



NOTICE OF REGULAR MEETING of the BARTON SPRINGS-EDWARDS AQUIFER CONSERVATION DISTRICT BOARD OF DIRECTORS

Thursday, May 8, 2025

5:00 PM

IN-PERSON

Notice is given that a **Regular Meeting** of the Board of Directors (Board) of the Barton Springs/Edwards Aquifer Conservation District will be held on **Thursday, May 8, 2025**, commencing at **5:00 p.m.** at the **District office, located at 1124 Regal Row, Austin, Texas.**

This meeting will be video and audio recorded and the recording will be available on the District's website after the meeting.

Public Comments at the Board Meeting – Please complete a comment card prior to the start of the 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.**

AGENDA

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. **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, Specified Expenditures greater than \$5,000.
 - b. Approval of minutes of the Board's April 10, 2025, Regular Meeting and Public Hearing.

4. General Manager's Report.

- a. Review of key team activities/projects.
- b. Trinity Sustainable Yield.
- c. Committee news
- d. Summer Board meeting schedule
- e. 2025 TAGD Summit in August
- f. Antioch Cave Operations House
- g. Aquifer status update.
- h. Upcoming events of possible interest.

5. Staff Presentation: "From Rain Gauges to Spring Flows: Optimizing precipitation data for hydrogeologic analysis in the BSEACD region"

6. Discussion and Possible Action.

- a. Discussion and possible action related to the performance and compliance of District permittees with their User Drought Contingency Plan curtailments.
- b. Discussion and possible action related to a contested-case hearing in the event a Texas Land Application permit is issued by the TCEQ to Milestone Community Builders for the Hays Commons development.
- c. Discussion and possible action related to amending the District's Purchasing Policy.
- d. Discussion and possible action related to amending the Employee Policy Manual.
- e. Discussion and possible action related to a new task order for additional work on the database by LRE Water.
- f. Discussion and possible action authorizing GM to declare the next stage of drought.
- g. Discussion and possible action related to the 89th Texas Legislative Session.

7. Director 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.

8. 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

Consent Agenda

- a. Approval of Financial Reports under the Public Funds Investment Act, Directors' Compensation Claims, Specified Expenditures greater than \$5,000.
- b. Approval of minutes of the Board's April 10, 2025, Regular Meeting and Public Hearing.

Item 4

General Manager's Report

- a) Review of key team activities/projects.
- b) Trinity Sustainable Yield.
- c) Committee news
- d) Summer Board meeting schedule
- e) 2025 TAGD Summit in August
- f) Antioch Cave Operations House
- g) Aquifer status update.
- h) Upcoming events of possible interest.

Summary of Team Activities in May 2025

Aquifer Science

April Activities

- AqSci data migration to new database
- Quarterly monitor well visits
- Little Bear Recharge Enhancement QAPP final review
- TAS Phase II Trinity model work (ongoing)
- Abandoned well risk assessment: working on overlay analysis for intrinsic and specific vulnerability
- District drought analysis: Completed a precipitation analysis assessing correlation between PRISM precipitation data and Mabry/Bergstrom NOAA station data

On Deck:

- TAS Phase II Trinity model work (ongoing)
- Quarterly monitor well visits
- Barton Springs Multiport Geochem sampling w/ COA & USGS
- TWDB sampling
- Barton Springs manual flow measurements
- Magellan sampling
- Abandoned well risk assessment: creation of overall vulnerability index map
- District drought analysis: multivariate regression analysis exploring relationships between spring flow, water depth, and various drought indicators

Administration

- The Administrative team handles a variety of recurring tasks, including generating invoices, processing payments, paying bills, and managing meter readings.
- Work is underway on a draft FY26 budget

Regulatory Compliance

May Activities:

- Staff continued to process new applications, assist permittees with drought compliance, and assess DMF's and additional penalties to eligible overpumpers.
- Staff continues work with Comms on proposed changes of rules related to drought stage terminology and drought communications. Will meet with the Rules and Enforcement committee on May 6, 2025, to discuss proposed changes.
- Staff finalizing work on technical memo to address potential solutions in filling in pump data collection gaps.
- Staff continuing to work with LRE on completion of database development.

On Deck:

- Staff waiting for a response from Creedmoor regarding the next steps in future permit application submission.

Communications and Outreach

April Activities

- Wrote and published article on how salamanders impact groundwater management in the area, which received great engagement in newsletter and across social media outlets.
- Conducted collaborative news story with KVUE and Watershed Protection.
- Spoke at high school field trip for 30 students at Barton Springs Pool led by Save Our Springs.

On Deck:

- Continue preparing the required communications resources related to the District's updated drought chart.
- Attend Texas Water Resources Network in-person meeting May 7-8.
- Table at Stagecoach Conservation Fair in Buda May 10.
- Share article and social media posts about sampling at Barton Springs Multiport Monitor Well.

Status Report Update May 8, 2025 Board Meeting

Summary of Significant Activities – Prepared by Staff Leads

Upcoming Dates of Interest

- [Texas Water Research Network In-person Meeting](#) – May 7-8, Austin, TX
- [Stagecoach Conservation Fair](#) – May 10, Buda, TX
- Discovery Day at the Lady Bird Johnson Wildflower Center – June 8, Austin, TX
- TAGD Spring 2025 Regular Business Meeting – June 10-11, Pflugerville, TX
- [Groundwater to the Gulf](#) – June 10-12, Austin, Texas
- Texas Water Association Summer Conference – June 11-13, The Woodlands, TX
- Texas Alliance of Groundwater Districts (TAGD), Annual Summit – August 19-21, San Antonio, TX

DROUGHT MANAGEMENT

Drought Status and Water-Level Monitoring (*Justin*)

The District declared Stage III Critical Drought on October 3. This was a result of the [Lovelady monitor well's](#) 10-day groundwater level reaching below the District's Stage III threshold of 462.7 feet mean sea level (ft-msl) on Oct. 1. As of April 3, the District remains in Stage III Critical Drought.

In March, the average rainfall between Camp Mabry and Austin-Bergstrom International Airport (ABIA) received an average of 2.0 inches of rainfall, only 0.4 inches below the historical monthly average of 2.4 inches. Although this rainfall wasn't enough to end drought conditions, it has kept the District in Stage III Drought—preventing the decline into Stage IV for now.

Like in February and March, spring flow levels in April were on the verge of reaching Stage IV. Fortunately, rainfall arrived just in time to prevent a further decline. As a result, the flow at Barton Springs has maintained flow between 17 – 20 cubic feet per second (cfs). Although the rain wasn't nearly enough to end the drought, it has temporarily slowed the worsening conditions—for now—before Texas enters its dry season. With any luck, May, typically our wettest month (avg 5 inches), will bring more relief.

As of May 1, the 10-day average flow at Barton Springs stands at 19 cfs. This value is based on the most recent manual measurement taken by District staff on April 15, 2025, combined with data from the USGS gauge. The next manual measurement is scheduled for early May.

On May 1, the 10-day average water level at the Lovelady monitor well was recorded at 457.7 feet above mean sea level (ft-msl), placing it within the District's Stage III threshold and just 0.6 feet above the Stage IV Exceptional Drought. As is typical for the Lovelady well, water levels responded to March's rainfall with a delayed but temporary stabilizing response. Water levels have since resumed a downward trend and without additional rainfall, Lovelady could drop into Stage IV by mid-June.

The water level in the Lowe-Coronado Middle Trinity monitor well, located in the Rolling Oaks neighborhood of Driftwood, has declined by 5 feet since March.

Despite 1.5 inches of rain in March and another 2 inches in April, there has been little to no impact on the flow at Jacob's Well Spring (JWS), which remains below 1 cubic foot per second (cfs). Similarly, the Blanco River at the Wimberley gauge has shown a steady decline in flow—from a consistent 8 to 9 cfs since mid-November 2024 to just 5 cfs currently.

