|--|--|--|
| *GR5800-04 | INFORMATION SYSTEM/DATABASE RECORDS | Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records. | Until electronic records are transferred to and made usable in a new system environment. |
|------------|--|--|--|

AV as long as administratively valuable
 FE fiscal year end
 US until superseded
 LA life of asset



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165 Austin, Texas 78744-2306
(p) 512.916.6000 (f) 512.916.6001
www.capcog.org

Betty Voights, Executive Director

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

August 16, 2016

Mr. Kirk Holland
General Manager of Barton Springs/Edwards Aquifer Conservation District
1124 Regal Row
Austin, TX 78748

Dear General Manager Holland:

Our organization, one of 24 councils of government in Texas, focuses on programs and services that are delivered at a regional level to achieve an economy of scale (law enforcement training, 9-1-1, services to seniors are examples) or to tackle an issue difficult to address at a local level like air quality planning and the emergency management work done under our homeland security department. Our goal is to build capacity for governmental activities throughout the ten-county area. Much of this can be accomplished because of your membership – each COG is only as strong as the cities, counties, and other stakeholders that participate – so we thank you for your support.

Your membership is represented on the General Assembly, the body that is in charge of CAPCOG's budget, operating rules, membership, and other issues for which it may seek input. We now attach a reminder of who you have most recently designated to your slots on the General Assembly – this can be changed at any time by action of your governing body. The General Assembly's first meeting in 2016 will be September 14th.

Also included is the dues invoice for the 2017 calendar year – I am happy to say CAPCOG has not increased its per capita dues rate in 20 years. The December 1st deadline is especially important if you have a city or county elected official intending to serve on our Executive Committee since it's an eligibility requirement for consideration, but it also help us have revenue to meet matching requirements for several of our programs.

If your organization does want to update its representation, please complete the attached appointment form and return it to Michelle Mooney at mmooney@capcog.org. If you would like a presentation on any of our programs, we look forward to that opportunity so please contact me directly at bvoights@capcog.org or 512.916.6008.

Best regards,

Betty Voights

Enc. Membership Invoice
General Assembly Representation Summary
General Assembly Appointment Form



**APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE
CAPITAL AREA COUNCIL OF GOVERNMENTS**

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

_____ City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

(____) _____
Telephone Number

(____) _____
Fax Number

Email address (*General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists*)

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____
Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Please fax this form to 512-916-6001 or email to mmooney@capcog.org. Tel. 512-916-6018

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.

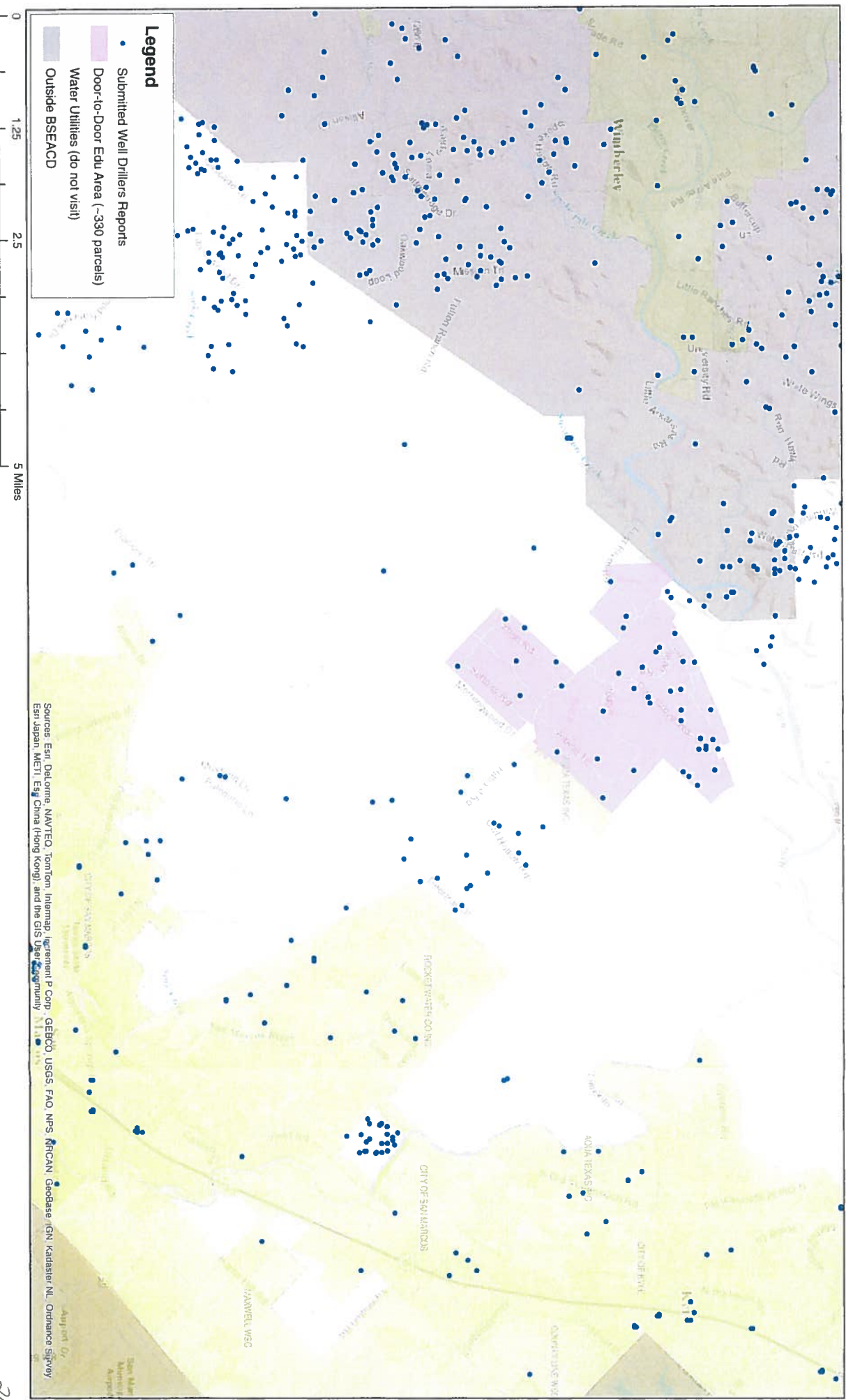
- i. Personnel matters and utilization**
- ii. Upcoming public events of possible interest**
- iii. Aquifer conditions and status of drought indicators**

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. Update on Team activities and highlights**
- ii. Update on regulatory and enforcement activities**
- iii. Update on District grant projects and other Aquifer Science Team projects**
- iv. Update on the activities related to the SH 45 SW roadway project**
- v. Update on activities related to the HCP and the associated draft EIS**
- vi. Update on activity related to upcoming November elections**

Door-to-door Education Hilliard Road Area





**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

Well Owner Resources



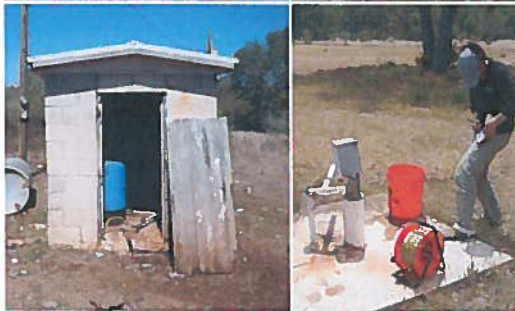
Barton Springs/Edwards Aquifer
Conservation District
WELL OWNER GUIDE

Well Owner Guide

DOOR-TO-DOOR EOU
HANDOUTS

This guide is tailored for the District's well owners and discusses local geology, aquifer characteristics, drought, floods, well maintenance, water treatment options, and water conservation measures.

www.bseacd.org/education/well-owners/#Guide



Aquifer Science

Understanding aquifer dynamics is key to effective groundwater management. District staff actively monitors water levels, tracks water quality, and studies hydrogeology throughout the District. Data, results, and reports are available on the District's website.

www.bseacd.org/aquifer-science/aquifer-research/



Well Water Checkup (April)

Each year the District sponsors a well water checkup. Once a year, well owners can bring in water samples and the District will screen them for bacteria, nitrate, salinity, and pH -- Free of charge. The screening can help alert well owners to water quality issues and inform treatment options. If you would prefer to take samples to a local lab for analysis, they can accept samples any time of the year (check link below for list of local labs and contact info).

www.bseacd.org/education/well-owners/#Checkup



RECHARGE.

Barton Springs/Edwards Aquifer Conservation District

Hays County Commissioners Approve Funding to Jointly Fund Groundwater Monitoring

On Tuesday, August 2 the Hays County Commissioners Court approved an interlocal agreement to partner with the District and jointly fund efforts to expand the District's groundwater monitoring network into the previously unmanaged portion of Hays County. The District has collaborated with adjacent groundwater districts to characterize and monitor water levels and water quality in the Trinity Aquifer in Central Hays County through the cooperation of area landowners allowing access to their existing wells.

With the help of Hays County, the District will for the first time be able to install a dedicated monitor well in this new area of the District. To date, staff have worked with landowners to establish 7



