

NOTICE OF OPEN MEETING

Notice is given that a **Special Meeting** of the Board of Directors (Board) of the Barton Springs/Edwards Aquifer Conservation District to be held on **Thursday, November 12, 2020**, commencing at **4:00 p.m. via Telephone and Videoconference** pursuant to Texas Government Code, Sections 551.125, 551.127 and 551.131, as modified by the Governor of Texas (Governor) who ordered suspension of various provisions of the Open Meetings Act, Chapter 551, Government Code, effective March 16, 2020, in accordance with the Texas Disaster Act of 1975. Under his proclamation of March 13, 2020, the Governor certified that the COVID-19 pandemic poses an imminent threat of disaster and declared a state of disaster for all counties in Texas. The COVID-19 pandemic makes it difficult to convene a quorum of the Board at one location with the public. Moreover, the COVID-19 pandemic creates an emergency and unforeseeable situation, a sense of urgency, and immediacy for conducting the meeting via Telephone and Videoconference.

This meeting will be audio/video recorded and the recording will be available on the District's website after the meeting. A copy of the agenda packet for this meeting will be available on the District's website at the time of the meeting.

The method for public participation described below follows the Governor's guidance for conducting a public meeting and ensures public accessibility. Members of the public may participate via videoconference or call in by telephone via the instructions provided below:

INSTRUCTIONS FOR JOINING MEETING

1. You may join the meeting by one of two options:

a) **Join the Meeting using the Zoom** – use your computer audio/video features

<https://us02web.zoom.us/j/83815354713?pwd=VIE5MjhLTUQ2QVFCWThaRmhSN GhOdz09>

Meeting ID: 838 1535 4713

Passcode: 821328

Helpful Tips – visit the District's [Board Meeting webpage](#) for tips on how to set up Zoom on your device prior to the Board Meeting.

b) **Join the Meeting by Telephone only**

Meeting Dial In +1-346-248-7799

Meeting ID: 83815354713#

Passcode: 821328#

INSTRUCTIONS FOR PUBLIC COMMENTS

1. Register for Public Comment prior to Board Meeting Day - Persons wishing to provide public comment must register by calling (512-282-8441) or emailing tammy@bseacd.org by **5:00 p.m. on Wednesday, November 11, 2020**. Please include the following information in the registration:
 - 1) first and last name;
 - 2) email address;
 - 3) phone number;
 - 4) the agenda item on which you wish to comment;
 - 5) indicate whether you would like to comment the day of or have your written comments submitted read into the record; and
 - 6) include written comments, if any.

2. Public Comments at the Board Meeting – Each registered person will be recognized and identified by the Presiding Officer or staff moderating the communications when it is their turn to speak. **Public comment is limited to 3 minutes per person**. Only persons who have registered in advance to give public comment during the meeting, will be allowed to provide comment.

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 4:00 p.m.**

2. **Citizen Communications (Public Comments of a General Nature).**

3. **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.)*
 - a. Approval of Financial Reports under the Public Funds Investment Act, Directors' Compensation Claims, and Specified Expenditures greater than \$5,000. **Pg. 4**

 - b. Approval of minutes of the Board's October 8, 2020 Special Meeting. **Not for public review at this time**

4. **Discussion and Possible Action.**
 - a. Update on Save Our Springs Alliance lawsuit regarding the Dripping Springs Wastewater Discharge Permit. **NBU**

- b. Discussion and possible action related to finalizing the November 3, 2020 General Election and qualifying directors for office including, but not limited to: **Pg. 41**
 - i. canvassing the Board of Directors Precinct 4 Election
 - ii. issuing Certificates of Election to directors of Precincts 1, 3 and 4
 - iii. ensuring completion and receipt of Statement of Elected Officer
 - iv. administering Oath of Office
 - v. approval of Director bonds and
 - vi. welcoming new Board members
- c. Discussion and possible action related to approving Resolutions #11122020-01, #11122020-02 in honor of Director Mary Stone and Director Robert Larsen's public service. **Pg. 51**
- d. Discussion and possible action related to an update from Special Counsel John Vay to the Board on SOAH Docket 957-18-4985. **NBU**

5. General Manager's Report. Discussion and possible action.

Topics

- a. Update on Drought
- b. Update on development activities related to the Western Travis County Public Utility Authority (WTCPUA).
- c. Update on Trinity Aquifer sustainable yield study and development of groundwater modeling tools.
- d. Review of Status Report and update on team activities/projects. **Pg. 57**
- e. Upcoming public events of possible interest.

6. Directors' Reports.

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;
- Board committee updates;
- 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, if any, have been posted on the District 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.

Item 1

Call to Order

Item 2

Citizen Communications

Item 3

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.)

- a. Approval of Financial Reports under the Public Funds Investment Act, Directors' Compensation Claims, and Specified Expenditures greater than \$5,000.**

- b. Approval of minutes of the Board's October 8, 2020 Special Meeting.**

Financial Reports – September 2020

November 12, 2020 Board Meeting

1. Profit and Loss Budget vs Actual

September 1, 2020 through September 30, 2020

2. Profit and Loss Previous Year Comparison

September 1, 2020 through September 30, 2020

3. Balance Sheet Previous Year Comparison

As of September 2020 (compared to September 2019)

4. Check Register – TRUIST Account

September 1, 2020 through September 30, 2020

1. Profit and Loss Budget vs Actual

September 1, 2020 – September 30, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LOSS - BUDGET VS ACTUAL

September 1 - September 30, 2020

	September 1-30, 2020	Budget	% of Budget	Notes
INCOME				
4300.0 · PROJECT INCOME	0.00	1,000.00	0.0%	Scholarship Fund from 2020 (to be moved to Misc)
4400.0 · Interest Income	187.69	12,000.00	1.56%	Interest Rates have dropped.
4800.0 · USAGE AND PRODUCTION FEES	510,218.03	1,719,010.00	29.68%	Includes \$124,000 Transport Fees
4810.0 · OTHER FEES	3,597.40	9,800.00	36.71%	Application fees, meter reading fees, Needmore
TOTAL INCOME	514,003.12	1,741,810.00	29.51%	
EXPENSE				
6000.0 · UTILITIES	2,643.13	23,000.00	11.49%	
6005.0 · Print/Copy/Photo Services	0.00	2,000.00	0.0%	
6007.0 · Postage Freight Shipping	165.92	2,500.00	6.64%	
6010.0 · Office Supplies	8.00	9,000.00	0.09%	
6010.2 · Office Furniture	0.00	1,500.00	0.0%	
6011.0 · Comp Hardware-Plotter Supplies	0.00	6,000.00	0.0%	
6014.0 · Software Acquisition & Upgrades	932.64	6,000.00	15.54%	
6015.0 · IT Monthly Maintenance	1,000.00	17,400.00	5.75%	
6016.0 · Meeting Expense	388.67	2,000.00	19.43%	
6019.0 · Subscriptions/Publications	0.00	4,200.00	0.0%	
6020.0 · Advertising	0.00	4,000.00	0.0%	
6021.0 · MISCELLANEOUS EXPENSES	42.64	1,000.00	4.26%	
6022.0 · Accounting System Operation	300.00	7,200.00	4.17%	
6023.0 · MAINTENANCE	1,022.29	17,900.00	5.71%	
6025.4 · Facilities Repairs	350.00	5,000.00	7.0%	

	September 1-30, 2020	Budget	% of Budget	Notes
6040.0 · LEASES	769.69	10,650.00	7.23%	
6065.0 · DIRECTOR EXPENSES	0.00	2,500.00	0.0%	
6066.0 · Directors Compensation	0.00	40,000.00	0.0%	
6075.0 · DUES & MEMBERSHIPS	534.25	6,100.00	8.76%	
6080.0 · EDUCATION AND OUTREACH	0.00	19,350.00	0.0%	
6081.0 · REGULATORY COMPLIANCE	0.00	21,500.00	0.0%	
6084.92 · GENERAL MANAGEMENT	0.00	39,400.00	0.0%	
6089.0 · AQUIFER SCIENCE	63.63	34,800.00	0.18%	
6090.0 · Conservation Credits	0.00	19,149.00	0.0%	
6100.0 · INSURANCE - DISTRICT	584.35	7,070.00	8.27%	
6150.0 · INSURANCE - GROUP	10,951.55	172,114.00	6.36%	
6160.0 · LEGAL SERVICES	1,745.00	135,000.00	1.29%	
6170.0 · PROFESSIONAL SERVICES	5,007.00	63,000.00	7.95%	
6179.0 · LEGISLATION	0.00	36,000.00	0.0%	
6180.0 · PROF DEVELOPMENT & SUPPORT	0.00	16,500.00	0.0%	
6199.0 · SALARIES AND WAGES	67,075.10	868,061.00	7.73%	
6203.0 · TAXES & BENEFITS	11,217.74	136,879.00	8.2%	
6690.0 · Reconciliation Discrepancies	20.00			Bank Error (to be moved to Misc)
TOTAL EXPENSE	104,821.60	1,736,773.00	6.04%	
NET INCOME	409,181.52			