DISTRICT PROJECTS

GMA Joint Planning

➤ ***GMA 10 Coordination (Tim, Bri, Jeff)***

The next GMA 10 meeting is scheduled for May 19, 2025. One topic to be discussed concerns the potential for the southern Trinity GAM, under development by the Texas Water Development Board, to not be available in time for the new model runs necessary for remaking DFCs. Discussion will include alternative approaches versus maintaining DFCs as is until the next round of joint planning. For member districts that wish to have their own GCD-specific Trinity Aquifer DFC, there may be other options that become available sooner than five years from now. All meetings are hosted by the Edwards Aquifer Authority in San Antonio. Members of GMA 10 will meet to discuss Trinity DFCs.

Trinity Aquifer Sustainable Yield Study & Planning

➤ ***Policy Concepts, Research Needs, and Advisory Workgroup Activity (Tim, Jeff, Bri)***

The Trinity Sustainable Yield Committee planned meeting for April 17 was postponed and has yet to be rescheduled. In the meantime, internal staff discussions are ongoing.

Technical Evaluations (Jeff)

Aquifer Science staff continue to collect and analyze data on the geology and hydrogeology related to the Trinity Aquifers to advance the District's Trinity Sustainable Yield Project. We continue to maintain and expand the District's monitoring well network, and are closely monitoring impacts from the present drought on aquifer levels in both the Edwards and Trinity Aquifers.

Habitat Conservation Plan (Staff)

Database Management System – LRE Water (Jacob, Tim)

The new public-facing interactive map has now been deployed and is accessible from the District's website homepage. LRE Water has presented us with a next work plan to continue work on a few items that have emerged over the last year, but were not part of Phase 2. The GM will craft a new Work/Task Order for the Board to consider at the May meeting that will, among other things, codify the annual cloud-based hosting fee that LRE Water charges for that service. The database, under development and enhancement for over two years, has emerged to be a powerful tool for District staff.

District Drought Temporal Analysis -- (Bri)

A correlation analysis between PRISM precipitation data and Mabry/Bergstrom NOAA station data is complete, with the PRISM dataset reflecting the strongest, statistically significant rainfall data. A python program framework has been developed to automate the download and processing of climate data from the PRISM database. After debugging and user interface refinement, the program will be ready for use.

Abandoned Well Risk Assessment -- (Bri)

Construction of the intrinsic vulnerability and specific vulnerability maps are underway. Construction of the intrinsic map includes an overlay analysis of vulnerability indicators using the COP+K (Slovene Approach) model, where the C) concentration of flow, O) overlying layers, P) precipitation, and K) karst saturated zone will be evaluated to assess vulnerability. Construction of the specific map includes an overlay analysis of vulnerability indicators using the KAVA (Karst Aquifer Vulnerability Assessment) model, where overlay protection, infiltration conditions, aquifer conditions, precipitation, and land use will be evaluated to assess vulnerability.

ILA Commitments (*Staff*)

The District has an ILA with COA to coordinate studies for the respective HCPs such as scientific feasibility studies and monitoring evaluations; to collaborate on the planning of future Kent Butler Summits; and to exchange technical information regularly on an annual basis. An annual technical meeting is held between the District and COA in December each year to discuss each organization's activities related to their respective HCPs. The next meeting will be held in December 2025.

Region K Planning Activities (*Tim, Bri*)

Staff attended the public hearing in Austin for the draft 2026 regional plan on April 17. Neil Deeds with Intera delivered an informational presentation, providing an overview of the regional water plan development process and an initial draft of the Region K Plan. There were no public comments made during this meeting.

New Maps, Publications, or Reports

A list of recent publications, including our new 2023 Drought Synoptic Study report, can be found at: <https://bseacd.org/scientific-reports/>

RULEMAKING, PERMITTING, AND ENFORCEMENT (Tim, Erin, Jacob, District Counsel, Rules and Enforcement Committee)

Rulemaking and Enforcement

- On April 10, 2025, the Board of Directors voted to adopt all proposed rule changes presented by staff in the public hearing related to aquifer testing requirements.
- On May 6, 2025, staff will meet with the Rules and Enforcement committee to restart discussions regarding updates to BSEACD's drought stages and drought communications. These changes were originally brought to the Board at their regular meeting held on October 10, 2024.

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Drought (Erin)

- Will continue working with permittees to ensure compliance per their Agreed Orders.
- Will continue monthly pumpage analysis to determine all permittee's compliance status of drought curtailments.
- Will continue to assist permittees in ensuring they successfully comply with their UDCPs and Stage III drought curtailments for May.

Enforcement and Compliance Matters (Erin)

Compliance/Enforcement			
Permittee or Entity Name	Aquifer	Use Type	Notes
Aqua Texas – Bear Creek Park	Edwards	PWS	Agreed Order Executed.
Aqua Texas – Bliss Spillar (Edwards)	Edwards	PWS	Agreed Order Executed.
Aqua Texas – Bliss Spillar (Lower Trinity)	Lower Trinity	PWS	Full penalty assessment paid so no Order was agreed too; will assess any overpumpages per Enforcement Plan.
Creedmoor-MAHA	Edwards	PWS	Agreed Order Executed.
Monarch Utilities, Inc.	Edwards	PWS	Agreed Order Executed.
Tindol Restaurant Group, LLC	Middle Trinity	Commercial	Agreed Order Executed.
Aqua Texas – Sierra West	Middle Trinity	PWS	Agreed Order Executed.
Seiders, Roy	Middle Trinity	Irrigation	Agreed Order Executed.
Ruby Ranch Water Supply Corporation	Edwards	PWS	Agreed Order Executed; working to fulfill the final technical requirements.
Texas Old Town	Upper Trinity	Irrigation	No agreed order: penalty assessed. Permittee has been in compliance since assessment was made.

Permitting Activity (Erin, Jacob)

Upcoming					
Precinct	Application Type	Aquifer	Applicant Name	Use Type	Volume Request (GPY)
2 – Stansberry	WDA/Production	Middle Trinity	Bryan Boyd is consultant	Commercial – Medical Clinic	TBD
4 - Williams	Plugging	TBD	St. Paul's Catholic Church	Abandon	N/A
In Review					
Precinct	Application Type	Aquifer	Applicant Name	Use Type	Volume Request (GPY)
1 - Cradit	Plugging (2)	Edwards	Liberty Civil Construction	Abandoned	0 - Plugging
Recently Approved and/or Admin Complete					
Precinct	Application Type	Aquifer	Applicant Name	Use Type	Volume Request (GPY)
1 - Cradit	LPP	Middle Trinity	Durham, Jeff and Rebecca	Domestic	7 GPM
1 – Cradit	LPP	Middle Trinity	Noack, Jeremiah	Domestic	250,000
1 - Cradit	Plugging	Edwards	Peays, Ben	Abandon	N/A
2-Stansberry	Plugging	Austin Chalk	EE Reed Construction	Abandon	N/A

AQUIFER STUDIES

(Jeff, Justin, and Tim)

Permitting Hydrogeologic Studies:

AS staff continues to work with Regulatory Compliance on permitting issues as they arise, including provided geologic interpretation of geophysical logs prior to final well completion to ensure that new wells are completed accurately within the target water-bearing interval. In April 2025 AS staff continued to work closely with Jacob Newton and LRE water to ensure that the District's monitoring well data is fully migrated onto the new database. AS staff is also working with Jacob to develop and publish a new public-facing interactive map which will allow the public to view and download all water level data collected by the District.