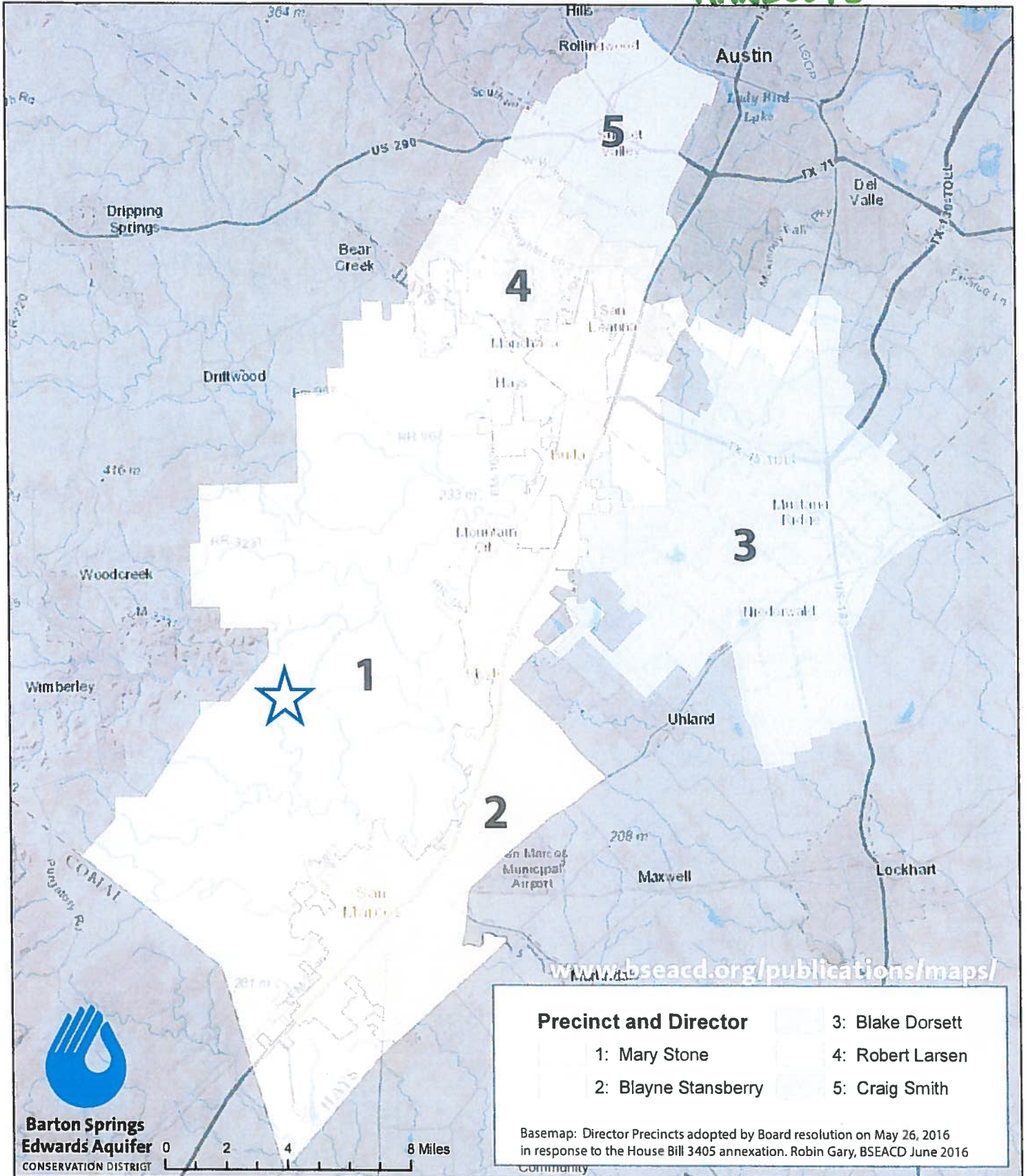
District eNews

Every month staff sends out an eNews bulletin with announcements and updates. Because groundwater is a shared resource, the more informed well owners are, the better they can help solve challenges groundwater users face. Sign up or view archived bulletins online.

www.bseacd.org/publications/newsletters/

Barton Springs/Edwards Aquifer Conservation District Director Precincts

DOOR-TO-DOOR EDU
HANDOUTS



Item 4

Presentations

- a. Presentation by Jason Biemer with City of Kyle on the arrangement to provide supplemental water to the City of Buda under the Hays Caldwell Public Utility Agency water sharing agreement.**
- b. Presentation by the City of Dripping Springs on the Direct Potable Reuse feasibility study.**

A black and white photograph of a water treatment facility, showing large pipes and machinery. The image is used as a background for the text.

Water Sharing Overview

City of Kyle – City of San Marcos – City of Buda
Plan to meet short term water needs of the City of Buda

Jason Biemer – Division Manger - Treatment Operations
City of Kyle Public Works Department

A black and white photograph of a water treatment facility, showing large pipes and machinery. The image is used as a background for the text.

What is the sharing plan?

- Member Entities of the Hays Caldwell Public Utility Agency (HCPUA) agreed early on to share water to push back the date that actual infrastructure would need to be build for the partnerships water supply efforts.
- This was to reduce the costs of the HCPUA project for all members.

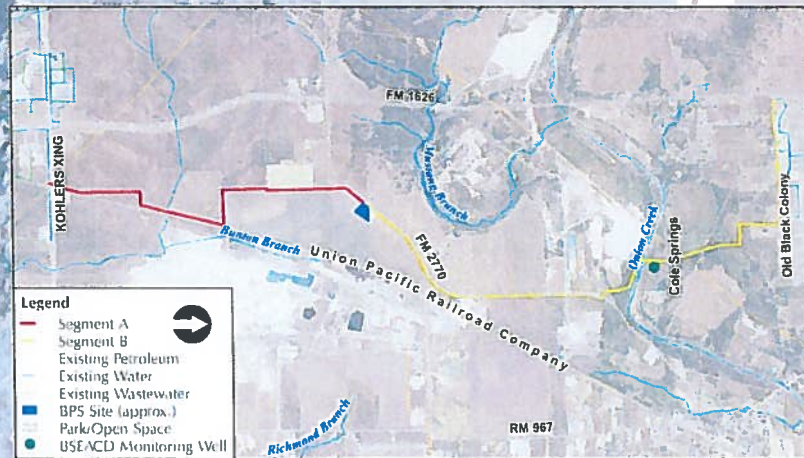
How much water and when is it coming online?

- San Marcos and Kyle are partnering to provide a maximum of 1.0 MGD to Buda to meet possible shortfall in their supply prior to the HPCUA water being available.
- Each partner is providing 0.5 MGD
- Early 2018 for the pipeline to be completed and conveying water.
- 2022 to 2023 for the HPCUA project to be providing water to member entities.

How is it getting there?

- A pipeline is being constructed as part of the HPCUA plan to deliver treated water to Buda.
 - This section is being built first.
 - Buda will pull their water from it when it's complete.
 - Buda can pull some water from the existing IH 35 pipeline.
- Water from San Marcos can “wheel” through the City of Kyle also, ultimately entering the pipeline between Kyle and Buda.
- To allow the existing GBRA IH 35 pipeline to be used, Kyle has committed to a reduction of 1.0 MGD through that line to ensure the entire volume could bypass the city at full allocation.

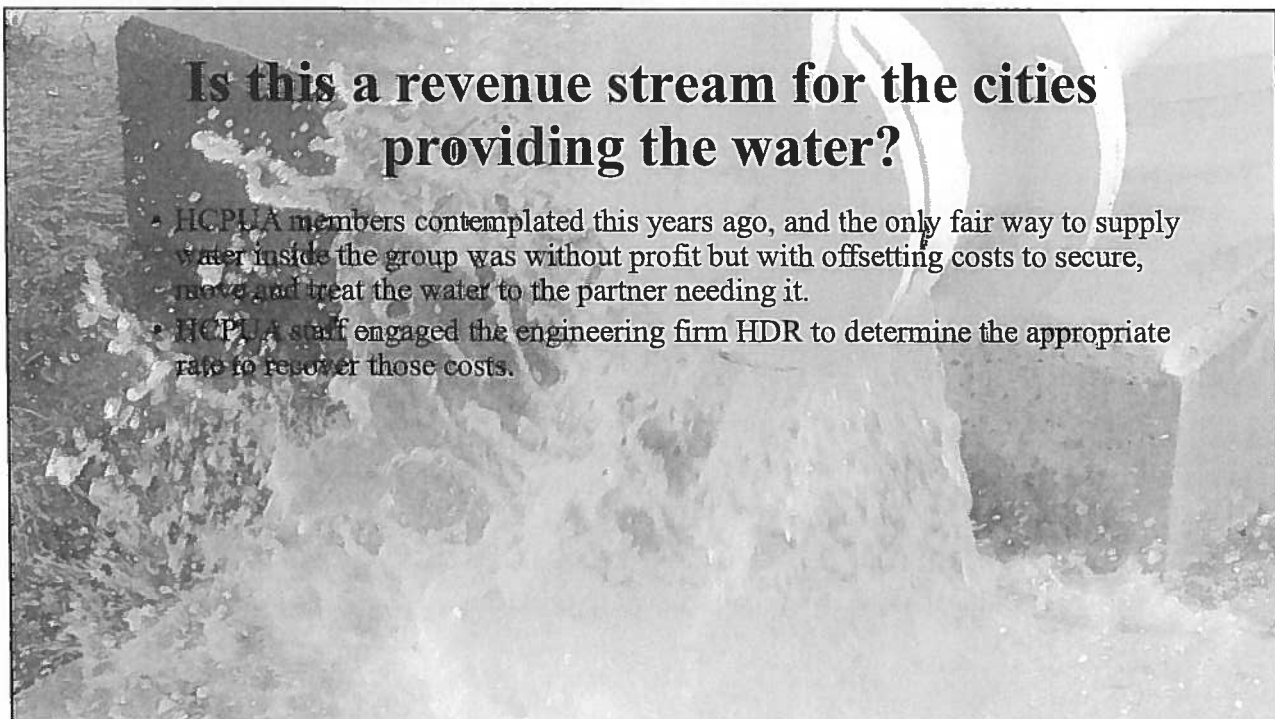
HCPUA Phase 1A Infrastructure



Graphic courtesy of HCPUA

Why Kyle and San Marcos?

- San Marcos and to a lesser degree Kyle have “extra” water currently.
- Existing infrastructure for both cities make the possibility to provide the amount of water requested feasible.
- HCPUA pipeline between Kyle and Buda was going to be built in any case, its timing was adjusted to allow for the greatest potential benefit to members.