2. Profit and Loss - Previous Year Comparison

September 1, 2020 – September 30, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LOSS - PREVIOUS YEAR COMPARISON

September 1 - September 30, 2020

	September 1-30, 2020	September 1-30, 2019	\$ Change	% Change
INCOME				
4400.0 · Interest Income	187.69	2,031.09	-1,843.40	-90.76%
4625.0 · MISCELLANEOUS INCOME	0.00	14.08	-14.08	-100.0%
4800.0 · USAGE AND PRODUCTION FEES	510,218.03	506,591.33	3,626.70	0.72%
4810.0 · OTHER FEES (Needmore, and LPPs)	3,665.50	100.00	3,565.50	3,565.5%
TOTAL INCOME	<u>514,071.22</u>	<u>508,736.50</u>	<u>5,334.72</u>	<u>1.05%</u>
EXPENSE				
6000.0 · UTILITIES	2,643.13	2,263.94	379.19	16.75%
6005.0 · Print/Copy/Photo Services	0.00	17.28	-17.28	-100.0%
6007.0 · Postage Freight Shipping	165.92	0.00	165.92	100.0%
6010.0 · Office Supplies	8.00	811.38	-803.38	-99.01%
6014.0 · Software Acquisition & Upgrades	932.64	332.76	599.88	180.27%
6015.0 · IT Monthly Maintenance	1,000.00	1,000.00	0.00	0.0%
6016.0 · Meeting Expense	388.67	77.05	311.62	404.44%
6021.0 · MISCELLANEOUS EXPENSES	42.64	44.00	-1.36	-3.09%
6022.0 · Accounting System Operation	300.00	192.31	107.69	56.0%
6023.0 · MAINTENANCE	1,022.29	353.52	668.77	189.18%
6025.4 · Facilities Repairs	350.00	0.00	350.00	100.0%
6040.0 · LEASES	769.69	769.69	0.00	0.0%
6065.0 · DIRECTOR EXPENSES	0.00	0.00	0.00	0.0%
6075.0 · DUES & MEMBERSHIPS	534.25	275.00	259.25	94.27%
6081.0 · REGULATORY COMPLIANCE	0.00	0.00	0.00	0.0%
6084.92 · GENERAL MANAGEMENT	0.00	0.00	0.00	0.0%

	September 1-30, 2020	September 1-30, 2019	\$ Change	% Change
6089.0 · AQUIFER SCIENCE	63.63	1,135.88	-1,072.25	-94.4%
6100.0 · INSURANCE - DISTRICT	584.35	442.00	142.35	32.21%
6150.0 · INSURANCE - GROUP	10,951.55	12,958.57	-2,007.02	-15.49%
6160.0 · LEGAL SERVICES	1,745.00	6,211.80	-4,466.80	-71.91%
6168.11 · SOAH - EP	0.00	0.00	0.00	0.0%
6170.0 · PROFESSIONAL SERVICES	5,007.00	1,137.50	3,869.50	340.18%
6179.0 · LEGISLATION	0.00	-1,000.00	1,000.00	100.0%
6180.0 · PROFESSIONAL DEVELOPMENT & SUPPORT	0.00	649.61	-649.61	-100.0%
6199.0 · SALARIES AND WAGES	67,075.10	74,830.09	-7,754.99	-10.36%
6203.0 · TAXES & BENEFITS	11,217.74	15,210.99	-3,993.25	-26.25%
6690.0 · Reconciliation Discrepancies	20.00	-0.05	20.05	40,100.0%
TOTAL EXPENSE	104,821.60	117,713.32	-12,891.72	-10.95%
NET INCOME	409,249.62	391,023.18	18,226.44	4.66%

CAPITALIZATION INDICATES ACCOUNTS THAT HAVE SUB-CATEGORIES.

Those sub-categories have been collapsed.

3. Balance Sheet - Previous Year Comparison

As of September 2020
(compared to September 2019)

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
BALANCE SHEET - PREVIOUS YEAR COMPARISON

As of September 30, 2020

	<u>September 30, 2020</u>	<u>September 30, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000.0 · Cash in Bank-Checking BB&T	31,013.15	66,588.40	-35,575.25	-53.43%
1010.0 · Cash in Bank - Payroll BB&T	10,562.95	10,301.06	261.89	2.54%
1030.0 · TexPool Funds - General				
1030.1 · Aquifer Protection Reserve	52,050.00	52,050.00	0.00	0.0%
1030.2 · Deposits Held (EP-SOAH)	54,575.62	61,560.00	-6,984.38	-11.35%
1030.21 · Cash Flow Reserve	150,000.00	150,000.00	0.00	0.0%
1030.0 · TexPool Funds - General Operating Account	741,172.42	378,913.80	362,258.62	95.6%
Total 1030.0 · TexPool Funds - General Total	997,798.04	642,523.80	355,274.24	55.29%
1040.0 · TexPool Funds - Contingency	598,164.78	567,613.20	30,551.58	5.38%
1045.0 · TexPool Funds - Reserve	61,031.22	60,479.96	551.26	0.91%
Total Checking/Savings	1,698,570.14	1,347,506.42	351,063.72	26.05%
Accounts Receivable				
1200.0 · Accounts Receivable	22,166.31	24,622.43	-2,456.12	-9.98%
Total Accounts Receivable	22,166.31	24,622.43	-2,456.12	-9.98%
Other Current Assets				
1100.0 · Petty Cash	300.00	300.00	0.00	0.0%
1300.0 · Pre-paid Expenses	351.46	1,180.74	-829.28	-70.23%
1499.0 · Undeposited Funds-A/R payments	30,444.19	17,754.28	12,689.91	71.48%
Total Other Current Assets	31,095.65	19,235.02	11,860.63	61.66%
Total Current Assets	1,751,832.10	1,391,363.87	360,468.23	25.91%

	<u>September 30, 2020</u>	<u>September 30, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
Fixed Assets				
1400.0 · Field Equipment	376,487.89	376,487.89	0.00	0.0%
1410.0 · Office Equipment & Furniture	19,722.90	19,722.90	0.00	0.0%
1410.1 · Computer Hardware & Software	19,329.69	19,329.69	0.00	0.0%
1420.0 · Vehicles	78,339.03	78,339.03	0.00	0.0%
1430.0 · Accumulated Depreciation	-601,561.24	-601,561.24	0.00	0.0%
1440.0 · Land (Antioch Cave)	165,415.00	165,415.00	0.00	0.0%
1445.0 · Office Building	268,588.04	268,588.04	0.00	0.0%
Total Fixed Assets	326,321.31	326,321.31	0.00	0.0%
Other Assets				
1500.0 · Organizational Costs	300,783.26	300,783.26	0.00	0.0%
1510.0 · Accumulated Amortization	-326,324.26	-326,324.26	0.00	0.0%
1600.0 · Deposits Paid (Utilities)	71.00	71.00	0.00	0.0%
Total Other Assets	-25,470.00	-25,470.00	0.00	0.0%
TOTAL ASSETS	2,052,683.41	1,692,215.18	360,468.23	21.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010.0 · Rebates Payable - Conservation Credits	19,148.06	19,148.06	0.00	0.0%
2110.0 · Direct Deposit Liabilities	1,035.00	1,035.00	0.00	0.0%
2220.0 · Federal Income Tax Withheld	-1,035.01	-1,035.00	-0.01	-0.0%
2230.0 · Employer Fica & Medicare Payable	-139.25	0.00	-139.25	-100.0%
2250.0 · TWC Unemployment Tax Payable	242.74	6.43	236.31	3,675.12%
2270.0 · Payroll Liabilities	0.09	0.00	0.09	100.0%
2300.0 · Accrued Vacation Payable	57,984.69	60,881.14	-2,896.45	-4.76%
Total Other Current Liabilities	77,236.32	80,035.63	-2,799.31	-3.5%
Total Current Liabilities	77,236.32	80,035.63	-2,799.31	-3.5%
Total Liabilities	77,236.32	80,035.63	-2,799.31	-3.5%

	September 30, 2020	September 30, 2019	\$ Change	% Change
Equity				
3000.0 · Fund Balance	1,200,770.21	855,729.11	345,041.10	40.32%
3000.3 · Invested in Capital Assets	365,127.26	365,127.26	0.00	0.0%
3110.0 · Reserve for Petty Cash	300.00	300.00	0.00	0.0%
Net Income	409,249.62	391,023.18	18,226.44	4.66%
Total Equity	1,975,447.09	1,612,179.55	363,267.54	22.53%
TOTAL LIABILITIES & EQUITY	2,052,683.41	1,692,215.18	360,468.23	21.3%

This number exactly equals the net income from profit and loss end-of-year FY 2020 (pre-audited numbers).