Groundwater Studies: *Dye Tracing, Water Quality, Aquifer Characterizations*

- AS staff assisted staff from the USGS and CoA WPD in developing a proposal for sampling the new Barton Springs multiport well for different water quality parameters. The project will be jointly funded by the USGS and City of Austin, with an in-kind contribution of staff time from BSEACD AS staff for field work. Sampling will begin in May of 2025.
- Texas Water Development Board (TWDB) sampling – collecting water level, water quality and chemistry from select wells with funding provided by TWDB.
 - AS staff is assisting Dr. Marcus Gary's Hydro-field camp from Univ. of Texas with field measurements and well sampling techniques in May 2025.
- Magellan Pipeline annual sampling (TPH & BTEX) in May 2025.
- Aquifer Test plans – evaluating submitted plans, designing monitor well networks, and data collection for analysis.
- AS staff is working with Bri Moore and the GM on design updates to the drought resources presented in regular monthly board meetings to improve communication on drought impacts.
- AS staff is working with Xiomara Cosino

Field Activities:

- Barton Springs multiport well water quality measurements
- Cooperating with USGS and City of Austin staff to confirm accurate real-time gauge reporting at Barton Springs and Lovelady. Conducting bi-weekly to monthly field measurements.
- Cooperating with USGS staff to confirm accurate real-time gauge reporting at Jacob's Well and the Blanco River at Wimberley.
- Calibrating telemetry monitoring equipment at the Needmore index well (Amos) and reviewing pumping and water-level data as drought worsens.
- Antioch- Continuing to maintain the system and to collect data on flow into the vault (when there is flow). A recent visit to Antioch Cave to assess operating components and electronics indicated the need to recondition most electrical systems.
- Well monitoring- Because of drought, staff are increasing the amount of time maintaining equipment in numerous monitor wells and downloading and interpreting data; and occasionally checking on wells that have been reported as "dry".

Trinity Aquifer Modeling Development:

In April 2025, aquifer science staff began work in earnest on Phase IIa of the Trinity Aquifer Sustainability model (TAS), which involves key updates to the model architecture and a recalibration of the original model. Once completed, TAS Phase II will provide a valuable tool for predicting short and long-term impacts to the Trinity aquifer due to stressors such as drought and pumping.

COMMUNICATIONS AND OUTREACH

(Shay)

Drought Communications

- [March Drought Update](#)
- Drought Chart Updates
 - Regulatory Compliance and Communications & Outreach completed a red-lined version of the Rules and Bylaws including updated drought chart information related to the upcoming updates. This will go before the Rules and Enforcement Committee in early May.
 - Unless the District gets out of drought sooner, the updated drought chart and Rules and Bylaws are anticipated to take effect at the beginning of Fiscal Year 2025-2026 on September 1.
- Drought-related social media posts - *These were shared on Facebook, Instagram, X, and LinkedIn.*
 - <https://www.facebook.com/share/p/1DJVM4dvJh/>
 - <https://www.facebook.com/share/p/16MrRhP9Q8/>
 - <https://www.facebook.com/share/p/1C3hNepFTc/>
 - <https://www.facebook.com/share/p/1DJqdZJKbZ/>

Articles/News Segments in which the District was Mentioned

- Protecting Salamanders and Springflow - [BSEACD](#)
- Residents invited to water well screenings and results meeting - [Dripping Springs Century News](#)

Permittee Communications

Well Owner Spotlights

- Shay is starting a series of articles where she will feature permittees going above and beyond to conserve groundwater resources across the District's communications channels.
- These permittees will be interviewed about their conservation strategies. An article summarizing the conversation will be published on the District's website, in the bi-monthly newsletter, and across all social media outlets.
- The goal is to feature at least three permittees annually.

Creedmoor Maha Water Supply Corp Water Conservation Program

- Shay attended CMWSC recent Water Conservation Program meeting on April 8 in Mustang Ridge.
- The focus of the conversation was sharing their Water Conservation Program Plan that was approved by their board and planning for their water conservation-focused community event taking place in October 2025. The District will host a table and help promote the event where relevant.

Website Updates

[Conservation-Based Rate Structures Page](#)

- Additional content was added to this existing page including relevant resources and examples for permittees to utilize.

[Interactive Data Map \(The Database\)](#)

- Access to the District’s database was added to the website. It can be located in the top navigation bar and in the opening banner when viewers land on the homepage.

Outreach

[Well Water Checkup](#)

- The District had 69 well owners participate in the 2025 Well Water Checkup. This is more than double the number of participants we had in 2023 or 2024.
- 25 people attended the educational well owner program on April 8 where Texas Well Owners Network discussed well maintenance, well logs, and water sample test results.
- This event was a collaborative effort between Texas A&M AgriLife, Hays Trinity GCD, Southwest Travis County GCD, and the District.
- This data will be added to the database.

Salamander Interview with KVUE

- On May 5, City of Austin Watershed Protection Department staff and Shay interviewed with KVUE to discuss work done by the City and the District to protect the endangered salamander species. Shay emphasized how groundwater in the District is impacted by the salamanders and the severity of the current, ongoing drought.
- This will be shared on KVUE in the coming weeks.

High School Outreach Program with Save Our Springs

- Save Our Springs invited the District to talk during a high school field trip for 30 students at Barton Springs on May 5 Shay discussed flow at Barton Springs, local hydrogeology, the severity of the drought, and how the District determines and monitors drought stages.

Digital Communications Data

Social Media Data				
Platform	April Reach	% MOM Growth: Apr. vs. Mar.	April Followers	% MOM Growth: Apr. vs. Mar.
Facebook	1,730	-52%	2,041	0%
Instagram	50,512	266%	1,751	17%
X	698	-46%	821	1%
LinkedIn	1,832	-21%	414	2%

Reach and engagement on Facebook, X, and LinkedIn was lower in April compared to March because of Hot Science-Cool Talks. Promoting this collaborative event last month involved tagging many partners on social media outlets, resulting in them being shared and engaged with on other organizations’ pages. Instagram’s reach, engagement, and followers performed extremely well in April as a result of an [endangered salamander video post](#). It resulted in 2,216 likes, 23 comments, and 537 reshares.

Mass Email Data	# Sent	# Opened	Open Rate %	# Clicks	Click Rate %
March & April Newsletter + Drought Update	2,339	1,085	46%	252	23%

Website Data	Avg. Engagement Time/User	Views	Event Count	Most Visited Page	Top Landing Page
March 2025	44 seconds	3,359	9,800	Drought Status	Drought Status
April 2025	38 seconds	3,137	9,242	Protecting Springflow and Salamanders	Protecting Springflow and Salamanders

On April 2, the article entitled “Protecting Springflow and Salamanders” was published. It was shared in the District News portion of the website, across social media outlets, and in the monthly newsletter. It was viewed 334 times—making it the most visited page on the website behind the homepage (637 views).

ADMINISTRATION

(Tim, Hannah, and Tina Cooper/AAG)

The redlined version of the purchasing policy review has been finalized following the review by SledgeLaw and the Rules and Enforcement Committee. A few additional edits will be made before presenting it to the full Board in May. This presentation will also include a few related EPM changes along with a few other proposed changes to the EPM that has previously been approved by the Personnel Committee.

Work is underway on a draft FY26 budget. A Budget Committee meeting is scheduled for May 21. A preliminary FY26 budget is expected to be presented to the Board on June 12.

The Administration Team typically has repetitive monthly tasks e.g. monthly bank reconciliations, monthly adjusting journal entries, accounts payable, payroll, contract/grant/project tracking, office maintenance and repairs, budget monitoring, bi-weekly payroll journal updates, directors' compensation, pre-pays, DMFs, posting public meetings, preparing meeting backups, etc. These types of tasks are not listed in this report because they are repetitive. Administration status reports are generally more summarized than the other teams, as we list our extra-ordinary tasks outside of our routine tasks, while supporting all other teams.