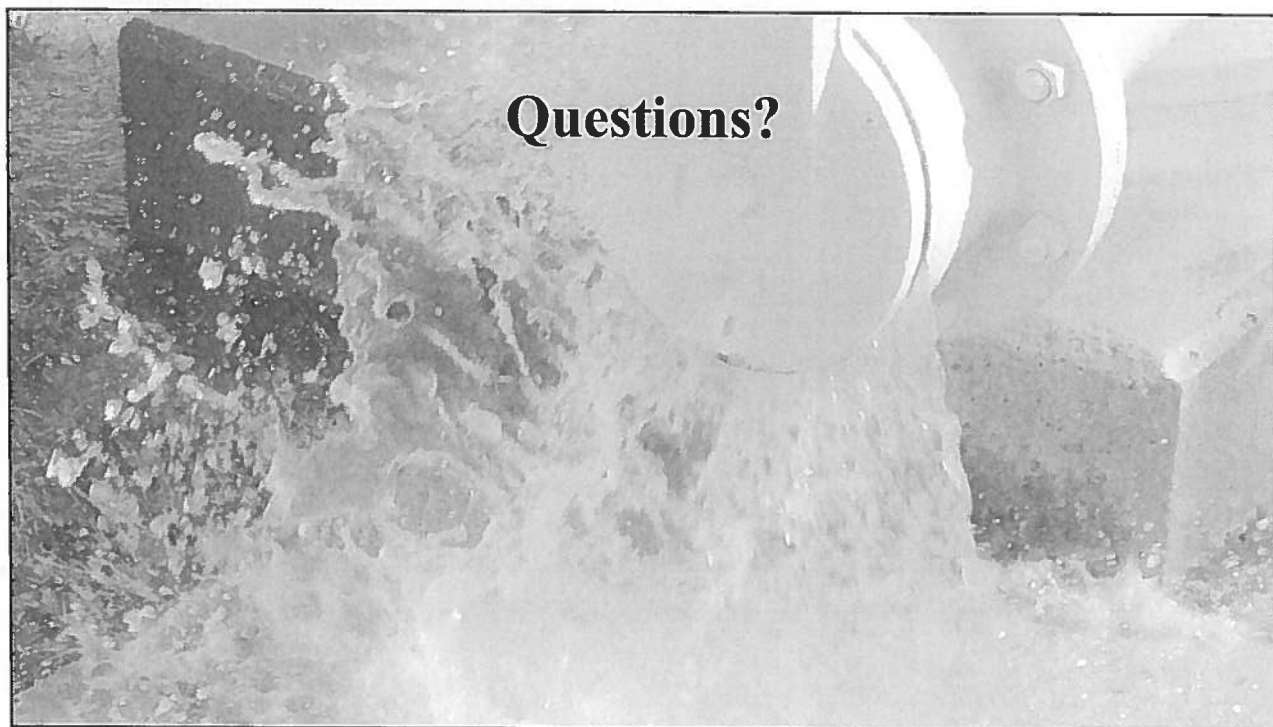
Is this a revenue stream for the cities providing the water?

- HCPLA members contemplated this years ago, and the only fair way to supply water inside the group was without profit but with offsetting costs to secure, move and treat the water to the partner needing it.
- HCPLA staff engaged the engineering firm HDR to determine the appropriate rate to recover those costs.



Is conservation a component of this effort?

- All members involved in the effort will continue to operate their systems as needed.
- Regular conservation efforts, outreach, etc. will remain effect for all parties.
- Triggers for individual city's drought management plans will remain unchanged.





CITY OF DRIPPING SPRINGS

DIRECT POTABLE REUSE FEASIBILITY STUDY

FINAL

April 2015



4/10/2015



Texas Registered Engineering Firm F-882

1.1 OVERVIEW

The City of Dripping Springs is located in Hays County, Texas, twenty-five miles southwest of the State capital, Austin. The Austin metropolitan area is one of the fastest growing metropolitan areas in the nation (Forbes, 2015 and U.S. Census Bureau, 2014a). In addition, the U.S. Census Bureau ranked Hays County as the 14th fastest growing county in the U.S with a population increase of twelve percent between 2010 and 2013 (U.S. Census Bureau, 2014b).

Like much of Texas over the past several years, the City has experienced drought conditions ranging from moderate to severe (U.S. National Drought Mitigation Center, 2015). Drought conditions, along with an increase in population, have lead to strain on the City's water supplies.

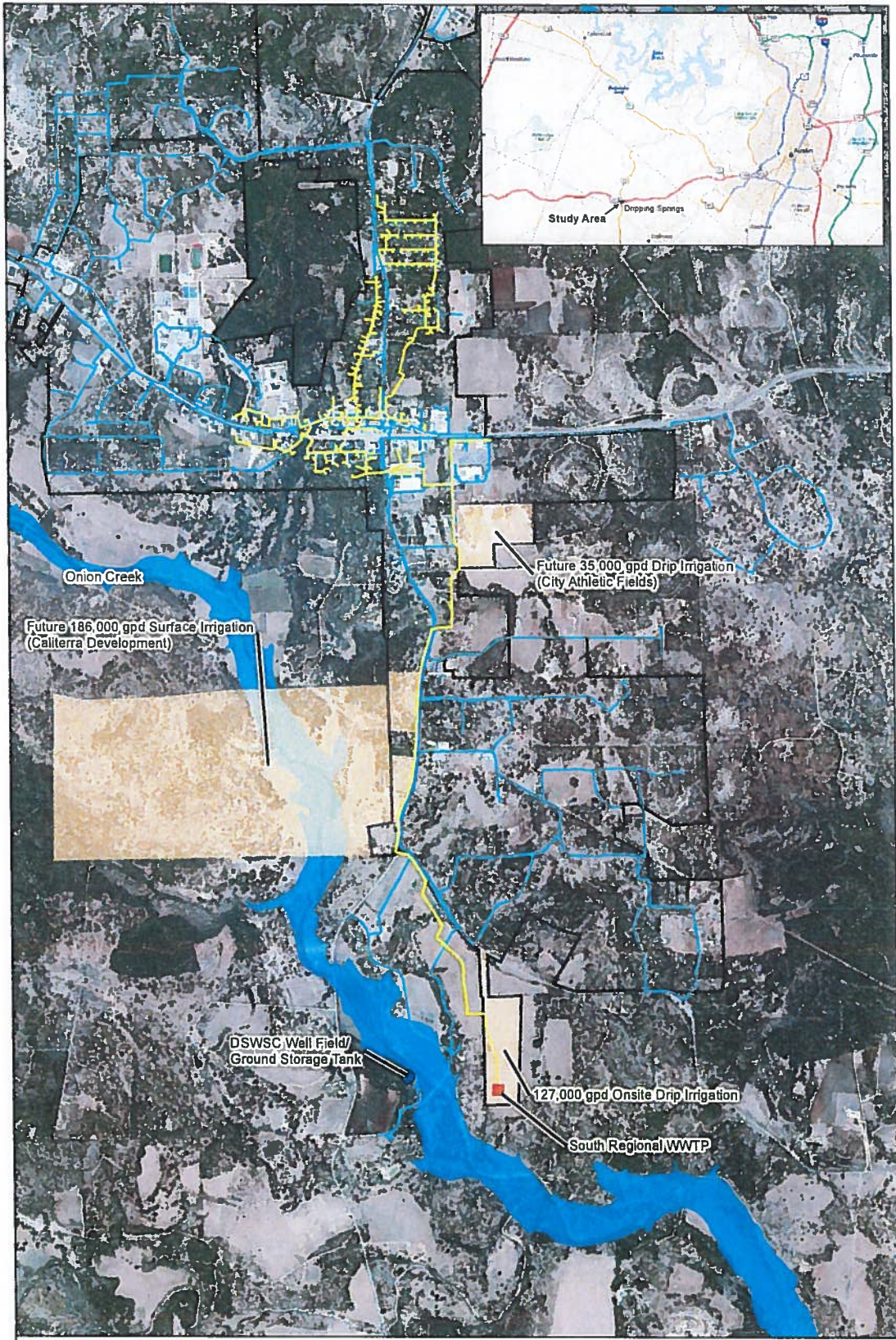
The City itself is also experiencing significant growth associated with its proximity to Austin, with several large tracts proposed for private development at various stages of permitting and build-out. Some of these have obtained their own wastewater permits for onsite treatment and disposal (CMA, 2013), but have indicated to the City that their preference would be to tie into the City's existing wastewater collection and treatment system.

An overview map of the City is shown in Figure 1.1.

1.2 WATER SUPPLY

The Dripping Springs Water Supply Corporation (DSWSC) provides drinking water and manages the drinking water distribution system for 1,402 active connections in the Dripping Springs area. The DSWSC operates four groundwater wells that have a joint capacity of 1.5 million gallons per day (MGD), and also has a contract with the West Travis County Public Utility Agency (PUA) to deliver up to 1 MGD of treated water purchased from the Lower Colorado River Authority (DSWSC, 2015).

Table 1.1 shows the sources and quantities of water purchased and provided by DSWSC for 2011-2014.



Legend

- Sanitary Sewer
- Water Distribution System
- Current and Future Irrigation Sites
- City of Dripping Springs
- 100-Year FEMA Floodplain



VICINITY MAP

FIGURE 1.1

CITY OF DRIPPING SPRINGS
DIRECT POTABLE REUSE FEASIBILITY STUDY



| Table 1.1 Dripping Springs Water Supply Company Service Summary Direct Potable Reuse Feasibility Study City of Dripping Springs | | | | |
|--|-------------|-------------|-------------|---------------------------|
| | 2011 | 2012 | 2013 | 2014⁽²⁾ |
| Active Connections | 1,353 | 1,331 | 1,371 | 1,402 |
| Water Purchased (Mgal) ⁽³⁾ | 198 | 150.5 | 132 | 115 |
| Water Pumped (Mgal) ⁽⁴⁾ | 84 | 66.5 | 91.5 | 63 |
| Total (Mgal) | 282 | 217 | 223.5 | 178 |
| Notes: | | | | |
| (1) Data taken from Draft Feasibility Study (Analysis of Consolidating Water Utility Systems), dated Feb 2, 2015 (NewGen, 2015). | | | | |
| (2) 2014 Data only for January through September. | | | | |
| (3) Purchased water is from PUA, which enters the service area along Highway 270 from the east. See Figure 1.1. | | | | |
| (4) Pumped water is from local wells located on the south end of the service area. See Figure 1.1. | | | | |

1.3 WASTEWATER COLLECTION, TREATMENT AND DISPOSAL

Several studies have been conducted on behalf of the City with respect to strategies for wastewater collection, treatment, and disposal. While many of the outlying areas surrounding the City are currently still served by on-site septic systems, an existing core of the City is connected via sewer to the South Regional Wastewater Treatment Plant (South Regional Plant).

1.3.1 South Regional Wastewater Treatment Plant

The South Regional Plant treats the wastewater from municipal and commercial connections in the Dripping Springs area and is managed by Professional General Management Services (PGMS). The plant operates as a conventional activated sludge process that includes a mechanical bar screen, aeration, clarification, chlorination, and aerobic digestion. The plant is rated for 127,500 gallons per day (gpd) and currently treats an average flow of approximately 70,000 gpd.

The City currently holds a Texas Land Application Permit (TLAP; permit no. WQ0014488001), issued by the Texas Commission on Environmental Quality (TCEQ) that allows for disposal of the effluent from the South Regional Plant via drip irrigation on-site. A pending amendment to the City's TLAP permit includes plans to implement cloth filters at the South Regional Plant in order to be able to meet draft permit requirements for spray irrigation at the Caliterra development once the flow at the South Regional Plant exceeds the existing TPDES permit capacity (CMA, 2014).