4. Check Register

BB&T now TRUIST

September 1 – September 30, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
MONTHLY CHECK REGISTER
September 1 - September 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Check	09/01/2020	25609	Pitney Bowes Global Financial Svcs, LLC	Postage Machine Lease for 9/10/2020 - 12/9/2020	-267.57	67,497.63
Check	09/01/2020	25610	Bickerstaff	Legal - General, Needmore, EP, Hays Co Voter, Director Elections	-3,232.00	63,998.06
Check	09/01/2020	25611	Texas Ground Water Association	Annual Membership Dues	-150.00	63,848.06
Check	09/01/2020	25612	Michael Redman	Pro-rated 4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-127.50	63,720.56
Check	09/01/2020	25613	Shannon DeLong	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-120.00	63,600.56
Check	09/01/2020	25614	Erin Swanson	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	63,450.56
Check	09/01/2020	25615	Tammy Raymond	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	63,300.56
Check	09/01/2020	25616	Vanessa Escobar	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	63,150.56
Check	09/01/2020	25617	Bell-Enders, Kendal	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-120.00	63,030.56
Check	09/01/2020	25618	Brian Smith	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	62,880.56
Check	09/01/2020	25619	Justin Camp	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	62,730.56
Check	09/01/2020	25620	Jaclyn Vay	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	62,580.56
Check	09/01/2020	25621	Dana Wilson	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	62,430.56
Check	09/01/2020	25622	Brian Hunt	4th Qtr Smartphone Reimbursement (Jun-Aug 2020)	-150.00	62,280.56
Check	09/01/2020	25623	SureTec	4-year bond renewal for B. Dorset (11/2020 - 11/2024)	-124.00	62,156.56
Deposit	09/02/2020			Deposit (permittee production fee payments)	69,882.63	132,039.19
Transfer	09/03/2020			Funds Transfer Payroll	-26,000.00	106,039.19
Deposit	09/08/2020			Deposit-CoA/AWU 1st quarter, and City of Kyle transport and monthly	365,925.08	471,964.27
Transfer	09/08/2020			Funds Transfer to TexPool General (balance is over FDIC threshold)	-350,000.00	121,964.27
Check	09/08/2020	25626	Integritek	IT, Phone, Anti-virus, Office 365	-1,756.74	120,207.53
Check	09/08/2020	25627	Unum Life Insurance Co.	Life Insurance Premium - September	-1,005.58	119,201.95
Check	09/08/2020	25628	Jan-Pro of Austin	September Office Cleaning Services	-260.00	118,941.95

Check	09/08/2020	25629	Capital Area Council of Governments	CAPCOG Annual Dues	-125.00	118,816.95
Check	09/08/2020	25630	Travis County Clerk's Office	Buy-in Administrative Election Charges	-150.00	118,666.95
Liability Check	09/10/2020	EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,755.12	113,911.83
Liability Check	09/10/2020	EFT	United States Treasury	74-2488641 payroll taxes	-8,262.41	105,649.42
Transfer	09/10/2020			Funds Transfer (preferred checking balance < \$ 90,000)	-50,000.00	55,649.42
Deposit	09/10/2020			Deposit (permittee production fee payments)	30,076.36	85,725.78
Check	09/14/2020	25631	National Notary Association	4-year Notary Renewal for Shannon DeLong	-147.25	85,578.53
Check	09/14/2020	25632	Ready Refresh by Nestle	Water Cooler Rental	-8.00	85,570.53
Check	09/14/2020	25633	Time Warner Cable	Internet	-145.11	85,425.42
Check	09/14/2020	25634	Ameritas Life Insurance Corp.	Vision Insurance Premium -October	-128.76	85,296.66
Check	09/14/2020	25635	Justin Camp	Employee Expense Reimbursement - Freight to In-Situ	-63.63	85,233.03
Check	09/14/2020	25636	CIT Technology Fin Serv, Inc	Copier Lease	-680.50	84,552.53
Check	09/14/2020	25637	BB&T	Various Credit Card Charges	-1,100.62	83,451.91
Transfer	09/17/2020			Funds Transfer Payroll	-24,000.00	59,451.91
Check	09/20/2020	25638	State Office of Administrative Hearings	SOAH-EP August	-656.25	58,795.66
Check	09/22/2020	25639	Enoch Keever PLLC	Legal EP August 2020	-120.00	58,675.66
Check	09/22/2020	25640	Fidelity Security Life Insurance Company	Gap Insurance Premium - October	-905.93	57,769.73
Check	09/22/2020	25641	Point Security, LLC	Quarterly Alarm Service 10/1/2020 - 12/31/2020	-125.85	57,643.88
Check	09/22/2020	25642	City of Austin	Water Service	-20.11	57,623.77
Check	09/22/2020	25643	Premiere Global Services	Teleconference Services	-65.25	57,558.52
Check	09/22/2020	25644	Brian Smith	Expense Reimbursement- TPBG renewal	-112.00	57,446.52
Liability Check	09/24/2020	EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,755.12	52,691.40
Liability Check	09/24/2020	EFT	United States Treasury	74-2488641	-7,895.57	44,795.83
Liability Check	09/24/2020	25645	AFLAC	Supplemental Employee-Paid Coverage	-146.69	44,649.14
Liability Check	09/24/2020	25646	MetLife	Dental Insurance Premium - October	-610.71	44,038.43
Liability Check	09/24/2020	25647	United Healthcare	Health Insurance Premium - October	-11,506.42	32,532.01
Check	09/29/2020	25648	Waste Management of Texas, Inc.	Trash and Recycling Service	-454.28	32,077.73
Check	09/29/2020	25649	Exxon Mobil Business Card	Gasoline	-47.16	32,030.57

Check	09/29/2020	25650	Orsak Landscape Services	Landscape Services	-135.00	31,895.57
Check	09/29/2020	25651	Pedernales Electric Cooperative	Electricity	-410.67	31,484.90
Check	09/29/2020	25652	Pitney Bowes Global Financial Svcs, LLC	Postage Machine Set-up Fee	-99.00	31,385.90
Check	09/29/2020	25653	Tammy Raymond	Employee Expense Reimbursement for District Septic Pumping	-350.00	31,035.90
General Journal	09/30/2020	Oct 04	BB&T-TRUIST	Balance Adjustment (Bank Error - Deposit was Correct)	-20.00	31,015.90
Check	09/30/2020			Monthly Service Charge	-4.00	31,011.90
Deposit	09/30/2020			Interest Earned	1.25	31,013.15
					-36,484.48	31,013.15
					<u>-36,484.48</u>	<u>31,013.15</u>

Financial Reports – October 2020

November 12, 2020 Board Meeting

1. Profit and Loss Budget vs Actual

September 1, 2020 through October 31, 2020

2. Profit and Loss Previous Year Comparison

September 1, 2020 through October 31, 2020

3. Balance Sheet Previous Year Comparison

As of October 2020 (compared to October 2019)

4. Check Register – TRUIST Account

October 1, 2020 through October 31, 2020

1. Profit and Loss Budget vs Actual

September 1, 2020 – October 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
PROFIT AND LOSS - BUDGET VS ACTUAL

September 1 - October 31, 2020

	Sept 1 - Oct 31, 2020	Budget	% of Budget	Notes
INCOME				
4400.0 · Interest Income	187.69	12,000.00	1.56%	
4625.0 · MISCELLANEOUS INCOME	14.72	1,000.00	1.47%	
4800.0 · USAGE AND PRODUCTION FEES	519,022.13	1,719,010.00	30.19%	
4810.0 · OTHER FEES	4,347.40	9,800.00	44.36%	
TOTAL INCOME	523,571.94	1,741,810.00	30.06%	
EXPENSE				
6000.0 · UTILITIES	3,666.52	23,000.00	15.94%	
6005.0 · Print/Copy/Photo Services	0.00	2,000.00	0.0%	
6007.0 · Postage Freight Shipping	465.92	2,500.00	18.64%	
6010.0 · Office Supplies	153.45	9,000.00	1.71%	
6010.2 · Office Furniture	0.00	1,500.00	0.0%	
6011.0 · Comp Hardware-Plotter Supplies	100.00	6,000.00	1.67%	
6014.0 · Software Acquisition & Upgrades	1,189.64	6,000.00	19.83%	
6015.0 · IT Monthly Maintenance	2,000.00	17,400.00	11.49%	
6016.0 · Meeting Expense	388.67	2,000.00	19.43%	
6019.0 · Subscriptions/Publications	0.00	4,200.00	0.0%	
6020.0 · Advertising	323.00	4,000.00	8.08%	
6021.0 · MISCELLANEOUS EXPENSES	231.95	1,000.00	23.2%	
6022.0 · Accounting System Operation	600.00	7,200.00	8.33%	
6023.0 · MAINTENANCE	2,291.83	17,900.00	12.8%	
6025.4 · Facilities Repairs	920.00	5,000.00	18.4%	
6040.0 · LEASES	858.88	10,650.00	8.07%	
6065.0 · DIRECTOR EXPENSES	-411.23	2,500.00	-16.45%	Registration Refund