Item 5

Staff Presentation: “From Rain Gauges to Spring
Flows: Optimizing precipitation data for
hydrogeologic analysis in the BSEACD region”

Item 6

Board Discussion and Possible Action

- a. Discussion and possible action related to the performance and compliance of District permittees with their User Drought Contingency Plan curtailments.

Item 6

Board Discussion and Possible Action

- b. Discussion and possible action related to a contested-case hearing in the event a Texas Land Application permit is issued by the TCEQ to Milestone Community Builders for the Hays Commons development.

Item 6

Board Discussion and Possible Action

- c. Discussion and possible action related to amending the District's Purchasing Policy.

Barton Springs-Edwards Aquifer Conservation District

Staff Policy - Purchasing Guidelines

Implemented ~~7/30/98~~

~~Revised 2/18/00, 6/16/00, 10/21/03, 6/8/06, 10/26/06, 09/11/08, 05/14/2009, 9/27/2012,~~
~~9/12/13~~ 5/8/2025

Guiding Principles

This policy ~~is intended to facilitate~~ aims to support the successful ~~completion-execution~~ of District activities ~~within-while adhering to~~ the financial requirements ~~and guidelines-contained~~ outlined in the District's Rules & Bylaws and in applicable sState statutes. ~~Communication and diligence are the keys to an efficient District financial management program.~~

~~The General Manager is ultimately accountable for all of the District's finances. The Administration Team Leader is responsible for forecasting and executing required balance transfers between the District's TexPool funds and the District's checking accounts to maintain the necessary account balances. Programmatic Team Leaders and Project Managers are responsible for coordinating their teams' activities and identifying their financial needs to the General Manager and to the Administration Team Leader on an ongoing basis.~~

General Authorities

~~The general authorities differ, depending on whether purchases are for professional services or non-professional goods and services.~~

Part 1 – ~~Goods and Non Professional Services and~~ Expenses and Purchase Orders

The following guidance in ~~this~~ Part 1 refers to the procurement of goods and services that are not professional services.

1. Individual Signature Authority

~~Each individual Employee will have "signature authority" on purchases orders (POs) and line-item reimbursements up to \$100.00 for any purchases of goods or services, provided certain other requirements are met, as explained below. Purchases less than \$50.00 do not require POs; all other purchases and reimbursements of \$50.00 or greater will require properly authorized POs. Purchases for more than \$50.00 and less than \$100.00 require POs but do not require prior approval by the General Manager. Project Managers and Team Leaders Group Managers or those leading a project will have personal signature authority for only their project- or team_-budgeted expenses, up to \$1,000.00; the Administrative Team Leader has signature authority on goods and services budgeted~~

~~as Operational Overhead items up to \$1,000 per line item.~~ The General Manager ~~will have~~ will have signature authority for budgeted expenses up to ~~\$510,000.00~~, and the Board must approve expenses beyond ~~\$510,000.00~~, or expenses that require a budget amendment. Only the General Manager ~~will be~~ will be authorized to approve expenditures, ~~whether by PO/check or by reimbursement/check,~~ beyond the requesting individual's signature authority. Receipts ~~will be~~ will be required on any purchased ~~item in an amount of \$20.00 or greater for any purpose and by any method.~~

2. Purchase Orders

~~A Purchase Order (PO) is a legally binding document that a buyer sends to a seller to request products or services. Employees must use the PO form when obtaining a quote for goods or services that have not yet been delivered. Additionally, the PO form must be used for purchases exceeding an employee's individual signature authority in order to obtain approval from the General Manager and when submitting quotes for approval. This process is facilitated through the Administration group. Except as noted below, any purchase defrayed directly by District check or District credit card charge, i.e., not a reimbursement check, in an amount greater than \$50.00 must have a PO properly filled out and approved, as needed, before the purchase is made.~~

3. Expenses/Credit Card Purchases

~~Purchases made on the District credit card that are within an employee's individual signature authority must be added as an expense in the District's current bookkeeping application software (e.g., QuickBooks Online) using the employee's individual login. For purchases exceeding an employee's signature authority, a Purchase Order must be submitted to the Administrative team and approved by the General Manager before the transaction can proceed. will not be made directly by individual employees but only through the administration staff. The PO forms provide a means for requesting such credit card purchases and for evidencing proper approval. Recurring charges to the credit card are discouraged, but if required must be approved by the General Manager. Recurring credit card purchases must be recorded in the bookkeeping software for each charge to ensure accurate tracking of expenses.~~

4. Reimbursements/Petty Cash

~~Expenditures by or reimbursements of any employee from petty cash will be authorized in the maximum amount of \$50.00 per purchase, and will require the employee to furnish only a receipt (if over \$20.00) and a notation of purpose. The petty cash fund will be maintained at \$300.00 to accommodate this authorization. While all employees are authorized to make expenditures up to \$100.00, reimbursement for any expenditure(s) over \$50.00 (if petty cash is not used) will require properly completing a PO and including receipts and approval as needed, attached to an Employee/Director Expense Reimbursement form, wherein a check will be issued for the total reimbursement amount claimed. Expense reimbursements must be submitted within 60 days of the~~

~~expense. Expenses older than 60 days will not be reimbursed. Petty Cash may be used to reimburse expenses or to purchase items up to \$20. Receipts are required for all transactions, and prior authorization must be obtained from a member of the Administration group.~~

5. Reimbursements

~~Employee reimbursement requests must comply with the employee's individual signature authority. Reimbursements must be submitted through the prevailing bookkeeping software within 60 days of incurring the expense. Expenses older than 60 days will not be reimbursed. Additionally, receipts are required for all reimbursement submissions.~~

~~To be eligible for mileage reimbursement, a District vehicle must be unavailable, or the use of a personal vehicle must be pre-approved by the General Manager. Mileage is only reimbursed for the distance from the District office, unless the employee's home is closer to the destination. The rate at which milage is reimbursed is based on the U.S. General Services Administration (GSA) privately owned vehicle (POV) milage rates.~~

6. Travel Expenses

~~Purchase orders are not necessary for travel expenses, as Employee travel is either must be pre-pre-approved by the Board for out-of-state travel, or pre-approved by the General Manager. Employees must submit a travel proposal to the General Manager, detailing the purpose of the trip and the estimated costs. For in state or out-of-state travel, the General Manager will approve or deny the request. For out-of-state travel, the General Manager will add the request to the next Board Meeting agenda for approval. If the request is approved, all travel expenses must comply with the reimbursement or expense policies outlined above. All such travel will be authorized via a properly completed Request for Authorization to Travel form. Travel expenses for out of town travel are reimbursed via the Travel Expense Report form, and travel and incidental expenses for in-town travel are reimbursed via the Employee/Director Expense Reimbursement form; both of these must be approved and signed by the General Manager before reimbursement. All travel expenses of any kind must be consistent with the District's travel policy to be eligible for reimbursement, a judgment made at the discretion of the General Manager. Requests for per diem or other travel advances must be made in reasonable advance of the need on the Request for Authorization to Travel form, to ensure requested funds are available. Per diem is provided at the discretion of the General Manager and is based on the U.S. General Services Administration (GSA) per diem rates.~~

7. Procurement Requirements

~~Procurement of all goods and services not previously purchased from any vendor and greater than \$1,000.00 but less than \$510,000.00 requires at least twothree 3 phone or internet quotes, if possible, recorded on the Competitive Pricing Bids form to be submitted with approval for the purchase. Such purchases greater than \$5,000.00 require 3 written quotes from vendors and the~~

~~General Manager's verbal or written authorization to obtain bids.~~ All planned purchases greater than \$510,000.00 ~~also~~ require ~~prior~~ Board approval and must include at least two quotes. Approval may come from within a Board approved grant, similar type contractual authorization, adopted budget, or other Board action. If a good or service is demonstrably sole source, bid and quote requirements are waived.