1.3.2 Future Expansion of Wastewater Service

The current approach to wastewater treatment and disposal for new residential developments in the City's service area involves implementing small, decentralized treatment systems at several property developments, with effluent disposal consisting of surface or subsurface irrigation systems. However, given the given the capital expense, land required, and reverse economies of scale associated with each development operating its own wastewater treatment and disposal system, this approach is inefficient compared to centralized treatment solutions. In addition, the developers would prefer to tie into the City's centralized system instead of devoting valuable tracts of land from each development to the disposal of effluent. In fact, a recent evaluation recommended centralized treatment and pursuing a permit for effluent discharge to Onion Creek in conjunction with a beneficial reuse authorization, despite anticipated public resistance to such a proposal (CMA, 2013).

1.4 DIRECT POTABLE REUSE

Based on the City's growth in the face of dwindling existing water supplies in the region and the expense of land application for effluent disposal, the City has tasked Carollo Engineers, Inc. (Carollo) with performing a study that considers the feasibility of direct potable reuse (DPR). A DPR project could simultaneously provide additional potable water resources to the City's service area and also divert effluent from being discharged to Onion Creek.

A DPR project would be implemented with the intent to reuse as much as possible of the effluent produced by the City through treatment in an advanced water purification process and subsequent potable uses. However, for both permitting and technical reasons, an alternative disposal mechanism for effluent would still be needed as a backup to DPR. As part of the study, Carollo was therefore also tasked with a comparison of land application and discharge as the backup effluent disposal options to a DPR project.

1.5 STUDY OBJECTIVES

The objective of this study is to determine the feasibility, treatment requirements, and planning-level cost for developing a direct potable reuse project to supplement drinking water supplies in the Greater Dripping Springs area and to minimize or eliminate the need for discharge of treated wastewater. Specifically, the goals of this study are to:

1. Develop water quality goals for the treated water for direct potable reuse (DPR);
2. Determine permitting requirements for a DPR project in the City;
3. Develop one or more feasible DPR alternatives;
4. Determine planning-level cost information for a preferred subset of the DPR alternatives; and
5. Develop a list of next steps for moving forward with a DPR project.

CONCLUSIONS AND NEXT STEPS

8.1 CONCLUSIONS

The purpose of this study was to determine the feasibility, treatment requirements, and planning level cost for developing a direct potable reuse (DPR) project to supplement drinking water supplies in Dripping Springs and to minimize or eliminate the need for discharge of treated wastewater. As a corollary to these goals, the project team was also tasked with evaluating effluent disposal alternatives, specifically discharge to Onion Creek and land application at a specific land application site, for feasibility and estimated cost.

This report discusses regulatory (Chapter 2) and water quality requirements (Chapter 3) for a DPR project and how these can be achieved through treatment upgrades at the existing South Regional Wastewater Treatment Plant (Chapter 4) and advanced treatment and storage of advanced purified water prior to distribution (Chapter 5). Effluent disposal alternatives are evaluated in detail (Chapter 6). Finally, project alternatives composed of all the elements discussed in Chapters 4 through 6 were assembled and evaluated for planning-level capital, operation and maintenance costs (Chapter 7).

Based on this evaluation, DPR is feasible for the City. Land application of 0.5 mgd treated effluent at the proposed tract of land is also feasible. However, the total project cost of the land application infrastructure exceeds the cost of constructing a simple outfall structure for discharge by nearly \$8 million. This figure does not include the cost of land. Operation and maintenance costs for the land application option include maintenance of the pump station, pipeline, and irrigation facilities, for a total of approximately \$126,000 per year, whereas an outfall, as a passive concrete structure, is associated with minimal maintenance once built.

The most cost-effective project option of those considered in Chapter 7 is Alternative 1A, which includes minor retrofits to the existing South Regional Plant, subsequent ozone-biofiltration based advanced treatment, and engineered storage at the South Regional Plant Site. Given the extent of treatment required for such a project and the need to have on-site operations staff dedicated to the South Regional Plant Site at all times (24/7), the estimated cost of water produced (\$2,250 per acre-foot or \$6.9 per 1,000 gallons) is relatively high.

It would be appropriate to compare this cost to the wholesale cost of water the DSWSC sells. However, due to the significant fees paid for new connections (NewGen, 2015), and the mix of well water and PUA water sources, it is difficult to determine a definitive wholesale cost of water. For one point of comparison, the estimated cost of water from Alternative 1A is still below the average *retail* price paid by DSWSC customers at \$8.50 per 1,000 gallons (calculated based on dividing the volume of water sold in 2014 by the 2014 revenue; NewGen, 2015; see Table 2).

In the face of dwindling conventional water supplies and the associated increasing costs of water, the value of a water supply that is under local control and drought-proof, such as that sourced from a DPR project, is difficult to quantify but certainly significant. The City must now evaluate whether this value is sufficient to justify proceeding with the project.

8.2 NEXT STEPS

If the City decides to pursue a DPR project, a number of steps will be needed before the project could proceed to detailed design and construction. These include the following actions that could be undertaken immediately:

1. Complete wastewater plant retrofits for biological nutrient removal. This would include the following items:
 - a. Sampling of selected water quality parameters;
 - b. Detailed design of retrofit; and
 - c. Implementation of the retrofit.
2. Pursue an effluent disposal alternative. This action is independent of other steps but necessary to successful completion of a DPR project.
3. Pursue a proactive public participation program. A discussion of the role of public perception in DPR projects was outside the scope of this report. However, a large body of literature and resources exist to support the development of public outreach programs for potable reuse projects.

Once the wastewater treatment plant retrofits are completed, the following subsequent steps can then be completed:

4. Characterize the upgraded wastewater treatment plant's effluent water quality. This would include the following items:
 - a. Prepare an effluent characterization sample plan;
 - b. Obtain TCEQ approval for the effluent characterization plan; and
 - c. Collect samples and evaluate results.
5. Perform preliminary engineering for the proposed advanced treatment facility based on effluent water quality results and the initial sizing completed for this report.
6. Pilot testing of the proposed treatment process. This includes the following items:
 - a. Develop a pilot testing protocol;
 - b. Obtain TCEQ approval for the pilot testing protocol;
 - c. Perform pilot testing; and
 - d. Refine preliminary engineering of the treatment process based on pilot testing results.

Item 5

Board Discussions and Possible Actions

- a. Discussion and possible action related to revisions to the District's Employee Policy Manual.**



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

MEMORANDUM

Date: August 19, 2016
To: Board of Directors
From: John T. Dupnik, P.G., General Manager and
Dana C. Wilson, Administrative Team Leader
Re: Agenda Item 4.a. – Employee Policy Manual Revisions

The excerpted section below of the revised EMP language includes the revisions presented to the Board in the 8/11 Board meeting (in redline/markup format). The Board provided input and questions with regard to the reference to a salary structure indexed to established and comparable salary structures. Recommended revision incorporating Board input are provided in the excerpted section below (highlighted in yellow).

A revised memo including all of the revisions presented on 8/11 updated to include the revisions responsive to Board input is also provided.

Staff Recommendation: Staff recommends adoption of the revisions to the EPM as presented. Staff also requests time to conduct additional research related to developing a policy for District salaries structures with results and further recommendation to be presented at a future Board meeting.

Excerpt of EPM with Recommended Revisions

Salary Program

It is the District's policy to provide a salary program and benefits package that rewards and retains competent employees and is competitive, equitable, and commensurate with industry standards and the market. Consistent with this policy, starting salaries and subsequent adjustments may be indexed to established pay rate structures and maximums from comparable agencies with comparable positions and responsibilities (e.g. City of Austin, Texas Water Development Board, Travis/Hays Counties, TAGD salary surveys).

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Promotions and Salary Adjustments

It is the District's policy to make every reasonable effort to promote from within and provide the appropriate salary adjustments to retain competent employees and reward exemplary performance. Promotions and salary adjustments shall be awarded based on employee's contributions towards achieving the District's objectives, achievements of personal objectives established by the General Manager, work performance, changes in responsibility, professional and educational achievements, market conditions, industry standards, and other pertinent factors as determined by the General Manager consistent with District policy. The budgeted amount for all salary adjustments may be approved or amended at the discretion of the Board. Salary adjustments may be given by the General Manager within the Board-approved budgeted amount at any time during the fiscal year. Salary adjustments are prospective in application only and become part of the regular pay for that employee.

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Cost of Living Increases

Cost of living increases may be given based upon budgetary and other considerations. The budgeted amount for cost of living increases may be approved, at the discretion of the Board, during the budget cycle for the following fiscal year and will apply to all District full-time and part-time employees, with salaries/wages below the maximum pay rate as indexed to comparable positions at comparable agencies. Board approval of the budgeted amount shall serve as approval of the cost of living increases. Cost of living increases will be part of the regular pay in the future and will become effective on the first pay date after the start of each new fiscal year, even if part of the associated pay period is in the prior fiscal year. An employee is not eligible for a cost of living increase until after completion of one full year of employment with the District.

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Merit-Based Increases

Merit-based increases may be given by the General Manager based upon budgetary and other considerations. Such increases will be awarded based upon staff performance, as determined by the General Manager, to recognize exemplary performance. Merit pay increases for individual employees may be given based upon staff performance, as determined by the General Manager to

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~~recognize outstanding service.~~—The budgeted amount for a merit-based increase may be approved, at the discretion of the Board, during the budget cycle for the following fiscal year. A merit-based increase will become part of the employee’s regular pay in the future and will become effective on the first pay date after the start of each new fiscal year even if part of the associated pay period is in the prior fiscal year.

Objectives-based Incentive Compensation

The District sets individual performance objectives, representing special goals that are distinct from the normal work activities of individual employees, to help foster and align employee work performance with desired strategic and tactical objectives of the District. At its discretion, the Board may establish an incentive compensation pool during the approval of the budget for the following fiscal year. Achieving individual objectives in the fiscal year to which they apply earns that employee a pro-rata share of the potential incentive compensation pool as a one-time, non-recurring lump-sum annual payment; i.e., it is not added to the regular pay of the employee. ~~(See The Employee Incentive Compensation Plan is more fully described in Appendix E- Employee Incentive Compensation Plan) to this manual.~~

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**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

Date: August 19, 2016 – (Revised from August 5th Memo)
To: Board of Directors
From: John and Dana
Re: **District Employee Policy Manual**
Second Round of Edits/Changes and Reorganization

In this second round of edits to the District’s EPM, additional changes have been made and sections reorganized. Following is a list of those changes (not including small one-word changes). Page numbers refer to the redlined version.