	Sept 1 - Oct 31, 2020	Budget	% of Budget	Notes
6066.0 · Directors Compensation	3,500.00	40,000.00	8.75%	
6075.0 · DUES & MEMBERSHIPS	2,704.25	6,100.00	44.33%	
6080.0 · EDUCATION AND OUTREACH	32.46	19,350.00	0.17%	
6081.0 · REGULATORY COMPLIANCE	0.00	21,500.00	0.0%	
6084.92 · GENERAL MANAGEMENT	0.00	39,400.00	0.0%	
6089.0 · AQUIFER SCIENCE	4,559.58	34,800.00	13.1%	
6090.0 · Conservation Credits	0.00	19,149.00	0.0%	
6100.0 · INSURANCE - DISTRICT	1,044.70	7,070.00	14.78%	
6150.0 · INSURANCE - GROUP	22,847.94	172,114.00	13.28%	
6160.0 · LEGAL SERVICES	5,566.50	135,000.00	4.12%	
6170.0 · PROFESSIONAL SERVICES	114,309.04	63,000.00	181.44%	
6179.0 · LEGISLATION	1,000.00	36,000.00	2.78%	
6180.0 · PROFESSIONAL DEVELOPMENT	38.78	16,500.00	0.24%	
6199.0 · SALARIES AND WAGES	130,321.81	868,061.00	15.01%	
6203.0 · TAXES & BENEFITS	21,828.65	136,879.00	15.95%	
6690.0 · Reconciliation Discrepancies	20.00			Bank Error (move to misc)
TOTAL EXPENSE	320,552.34	1,736,773.00	18.46%	

NET INCOME 203,019.60

2. Profit and Loss - Previous Year Comparison

September 1, 2020 – October 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LOSS - PREVIOUS YEAR COMPARISON

September 1, 2020 - October 31, 2020

	Sept 1, 2020 - Oct 31, 2020	Sept 1, 2019 - Oct 31, 2019	\$ Change	% Change
INCOME				
4400.0 · Interest Income (1)	187.69	4,031.33	-3,843.64	-95.34%
4625.0 · MISCELLANEOUS INCOME	14.72	14.08	0.64	4.55%
4800.0 · USAGE AND PRODUCTION FEES	519,022.13	516,690.37	2,331.76	0.45%
4810.0 · OTHER FEES (2)	4,347.40	1,710.37	2,637.03	154.18%
TOTAL INCOME	523,571.94	522,446.15	1,125.79	0.22%
EXPENSE				
6000.0 · UTILITIES	3,666.52	3,823.24	-156.72	-4.1%
6005.0 · Print/Copy/Photo Services	0.00	206.24	-206.24	-100.0%
6007.0 · Postage/Freight/Shipping	465.92	306.89	159.03	51.82%
6010.0 · Office Supplies/Canteen	153.45	1,455.10	-1,301.65	-89.45%
6011.0 · Computer Hardware-Plotter Supplies	100.00	0.00	100.00	100.0%
6014.0 · Software Acquisition & Upgrades	1,189.64	589.76	599.88	101.72%
6015.0 · IT Monthly Maintenance	2,000.00	2,000.00	0.00	0.0%
6016.0 · Meeting Expense	388.67	172.15	216.52	125.77%
6020.0 · Advertising	323.00	0.00	323.00	100.0%
6021.0 · MISCELLANEOUS EXPENSES	231.95	88.43	143.52	162.3%
6022.0 · Accounting System Operation	600.00	1,346.17	-746.17	-55.43%
6023.0 · MAINTENANCE	2,291.83	1,976.23	315.60	15.97%
6025.4 · Facilities Repairs	920.00	929.39	-9.39	-1.01%
6040.0 · LEASES	858.88	1,539.38	-680.50	-44.21%
6065.0 · DIRECTOR EXPENSES (3)	-411.23	26.96	-438.19	-1,625.33%

6066.0 · Directors Compensation	3,500.00	5,050.00	-1,550.00	-30.69%
6075.0 · DUES & MEMBERSHIPS	2,704.25	2,340.00	364.25	15.57%
6080.0 · EDUCATION AND OUTREACH	32.46	2,000.00	-1,967.54	-98.38%
6081.0 · REGULATORY COMPLIANCE	0.00	0.00	0.00	0.0%
6084.92 · GENERAL MANAGEMENT	0.00	0.00	0.00	0.0%
6089.0 · AQUIFER SCIENCE	4,559.58	2,955.70	1,603.88	54.26%
6100.0 · INSURANCE - DISTRICT	1,044.70	884.00	160.70	18.18%
6150.0 · INSURANCE - GROUP	22,847.94	26,725.18	-3,877.24	-14.51%
6160.0 · LEGAL SERVICES	5,566.50	15,857.05	-10,290.55	-64.9%
6168.11 · SOAH - EP	0.00	46.88	-46.88	-100.0%
6170.0 · PROFESSIONAL SERVICES (4)	114,309.04	13,836.24	100,472.80	726.16%
6179.0 · LEGISLATION	1,000.00	0.00	1,000.00	100.0%
6180.0 · PROFESSIONAL DEVELOPMENT & SUPPORT	38.78	2,303.67	-2,264.89	-98.32%
6199.0 · SALARIES AND WAGES	130,321.81	148,031.77	-17,709.96	-11.96%
6203.0 · TAXES & BENEFITS	21,828.65	30,523.88	-8,695.23	-28.49%
6690.0 · Reconciliation Discrepancies	20.00	-0.05	20.05	40,100.0%
TOTAL EXPENSE	320,552.34	265,014.26	55,538.08	20.96%
NET INCOME	203,019.60	257,431.89	-54,412.29	-21.14%

Notable Differences:

- (1) Interest Rates have dropped.
- (2) Needmore annual 2500 (was not posted here last year)
- (3) This is a refund.
- (4) \$93,636 is election services down payment (budget amendment forthcoming).

3. Balance Sheet - Previous Year Comparison

As of October 2020
(compared to October 2019)

**BARTON SPRINGS EDWARD AQUIFER CONSERVATION DISTRICT
BALANCE SHEET - PREVIOUS YEAR COMPARISON**

As of October 31, 2020

	<u>October 31, 2020</u>	<u>October 31, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000.0 · Cash in Bank-Checking BB&T	50,078.62	133,471.77	-83,393.15	-62.48%
1010.0 · Cash in Bank - Payroll BB&T	30,076.01	30,869.86	-793.85	-2.57%
1030.0 · TexPool Funds - General				
1030.1 · Aquifer Protection Reserve	52,050.00	52,050.00	0.00	0.0%
1030.2 · Deposits Held (EP-SOAH)	54,575.62	61,560.00	-6,984.38	-11.35%
1030.21 · Cash Flow Reserve	150,000.00	150,000.00	0.00	0.0%
1030.3 · HC/HTGCD/BOR	83,000.00	0.00	83,000.00	100.0%
1030.0 · TexPool Funds - General District	537,808.42	179,893.76	357,914.66	198.96%
Total 1030.0 · TexPool Funds - General	877,434.04	443,503.76	433,930.28	97.84%
1040.0 · TexPool Funds - Contingency	504,528.78	568,534.72	-64,005.94	-11.26%
1045.0 · TexPool Funds - Reserve	61,031.22	60,578.14	453.08	0.75%
Total Checking/Savings	1,523,148.67	1,236,958.25	286,190.42	23.14%
Accounts Receivable				
1200.0 · Accounts Receivable	8,908.81	12,284.71	-3,375.90	-27.48%
Total Accounts Receivable	8,908.81	12,284.71	-3,375.90	-27.48%
Other Current Assets				
1100.0 · Petty Cash	300.00	300.00	0.00	0.0%
1300.0 · Pre-paid Expenses	11,792.57	12,005.71	-213.14	-1.78%
1499.0 · Undeposited Funds-A/R payments	2,719.72	0.00	2,719.72	100.0%
Total Other Current Assets	14,812.29	12,305.71	2,506.58	20.37%
Total Current Assets	1,546,869.77	1,261,548.67	285,321.10	22.62%