~~If a good or service is demonstrably sole source, bid and quote requirements are waived; however, the basis for the sole source selection must be documented on a *Competitive Pricing Bids* form. Long-term contract services such as newsletter production and maintenance agreements can be competitively bid for extended periods of time.~~

~~All invoices for goods and services presented to the District for payment shall provide adequate documentation to assure the expense is properly recorded and authorized within established budget constraints, District policy, and generally accepted accounting practices (GAAP).~~

Expenses exceeding an employee's individual signature authority must be approved by the General Manager before the purchase is made. In such cases, employees shall complete a PO form to obtain approval and notify a member of the Administration group, who will forward it to the General Manager for signature.

Part 2 - Professional Services Procurement

Procurement and/purchase of professional services is addressed in ~~this~~ Part 2.

~~Purchase of any and all~~The procurement of professional services, as defined by Government Code Chapter 2254 and Water Code Chapter 36, must adhere to the State's Professional Services Procurement Act (PSPA). ~~The s~~Selection process for these of such services, regardless of ~~the contract's scope or contractual level of effort and size,~~ must prioritize ~~be demonstrably based first on~~ qualifications of potential providers. Only those providers with a reasonable likelihood of negotiating an acceptable contract will be considered. The most qualified provider will then be selected for negotiation of price and other terms. those offerors with whom there is a reasonable likelihood of negotiating a contract acceptable in all respects, and then (and only then) on selecting the most qualified of those offerors to attempt negotiation of an acceptable price and other conditions. If such negotiations with the most qualified provider are unsuccessful, then the District will proceed to negotiate with the next second-most qualified ~~offeror~~provider, continuing this process as needed and so on. In Under no circumstance will selection of ~~a~~ professional services ~~provider~~ be based primarily or exclusively first and/or foremost on bid price, and as competitive bidding for professional services based on cost is ~~expressly~~ strictly prohibited.

All professional services for the District must be ~~procured~~ obtained through ~~with~~ a properly executed services agreement. The General Manager will involve ~~both District staff and the Board~~ as necessary

~~required for evaluating to evaluate~~ the technical merits ~~of the agreement,~~ and ~~the Board to approve its approving the~~ commercial aspects ~~of the services agreement, respectively.~~ The General Manager ~~is provided some~~has discretion in ~~how the demonstration of documenting~~ compliance with the PSPA ~~is documented,~~ with the level of documentation ~~roughly~~ corresponding to the size-scale of the District's likely-anticipated contractual commitment:

- For professional services costing between up to \$1,000.00 and \$510,000, ~~which tend to be less customized and more standardized services,~~ compliance with the PSPA can be demonstrated through documented verbal discussions with at least two ~~or more~~ prospective vendors ~~on regarding their~~ qualifications, ~~and~~ availability, ~~and their agreement to a on a~~ general estimated amount. This documentation will serve as the basis for initiating specific negotiations. ~~will be acceptable as a demonstration of compliance with the PSPA and as a basis for a specific negotiation.~~
- For efforts from \$1,000.00 to \$5,000.00, i.e., up to the signature authority of the General Manager, informal solicitation and receipt of qualifications materials, properly documented telephone interviews, and simple written statements of interest, capabilities, and conditions, if any, from at least three prospective offerors will be used to demonstrate qualifications-based selection before specific negotiations take place.
- For professional services costing between ~~From \$510,000.00 to and \$235,000.00,~~ the process begins with written requests for information from at least ~~two~~ three prospective offerors. The General Manager and District staff will conduct ~~will be made,~~ informal discussions and, where possible, in-person interview(s) with interested offerors ~~will be conducted by the General Manager and staff,~~ Following this, and then a more comprehensive letter proposal will be solicited from the offeror(s) deemed most qualified and submitted to the Board. ~~of Directors, will be solicited from the offeror(s) judged more qualified.~~ These letters-proposals should set forth ~~outline~~ the scope, ~~and~~ schedule, and justification for selecting the offeror for contract negotiations, as well as any conditions related to the work. ~~the reasons why a prospective offeror should be selected for negotiation of a final contract and any conditions attendant to such contractual work.~~ These letter proposals will serve form as the basis for selection of identifying the District's (first)-top choice for negotiation, with both the selection and the negotiated contract requiring approved by the Board approval during in a posted meeting.
- For professional services ~~costing exceeding~~ For contractual amounts likely in excess of \$325,000.00, ~~a similar, a more formal~~ dual-stage ~~but more formal~~ process will be used implemented. , including This includes a written Request for Qualifications/Interest, conducting a consensus-based selection of a short list of prospective offerors, and providing the short-listed offerors with a issuance of a more formal Request for Proposals. to the short list, and a more rigorous, A detailed, -written evaluation matrix will then be applied to all proposals received. This process will identify a first-choice candidate ~~be used to recommend a first-choice candidate~~ to the Board for negotiations and, if those negotiations are successful, which will approve entering into such negotiations and ultimately, if successful, the Board will approve the final negotiated contract and the selected contractual party.

~~For any of these, Sole~~ source procurement of professional services is permitted not prohibited but requires rigorous thorough documentation to justify of its necessity and its consistency alignment with the fundamental requirements of the PSPA. Generally, the level of documentation and scrutiny the rigor demanded here increases with the size of the contractual commitment. In some certain cases instances, an “emergency” sole source procurement may be necessary and could deviate from standard required that varies from the procedures ~~above~~, including proceeding without absence of prior Board approval ~~by the Board of Directors~~, due to timing problems constraints related to associated with posting and convening a Board meeting meeting as a Board. ~~But~~ Such procurements should ~~be initially be~~ as restricted limited in scope as possible and will then be and must subsequently reviewed be validated and authorized approved, with any appropriate changes, in a condition broader context during a at the next following Board action meeting.

~~Contractually approved Professional~~ services procured through approved contracts do not require a PO purchase order, but do require an invoice and a W-9 from ~~the professional the~~ services provider as well as a W-9, and ~~Each~~ invoice must be approved by the General Manager and, if greater than \$~~5~~10,000-~~00~~, by the Board before prior to payment. All invoices presented to the District for approval and payment shall provide must include adequate documentation and/or the ability to request right to be furnished additional supporting documentation or details to ensure compliance with that assures the expense is properly recorded and authorized within established budget constraints, District policy, and GAAP generally accepted accounting principles.

Additional Guidance on Specific Expense Types

Grant Related Expenses

If an expense is related to a grant, employees must ensure that this information is clearly noted when the expense is submitted so that the Administration group allocates the expense to the correct account.

~~Grant Managers are encouraged during the budget development process to be as specific as possible in identifying grant expenditure needs. Grant Managers may authorize expenditures up to \$1,000.00 if the expense is specifically itemized in the approved annual District grant budget. If an expense is not specifically itemized in the approved annual District grant budget, Grant Managers can authorize expenses up to \$500.00 without prior approval from the General Manager if the expense is within normal budget constraints. All expenses over \$1,000.00 or any non budgeted expenses over \$500.00 require prior written or verbal authorization from the General Manager.~~

~~A copy of all Open Grant Contracts must be kept on file with the General Services Team Leader. Legal, engineering, or consultant service contracts that are part of grants should be solicited through a Request for Qualifications and the solicitation and selected offeror require approval by the Board of Directors.~~

Grant Managers will keep the General Manager and the General Services Team Leader apprised in advance of all necessary expenditures, so that necessary fund transfers may be facilitated.

Project Related Expenses

Project Managers are encouraged during the budget development process to be as specific as possible in identifying project expenditure needs. Project Managers may authorize expenditures up to \$1,000.00 if the expense is specifically itemized in the approved annual District project budget. All expenses over \$1,000.00 and/or those that are not specifically itemized in the approved annual District project budget require prior written or verbal approval from the General Manager.