PG SECTION/HEADING

- 3 “Discrimination and Harassment **Prohibited**” heading added but content the same. It now defines a separation in content from the previous heading above which was Equal Opportunity Employer
- 9 Vacation Accruals – removed end of FY carry over cap and maintained cap of two-year accrual of vacation leave at any one time.
- 10 Holidays - Clarified holiday schedule policy to reflect actual District policy.
- 11 Moved Insurance that was between LOA and Pay Policy to before Retirement under the Employment and Eligibility for Benefits section.
- 12-13 Inclement Weather - provided additional clarification, and index locations for determining office closure changed (San Marcos CISD added, Eanes ISD deleted).
- 17 Pay Policy Administration – merged 3 separate sections into/under this heading including Wages and Overtime, Comp Time, and Timekeeping (Appendix F-Timekeeping and Leave Administration was deleted as a separate section and incorporated into body.)
- 18-19 Comp time – clarified and removed redundant language. Removed end of FY carry over cap and maintained cap of two-year accrual of vacation leave at any one time (similar to

vacation accrual revisions). Added two new headings: Earning Comp Time, and Using Comp Time.

- 21 Salary Program – new language added regarding indexing salaries to established pay rate structures and maximums from comparable agencies. **This was removed.**
- 21 Promotions and Salary Adjustments - new description replacing old description.
- 21 Cost of Living Increases – policy changed - may exclude any positions considered to be at a maximum rate. **This was removed.**
- 22 Merit-Based Increases – reworded but states the same thing.
- 23 Timekeeping and Leave-Balances Administration (part of the 3 sections merged).
- 24 Approvals heading added to separate text out.
- 24-25 Regular Work Hours, Working at Home Hours – redefined to allow nonexempts to work at home with prior approval or concurrence of General Manager.
- 28 Added new section "Reimbursement Policies" to include smartphone reimbursement, meals reimbursement, and moved professional registration fees and societies here also.
- 30 Smartphone Use policy redefined, and reimbursement changed from 175/100 to 150/quarter across the Board.
- 31 Other General "Policies" heading name change.
- 31 Office Telephone Use – Language clarified and updated.
- 34-36 Moved Disciplinary Action and Termination, AND Severance Policy to AFTER Formal Complaint Policy, rather than before Professional Registrations and Societies.
- 52 Appendix D Travel Policy. Reworked and removed redundancy. Deleted duty points.

Item 5

Board Discussions and Possible Actions

- b. Discussion and possible action related to the District's participation in the Hill Country Conservancy Trust.**

Return: Heritag Title U[#] 11
Attn: Kathy Ann...

TRV 2002151984
243 pgs

DEVELOPMENT AGREEMENT

BETWEEN

CITY OF AUSTIN

AND

CIRCLE C LAND CORP.

Effective as of August 15, 2002

disagrees with the estimate it will inform the owner of such fact. In that event, Dedicated Review Team and the owner will attempt to resolve the discrepancy. If they cannot do so within fifteen (15) days, then the Dedicated Review Team and the owner will jointly select an independent third party civil engineer to review the proposed maintenance plan and develop an estimate of the initial annual maintenance costs for the Facility. If the Dedicated Review Team and the Landowner cannot agree on the engineer, then each will select an independent third party engineer and those engineers will select an independent third party engineer to perform the required review. The third party engineer's estimate of the annual maintenance costs will be binding on City and the owner of the Facility for determining the initial amount of the required fiscal deposit. Each of the engineers selected must be experienced in the design and operation of water control facilities. Each party will be responsible for its respective engineering costs and will split the costs for the engineer making the ultimate determination of the estimated annual maintenance costs.

g. **Continuing Fiscal.** Each time an application for an Operating Permit for a Facility is filed with the City, the owner of the Facility will submit its estimate of the costs necessary to implement the maintenance plan contained in the permit application. If the Dedicated Review Team disagrees with the cost estimate for such maintenance, it will inform the owner of the Facility of such fact. If the Dedicated Review Team and the owner do not agree on the estimated costs within fifteen days, the dispute will be resolved in accordance with the procedure established for estimating the initial maintenance costs. The estimate of the annual maintenance costs will be binding on the City and the owner of the Facility for purposes of determining the amount of the fiscal deposit required for the annual period covered by the Operating Permit.

h. **City Approval.** All provisions of any and all documents, including, without limitation, any declaration of restrictive covenants or other documents creating an Association or establishing the assessments contemplated by this Section, regarding the performance monitoring, maintenance, and repair and remediation of any Facility, and/or the assessments to pay costs incurred in connection therewith and/or liens to secure payment of such assessments must be approved by the City, which approval will not be unreasonably withheld or delayed, and the documents in which such provisions are contained must provide that any such provisions may not be modified, amended or terminated without the City's consent. The City hereby agrees that if a portion of the Land is subjected to, and made a part of, either (i) that certain Circle C Commercial Master Declaration of Covenants, Conditions, Restrictions and Easements recorded under Document No. 2002151143 of the Real Property Records of Travis County, Texas, or (ii) that certain Bear Lake PUD Master Declaration of Covenants, Conditions, Restrictions and Easements recorded under Document No. 2002151142 of the Real Property Records of Travis County, Texas and under Document No. 02022306 of the Real Property Records of Hays County, Texas, then such action will satisfy the requirement of Subsection 7.1Q(d)(i).

7.1R Hill Country Conservancy Trust

Within 180 days of the full execution of this Agreement, the City and CCLC will cause a trust to be formed under the name "Hill Country Conservancy Trust" to receive proceeds from

assessments on certain commercial Landowners (as described below) to be used for (i) the acquisition and preservation of additional open space within or adjacent to the Edwards Aquifer Recharge Zone, as defined by the Austin City Code, (ii) regional watershed and habitat protection planning, (iii) environmental education programs and (iv) other purposes ancillary thereto (the "**Conservancy Trust**"). The Conservancy Trust will be governed by five trustees appointed as follows:

1. One trustee will be appointed by the City.
2. One trustee will be appointed by CCLC.
3. One trustee will be appointed by the Hill Country Conservancy, a Texas not for profit corporation.
4. One trustee will be appointed by the Barton Springs Edwards Aquifer Conservation District.
5. One trustee will be appointed by the Wildflower Center.

All areas of the Land that are developed for Office Use Category will be subject to a mandatory assessment (the "**HCCT Assessment**") administered by a commercial owners association (the "**Commercial Owners Association**") created pursuant to that certain Circle C Commercial Master Declaration of Covenants, Conditions, Restrictions and Easements recorded in Document No. 2002151143 of the Real Property Records of Travis County, Texas, (the "**Commercial Properties Declaration**"). No Parcel may be developed or used for Office use unless the City has been provided evidence reasonably satisfactory to the City that (i) such Parcel has been made irrevocably and perpetually subject to the Commercial Properties Declaration through the filing of a Notice of Applicability (as defined in the Commercial Properties Declaration), (ii) such Parcel is included within a "Development Area" and within an "Assessment Unit" (as such terms are defined in the Commercial Properties Declaration), and (iii) the Commercial Owners Association is in existence.

The portions of the Land that are allocated Office Use Category Development Allocation from time to time will be subject to the HCCT Assessment pursuant to the terms of the Commercial Properties Declaration. The Commercial Properties Declaration includes the following terms with respect to the HCCT Assessments:

- i. The annual HCCT Assessment for all the Land will be (i) 25¢ per year per \$100.00 of building value used for Office, minus (ii) the Commercial Owners Association's costs for the relevant year incurred under the cost sharing agreement dated August 15, 2002 between the Commercial Owners Association and the Circle C. Homeowners Association for street landscape maintenance, with the deduction for such costs not to exceed \$70,000.00 per year (with the \$70,000.00 maximum deduction being escalated by 3% per year).
- ii. The HCCT Assessment for a particular Parcel will be levied no earlier than six months after an Office use occupant has commenced occupation of the building on that Parcel.

- iii. There will be prorations for (i) buildings with mixed use (i.e., Office and Retail) based on the Development Allocations for the Parcel upon which such building is located, and (ii) assessments for partial years.
- iv. There is a lien to secure the payment of the HCCT Assessment obligation.
- v. The HCCT Assessments designated for funding the Conservancy Trust will be paid by the Commercial Owners Association to the Conservancy Trust within 10 days of collection.
- vi. The City and the Conservancy Trust will have the right to inspect and audit the Commercial Owners Association's books and records with respect to the HCCT Assessments.
- vii. The provisions of the Commercial Properties Declaration affecting the HCCT Assessments cannot be amended without the prior written consent of the City and the Conservancy Trust.

Any Landowner providing an Apportionment of Development Allocation or an Assignment of Development Allocation to the City under the terms of this Agreement in connection with the allocation or assignment of Office Use Category must at the same time provide a copy of that apportionment or assignment to the Commercial Owners Association and the Conservancy Trust. It will be the responsibility of that Landowner to determine the then current address of the Commercial Owners Association and the Conservancy Trust when providing that copy. The Conservancy Trust will file its current address for notices in the Real Property Records of Travis County, Texas.

The document creating the Conservancy Trust will provide that in all literature, brochures and other advertising, the Conservancy Trust will credit Commercial Owners Association with funding the acquisition and preservation of property for open space preservation and the funding of education programs.

7.1S Pipelines

a. Special Provisions Regarding Parcels Adjacent to the Longhorn Pipeline. Initial Parcels 102, 103 and 106 are encumbered by that certain pipeline currently located in easements granted to Humble Pipeline Co. and Exxon Pipeline Co. as described in instruments recorded in Volume 993, Page 355, Volume 994, Page 397, Volume 9263, Page 995, and Volume 9684, Page 844 of the Real Property Records of Travis County, Texas and commonly referred to as the "Longhorn Pipeline." It is anticipated that the Longhorn Pipeline will soon be transporting refined gasoline. Accordingly, in addition to all the other requirements in this Agreement for the construction of any structure on Parcels 102, 103, and 106, CCLC will file, concurrently with the submission of a site plan relating to such structure, a technical opinion from a qualified engineer (the "Report") that verifies that the proposed structure is designed to: (1) have at least a one hour fire rating for exposure from the Longhorn Pipeline and (2) allow persons one hour to

**CERTIFICATE OF FORMATION
NON-PROFIT CORPORATION
OF
HILL COUNTRY CONSERVANCY FUND**

[NOTE TO DRAFT: An organizational designation (e.g. inc. or corp) may be used in the name, but is not required for a non-profit]

ARTICLE I

NAME

The name of the corporation (“Corporation”) is **HILL COUNTRY CONSERVANCY FUND**.

ARTICLE II

NON-PROFIT CORPORATION

The Corporation is a non-profit corporation.

ARTICLE III

DURATION

The period of the Corporation’s duration is perpetual.