	<u>October 31, 2020</u>	<u>October 31, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
Fixed Assets				
1400.0 · Field Equipment	376,487.89	376,487.89	0.00	0.0%
1410.0 · Office Equipment & Furniture	19,722.90	19,722.90	0.00	0.0%
1410.1 · Computer Hardware & Software	19,329.69	19,329.69	0.00	0.0%
1420.0 · Vehicles	78,339.03	78,339.03	0.00	0.0%
1430.0 · Accumulated Depreciation	-601,561.24	-601,561.24	0.00	0.0%
1440.0 · Land (Antioch Cave)	165,415.00	165,415.00	0.00	0.0%
1445.0 · Office Building	268,588.04	268,588.04	0.00	0.0%
Total Fixed Assets	326,321.31	326,321.31	0.00	0.0%
Other Assets				
1500.0 · Organizational Costs	300,783.26	300,783.26	0.00	0.0%
1510.0 · Accumulated Amortization	-326,324.26	-326,324.26	0.00	0.0%
1600.0 · Deposits Paid (Utilities)	71.00	71.00	0.00	0.0%
Total Other Assets	-25,470.00	-25,470.00	0.00	0.0%
TOTAL ASSETS	1,847,721.08	1,562,399.98	285,321.10	18.26%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010.0 · Rebates Payable - Conservation Credits	19,148.06	19,148.06	0.00	0.0%
2110.0 · Direct Deposit Liabilities	1,035.00	1,035.00	0.00	0.0%
2220.0 · Federal Income Tax Withheld	-1,035.01	-1,035.00	-0.01	-0.0%
2230.0 · Employer Fica & Medicare Payable	-139.25	0.00	-139.25	-100.0%
2250.0 · TWC Unemployment Tax Payable	272.41	0.41	272.00	66,341.46%
2270.0 · Payroll Liabilities	0.09	-342.61	342.70	100.03%
2300.0 · Accrued Vacation Payable	59,222.71	65,005.86	-5,783.15	-8.9%
Total Other Current Liabilities	78,504.01	83,811.72	-5,307.71	-6.33%
Total Current Liabilities	78,504.01	83,811.72	-5,307.71	-6.33%

	<u>October 31, 2020</u>	<u>October 31, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
Total Liabilities	78,504.01	83,811.72	-5,307.71	-6.33%
Equity				
3000.0 · Fund Balance	1,200,770.21	855,729.11	345,041.10	40.32%
3000.3 · Invested in Capital Assets	365,127.26	365,127.26	0.00	0.0%
3110.0 · Reserve for Petty Cash	300.00	300.00	0.00	0.0%
Net Income	203,019.60	257,431.89	-54,412.29	-21.14%
Total Equity	<u>1,769,217.07</u>	<u>1,478,588.26</u>	<u>290,628.81</u>	<u>19.66%</u>
TOTAL LIABILITIES & EQUITY	<u>1,847,721.08</u>	<u>1,562,399.98</u>	<u>285,321.10</u>	<u>18.26%</u>

\$200,000 additional to be shown in Cash Flow Reserve sub-account of the General Fund after the audit.

4. Check Register

BB&T now TRUIST

October 1 – October 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

MONTHLY CHECK REGISTER

October 1 - October 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	10/01/2020					31,013.15
Transfer	10/01/2020			Funds Transfer Payroll	-23,000.00	8,013.15
Deposit	10/02/2020			Funds Transfer (to increase low balance)	60,000.00	68,013.15
Check	10/06/2020	25654	TAGD	Deposit (permittee production fee payments)	30,242.31	98,255.46
Check	10/06/2020	25655	Integritek	Annual Membership Dues	-2,170.00	96,085.46
Check	10/06/2020	25656	Unum Life Insurance Co.	IT, Phone, Anti-virus, Office 365	-1,756.74	94,328.72
Check	10/06/2020	25657	Jan-Pro of Austin	Life Insurance Premium - October	-1,010.82	93,317.90
Check	10/06/2020	25658	Justin Camp	September Office Cleaning Services	-260.00	93,057.90
Check	10/06/2020	25659	Pye Barker Fire & Safety	Expense Reimbursement - 2 Samsung Monitors	-100.00	92,957.90
Liability Check	10/08/2020	EFT	Reliance Trust Company	Annual Fire Extinguisher Inspection and Recharge	-199.18	92,758.72
Liability Check	10/08/2020	EFT	United States Treasury	Bi-weekly Retirement and Loan Pmt	-4,726.28	88,032.44
Liability Check	10/09/2020	EFT	Reliance Trust Company	74-2488641	-7,779.93	80,252.51
Liability Check	10/09/2020	EFT	United States Treasury	Hunt Vacation Payout - Retirement	-292.78	79,959.73
Transfer	10/09/2020			74-2488641 (Vacation Payout Taxes)	-425.66	79,534.07
Check	10/12/2020	25660	Travis County Clerk's Office	Funds Transfer (from Contingency to cover check below)	94,000.00	173,534.07
Check	10/13/2020	25661	TML Intergovernmental Risk Pool	Election Services 2020 - 50% down	-93,635.66	79,898.41
Check	10/13/2020	25662	Bickerstaff	Annual Workers' Comp Insurance, E&O, Liability, Property, Auto	-8,726.68	71,171.73
Check	10/13/2020	25663	Reserve Account	Legal - General, Needmore, EP, Hays Co Voter, Elections	-6,622.00	64,549.73
Check	10/13/2020	25664	Wellintel Inc	Postage Replenishment	-300.00	64,249.73
Check	10/13/2020	25665	SledgeLaw Group	Extreme Weather Battery	-205.00	64,044.73
Check	10/13/2020	25666	Montemayor Britton Bender PC	Legislative Services September 2020	-1,000.00	63,044.73
				FY 2020 Annual Financial Audit - 2nd installment	-2,500.00	60,544.73

Check	10/13/2020	25667	Orsak Landscape Services	Landscape Services	-65.00	60,479.73
Check	10/13/2020	25668	Time Warner Cable	Internet	-145.11	60,334.62
Check	10/13/2020	25669	Intera Incorporated	Litigation Support 9/1/19-9/30/20	-796.50	59,538.12
Check	10/13/2020	25670	BB&T	Various Credit Card Charges	-631.64	58,906.48
Transfer	10/15/2020			Funds Transfer Payroll	-21,000.00	37,906.48
Deposit	10/16/2020			Deposit	20,417.88	58,324.36
Liability Check	10/19/2020	EFT	United States Treasury	74-2488641 Directors	-229.50	58,094.86
Check	10/20/2020	25671	The Standard	Retirement Plan Administration (July-September 2020)	-6,452.88	51,641.98
Check	10/20/2020	25672	Jourmyx, Inc.	Annual Timekeeping Services (Nov 2019-Nov 2020)	-3,871.20	47,770.78
Check	10/20/2020	25673	City of Austin	Water Service	-18.94	47,751.84
Check	10/20/2020	25674	Office Depot, Inc.	Supplies	-136.95	47,614.89
Check	10/20/2020	25675	Barton Publications	Election Ad - Director Precinct 4	-323.00	47,291.89
Check	10/20/2020	25676	Fidelity Security Life Insurance Co.	Gap Insurance Premium - October	-662.49	46,629.40
Check	10/20/2020	25677	Orsak Landscape Services	Landscape Services	-150.00	46,479.40
Liability Check	10/22/2020	EFT	Reliance Trust Company	Bi-weekly retirement and loan pmt	-4,200.26	42,279.14
Liability Check	10/22/2020	EFT	United States Treasury	74-2488641 Payroll Taxes	-7,158.55	35,120.59
Liability Check	10/22/2020	25678	Sun Life Financial	Dental Insurance Premium - November 2020	-1,200.23	33,920.36
Transfer	10/22/2020			Funds Transfer (to increase low balance)	60,000.00	93,920.36
Check	10/22/2020	25679	St. Stephen's Episcopal Church	Refunded overpayment	-177.50	93,742.86
Liability Check	10/26/2020	102620	United States Treasury	74-2488641 Director Taxes	-450.00	93,292.86
Check	10/27/2020	25680	Ready Refresh by Nestle	Water Cooler Rental	-8.50	93,284.36
Check	10/27/2020	25681	Exxon Mobil Business Card	Gasoline	-49.20	93,235.16
Check	10/27/2020	25682	Waste Management of Texas, Inc.	Trash and Recycling Service	-453.79	92,781.37
Check	10/27/2020	25683	Pedernales Electric Cooperative	Electricity	-359.60	92,421.77
Check	10/27/2020	25684	Bickerstaff	Legal - Director Elections 2020	-3,116.50	89,305.27
Check	10/27/2020	25685	C. C. Lynch And Associates, Inc.	Signature Meter/Modem/12-month Cell Service Data Plan	-4,171.00	85,134.27

Liability Check	10/27/2020	25686	AFLAC	Employee-paid Supplemental Insurance	-146.69	84,987.58
Liability Check	10/27/2020	To Print	United Healthcare	Health Insurance Premium - November	-11,908.96	73,078.62
Check	10/27/2020	25687	Sun Life Financial	VOID:	0.00	73,078.62
Transfer	10/29/2020			Funds Transfer Payroll	-23,000.00	50,078.62
					19,065.47	50,078.62
					19,065.47	50,078.62

Item 4

Board Discussions and Possible Actions

- a. Update on Save Our Springs Alliance lawsuit regarding the Dripping Springs Wastewater Discharge Permit.**

Item 4

Board Discussions and Possible Action

b. Discussion and possible action related to finalizing the November 3, 2020 General Election and qualifying directors for office including, but not limited to:

- i. canvassing the Board of Directors Precinct 4 Election**
- ii. issuing Certificates of Election to directors of Precincts 1, 3 and 4**
- iii. ensuring completion and receipt of Statement of Elected Officer**
- iv. administering Oath of Office**
- v. approval of Director bonds and**
- vi. welcoming new Board members**

STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI § 1(b), amended 2001)

I, **Dan Pickens**, do solemnly swear, that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

Date

Affiant's Signature

Director, Precinct 1
Position to which Elected/Appointed

Barton Springs/Edwards Aquifer
Conservation District

In the name and by the authority of
THE STATE OF TEXAS

OATH OF OFFICE

I, **DAN PICKENS**, do solemnly swear that I will faithfully execute the duties of the office of **DIRECTOR, PRECINCT 1**, for the Barton Springs/Edwards Aquifer Conservation District of the State of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Dan Pickens

State of _____ §

County of _____ §

SWORN TO and Subscribed before me by _____ on this _____
day of _____, 2020.