Project Managers will keep the General Manager and the General Services Team Leader apprised in advance of all necessary expenditures in order to facilitate the necessary fund transfers.

Administrative Related Expenses

All Office supplies, administrative outsourcing, copying charges, etc., will be coordinated through the General Services Team Leader/Office Manager. Planning is the key. If you plan to produce a report, or need/require office supplies, etc., please work/coordinate with the Administration staff to be sure we have stock to accomplish what you need to ensure the necessary items are in stock. Office supplies purchases that are not related to a specific grant, program, or project related will be charged to the corresponding grant, program, or project and must adhere to the employee's individual signature authority. of more than \$1,000.00 require advanced verbal approval by the General Manager along with an approved PO. Unless the amount is less than \$50.00 and petty cash is used to make the purchase, routine office supply purchases require a PO that can be initiated and approved by any staff member up to their signature authority, provided the purchase is within normal budget constraints, or otherwise with prior verbal authorization from the General Manager.

Routine Lab Expenses

Lab supplies and laboratory services —, including normal and routine supplies-items that are not grant-specific (e.g., chemicals, reagents, tubing, glassware, D.O. water, etc.) and the use of an outside laboratory, must adhere to the employee's individual signature authority. —up to \$1,000.00 can be approved by a Team Leader or Project Manager without prior verbal authorization from the General Manager. Purchases of lab supplies or laboratory services over \$500.00 require prior approval from the General Manager.

If an outside lab is being used for special sampling services, cost recovery from the well owner is suggested prior to obtaining the service from the contract laboratory.

~~Additional Guidance on Expense Reporting and Reimbursement~~

~~One of two forms is to be used by employees for reporting and for incurred expense reimbursement purposes. The use of these forms, including the selection of which form to use, is not discretionary with the employee. There is one additional form related to purchasing. This subsection explains how all of these forms are to be used.~~

~~The **Employee Expense Reimbursement (EER) Form** is for day to day business expenses that are paid for out of pocket (cash or personal credit/debit card) in the normal course of work activities, and for “local mileage” other than that involving overnight travel. These expenses are subject to applicable limitations (e.g., mileage rates, business meal ceilings, etc.) and are subject to the employee’s own individual “signature authority” as described above. These limits are applied on a “per purchasing event” basis, representing in effect a ‘cart total’ for a single sale from a particular supplier.~~

~~If a purchase exceeds \$50.00 or is beyond the employee’s signature authority, then a PO must be filled out and authorized by someone with the appropriate signature authority before reimbursement by Accounting. Employees are “at-risk” for such purchases if after the fact authority is sought. When feasible, employees should complete a PO and get it authorized BEFORE making such a purchase to eliminate such risk or if not feasible, at least get prior verbal authorization by the appropriate person.~~

~~EERs with stand alone (i.e., no underlying authorized PO) expenses of any size that are older than 60 days will not be reimbursed. Any expense greater than \$20.00 that is claimed for reimbursement on the EER requires a receipt or a notation of purpose describing the purchase, vendor, date, and reason why that receipt isn’t available.~~

~~The **Travel Expense Report (TER) Form** is used solely to report expenses associated with overnight travel, and for reimbursing out of pocket, non-prepaid expenses that are incurred associated with overnight travel (only). The TER Form is used in two ways:~~

~~*Per Diem Authorization.* An employee may elect to be reimbursed for meals and incidental expenses on a per diem basis rather than actual cost basis using TER form as a **per diem authorization**. The employee must elect, be approved, and be paid for per diem BEFORE the overnight travel. Since payment will be made by check for per diem, the TER form (per diem authorization) must be submitted several work days before departure. Per diem for outbound and inbound travel days may be requested but only for $\frac{3}{4}$ of one day’s per diem regardless of how much and what time of day is spent traveling.~~

~~*Travel Expense Reporting.* After returning from overnight travel, the employee must submit another TER, with all header and all other expenses, including prepaid expenses like per diem and District advance payments (e.g., District credit card payments made by Accounting related to the trip), and get it approved by the appropriate signature authority. If per diem was authorized prior to overnight travel, include that cost (to the District) on the trip expense total as~~

~~a pre-paid expense item, attaching the copy of the approved per diem authorization along with other trip receipts, as documentation. If a personal vehicle is used, either as the primary means of travel on the overnight trip or to go to and from the airport on a business trip, the mileage for such travel shall be recorded on the TER form as "Local Mileage." The trip total should include all expenses and receipts and documentation related to the travel, including conference registration fees that were separately prepaid by the District.~~

~~If an employee is concerned about having to incur a relatively large expense for business travel several months in advance on some personal account, then the employee has the option of requesting use of the District credit card rather than a personal credit card for such expenses. If that option is used, then such District charge card purchases must also be shown as a District Prepaid Expense on the TER that is submitted after the trip, so that credit card charge is associated that with the trip expense. (Note: Business charges to a personal credit card generally are not eligible for the state sales tax exemption.)~~

~~The **Purchase Order Form** with appropriate approvals is required before the District directly makes any purchase greater than \$50.00 by any means (except for incidental purchases made with Petty Cash and for charges on a TER, as noted above).~~

~~A PO with proper approval is required for reimbursing any line item greater than \$50.00 that is purchased by the employee and reimbursed through the EER Form. If the purchasing event (i.e., a line item on an EER Form) exceeds the employee's signature authority, the PO must be properly authorized, or at least a verbal authorization for the purchase by the appropriate approval authority, **BEFORE** the purchase is made and the goods and services received. This is a basic financial control mechanism that the State Auditor's Office scrutinizes. At the discretion of the GM those staff that do not comply with this requirement may lose their authority to make any business-related purchases for three months, which means they will be required to request and make purchases only through the appropriate Team Leader or GM.~~

Item 6

Board Discussion and Possible Action

- d. Discussion and possible action related to amending the Employee Policy Manual.

1.1. Inclement Weather

A major concern of the District is the safety of District employees. Inclement weather is defined as any weather emergency that precludes an employee from performing their normally scheduled duties. These conditions can include, but are not limited to, immediate or residual effects from dangerous driving conditions due to snow, sleet or ice, flooding, or the threat of other severe weather that could threaten or harm the lives of employees at home, work, or while traveling to and from work. When the main threat from inclement weather concerns travel, the General Manager or designee will address the issue via email based on a weather forecast and thus, ahead of time. In lieu of direction from the GM, employees are encouraged to work from home until safer travel conditions return.

The District offices will officially delay opening or be closed, and inclement weather administrative leave will be authorized, when ~~either the Austin Independent School District or the San Marcos Independent School District are~~ (AISD) ~~is also~~ closed for inclement weather. ~~if the schools would otherwise be open. If the both of the schools AISD is closed due to a break or scheduled day off would have been closed anyway (e.g. winter holiday or summer break), the~~ District will officially delay opening or be closed at the discretion of the General Manager. ~~if the offices of non-essential staff for Hays County, Travis County, or the City of Austin are closed. When the office is closed or opening is delayed, employees are not prohibited from coming to work if they think they safely can can safely but are not expected to do so. Under these circumstances, there is no need to notify the General Manager or the other staff of absence from work. staff members with non-portable duties ; Regular employees shall record "Inclement Weather" leave for hours taken off the time the office is closed during the delayed office opening or office closure. Employees shall record any hours actually worked worked on an inclement weather day as hours worked. Employees will be paid for the hours of closure if scheduled to work during the closure.~~

The District will post notice of an office closing on Google Business Profile and/or change the outgoing phone message to announce the office closure.

The office closure notwithstanding, employees should use their own good judgment about whether it is safe for them to commute from their homes to work and back, including taking and picking children up at school before and/or after work as needed. Employees concerned about their own or their family's safety during inclement weather conditions in which the office remains open should notify the General Manager so that administrative leave might be authorized on an individual basis, at the General Manager's discretion.