ARTICLE IV

PURPOSES

The Corporation is organized under and by virtue of the laws of the State of Texas concerning non-profit corporations and shall have and may exercise all of the rights, powers, privileges and immunities granted to such corporations by those laws, as amended from time to time, subject to the restrictions and limitations contained in this Certificate.

A. The general purpose or purposes for which the Corporation is formed are to receive and maintain a fund or funds of cash and ownership of real or personal property, or both, and subject to the restrictions and limitations hereinafter set forth, to use and apply the whole or any part of the funds, property or income therefrom exclusively for charitable, scientific, literary, or educational purposes by either direct expenditures or by contributions or expenditures for the benefit of or in conjunction with to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) and the

Regulations as promulgated under the Code as they now exist or as they may hereafter be amended (the “**Regulations**”) and the assets and property of the Corporation are hereby pledged for use in performing its charitable purposes. All references herein to the Code shall infer a reference to its Regulations.

B. The primary and specific purposes of the Corporation are to receive assessments from certain landowners and to use such proceeds for (i) the acquisition and preservation of additional open space within or adjacent to the Edwards Aquifer Recharge Zone, as defined by the City of Austin Code of Ordinances, (ii) regional watershed and habitat protection planning, (iii) environmental education programs, and (iv) other purposes ancillary to the foregoing, as contemplated in that certain that certain Development Agreement dated effective August 15, 2002 (the “**Development Agreement**”) executed by the City of Austin, Texas, a Texas home rule municipality and Circle C Land Corp., a Texas corporation and recorded in Document No. 2002151984 of the Real Property Records of Travis County, Texas, and Document No. 02022402 of the Real Property Records of Hays County, Texas, as amended from time to time.

C. The foregoing purposes and powers of the Corporation shall be subject to the following limitations:

1. No act may be performed which would violate Section 501(c)(3) of the Code.

2. No loans shall be made by the Corporation to any director, trustee or officer of the Corporation. Any director, trustee or officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of such loan until it is repaid.

3. No part of the net earnings of the Corporation shall be distributed to, or inure to the benefit of, any member, director, trustee, officer, agent or employee of the Corporation, or to any private individual, except to further the exempt purposes of the Corporation as described above and except that reasonable compensation may be paid for services duly rendered, and reimbursement may be made for expenses duly incurred, **to or for the Corporation** affecting one or more of its authorized purposes.

4. No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, provided that the Corporation shall be permitted to make the election described in Section 501(h) of the Code and, if it so elects, to make lobbying and grass roots expenditures that do not normally exceed the ceiling amounts prescribed by Section 501(h) of the Code; nor shall the Corporation participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

5. The Corporation shall at all times be operated in such a manner as will assure its qualification as: (i) an organization which is exempt from taxation pursuant to Section 501(c)(3) of the Code; (ii) an organization which is not a private foundation, in accordance with Section 509(a)(1), (a)(2) or (a)(3) of the Code; and, (iii) an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the event that the Corporation becomes a

private foundation as defined in Section 509(a) of the Code, then, during any period of time in which the Corporation is such a private foundation:

(a) the Corporation shall not engage in any act of “self-dealing,” as defined in Section 4941(d) of the Code, so as to give rise to any liability for the tax imposed by Section 4941(a) of the Code;

(b) the Corporation shall distribute its income for each taxable year at such time and in such manner so as not to become subject to the tax on undistributed income imposed by Section 4942(a) of the Code;

(c) the Corporation shall not retain any “excess business holdings,” as defined in Section 4943(c) of the Code, so as to give rise to any liability for the tax imposed by Section 4943(a) of the Code;

(d) the Corporation shall not make any investments which would jeopardize the carrying out of any of the exempt purposes of the Corporation, within the meaning of Section 4944 of the Code, so as to give rise to any liability for the tax imposed by Section 4944(a) of the Code; and

(e) the Corporation shall not make any “taxable expenditure,” as defined in Section 4945(d) of the Code, so as to give rise to any liability for the tax imposed by Section 4945(a) of the Code.

6. Upon the dissolution of the Corporation or the winding up of its affairs, all of the funds or property of the Corporation shall be disposed of by transfer and distribution to charitable, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Code and its regulations as they now exist or as they may hereafter be amended. The following shall be characteristic of the receiving organization:

(a) that it be operated exclusively for charitable, scientific, literary or educational purposes;

(b) that no part of the net earnings of the receiving organization shall inure to the benefit of any private shareholder or individual;

(c) that no substantial part of the activities of the receiving organization constitutes the carrying on of propaganda or otherwise attempting to influence legislation;

(d) that it does not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office;

(e) that it qualifies under the provisions of §501(c)(3) of the Code; and

(f) any such receiving organization(s) shall be selected by vote of the majority of the directors of the Corporation at a meeting called for this purpose. If for any

reason such disposition cannot be effected, then the funds and property shall be distributed pursuant to an order, judgment or decree of a court having jurisdiction over the assets and property of the Corporation.

D. The general purposes and powers are:

1. To purchase, lease, or otherwise acquire, improve, construct, own, hold, use, maintain, operate, exchange, encumber, sell, convey, or otherwise dispose of, real and personal property of every kind, nature, or description, as may be necessary or desirable to promote the primary purpose of this Corporation.

2. To make and perform contracts of every kind for any lawful purpose without limit as to amount, with any person, firm, association, corporation, municipality, state, government, or municipal or political subdivision.

3. To have and exercise all the rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act, as such law is now in effect or may at any time hereafter be amended.

4. To do all other acts necessary or expedient for the administration to the affairs and attainment of the purposes of this Corporation.

This Corporation is organized pursuant to the Texas Non-Profit Corporation Act and does not contemplate pecuniary gain or profit to the directors or members thereof and is organized for non-profit purposes.

ARTICLE V

INITIAL REGISTERED OFFICE AND AGENT

The street address of the initial registered office of the Corporation is 100 Congress Avenue, Suite 1300, Austin, Texas 78701-4042, and the name of the initial registered agent at such address is Kenneth Jones. **[NOTE TO DRAFT: Discuss whether to use an independent agency as registered agent.]**

ARTICLE VI

BOARD OF DIRECTORS

The initial board of the Corporation consists of five (5) directors (the “**Directors**,” and each a “**Director**”). The initial Directors, one of which has been appointed by the City of Austin, a Texas home rule municipality, one (1) of which has been appointed by Circle C Land, L.P., a Texas limited partnership, one (1) of which has been appointed by Hill Country Conservancy, a Texas non-profit corporation, one (1) of which has been appointed by Barton Springs Edwards Aquifer Conservation District, a Texas ground water conservation district, and one (1) of which has been appointed by Wildflower Center, Inc., a Texas non-profit corporation, are listed below with such appointing entity or authority indicated opposite each (“**Appointing**

Entity”). The names and street addresses of the persons who are to serve as initial Directors until the first annual meeting or until their successors are elected and qualified are as follows:

| <u>Name</u> | <u>Address</u> | <u>Appointing Entity</u> |
|-------------|----------------------|--|
| _____ | _____ | City of Austin |
| | Austin, Texas 787___ | |
| _____ | _____ | Circle C Land, L.P. |
| | Austin, Texas 787___ | |
| _____ | _____ | Hill Country Country Conservancy |
| | Austin, Texas 787___ | |
| _____ | _____ | Barton Springs Edwards Aquifer Conservation District |
| | Austin, Texas 787___ | |
| _____ | _____ | Wildflower Center, Inc. |
| | Austin, Texas 787___ | |

In the event of the resignation, removal or failure to serve of any Director, the Appointing Entity that appointed such Director or the successor of such Appointing Entity shall appoint a Director to fill such vacancy. Each Appointing Entity in its sole discretion may remove the Director appointed by such Appointing Entity for any reason or no reason at all. **[NOTE TO DRAFT: Discuss whether there should be a set term.]**

ARTICLE X

INCORPORATOR

The name and street address of the incorporator are:

| <u>Name</u> | <u>Address</u> |
|---------------|---|
| Kenneth Jones | Armbrust & Brown, PLLC 100 Congress Avenue, Suite 1300 Austin, Texas 78701-2744 |

ARTICLE X

MEMBERS

The Corporation shall have members who shall become members in the manner set forth in the Bylaws and shall possess the powers therein set forth.

ARTICLE XII

LIMITATION OF LIABILITY

To the full extent permitted by Texas law, no Director of the Corporation shall be liable to the Corporation or its members for monetary damages for an act or omission in such Director's capacity as a Director of the Corporation, except that this Article does not eliminate or limit the liability of a Director to the extent the Director is found liable for (i) a breach of the Director's duty of loyalty to the Corporation or its members, (ii) an act or omission not in good faith that constitutes a breach of duty of the Director to the Corporation or an act or omission that involves intentional misconduct or a knowing violation of the law, (iii) a transaction from which the Director received an improper benefit whether or not the benefit resulted from an action taken within the scope of the Director's office, or (iv) an act or omission for which the liability of a Director is expressly provided by an applicable statute. Any repeal or amendment of this Article by the members of the Corporation shall be prospective only and shall not adversely affect any limitation on the liability of a Director of the Corporation existing at the time of such repeal or amendment. In addition to the circumstances in which a Director of the Corporation is not liable as set forth in the preceding sentences, a Director shall not be liable to the fullest extent permitted by any provision of the statutes of Texas hereafter enacted that further limits the liability of a member or director of a non-profit corporation. The foregoing limitation of the liability to the Corporation or its members for monetary damages shall not be deemed exclusive of any other rights or limitations of liability or indemnity to which a Director may be entitled under any other provision of the Certificate of Formation or the Bylaws of the Corporation, contract or agreement, vote of Directors and/or disinterested Directors of the Corporation, or otherwise.

ARTICLE XIII

ACTION BY WRITTEN CONSENT

Any action required to, or which may, be taken at a meeting of the members or of the Directors or of a committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by not less than the number of members, directors, or committee members that are necessary to take such action at a meeting at which all of the members, Directors, or committee members were present and voted.

Dated: _____, 2016

Kenneth Jones, Incorporator

**Acceptance of Appointment
and
Consent to Serve as Registered Agent
§252.011(b) Business Organizations Code**

Acceptance of Appointment and Consent to Serve as Registered Agent

I acknowledge, accept and consent to my designation or appointment as registered agent in Texas for Hill Country Conservancy Fund.

I am a resident of the state and understand that it will be my responsibility to receive any process, notice, or demand that is served on me as the registered agent of the represented entity; to forward such to the represented entity; and to immediately notify the represented entity and submit a statement of resignation to the Secretary of State if I resign.

Dated: _____, 2016.