Notary Public

Signature of Person Administering Oath

Printed Name

Title



In the name and by the authority of

The State of Texas

THIS IS TO CERTIFY, that Dan Pickens was duly elected for purposes of the November 3, 2020 election, pursuant to the Order Cancelling Election issued on September 10, 2020, cancelling the election that was scheduled to be held on November 3, 2020 for Director Precinct 1 of the Barton Springs Edwards Aquifer Conservation District.

In testimony whereof, I have hereunto signed my name and caused the Seal of the Barton Springs/Edwards Aquifer Conservation District to be affixed at the District office this the 12th day of November, 2020.

**Signature of Presiding Officer of
Canvassing Authority**

STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI § 1(b), amended 2001)

I, **Blake Dorsett**, do solemnly swear, that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

Date

Affiant's Signature

Director, Precinct 3
Position to which Elected/Appointed

Barton Springs/Edwards Aquifer
Conservation District

In the name and by the authority of
THE STATE OF TEXAS

OATH OF OFFICE

I, **BLAKE DORSETT**, do solemnly swear that I will faithfully execute the duties of the office of **DIRECTOR, PRECINCT 3**, for the Barton Springs/Edwards Aquifer Conservation District of the State of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Blake Dorsett

State of _____ §

County of _____ §

SWORN TO and Subscribed before me by _____ on this _____
day of _____, 2020.

Notary Public

Signature of Person Administering Oath

Printed Name

Title



In the name and by the authority of

The State of Texas

THIS IS TO CERTIFY, that Blake Dorsett was duly elected for purposes of the November 3, 2020 election, pursuant to the Order Cancelling Election issued on September 10, 2020, cancelling the election that was scheduled to be held on November 3, 2020 for Director Precinct 3 of the Barton Springs Edwards Aquifer Conservation District.

In testimony whereof, I have hereunto signed my name and caused the Seal of the Barton Springs/Edwards Aquifer Conservation District to be affixed at the District office this the 12th day of November, 2020.

**Signature of Presiding Officer of
Canvassing Authority**

STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI § 1(b), amended 2001)

I, **Christy Williams**, do solemnly swear, that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

Date

Affiant's Signature

Director, Precinct 4
Position to which Elected/Appointed

Barton Springs/Edwards Aquifer
Conservation District

In the name and by the authority of
THE STATE OF TEXAS

OATH OF OFFICE

I, **CHRISTY WILLIAMS**, do solemnly swear that I will faithfully execute the duties of the office of **DIRECTOR, PRECINCT 4**, for the Barton Springs/Edwards Aquifer Conservation District of the State of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Christy Williams

State of _____ §

County of _____ §

SWORN TO and Subscribed before me by _____ on this _____
day of _____, 2020.

Notary Public

Signature of Person Administering Oath

Printed Name

Title



In the name and by the authority of

The State of Texas

THIS IS TO CERTIFY, that Christy Williams was duly elected for Director
Precinct 4, in the November 3, 2020 election, of the
Barton Springs Edwards Aquifer Conservation District.

In testimony whereof, I have hereunto signed my
name and caused the Seal of the Barton Springs/Edwards
Aquifer Conservation District to be affixed at the District
office this the 12th day of November, 2020.

**Signature of Presiding Officer of
Canvassing Authority**

Item 4

Board Discussions and Possible Actions

- c. Discussion and possible action related to approving Resolutions #11122020-01, #11122020-02 in honor of Director Mary Stone and Director Robert Larsen's public service.**

STATE OF TEXAS §
§
COUNTIES OF HAYS, TRAVIS,
AND CALDWELL §

RESOLUTION #11122020-01

A RESOLUTION RECOGNIZING AND HONORING MS. MARY STONE FOR EXEMPLARY SERVICE AS DIRECTOR, PRECINCT 1, FOR THE BARTON SPRINGS/EDWARDS AQUIFER CONSERVATION DISTRICT FROM 2008 TO 2020.

WHEREAS, the Barton Springs/Edwards Aquifer Conservation District (the District) is a Groundwater Conservation District created by an act of the 70th Legislature and subject to various requirements of State Law governing groundwater districts, including Texas Water Code Chapter 36; and

WHEREAS, the District was established for the purpose of providing for the conservation, preservation, protection, recharging and prevention of waste of groundwater and of groundwater reservoirs in the Barton Springs segment of the Edwards Aquifer (Aquifer), and to control subsidence caused by withdrawal of groundwater from those groundwater reservoirs or their subdivisions; and

WHEREAS, Mary Stone played an instrumental role as an individual citizen living in Hays County, and in addition to her duties as a Director with the District, has continued to actively participate with many different organizations and community interests in Hays County; and

WHEREAS, Mary Stone faithfully served as a member of the Board of Directors of the District representing Precinct 1 from February 2008 until November 2020, serving as President of the Board from August 2010 to December 2012; and

WHEREAS, while on the Board of Directors, Mary Stone aggressively worked for the conservation, preservation, protection, and enhancement of the Barton Springs segment of the Edwards Aquifer by promoting recharge enhancement, public education and involvement, aquifer protection to prevent waste, and protecting the rights of owners with interest in groundwater; and

WHEREAS, while on the Board of Directors, Mary Stone advocated for groundwater management in Hays County and provided integral leadership for the passage and implementation of H.B. 3405;

WHEREAS, while on the Board of Directors, Mary Stone has advocated for adequate funding of all Texas groundwater districts to promote scientific research of the groundwater resources;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Barton Springs/Edwards Aquifer Conservation District, do hereby recognize and honor Mary Stone for her years of invaluable service to the District and the community.

The motion passed with _____ ayes, and _____ nays.

PASSED AND APPROVED THIS THE 12TH DAY OF NOVEMBER, 2020.

Blayne Stansberry, Board President

ATTEST:

Blake Dorsett, Board Secretary

STATE OF TEXAS

§

RESOLUTION #11122020-02

§

**COUNTIES OF HAYS, TRAVIS,
AND CALDWELL**

§

**A RESOLUTION RECOGNIZING AND HONORING DR. ROBERT ‘BOB’ LARSEN
FOR EXEMPLARY SERVICE AS DIRECTOR, PRECINCT 4, FOR THE
BARTON SPRINGS/EDWARDS AQUIFER CONSERVATION DISTRICT
FROM 2003 TO 2020**

WHEREAS, the Barton Springs/Edwards Aquifer Conservation District (the District) is a Groundwater Conservation District created by an act of the 70th Legislature and subject to various requirements of State Law governing groundwater districts, including Texas Water Code Chapter 36; and

WHEREAS, the District was established for the purpose of providing for the conservation, preservation, protection, recharging and prevention of waste of groundwater and of groundwater reservoirs in the Barton Springs segment of the Edwards Aquifer (Aquifer), and to control subsidence caused by withdrawal of groundwater from those groundwater reservoirs or their subdivisions; and

WHEREAS, Bob Larsen played an instrumental role as an individual citizen living in Travis County, and in addition to his duties as a Director with the District, has continued to actively participate with many different organizations and community interests in Travis County; and

WHEREAS, Bob Larsen faithfully served as a member of the Board of Directors of the District representing Precinct 3 from May 2003 until November 2012, and due to redistricting, representing Precinct 4 from November 2012 until November of 2020, serving as President of the Board from May 2004 until June 2009; and

WHEREAS, while on the Board of Directors, Bob Larsen aggressively worked for the conservation, preservation, protection, and enhancement of the Barton Springs segment of the Edwards Aquifer by promoting recharge enhancement, public education and involvement, aquifer protection to prevent waste, and protecting the rights of owners with interest in groundwater; and

WHEREAS, while on the Board of Directors, Bob Larsen has advocated for the development of innovative alternative supplies, and advocated for the development and adoption of a Habitat Conservation Plan for endangered species;

WHEREAS, while on the Board of Directors, Bob Larsen has advocated for adequate funding of all Texas groundwater districts to promote scientific research of the groundwater resources;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Barton Springs/Edwards Aquifer Conservation District, do hereby recognize and honor Dr. Robert Larsen for his years of invaluable service to the District and the community.

The motion passed with _____ ayes, and _____ nays.

PASSED AND APPROVED THIS THE 12TH DAY OF NOVEMBER, 2020.

Blayne Stansberry, Board President

ATTEST:

Blake Dorsett, Board Secretary

Item 4

Board Discussions and Possible Actions

- d. Discussion and possible action related to an update from Special Counsel John Vay to the Board on SOAH Docket 957-18-4985.**

Item 5

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.)

