

NOTICE OF OPEN MEETING

Notice is given that a **Regular Meeting** before the Board of Directors of the Barton Springs/Edwards Aquifer Conservation District will be held at the Hays Hills Baptist Church, Building A, located at 1401 Farm to Market 1626, Buda, TX 78610, on **Thursday, September 12, 2019**, 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. **Not for public review**
 2. Approval of minutes of the Board's August 22, 2019 Regular Meeting and Public Hearing. **Not for public review at this time**
 3. Approval of Alicia Reinmund-Martinez as the District's representative to the Capital Area Council of Governments (CAPCOG) General Assembly. **NBU**
 - 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 for consideration. 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.)*

Topics

1. Personnel matters.
2. Aquifer conditions and status of drought indicators.
3. Upcoming public events of possible interest.

4. Review of Status Report Update – at directors’ discretion. **Pg. 16**
5. Update on projects and activities of individual teams.
6. Update on development activities over aquifer recharge and contributing zones.
7. Update on the Permian Highway Pipeline project.
8. Update on GMA and regional water planning activities.
9. Update on Budget. **Pg. 22**

4. Discussion and Possible Action.

- a. Discussion and possible action related to approving an Interlocal Funding Agreement and Memorandum of Understanding with Travis County for conducting investigations related to Groundwater Studies in Southwestern Travis County. **NBU**
- b. Discussion and possible action on an order adopting findings of fact and conclusions of law in connection with the July 29, 2019 Board decision on the application of Needmore Water LLC for conversion of a Temporary Production Permit to a Regular Historical Production Permit to authorize the withdrawal of an annual permitted volume of approximately 289,000,000 gallons per year of groundwater from the Trinity Aquifer. **NBU**
- c. Discussion and possible action on a schedule for regular Board meetings. **NBU**

5. 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.

6. 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.

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

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Routine Business

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**STATUS REPORT UPDATE
FOR THE SEPTEMBER 12, 2019 BOARD MEETING**

Summary of Significant Activities - Prepared by District Team Leaders

GENERAL MANAGEMENT TEAM

Staff: ARM
September 2, 2019

Meetings, Training, Presentations, and Conferences

Meetings: One Board Meeting * Attorneys for Electro Purification to discuss Mitigation Plan * **Meetings with Officials:** None * **Meetings with Permittees:** Communication with Barton Properties * **Presentations:** None * **Conferences:** None since August 22 * **Teleconference calls:** Travis County on the draft BSEACD/Travis County ILA for FY2020 * The Standard - Retirement Plan Administrator * David Caldwell, GMA 10 Chair

Ongoing Special Projects, Committees, and Workgroups

Balancing FY2019 Budget * Preparing FY2020 Budget * Discussions with Kirk Holland on template for HCP Annual Report * Development of ILA * Attended Regional Water Quality Workgroup* Blanco River Aquifer Assessment Tool Model (BRAT) at the Meadows Center

Routine Activities and Day-to-Day Operations

Provided general oversight of staff activities and oversight of day-to-day operations * Approved administrative documents * Prepared agendas and backup for September 12 Board meeting * Prepared GM report and assigned tasks * Held one Planning team meetings * Served as liaison between Board and staff * Reviewed and discussed with staff final Incentive projects * Meetings and phone calls with Board President * Consultation with Attorney on Electro Purification LLC, Needmore permit and September 12 meeting agenda.

REGULATORY COMPLIANCE TEAM

Staff: VE, KBE, and ES
September 6, 2019

DFC Planning

The RC team is actively collaborating in planning discussions with Alicia, the Aquifer Science Team, neighboring GCDs, GMA 10 representative, 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 prepare to develop presentations, bring information to the Board and engage additional stakeholders.

Electro Purification Production Permit

There are new deadlines for the applicant and protestants to submit revised pre-filed testimony in October – December 2019. District staff will work on revising prefiled testimony in January 2020. The SOAH hearing on the merits is set to convene April 2020.

Needmore Water LLC Conversion to a Regular Permit

The District approved the permit as recommended on 7/29/19.

SH 45 SW/ Mopac Intersections Roadway Projects

Staff conducted a post inspection at SH 45 on 8/13/19, to verify all permanent storm water controls and water quality ponds are in working order and to discuss long-term maintenance. There are still some areas that need to be stabilized and revegetated and staff will be providing recommendations for remedying some of the conditions of the water quality ponds.

Mopac Intersection work is still underway. Staff continues to perform periodic site inspections and Aquifer Science continues to provide guidance on mitigating karst features.

Database Development Intra Contract

Intra will be providing an in-person progress update for staff in October and will provide a presentation to the Board in November.