Since telecommuting is an option that is available to all employees, except for staff members with nonportable duties, if the office is open but an employee is experiencing inclement weather in their area that would make it not safe for them to drive into work the employee can work from home as if it is their regular telecommuting day; exceptions to this rule would include the loss of power at the employee's home location. Under these circumstances, if employees are unable to

work and the District office is open, they will record 'Inclement Weather' on their timesheet. Employees shall record any hours worked on an inclement weather day as hours worked. Employees will be paid for the hours of closure if scheduled to work during the closure. Employees should use their own judgement about whether it is safe for them to commute from their homes to work and back. Employees concerned about their own safety during inclement weather conditions in which the office remains open should notify the General Manager as soon as possible.

3.3. Flex-Time

The District offers the individual employee the option of working the traditional five-day, eight hours per day work week; or to opt for a flex-time schedule. A flex-time schedule may consist of a compressed four-day, ten hours per day work week and/or an alternate schedule allowing for a start or finish time that is within ~~one~~^{two} hours of normal business hours set at 8:00 a.m. to 5:00 p.m., Monday through Friday. All flex-time schedules must be approved by the General Manager. In making a decision about whether to approve a flex-time schedule, the General Manager will take into consideration the employee's position, the needs of the District, and the needs of the public citizens.

For scheduling and administrative purposes, all District employees may change their flex-time schedule twice per fiscal year. New employees are not eligible for a flex-time schedule within their first six months of employment.

It is the Board's policy that District business is conducted in a timely and professional manner and that disruption of normal operations is held to a minimum when employees are off. The first concern is that an adequate number of technical and administrative staff are on duty on each day of the work week, meaning that public citizens who request service should expect to be served when they make the effort to visit the District office, and not be asked to return on another date.

Occasionally, employees may need to work on their normal days off in order to meet pending project deadlines or to conduct other District business as required. In cases of conflict, the General Manager will make the final determination.

6.10 Parental (Maternity/Paternity/Adoption) Leave

6.10.1 Overview

Parental Leave under this policy is a paid leave associated with the birth of an employee's biological own-child or a-the placement of a child with the employee in-connectionthrough with fostering or adoption.

6.10.2 Eligibility

Eligible employees under this policy are those full-time employees who have been employed by the District for at least 12 months. ~~Eligible full time employees must have performed at least 1,250 hours of service in the 12 month period immediately preceding the date leave is to begin. Eligible part-time employee must have worked at least 625 hours during the immediately preceding 12-month period. In calculating eligibility, hours worked do not include time off for holidays, paid sick leave or vacation time, or any period of paid or unpaid leave.~~ Temporary employees, part-time employees, and Interns are not eligible for paid parental leave under this policy.

6.10.3 Health Insurance

Health insurance coverage will be maintained-upheld by the District during-throughout Parental Leave, ~~on the same basis as if the employee were still working under the same conditions as during active employment. The employee must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, the employee will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made. 30 days to add baby to insurance~~

6.10.4 Compensation

Eligible ~~employees birthing parents~~ will receive six-twelve (12) weeks of leave funded jointly by the District's short-term disability (STD) and the District itself. The District covers the full premium for STD, which pays birthing parents 60% of their total wages, capped at \$1,500 per week, for twelve (12) weeks. Additionally, the District will contribute the remainder of the birthing parent's wages to ensure the employee receives 100% of their regular pay during this period. STD has an elimination period of eight (8) days, the District will pay the employee's salary for this eight (8) day period before the STD payments begin. Non-birthing parents and employees who are fostering or adopting a child will receive six (6) weeks paid parental leave paid for in full by the District, since they are not eligible for STD.

~~in the amount of 60% of their salary up to a maximum amount of \$1,000.00 per week to be provided either by the District's short term disability insurance coverage, or funded by the District. Short term disability benefits are provided for Parental Leave per the District's paid~~

~~coverage of the Group Insurance Program for the employee. The employee will receive compensation as outlined under the District's short term disability policy. To the extent that any part of the paid leave provided by this Parental Leave Policy is not covered as a short term disability benefit, the District will fund the remainder of the paid leave authorized herein. For employees entitled to leave under this policy who are not subject to the District's short term disability policy, the District will fund the Parental leave.~~

~~Vacation and sick time will accrue at 60% of their regular rate while employee is on Parental leave.~~ Vacation and sick time will not accrue during any time of paid or unpaid leave.

6.10.5 Use and Duration of Leave

~~Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Birthing parents will receive 480 hours of leave while non-birthing parents and those adopting or fostering a child will receive 240 hours. Leave can be used continuously or intermittently. Intermittent leave allows employees to use their leave hours for various child-related purposes, such as attending doctor's appointments or caring for the child during illness. Parental leave must be completed within will expire 12 months from when leave began. of the birth or placement of the child; however, the Employees may use parental leave before the birth of a child or placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.~~

~~Use of Parental leave is subject to the District's standard LOA Policy. The standard LOA Policy for the district allows for 12 weeks of unpaid leave annually. All paid leave under this policy will count toward the 12 week period.~~

Employees can only utilize one paid parental leave benefit per fiscal year.

6.10.6 Return to Work

~~Prior to returning to work, birthing parents must submit a doctor's release form to the District. Upon returning to work at the end of leave, the employee will be placed-reinstated to-in_ their original job-position or an equivalent job-position with equivalent pay and benefits. However, if the employee has allowed any part of their health insurance coverage to lapse, coverage will be reinstated based upon policy requirements.~~ The employee will not lose any benefits that accrued before leave was taken. Additionally, employees can be offered extended flex time and/or work from home for their first month back at work if the individual employee qualifies for teleworking. Details of this extension will be worked out on a case-by-case basis.

APPENDIX D

1. Travel Policy

1.1. Purpose

The District Travel Policy is designed to establish clear and uniform policies for official District travel costs reimbursement, clearly identify travel expenses eligible for reimbursement by the District, and to serve as a guide for the accounting and proper reporting of travel-related expenses.

Events which are considered District business include seminars, training, meetings, field trips, conferences, educational events, exhibitions, expositions, and any other related events pertaining to the Travel Criteria.

1.2. Travel Criteria

To make the trip applicable to the Travel Policy, the goal of the trip has to meet one or more of the following criteria:

- It deals specifically with subjects that would directly benefit the District or which are part of the District's activities,
- It has a direct bearing on the professional competence of District personnel or Board, or
- It involves matters of general interest to groundwater planning, management, protection, enhancement, conservation, and other subjects pertinent to the District's business and activities.

There are four types of travel locations:

- Local: within the District's jurisdiction and greater Austin area,
- Out-of-Town: beyond the local area above and within the borders of the State of Texas,
- Out-of-State: beyond the boundaries of the State of Texas, and
- International: beyond the boundaries of the United States of America.

1.3. Responsibilities

1.3.1. Employee

The employee is responsible for being conservative and prudent to maximize economy and efficiency when incurring expenses while traveling on District business. The employee is responsible for following the Travel Policy while involved in any event related to District travel

and reimbursement, including booking and/or verification of reservations and other travel arrangements, keeping receipts, and applying for timely reimbursement.

1.3.2. General Manager

The General Manager is responsible for: 1) providing and periodically revising a written policy concerning the incurring and reimbursement of travel expenses on District business, 2) ~~requesting approval from the Board for all staff out-of-state travel,~~ 3) informing the Board on all other approved travel, 4) approving travel expenditures submitted for reimbursement, and 5) authorizing payment of a per diem if appropriate.

The General Manager has the discretion to: 1) approve local, ~~and out-of-town travel, and out-of-state travel~~ within the state that has been previously approved in the operating budget; 2) purchase or authorize purchase of education, conservation, pollution and/or other related materials to be used by the District while attending meetings with state agencies, political subdivisions, conferences/seminars, or other similar events; 3) authorize travel cash advances; and 4) purchase or authorize the purchase of food and/or non-alcoholic beverages within budget constraints.