Topics

- a. Update on Drought**
- b. Update on development activities related to the Western Travis County Public Utility Authority (WTCPUA).**
- c. Update on Trinity Aquifer sustainable yield study and development of groundwater modeling tools.**
- d. Review of Status Report and update on team activities/projects.**
- e. Upcoming public events of possible interest.**

STATUS REPORT UPDATE
FOR THE NOVEMBER 12, 2020 BOARD MEETING

Summary of Significant Activities – Prepared by Team Leaders

UPCOMING DATES OF INTEREST

- District Board Meetings: December 10th
- GMA 9 Meeting: Dec 14 (Kerrville)
- GMA 10 Meeting: Nov 9 (San Antonio)
- Texas Desal Conference October 1, 8, 15, 29, November 5, 12 (virtual event)
- Water, TX Film Awards Virtual Screening November 12 (virtual)
- ASR for Texas: ~~November 19, 2020~~ May 4 (Austin)
- TWRI: The Digital Now for Natural Resource Professionals. December 1-2
- TAGD Regular Business Meeting January 26-27 (virtual)
- Changing Face of Water Law February 20-21 (San Antonio)

GENERAL MANAGEMENT TEAM

Staff: VE
November 6, 2020

Litigation and SOAH Activities

- **Electro Purification (EP) Production Permit:**
EP and Kinder Morgan have settled, and EP is moving forward with their production permit request from the District. The SOAH schedule has been updated as follows:
 - ~~August 17, 2020 Abatement Ends~~
 - ~~August 31, 2020 Deadline for Applicant to supplement prefiled testimony~~
 - ~~November 4, 2020 Deadline for Protestants (except Commissioner Lon Shell) to supplement prefiled testimony~~
 - November 18, 2020 Deadline for Protestant Hays County to supplement prefiled testimony of Commissioner Lon Shell
 - **December 21, 2020 Deadline for BSEACD to supplement prefiled testimony**
 - December 28, 2020 Deadline to schedule depositions
 - January 15, 2021 Deadline to file objections to prefiled testimony
 - February 5, 2021 Deadline to respond to objections to prefiled testimony
 - February 8, 2021 Deadline to respond to discovery
 - February 26, 2021 Deadline for motions for summary disposition
 - March 1, 2021 Last day to conduct depositions
 - March 15, 2021 Deadline to request live prehearing conference
 - March 22, 2021 Prehearing conference at 10 am
 - April 12-16 & 19-20, 2021 Hearing on the merits
- **Needmore Water LLC:** No updates. Protestants filed an appeal of Needmore Water LLC permit. The District filed a response in March 2020.
- **Permian Highway Pipeline (PHP):**
No new status updates, case still pending and awaiting a judge's ruling.

Interim Charges/Legislative Initiatives: GM and staff are tracking the legislative initiatives and participating in the following subcommittees at TWCA and TAGD committees.

- Subcommittee on Petitioning a GCD to Conduct Rulemaking
- Subcommittee on Permit application Notices
- Subcommittee on Bed and Banks Permit vs “waste” definition
- Subcommittee on authority to use permit fees for mitigation
- Subcommittee on similar rules
- Subcommittee on permitting
- Subcommittee on attorney's fees

GMA DFC Planning: GM and staff have developed a memorandum that describes the potential GMA 10 DFC expression revision. Staff has elected not to pursue a DFC expression revision this round because we would like to complete the Sustainable Yield Study to help inform future DFC revisions. Staff has also developed a memorandum which was shared with TWDB that describes improved approaches for calculating the MAG in GMA 10. The TWDB is amenable to utilizing revised methods for this workflow. There is ongoing coordination with SWTGCD, HTGCD,

TWDB & GMA 9 as boundary adjustments continue. GM and staff are planning for Explanatory Report development to be completed in Spring 2021. There will be future internal discussions to identify objectives and goals of DFC monitoring methodologies. Staff received an update from TWDB on their GAM modeling efforts and learned that the timeline for the Hill Country Trinity model update completion is 2023.

Sustainable Yield Planning: GM and staff are reviewing some research on sustainability goals, metrics and thresholds. Staff is scheduled to kick off planning discussions in December/ January with Community Consulting (a contracted facilitator) to develop a strategic workplan for policy workgroup discussions. Staff continues internal discussions related to modeling, future stakeholder meetings, potential rule-making objectives and timelines, Board Presentations.

Database Management System: Intera, GM, and regulatory staff are working on mockups and revisions for the final phase of the project. Status updates, meeting reports, design work, and developer work is ongoing.

Kent Butler Summit Planning: GM and staff are participating in the planning and coordination of the 2020 Kent Butler small group discussions. The small group discussions are targeted toward local officials, key decision makers, and staff at municipalities, counties, WSCs and GCDs. The focus will be on land and water resource management and how partnerships with counties, municipalities, GCDs and NGOs can be leveraged. Small group meetings are planned for Jan-Feb 2021.

GM Meetings with Permittees:

- Aqua Texas (Bliss Spillar System)
- Onion Creek Golf Course

Drought Planning: The Lovelady Drought Trigger crossed its Stage II threshold on 9/23/2020 and an official drought declaration was issued by the Board on 10/8/2020. Written permittee notifications and public notice of drought conditions were mailed and emailed out.

Training, Presentations, and Conferences:

- Texas Water Foundation Leadership Institute Training – Vanessa Escobar, Michael Redman.

REGULATORY COMPLIANCE TEAM

Staff: KBE, ES, MR
November 6, 2020

Sustainable Yield Planning: GM and staff are reviewing some research on sustainability goals, metrics and thresholds. Staff is schedule to kick off planning discussions in December/ January with Community Consulting (a contracted facilitator) to develop a strategic workplan for policy workgroup discussions. Staff continues internal discussions related to modeling, future stakeholder meetings, potential rule-making objectives and timelines, Board Presentations.

Rules and Enforcement Policy

The regulatory compliance team is starting the process of updating District Rules and enforcement procedures that pertain to overpumping violations during and out of drought. The staff will meet internally and with the rules committee as needed. Staff will present rule concepts to the full board during future work sessions.

DFC Planning

The RC team is actively collaborating in planning discussions with the Aquifer Science Team, neighboring GCDs, GMA 10 representatives, and TWDB staff. We are working on preparing a timeline and planning strategy for our immediate and long-term goals related to DFC revisions and DFC monitoring compliance. Discussions will continue as we continue to attend GMA meetings and prepare to develop presentations, bring information to the Board and engage additional stakeholders. Staff has drafted a DFC memo and will begin revision process with GMA 10 and TWDB. Next GMA 9 meeting time is December 14, 2020. GMA 10 will have a meeting on November 9, 2020.

State Office Administrative Hearing (SOAH) Matters

Staff has been meeting internally to discuss EP prefiled testimony and SOAH deadline. This effort continues to require significant staff time and effort from the team members.

Database Development Intra Contract

Intra continues to work on modules for completion and deployment. Staff had internal meetings and with Intra on October 6, 27 & 28, 2020 to discuss the progress of the project which included review and discussion on making changes to schedule to optimize time and efforts. Meetings with Intra are scheduled throughout November to review mockups and to review other sections of the database. Staff will likely need to spend more time on this project to get it finalized.

Permitting: In Review Applications:

- Well Rehab/ Well Plugging - City of Hays
- Plugging - CenTex Drilling
- Change of Ownership - Twin Creek Creedmoor
- IPP - Active Deployment Systems
- IPP - Aqua Texas Bliss Spillar
- LPP - Coy Campbell, Diane Espiritu

Other Project Efforts/ Planning Discussions

- TAGD legislative subcommittees
- Buda ASR well drilling
- Region K – Becoming the Designated Representative (Vanessa Escobar) and Alternate (Michael Redman)
- Permittee Workplan
- TWCA Groundwater subcommittee
- GMA 10 – Discussions for becoming the Chairman for GMA 10 (Michael Redman)

Drought Compliance – The Lovelady Drought Trigger crossed its Stage II threshold on 9/23/2020 and an official drought declaration was issued by the Board on 10/8/2020. Written permittee notifications and public notice of drought conditions were mailed and emailed out.

AQUIFER SCIENCE TEAM

Staff: BAS and JC
November 6, 2020

Sustainable Yield Evaluation of the Trinity Aquifers

Aquifer Science staff continue to collect data on the geology and hydrogeology related to the Trinity Aquifers. We are working with Hays County to install Trinity monitor wells in the Jacob's Well area. Work on the first phase of the District's own numerical modeling has been completed. This phase involved the development of a steady-state model. We are currently evaluating the need for converting the steady-state model into a transient model. We are members of a technical committee to guide the development of a numerical groundwater model of the aquifers influenced by the Blanco River. Planning and funding of the Blanco River/Trinity model (BRATWURST) are close to being finalized with ongoing discussions between Hays County, Meadows Center, and Southwest Research Institute. Aquifer Science staff worked with the General Manager and the Regulatory Compliance team and other partners to submit an application for a Bureau of Reclamation drought resiliency grant. The application was submitted on Aug 5 and we expect to hear the status of that application in December.