Other Project Efforts/ Planning Discussions

- Internal coordination on preparation and planning for Annual Reports including Management Plan Annual Report & USFWS HCP Annual Report. (General Management Team/ Regulatory Compliance Team)
- Staff had a meeting with Hay County staff to discuss incentivizing rainwater harvesting projects in Hays County. There was discussion related to the barriers for homeowners or developers as well as the benefits. There are also challenges related to solutions for back up supplies which may include hauling water or installing groundwater wells.

Drought Compliance – May 1st is the water conservation period where voluntary 10% curtailments are in effect.

AQUIFER SCIENCE TEAM

Staff: BAS, BH, and JC
September 5, 2019

Central Hays County Groundwater Evaluation - Well and Hydrogeology Characterization

Aquifer Science staff are continuing to work on enhancing the monitor well networks in the EP and Needmore areas and are continuing to collect water-level and water-quality data from wells in these areas. We are members of a technical committee to guide the development of a numerical groundwater model of the aquifers influenced by the Blanco River.

Alternative Water Supplies (ASR and Desalination)

Ruby Ranch has completed Cycle 4 testing of injection of Edwards water into their Trinity well. The extraction phase of the test began on July 2 and about 3 million gallons of injected water have been pumped as of 9/5/19. Extraction testing will continue until the fall. Buda is expected to start drilling a Trinity well in the fall of 2019 for their ASR project.

Drought and Water-Level Monitoring

With very little rainfall over the past three months, water levels and springflow are decreasing. On 9/5/19, the Lovelady well had a level of 533.7 ft msl which is about 3 ft lower than one month ago. Barton Springs is flowing at 97 cfs.

Presentations, Conferences, Reports, and Publications

Aquifer Science staff have finished three manuscripts that will be chapters in a Geological Society of America (GSA) Memoir on the Edwards Aquifer, which will be published in the fall of 2019. One chapter has already been published online as an open document and copies have been given to the Board. Two abstracts have been submitted for the 16th Sinkhole Conference that will be held in San Juan, PR in April 2020.

Travis County ILA - Hydrogeologic Atlas of Western Travis County

District staff have continued to collect hydrogeologic data in Western Travis County such as water levels and geophysical logging. A monthly status report was prepared in early September 2019. A draft report on what has been accomplished up until now is being prepared.

EDUCATION TEAM

Staff: RHG and JV
September 5, 2019

Teacher Wish List Program

Outreach began to local teachers and educational partners about the Teacher Wish List Program. This is the second year of this program which equips educators within the District with free water science teaching materials to help augment their science curriculum. Educators who apply are entered to receive these teaching materials for use in their classroom, each of these materials help students to investigate groundwater resources, water quality, and conservation habits. Selected educators will receive these teaching tools at no cost, so long as they share the impact on their students and programs.

EPA Water Sense Partner

The District continues its long-time commitment as an EPA Water Sense partner. WaterSense is a program spearheaded by the EPA to facilitate spreading the water-efficiency message. The District is listed in the partner directory and many of the resources available through the Water Sense Program are linked on the District's water conservation pages.

Travis County ILA - Hydrogeologic Atlas of Western Travis County

Staff have drafted key elements of the of the Western Travis County Hydrogeologic Atlas and are sending off selected figures and write-ups to targeted reviewers. A Travis County Commissioners Court presentation is currently scheduled for Tuesday, Sept. 24. The final deliverable is modelled after the Hill Country Trinity Atlas and will summarize data collected and analyzed during the project.

Other meetings and activities:

- **Neighborhood Site Visits:** Internal planning has begun for this year's Neighborhood Site Visit program. It will likely target well owners in south-central Hays County and be in collaboration with HTGCD in October.
- **Updated Interactive Monitoring Sites map:** Additional user guidance was added to the website and highlighted in the August eNews. The recent update have made the webmap a popular feature of the Districts' website by facilitating access to links to online data available for key wells, stream gauges, lake levels, and weather stations. It can be accessed here: <https://bseacd.org/aquifer-science/aquifer-data/>
- **eNews:** The August eNews edition included articles on Monitor Sites Interactive Map, Needmore Index Well page, Teacher Wish List program, LPP annual meter reading reminder, EP Well Plugging update, and Needmore Public Hearing recap. The eNews was opened 1,383 times.

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

From August 1 to September 4, the District website had 3,054 total page views by 2,427 unique sessions. Top sites in order of number of views were the Home Page (652), Aquifer Data page with interactive map (178), Maps (147), Drought Status (126), and Well Registration Online (99). The District Facebook page now has 844 likes. The most popular FB posts were Teacher Wishlist Materials (535), and Protect Your Groundwater Day posts (127).