Signature of registered agent

Kenneth Jones_____

Printed name of registered agent

Item 5

Board Discussions and Possible Actions

c. Discussion and possible action related to the City of Dripping Springs TPDES permit application to authorize direct discharge of treated wastewater to Onion Creek in the contributing zone of the Barton Springs segment of the Edwards Aquifer.

Item 5

Board Discussions and Possible Actions

d. Discussion and possible action related to evaluation of the performance of the General Manager in FY 2016 including assessment of incentive compensation.

Summary Performance Evaluation of the General Manager

| | | | |
|---|--|-----------------------|---------------------------------------|
| Evaluation Period | FY 2016 | | |
| General Manager | JOHN T. DUPNIK, P.G. | | |
| Date of Evaluation | 8-25-16 | | |
| Overall Skills Evaluation | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Achievement of Annual Objectives | Did Not Achieve/Make Substantial Progress | | Achieved/Made Substantial Progress |

A summary on the following page provides a record of the overall assessment of the general manager's performance over the past year including: 1) a general assessment of the skills relevant to the job of General Manager, and 2) an assessment of progress made towards achieving the annual objectives established for the General Manager.

I. Core Duties, Responsibilities, and Relevant Skills

In assessing the performance of the General Manager, the Board will consider whether the General Manager did not meet, met, or exceeded expectations for the following duties and relevant skills:

- a) Overarching Duties: Implement Board-established Policies: Provide Internal and External Leadership: Serve as Advocate/Liaison Between Board and Staff
- b) Staff Management and Development
- c) Programmatic Planning and Execution
- d) Stakeholder Relationship Development and Communication
- e) Financial Administration of District

II. Progress Towards Achievement of Objectives for the General Manager

In assessing the performance of the General Manager, the Board will consider whether the General Manager did or did not make substantial progress towards achieving the Board-approved Objectives for the Fiscal Year (see attached).

Part I - Core Duties, Responsibilities, and Relevant Skills

| | | | |
|----------------------------|---|--------------------|----------------------|
| Relevant Skill 1.a: | Implement Board-established Policies , Provide Internal and External Leadership, Serve as Advocate/Liaison Between Board and Staff | | |
| Evaluation: | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Comment: | | | |

| | | | |
|----------------------------|---|--------------------|----------------------|
| Relevant Skill 1.b: | Staff Management and Development | | |
| Evaluation: | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Comment: | | | |

| | | | |
|----------------------------|--|--------------------|----------------------|
| Relevant Skill 1.c: | Programmatic Planning and Execution | | |
| Evaluation: | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Comment: | | | |

| | | | |
|----------------------------|---|--------------------|----------------------|
| Relevant Skill 1.d: | Stakeholder Relationship Development and Communication | | |
| Evaluation: | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Comment: | | | |

| | | | |
|----------------------------|---|--------------------|----------------------|
| Relevant Skill 1.e: | Financial Administration of District | | |
| Evaluation: | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| Comment: | | | |

General Comments:

Part II – Objectives Assessment

| | | |
|--------------------|---|---------------------------------------|
| Objective: | Coordinate with the U.S Fish and Wildlife Services to advance the District’s draft Habitat Conservation Plan and Incidental Take Permit (ITP) application through the comment and review process and towards final ITP issuance. | |
| Evaluation: | Did Not Achieve/Make Substantial Progress | Did Achieve/Make Substantial Progress |
| Comment: | | |

| | | |
|--------------------|---|---------------------------------------|
| Objective: | Coordinate participation with the Central Texas Regional Mobility Authority on review of and comment on the SH 45SW stormwater controls design to ensure the provisions and spirit of the consent decree are upheld and that recharge-related karst features are adequately protected. | |
| Evaluation: | Did Not Achieve/Make Substantial Progress | Did Achieve/Make Substantial Progress |
| Comment: | | |

| | | |
|--------------------|--|---------------------------------------|
| Objective: | Coordinate activities associated with redistricting of the District’s jurisdictional area including the newly annexed area in preparation for upcoming elections in November of 2016. | |
| Evaluation: | Did Not Achieve/Make Substantial Progress | Did Achieve/Make Substantial Progress |
| Comment: | | |
| Objective: | Serve as the District Representative to GMA 10 and the GMA-10 | |

| | | |
|--------------------|--|---------------------------------------|
| | Representative to Region K, by effectively advocating for District-sponsored water supply strategies in Regions K and L and to facilitate improvements to the processes for determining Desired Future Conditions and Modeled Available Groundwater in GMAs 9 and 10. | |
| Evaluation: | Did Not Achieve/Make Substantial Progress | Did Achieve/Make Substantial Progress |
| Comment: | | |

| | | |
|--------------------|--|---------------------------------------|
| Objective 5 | Ensure that all other FY 2016 District Goals are achieved or that substantial progress is made towards achievement. | |
| Evaluation: | Did Not Achieve/Make Substantial Progress | Did Achieve/Make Substantial Progress |
| Comment: | | |

SIGNATURE PAGE

Employee's Comments (Optional): *(May attach additional sheet)*

Employee's Signature

Date

I have received a copy and discussed this appraisal with my supervisor. I am aware of the appeal process and understand that I may include detailed comments of my own concerning this appraisal.

Board President's Signature

Date

FY 2016 Objectives for the General Manager
(Adopted: October 8, 2015)
End-of-Year Progress Report for GM Performance Evaluation

The following objectives are to be achieved or have substantial progress made towards achievement by August 31, 2016 as determined by the collective judgment of the Board.

1. Effectively execute the core responsibilities of the GM including:
 - a. Implement Board-established policies, provide internal and external leadership, serve as advocate/liason between board and staff
 - b. Staff management and development
 - c. Programmatic planning an execution
 - d. Financial administration of the District

This objective was achieved

- The District had no turnover and in fact increase FTE's by one with the hire of Stephen Davis to provide necessary staffing to manage the increased workload and responsibilities associated with annexation.
 - Given the atmosphere of substantial change and additional workload with the recent annexation, staff morale was maintained and generally good throughout the year.
 - The GM convenes regular one-on-one off site meetings with Team leaders once/month to solicit input and to provide direction and guidance on ongoing tasks and to manage workload. This ensures that progress is made towards program-oriented objectives throughout the year.
 - The GM completed end-of-year performance evaluations and provided feedback on individual strengths and direction on skills to improve and goals to work towards in FY17.
 - The GM completed the assessment of progress towards completion of the individual FY16 incentive compensation projects for each staff member. Each staff member substantially completed their individual projects which contributed to the successful completion of the FY16 District Goals as judged by the Board at the August 11, 2016 Board meeting.
 - The GM has been deliberate in serving as the liaison between Board and staff and maintain the Board to GM to staff relationship ensuring that work tasks are appropriately prioritized and manageable.
 - All District business has been performed within FY16 budget constraints with relatively few budget amendments to adjust with the evolving work load and objectives. The was especially challenging given the uncertainty in the beginning of the year involved with production fee revenue from new permits in the shared area and negotiations with the City of Austin on their water use fee calculation.
2. Coordinate with the U.S Fish and Wildlife Services to advance the District's draft Habitat Conservation Plan and Incidental Take Permit (ITP) application through the comment and review process and towards final ITP issuance.

This objective was achieved

- The District provided a concerted effort throughout the fiscal year working closely with USFWS staff to discuss comments to the draft HCP and provide edits responsive to those comments.
- After several rounds of discussions of comments and suggested edits responsive to the comments, the Service provided unofficial acceptance of the revised draft HCP. The GM presented the suggested edits to the Board committee and then Board where the edits were approved at the regular Board meeting on January 14th, 2016.
- The GM, staff, and consultants then shifted towards assisting the Service and HCP consultant, Hicks and Company, with completion of the draft EIS. Although the agreed upon expenses with Hicks had been expended before completion of the draft EIS, the GM negotiated to have Hicks continue to support the completion of the draft EIS which was completed in June of 2016.
- Upon completion of the draft EIS, the ITP application was modified and provided to the USFWS Austin office where it was approved for submittal to the USFW Regional office in Albuquerque for review.
- The GM has coordinated the work of the District's HCP consultant and staff and will continue to work with USFWS to prepare the ITP application, final HCP, and final EIS to be noticed for comment and provide support to respond to any comments received.

3. Coordinate participation with the Central Texas Regional Mobility Authority on review of and comment on the SH 45SW stormwater controls design to ensure the provisions and spirit of the consent decree are upheld and that recharge-related karst features are adequately protected.

This objective was achieved. See progress reported for FY16 District Goal No. 2 related to activities on roadway projects.

4. Coordinate activities associated with redistricting of the District's jurisdictional area including the newly annexed area in preparation for upcoming elections in November of 2016.

This objective was achieved. See progress reported for FY16 District Goal No. 3 related to activities in preparation of November elections including redistricting.

5. Serve as the District Representative to GMA 10 and the GMA-10 Representative to Region K, by effectively advocating for District-sponsored water supply strategies in Regions K and L and to facilitate improvements to the processes for determining Desired Future Conditions and Modeled Available Groundwater in GMAs 9 and 10.

This objective was achieved

See progress reported for FY16 District Goal No. 3 related to activities in preparation of November elections including redistricting.

- The GM continued to serve as the District representative for GMA 10 and GMA 10 representative to Region K by attending meetings and serving on several subcommittees including committees on: water strategy prioritization, water supply strategy, and policy.
 - The GM advocated and was successful in getting District-supported water supply strategies including: brackish Edwards’s desalination and Edwards/Trinity ASR into the draft Initially Prepared Plan (IPP) and then the Regional Plan which was finalized and approved by the TWDB in December 2015.
 - The GM represented the District in GMA 10 planning area by participating in finalizing the second round of Desired Future Conditions. Milestones in the process included:
 - 2-11-16 Board action on direction to GM as GMA 10 representative
 - 3-14-16: GMA 10 approves “Proposed” DFCs
 - 3-21-16: 90-day comment period begins
 - 5-26-16: BSEACD held Public Hearing
 - 6-20-16: Comment period expired
 - The 2016 DFCs proposed maintained the existing 2010 DFCs for the fresh Edwards Aquifer in the Northern Segment of GMA 10 and the Trinity Aquifer. The District proposed a revised Saline Edwards DFC to reflect an expression of maximum drawdown rather than effects on the fresh/saline interface. All District DFCs were approved as “proposed DFCs” by GMA 10 and will likely be approved by the GMA and each GCD in early FY17.
6. Ensure that all other FY 2016 District Goals are achieved or that substantial progress is made towards achievement.

This objective was achieved. See additional detail provided in the progress report on FY16 District Goals.