Alternative Water Supplies (ASR and Desalination)

Ruby Ranch has completed testing of injection of Edwards water into their Trinity well. Ruby Ranch submitted a final report on the ASR pilot testing to the TCEQ and the District on October 9, 2019. The District has received a permit application from Ruby Ranch for operation of their ASR system. The Ruby Ranch ASR system is now permitted for operation by TCEQ. The City of Buda recently completed the drilling of a Middle Trinity well for their ASR project and a pump test was conducted in July. The well is capable of pumping about 400 gpm, so it is expected that the same amount of water can be injected. Aquifer Science staff monitored the Antioch multiport well (about one mile away) during the pump test and were able to measure about 4 ft of drawdown as a result of pumping of the Buda ASR well.

Drought and Water-Level Monitoring

Drought was officially declared at the October 8 Board meeting. On November 6, the Lovelady well had a level of 472.5 ft msl, about 6 ft below the drought trigger level. On November 6, Barton Springs was flowing at 32.1 cfs, about 6 cfs below the drought trigger point.

Presentations, Conferences, Reports, and Publications

The 16th Sinkhole Conference that was to be held in San Juan, PR in April 2020 was initially postponed until April 2021, but it has since been cancelled. A list of recent publications can be found at: <https://bseacd.org/scientific-reports/> Any conferences that District staff may be considering attending are being held virtually.

Travis County ILA - Hydrogeologic Atlas of Western Travis County

The 80-page Hydrogeologic Atlas of Southwest Travis County was published by BSEACD on April 29. This atlas covers the hydrogeology, structure, water quality, and water use of southwest Travis County and a portion of northern Hays County. The key result of this study is that some portions of these aquifers are undergoing significant lowering of water levels, and some portions are depleted with no groundwater available for water supply to wells. A second phase of work complimenting Phase 1 was completed on Aug. 31. This phase involved a final report plus a database of data collected during both phases of the project.

EDUCATION TEAM

Staff: JV
November 5, 2020

Hill Country Living + Rainwater Revival Festival: The annual event hosted by Hill Country Alliance event occurred virtually on Saturday, October 24th, 2020. The District is a regular sponsor and participant of this educational event. Throughout the remainder of the year, the District will be highlighted and linked on the HCA event website for attendees to browse after the event here: www.hillcountryalliance.org/rainwaterrevival/

Drought Education

Staff has updated District resources and the website to reflect the current Alarm drought stage. Educational resources have been prepared and are available upon request for permittees. Digital educational downloads are available on the website with the Drought Media Tool-Kit found on the Drought Education Page and includes links to other helpful resources. <https://bseacd.org/drought-edu/>

District Newsletter

The latest eNews was delivered to the District contact lists on October 30st. The Summer eNews release included topics on Drought: Meteorological vs. Hydrological, Ruby Ranch ASR Approved, and Spooky Water Leaks. Education staff has been working with all teams to redevelop the format and frequency of the District newsletter with decreased team staff.

Annual Report Planning

Staff has begun compiling statistics and summarizing all outreach events and programs in preparation for the annual reporting process.

District Operation Updates

Education staff has continued working with all teams to keep the public up-to-date with changed office operations, staff contact information, and other useful resources for the public during remote work operations. Updates are made to the website, front door signage, social media, and shared with eNews and press contacts as operations shift.

Website & Public Information

Staff has been working to improve basic readability and functionality of key web pages, in addition to updating spotlights, banners, and project pages for public information purposes. New updates have been made to web icons, as well as social media profiles and banners. Latest resource updates this month have included rainwater harvesting resources, and downloadable 'DIY Rain Barrel' instructions.

Kent Butler Summit

Regular meetings continue with the Kent Butler Summit planning committee which includes District staff, Austin Water, Austin Watershed, Hill Country Alliance, and an outside facilitator. Format this year will be an invitation-only workshop focused on need/strategies/successes for 'Investing in the Natural Infrastructure of the Hill Country.' This strategic planning process also

aims to improve the planning process for future summits. The format and date of this year's summit is subject to change as discussions continue.

Other meetings and activities:

- **District Overview Video:** View the District's latest YouTube video here!
<http://tiny.cc/ekhysz>
- **Central Texas Water Efficiency Network (CTWEN):** The District continues to participate in the regular gathering of water professionals involved with the CTEWN group meetings, now held virtually.
- **Hydrogeologic Atlas of Southwest Travis County:** Working with members of the project team, staff are coordinating outreach to stakeholders, partners, peer-reviewers and participants to share the recently completed scientific report. Working with partners, an educational Well Owner Guide was approved for well owner education in Travis County which includes the main findings and information in the Atlas report.

Internet Traffic Report - Page views and visits to the District Website

From Oct-Nov, the District website had 6,835 total page views by 5,618 unique sessions. Top sites in order of number of views were Election Notice Page (1,580), About Us (1,553), Home (1,037), Maps (297). *The most popular FB posts included District Employment Opportunity, Imagine a Day Without Water, Drought Reminders, and Texas Water Leaders.*

ADMINISTRATION TEAM

Staff: SD, TR, and DW
October 3, 2020 – November 6, 2020

Accounts Receivable/Permittee Cycle Billings

On November 16, invoices will go out for November monthly production fees, and for 2nd quarter cycle billing production fees.

Annual Report and Appendix B

Continuing the process, staff inputs due by November 18 for compilation, to be presented at the December board meeting along with the Annual Audit Report.

Audit FY 2020

The annual financial audit fieldwork began on September 29, 2020. Since then, many tasks, conversations, explanations, reports including MD&A (Management Discussion and Analysis), variance control analysis, adjustments, etc. have occurred, all routine for our audit. To be presented at the December board meeting.

Audit #2– Separate Annual Payroll/Workers’ Compensation Audit (required by TML)

This audit reconciles all quarterly payroll taxes paid to the TWC and the IRS, and requires detailed variance explanations of all differences from the previous year regarding payroll and benefits. This is performed by R. Dylong and Associates out of San Antonio. (We do not pay for this audit; TML pays this contractor.)

Conservation Credits and Overpumpage Fees

Conservation credits were presented to the Board, and approved. Now they are either being applied to permittee future invoices, or donated back to the District for our scholarship fund program.

Overpumpage fees are to be discussed separately.

Drought DMFs (Drought Management Fees Assessments)

When in drought, when the DMFs kick in, this is a monthly assessment to be applied to all permittees out of compliance with their drought targets, that have annual permits over 2 million gallons (under 2 million gallon permits are exempt from the DMFs, which range from \$100/month, \$250/month, to \$500/month, depending upon well bore size).

Election – November 3, 2020

Election was held for Precinct 4, which is in both Hays and Travis counties.
Precinct 4 – Incumbent Robert D Larsen, Ph.D. with opposition from Candidate Christy Williams.
Processes continue through canvassing.

Eminent Domain – Annual Reporting

Texas Government Code §2206.151-157 requires public and private entities with eminent domain authority to report specific information to the Comptroller's office for posting in an online eminent domain database. You may find all of this information summarized online in a one-page reference guide at <https://comptroller.texas.gov/transparency/local/requirements.php>

Financial Reporting – Website Transparency Section

(4 separate reports and in different formats than the 4 monthly financial reports that are included in Board backups)

Transparency Star-related: Most current, available financial reports are to be posted. Balance Sheets, Profit and Loss Statements, and Check Registers (Operating and Payroll) through October 2020 have been posted on the District website.

Health Benefits (Medical/Dental/Life-LTD-STD/Vision) Plan Transition

Transferring all employees and all their health benefits from previous Plans to another new Plan, including organizing the employee applications, claiming new beneficiaries, and getting out new insurance cards and informational brochures to all.

Miscellaneous

TEXPERS Membership Renewal: The Texas Association of Public Employee Retirement Systems (TEXPERS) is a statewide, voluntary nonprofit educational association organized in 1989 comprised of trustees, administrators, professional service providers, employee groups, and associations engaged or interested in the management of public employee retirement systems.

Quarterly Payroll Tax Reporting

Budget FY2021 entry into Quickbooks module before financial reports can be created
Tracking resumes for the open Hydrogeologist position (13 received to date.)

The Administration Team typically has repetitive monthly tasks e.g. monthly bank reconciliations, daily phone answering, monthly adjusting journal entries, accounts payable, contract/grant/project tracking, monthly meter reading reporting, office maintenance and repairs, etc. These types of tasks are not listed here because they are repetitive. Administration status reports are generally more summarized than the other teams, as we list our extraordinary tasks.

Item 6

Director's Reports

Directors' Reports.

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;**
- **Committee formation and updates;**
- **Conversations with public officials, permittees, stakeholders, and other constituents;**
- **Commendations; and**
- **Issues or problems of concern.**

Item 7

Adjournment