ADMINISTRATION TEAM

Staff: SD, TR, and DW
September 6, 2019

Accounts Receivable

Initial FY 2020 billings were mailed out on August 15 and 16 (due on September 5th and late on September 16th). This includes annual permittees cycle billing, 1st quarter cycle billing, September monthly cycle billing, annual permit renewal fees, and annual transport fees for approximately \$477,000.

October monthly cycle billing to be mailed out on September 16th (due on October 5 and late on October 16th). \$29,147.

Annual Report – Management Plan Report– HCP USFWS Report

Internal coordination on preparation and planning for Annual Reports including Management Plan Annual Report & USFWS HCP Annual Report. This process will be ongoing through February 2020, when it is due to Fish. (RegComp, GM, Admin, AqSci and EDU.)

Audit – Annual Financial

Closing books, and records preparation for the audit expense sampling process to begin on Monday, September 16.

Beginning of Fiscal Year, and End of Fiscal Year Processes

Includes creating new files (physical and digital), updating Quickbooks, updating many accounting spreadsheets, storing appropriate files, retaining or disposing of appropriate records, etc.

Conservation Credit, and Overpumpage Analysis – Annual Assessment

In process through October.

Financial Reporting – Website

Transparency Star-related. Most current, available financial reports are to be posted. Balance Sheet, Profit and Loss Statements, and Check Registers through July 2019 have been posted on the District website.

Retirement Plan Research

Currently in the process of looking at what type of fee structures are available to us (internally and not through a consultant at this time).

Southwest Travis County ILA Project

Tracked expenses and in-kind services through August 31 for 2019 ILA. Current spreadsheets contain up-to-date labor and expenses.

After 2020 ILA is executed (an agenda item for September 12) to begin tracking this phase separately.

Standard Annual Compliance Testing – for Retirement Plan / Trust Accounting

Annual compliance process for The Standard - our third-party pension plan administrator. Required actions occur in August through September that include final payroll submission, and compliance testing data validation. This report is required by pension law, specifically Government Code 802.

Windows 10 Migration (from Windows 7)

Windows 7 will no longer be supported after January 2020 so this is a necessary upgrade to all District computers, including laptops. We will be scheduling this for some time in late September/October.

The Administration Team typically has repetitive monthly tasks e.g. monthly bank reconciliations, daily phone answering, monthly adjusting journal entries, contract/grant/and project tracking, monthly meter reading reporting; etc. These types of tasks are not listed here because they are so repetitive. Administration status reports are generally much smaller than the other teams as we list only the extraordinary tasks.



Budgeted Permitted Pumpage 4,141,093,761 Gallons

I. INCOME			
A.	Water Use Fee and Production Fees:	GALLONS	
	Actual Authorized Pumpage Revenue (17¢ per 1,000 gallons)	2,610,505,913	\$443,786
	Actual Authorized Pumpage Revenue (44¢ per 1,000 gallons)	326,287,748	\$143,567
	Actual Authorized Agriculture Pumpage Revenue (\$1.00/acre-foot)	289,000,100	\$887
	Total Actual Authorized Pumpage	3,225,793,761	\$588,240
	Pending Permit Increases (@ 17¢ per 1,000 gallons)	915,300,000	\$155,601
	Total Projected Permitting Revenue less Agriculture	3,852,093,661	\$743,841
	Total Budgeted Permitted Pumpage with Agriculture	4,141,093,761	
	COA Water Use Fee Assessment		982,284
			\$1,726,124
	Pending Permit Revenue		-\$155,601
	Water Transport Fees (\$0.31/1,000 gallons)	400,000,000	\$124,000
	Total Water Use Fees and Production Fees		\$1,694,523
B.	Other Fees:		
	Annual Permit Fees		\$5,500
	Administrative Fees - Permit Application and Development		\$9,800
	Total Other Fees		\$15,300
C.	Other Income:		
	Interest Income		\$12,000
	Total Other Income		\$12,000
D.	Grant/Project Income:		
	Travis County ILA Funds -2020		\$75,000
	TOTAL PROJECTED INCOME		\$1,796,823