FY 2016 District Goals
(Adoption Date: October 8, 2015)
Staff Progress Report

The following goals were adopted by the Board to guide the District's efforts for Fiscal Year 2016. Each Goal below includes a narrative summary in blue of District activities completed through the fiscal year to demonstrate sufficient progress towards achievement of the goals and a staff assessment of whether each goal was achieved or not. The Board considered the reported progress at their regular meeting on August 11, 2016 and judged the goals to be achieved.

1. Continue implementation of HB 3405 and activities related to annexation of the Shared Territory including conducting scientific studies as the basis for establishing policies and developing a regulatory framework to manage the Trinity Aquifer that are protective of local existing wells and the regional aquifer and freshwater resources.

Lead Team: All Teams

This goal was achieved.

Activities demonstrated progress related to this goal involve many the activities involved in Team specific goals that were integral to the successful implementation of the statutory provisions of HB 3405. For further detail see activities described for Goal 3 related to elections and redistricting, Goal 5 related to outreach efforts in the new annexed area, and Goal 6 related to establishing new rules.

2. Continue to participate in initiatives to preserve and protect the water quality of recharge to the Barton Springs segment of the Edwards Aquifer such as advocating for the appropriate pollution controls for roadway runoff and supporting implementation of sound wastewater management practices to protect groundwater and conserve resources.

Lead Team: General Management

This goal was achieved.

Activities related to Roadway Projects:

- The General Manager and the District's engineering consultant, Tom Hegemier, participated in multiple meetings throughout FY 16 of the technical workgroup convened by the Central Texas Regional Mobility Authority to provide input into the SH 45 Southwest roadway projects stormwater control design per the Consent Decree which afforded the opportunity for review of "changed" stormwater plans.
- The Board Committee on SH45 convened meetings throughout FY 16 to received progress reports and provide direction to staff and consultant on the design review.
- At the February 11, 2016, the Board approved a letter to be submitted to CTRMA outlining the District's technical review and comments on the roadway design plans and the draft WPAP. The comments were submitted with letter dated February 16, 2016.
- The General Manager accepted an appointment to and participated in the CTRMA's Environmental Compliance Manager Procurement Team. Participation included providing input into the RFQ, review of all the submitted proposals, and a daylong

meeting on April 18, 2016 to interview the short-listed firms and score and rank proposals based on set criteria.

Activities related to Wastewater Management

- At the December 17, 2016 Board meeting, the Board approved Resolution No. 121715-01 to support the City of Austin's petition for rulemaking to modify TCEQ rules related to land application permits and encourage beneficial reuse of reclaimed wastewater.
 - In May of 2016, the Aquifer Science Team along with other regional hydrogeologist completed the draft of the Onion Creek Study showing evidence of a connection between Onion Creek and the Middle Trinity Aquifer directly downstream of the proposed Dripping Springs wastewater outfall.
 - In June of 2016, the GM convened an Ad Hoc Team of technical staff and consultant, Kirk Holland, to review the Dripping Springs TPDES permit application requesting authorization to discharge final phase volume of 0.995 MGD into Onion Creek in the contributing zone of the Barton Springs segment of the Edwards Aquifer.
 - At the June 16, 2016 Board meeting, the Board was provided a presentation by the Aquifer Science Team on the results of the Onion Creek Study and was briefed on the staff review of the Dripping Springs TPDES application in executive session. In that same meeting, Board President, Blayne Stansberry, appointed a Board committee consisting of herself and Director Stone to focus on the Dripping Springs wastewater issues.
 - At the June 30, 2016 Board meeting, the Board passed Resolution 063016-01 to oppose the Dripping Springs TPDES permit application as proposed.
 - District staff and the Board subcommittee continue to attend meetings and participate in discussion with the City of Dripping Springs and other affected stakeholders related to the Dripping Springs wastewater plans.
3. Implement measures necessary to prepare for the upcoming 2016 elections including redistricting and coordination with County officials in new area and voting precincts added through the recent annexation.

Lead Team: General Services Team.

This goal was achieved.

This goal is in process through the end of the election period which began in earnest in August and continues on after Election Day, November 8th, through December 19th. Preparations needed in advance of the elections with the new area primarily involved the process of redistricting and the following associated tasks:

- At the September 24, 2015 Board meeting, Bill Dugat presented an overview of the redistricting process.
- District staff prepared the final maps and shape files to incorporate the new area including reconciling minor boundary discrepancies.
- At the December 17, 2015 Board meeting, Bill Dugat presented the initial assessment report with maps and charts depicting population, demographic analysis, and projected timeline.

- The Board directed Bill Dugat and staff to meet with directors in groups of two and individually to receive director input on redistricting options. Several meetings were held with directors during January and February of 2016.
- At the April 14, 2016 Board meeting, Bill Dugat presented several illustrative plan to be considered by the Board. The Board designated two version of the Austin precincts (4 and 5) and three versions of the non-Austin precincts (1,2, and 3) to be the subject of a public hearing.
- A public hearing on the selected illustrative plans was held on April 28, 2014. The Board opened up a comment period on the proposed plan which expired on May 9, 2015.
- At the May 12, 2016 Board meeting, the Board considered the comments received which were predominately in favor of Plan CD which would align community interests in the non-Austin area. After considering the comments, the Board directed staff to draft a resolution and findings of fact to support Plan CD.
- At the May 26, 2016 Board meeting approved a resolution to adopted new boundaries for the Directors' precincts to accommodate the expanded area

Additional activity related to elections preparations involves coordinating with the three counties' election personnel (including the new shared territory area) regarding election agreements and joint agreements. Use of contracted support with County elections personnel facilitates the District's efforts to conduct elections in the District's expanded jurisdictional area.

4. Conduct scientific studies and develop the regulatory framework that support the development and the use of alternative water supplies through methods such as aquifer storage and recovery (ASR) of groundwater and/or floodwaters and desalination that may substitute for use of the Edwards Aquifer and explore opportunities where such methods might provide the added benefit of flood control.

Lead Team: Aquifer Science

The prime role of the Aquifer Science Team is to conduct scientific investigations that will help District management and policy makers make decisions about aquifer management and protection. The projects related to alternative water supplies have been in the planning phase for a number of years, but in FY 2016, substantial progress was made with the award of a Regional Facilities Planning Grant from TWDB. Activities related to the grant include:

- Working with the direction of the Board Alternative Supply Committee, staff solicited and interviewed consultants to assist in the grant work in accordance with the District's procurement process.
- Carollo Engineers, Inc. was selected and a contract was executed to conduct the ASR/desalination feasibility portion of the project.
- Another key aspect of the project is the installation of a multiport monitor well on the Texas Disposal Systems landfill site. Drilling of the well started on August 2, 2016. Results from this grant should provide significant information relating to the potential for ASR and desalination of the saline Edwards Aquifer.
- The District is also working closely with the City of Buda to support the ASR feasibility project which began this fiscal year and will carry over into FY17.

The District was also very active in pursuing concepts that may provide both recharge enhancement and flood control benefits. Activities included multiple meetings with area legislators, quarry operators, permittees, and Onion Creek neighborhood representatives. The City of Austin also provided a presentation at the May 26, 2016 meeting to present the preliminary findings of possible Onion Creek flood mitigation measures that were developed with input from the District.

5. Implement education and outreach initiatives targeted at affected constituents in the newly annexed area to increase awareness of the District role in regional groundwater management and planning and its research, monitoring efforts, management strategies, and well permitting/registration programs by making data accessible through publications, website improvements, social media presence, public awareness campaigns, and/or other related outreach events and initiatives.

Lead Team: Education & Outreach

To increase awareness of District programs and roles, staff applied a multi-faceted approach. Activities related to this goal include:

- A new monthly digital newsletter began circulation in October. Feedback and metrics show that the more frequent updates in the mobile-friendly, digital format has been highly popular. Subscribers receive regular updates on permitting, aquifer science, events, and programs. Each monthly eNews was opened/accessed over 1,000 times.
 - The website was overhauled and updated to increase accessibility and content management.
 - Social media posts increased distribution of announcements and news and received high view rate.
 - Maps of scientific research results, expanded territory and shared jurisdiction, Director Precinct redistricting, expanded management zones were produced by District staff and are available through the District website, viewable at the District, and/or in District publications.
 - The 2016 Well Water Check-up was showcased as an open house that provided an opportunity for well owners, particularly those in the newly annexed area a chance to meet staff and have their water analyzed for free. Over 2,000 postcards were mailed to homeowners in the shared territory in neighborhoods that have a high density of Trinity wells to advertise the event and expand the District's presence and profile.
 - General program overview advertisements were placed in the 2016 Football Programs of San Marcos, Hays, Lehman, Austin, Travis, Bowie, Crockett, and Akins High Schools.
6. Initiate rulemaking to develop rule concepts and identify rule changes needed to: 1) implement new legislation, 2) refine the regulatory approach for permitting and regulation of wells in the Shared Territory and 3) establish a regulatory framework for innovative alternate water supply projects (i.e. ASR and desalination).

Lead Team: Regulatory Compliance

This goal was achieved.

In an effort to continue implementing provisions of H.B. 3405, which became effective in June 2015, the Regulatory Compliance team worked on updates to the rules in two phases:

Phase I: These changes were adopted on July 16, 2015 and focused on rules to implement new statutory requirements and to promulgate provisions needed to implement Temporary Permitting and conversion to Regular Permits. Topics areas affected by these rules include:

- Exemption Criteria:
- Limited Production Permits:
- Permit Applications and Administratively Complete Checklist:
- Permits for Existing Wells (in jurisdiction after 2015 annexation):
- Permit Conditions and Requirements:
- Maximum Allowable Withdrawals for Management Zones
- City of Austin Water Use Fee

Phase II: These changes were adopted on April 28, 2016 and focused on improving management strategies that will protect existing wells and preserve the long-term availability of water supplies from the Trinity Aquifer. The principles objectives of these rule were to:

- Defining “unreasonable impacts” for permitting purposes;
- Outlining guidance and requirements for aquifer testing, notice, and monitoring requirements for large-scale groundwater projects;
- Establishing a policy and permitting framework for a science-based evaluation of the potential for unreasonable impacts to existing wells and the aquifer and requirements to avoid or mitigate for such impacts.

The updated District Rules are available online and were adopted July 16, 2015. In preparation for developing a framework for innovative alternate water supplies staff has developed preliminary concepts for guiding and regulating ASR Systems within the District. Those concepts make concerted efforts to integrate our ASR rules with those of TCEQ.

Item 6

Director's Reports

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;
- Commendations; and
- Issues or problems of concern.

Item 7

Adjournment