II. EXPENDITURES			
A.	Operational Expenses		
	Electricity & Water		\$6,000
	Telecommunications Services	Phone, Internet	\$17,000
	Printing / Copying / Photo Processing		\$2,000
	Postage / Freight / Shipping		\$2,500
	Office Supplies / Canteen		\$9,000
	Computer Hardware / Supplies / AV Equipment	Non-Capital	\$5,000
	Computer Software Maintenance/Upgrades/Acquisitions		\$6,000
	Information Technology Monthly Maintenance	Integrick	\$12,000
	Board Meetings and Staff Meetings		\$1,000
	Subscriptions / Publications		\$4,200
	Advertising and Public Notices		\$4,000
	Accounting System Operation and Maintenance	QB/Jourmyx	\$6,000
	Bank and Payroll Processing Fees (Miscellaneous)		\$1,000
	Upgrades, and Repair and Maintenance:		
	Fleet Maintenance / Repair		\$6,500
	Office Complex Maintenance / Offices / Lawn		\$11,400
	Facilities General Repair & Maintenance		\$5,000
	Leases:		
	Postage Meter Lease	Quarterly Lease	\$1,150
	Copier Lease and Maintenance	GE Capital / Dahill / CTF	\$9,500
	Directors Conferences / Travel		\$2,500
	Organizational / Staff Professional Dues and Memberships		\$6,100
	Insurance (Auto, Liability, Property, E&O, Public Bonds)		\$5,700
	Professional Development		\$13,500
	Conservation Credits	Revenue Deduction	\$23,297
	Total Operational Expenses		\$160,347
B.	Salaries, Wages and Compensation		
	Salaries and Wages		\$943,913
	Total Salaries and Wages		\$943,913
	Salary and Wage Merit Adjustments		\$22,400
	Interns		\$2,000
	Directors' Fees of Office	9000 Legislative Cap	\$40,000
	Total Salaries, Wages and Compensation		\$1,008,313

C.	Employment Taxes, Insurance and Benefits		
	Payroll Taxes	7.65%	\$77,136
	Texas Workforce Commission Taxes	0.1% in 2019	\$2,600
	Group Health Insurance (Employee only)	All Savers and SISlink	\$108,514
	Group Health Insurance (Dependent Coverage)	25% of All Savers premium, District-paid	\$15,000
	Dental Insurance (Employee & Dependent Coverage)	MetLife	\$18,000
	Life Insurance (Employee Coverage)	Unum	\$13,000
	Vision Insurance (Employee Coverage)	Ameritas	\$1,600
	Workers Compensation Insurance	TMI	\$3,617
	Employee Pension Plan Contribution	7.50%	\$68,873
	Total Employment Taxes, Insurance and Benefits		308,340
D.	Professional Services		
	Auditor (Annual)	Montemayor	13,000
	Retirement Plan (Third Party Administration)	The Standard	28,000
	Legal - General Services, and Special Services	Bickerstaf	150,000
	Legislative Support	SledgeLaw	12,000
	Election Services	Travis and Hays Counties	10,000
	Total Professional Services		\$213,000
E.	Team Expenditures		
	Aquifer Science Team:		
	Hydrogeologic Characterization		\$2,000
	Water Chemistry Studies		\$2,800
	Monitor Well, Equipment and Supplies		\$7,000
	Contracted Support		\$23,000
	Travis County ILA		\$21,500
	Total Aquifer Science Team		\$56,300
	Education and Outreach Team:		
	Publications		\$750
	Outreach		\$6,500
	General Support		\$3,700
	Equipment and Supplies		\$1,000
	Contracted Support	Zavala	\$2,000
	Total Education and Outreach Team		\$13,950

Regulatory Compliance Team:			
Well Sampling and Services - Now Projects and Services			\$5,000
Equipment and Supplies			\$2,500
Contracted Support			\$10,000
Total Regulatory Compliance Team			\$17,500
General Management & Administrative Team:			
Contracted Support			\$8,000
Additional Administrative Expenses			\$11,000
Total General Management & Administrative Team			\$19,000
Total Team Expenditures			\$106,750
TOTAL PROJECTED EXPENSES			\$1,796,750
III. NON-CASH DISBURSEMENTS			
Depreciation Expense			\$50,000
Accrued Benefits Payable (Earned Vacation and Nonexempt Comp)			\$50,000
Total Non-Cash Disbursements			\$100,000
IV. PROJECTED POSITION			
Total District Expenditures			\$1,796,750
Total District Revenue			\$1,796,823
Current Net Gain / (Loss)			\$73
Contingency Fund (Legal Defense is 25% of Contingency)		As of 8/27/2019	\$715,269

Item 4

Board Discussions and Possible Actions

- a. Discussion and possible action related to approving an Interlocal Funding Agreement and Memorandum of Understanding with Travis County for conducting investigations related to Groundwater Studies in Southwestern Travis County.**

Item 4

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Board Discussions and Possible Actions

- c. Discussion and possible action on a schedule for regular Board meetings.**

Item 5

Director's Reports

Directors' Reports.

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- **Meetings and conferences attended or that will be attended;**
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Item 6

Adjournment