1.3.3. Board of Directors

The Board is responsible for approving the written policy concerning the incurring and reimbursement of travel expenses on District business which is provided and periodically revised by the General Manager; and for approving the General Manager's request for all ~~staff and~~ Board travel out-of-state.

The Board President will approve travel expenditures submitted for reimbursement in the absence of the General Manager. The Board Vice President will approve travel expenditures submitted for reimbursement in the absence of the Board President.

1.3.4. District

The District's General Manager and accounting staff are responsible for approving and payment of all actual and necessary expenses for employees travelling on District business. who must be away from their regular assigned place of employment. Reimbursement will be based on a properly completed and approved expense reimbursement request or travel expense report (TER) form. A travel proposal outlining the purpose and estimated costs must be submitted to the General Manager for approval prior to travel. Daily expenses, such as meals, may be covered through a per diem (at the GM's discretion) or reimbursed individually. All reimbursement requests must be submitted through the District's bookkeeping system (e.g., QuickBooks Online) and will be approved if they comply with this policy.

The District's General Manager and accounting staff will also implement and monitor the approved travel budget, and report all travel expenditures under proper accounting codes and according to approval procedure.

Item 6

Board Discussion and Possible Action

- e. Discussion and possible action related to a new task order for additional work on the database by LRE Water.

STATEMENT OF WORK/TASK ORDER NO: 7

1.0 SCOPE OF SERVICES

OVERVIEW

The Services and Goods in this Statement of Work/Task Order (Task Order) shall be performed in accordance with the terms and conditions set forth in the Master Technical Services Agreement made as of October 13, 2022, by the Barton Springs-Edwards Aquifer Conservation District (BSEACD) and LRE Water, LLC (Vendor).

The Scope of Services under this Task Order are specifically described in the Vendor's proposal titled, 2025 Support, Maintenance and System Enhancements for the BSEACD Well Data Management System and Interactive Map, to the BSEACD, dated April 21, 2025. The Scope is replicated, incorporated herein for all purposes, and described below.

Task 1 – System Operation, Maintenance and Support \$5,240

We have included in this cost estimate an anticipated labor component based on LRE Water Staff working 24 hours over the course of the year on items related to:

- Monitoring server performance, applying security patches and ensuring backups
- Troubleshooting and resolving scripting or automation issues
- Small updates, taking less than an hour, to existing system content and features.

Based on the LRE Water staff expected to be involved in this work we have used a blended rate of \$190/hour for this estimate, totaling \$4560 for the year.

In addition to time spent, a \$680 annual expense will be incurred for cloud hosting. This fee primarily covers Amazon Web Services which hosts the back end server, database and file storage, but also Netlify and Heroku which host the website itself and the underlying automation. We purchase hosting services from these companies in bulk to get the best pricing and the annual cost to you is the portion allocated to BSEACD based on the resources required by your system.

Task 2 – Support for Well Owner Onboarding and Self Reporting \$4,800

Functionality was deployed in 2024 that supports creation of well owner logins and association of these logins with permits (so that each login can be limited to only the wells under the appropriate permits for that user). *Additional work to support well owner use of the system, covered under this task, includes:*

- *providing well owners with a meter readings entry form that is understandable to them; this will be a slightly simpler version of the meter readings entry page currently used by BSEACD staff.*

- *creating an Owner Dashboard that will be the landing page for logged in owners and include visually appealing, high level information about their well use, allocations, drought restrictions, etc.*

Task 3 – Aquifer Science Tools \$19,200

Data collection, entry, management, reporting and visualization updates have been identified by the BSEACD Aquifer Science team that will enable them to leverage the dashboard for more of their District responsibilities. This work in 2025 would build upon the foundational Aquifer Science support tools that were developed in 2024, extending functionality to meet a broader set of requirements and enhancing them with reporting and visualization tools.

3.1 – Integrate new Field Services data fields and build FS Snapshot Report (~24 hours)

When the field services app was deployed in 2024, several new data fields were identified that were needed for the field services app but were not already part of the system. These fields have been added to the app, however they cannot currently be saved back to the official well records, since there is not a spot for them there. *This task covers adding the new fields to the main system well records and completing the automation that allows them to be edited from either the FS app or main system screens.*

The Field Services app allows for logging of field visits and associated data, and also supports edits to the full well record, addition of water levels and water quality data, and entering of meter readings. These various data modifications can be tied together based on the inspection date. *This task also includes building a Snapshot report page which will include a searchable table listing all field service inspection records and for any inspection record, a Snapshot Report may be opened up that will indicate all data collected or edited that day, for the well that was inspected or visited.*

3.2 – Finish manual upload tools for transducer data (~ 16 hours)

An initial upload tool for manually collected transducer data was deployed in 2024 for beta testing. *This task covers additional testing required and some new features that will provide BSEACD AqSci staff with the ability to independently manage expected monitoring well identifiers and measured parameters.*

3.3 – Incorporate WellIntell and HydroVu data via API (~24 hours)

BSEACD has installed telemetry units on multiple monitoring wells and data is collected from them automatically by the telemetry vendors (WellIntell and HydroVu) and stored in their own cloud systems. These systems include an “API” (automatic programming interface) which allows data to be retrieved from the cloud programmatically. *Under this task, LRE will build scripts which call data from these cloud repositories via the APIs and store it in the dashboard database. Water levels from these sources will be integrated with the existing data sets which support water level graph visualizations, and other parameters will be included in the reporting, graphing and download tools that either already exist or will be built as part of this 2025 scope in other tasks.*

3.4 – Incorporate well information developed outside of the dashboard work (~8 hours)
Work completed under separate contracts, with LRE and other consultants, has included bringing together well construction information (depth, screening, associated aquifer, etc) from other sources. LRE’s Wally Darling has been involved in these parallel efforts. Bringing all of this data now available into the BSEACD dashboard database will improve the water levels graphing visualizations and be helpful to the Aquifer Science team. *This task covers Wally’s time to match up externally created well data to the well records in the dashboard and import data wherever possible.*

3.5 – Development of a Water Quality data management page (~12 hours)
Methods for getting water quality data collected by BSEACD into the system have been deployed or are being built as part of other tasks under this 2025 scope of work. Additional functionality is needed now for querying and downloading these data. *This task covers the development of a page where all water quality data can be viewed together, queried and downloaded to specific file formats. Graphic visualization is deliberately not a part of this task, but instead this task will be focused on the filters and download formats required by BSEACD AqSci staff so they can pull the data into other tools where they prefer to do visualization and analytics.*

3.6 – Build a bulk upload tool for documents (~12 hours)
Currently, documents can be attached one at a time to well records. *This bulk upload tool would provide an alternative to upload multiple documents at one time for a single well. An example of when this will be particularly useful is when uploading the potentially dozens of photos collected during a field visit.*

1.1. **Task 4 – Other System Updates and Enhancements** \$10,400

4.1 – Build out reporting and management for enforcement records (~32 hours)
BSEACD staff has provided to LRE a proposed layout and organizational approach for managing enforcement records within the dashboard system. *This task includes adding an Enforcements Management page based on this design and working with BSEACD staff to populate it with historical data and test for new enforcement records going forward. It also includes the addition of an enforcements listing within the main well record screen, and an Enforcements page in the Query and Download tool.*

4.2 – Support shifting to specific Meter to Well associations (~8 hours)
Currently for permits that have more than one well, the meters under that permit are associated with the meter, but not specifically to the appropriate well. This is an organization aspect that was carried over from the old pre-2024 system. Shifting to a specific meter to well relationship will improve pumpage reporting capabilities, however some changes may be necessary to ensure existing features are not adversely affected by the change. *Under this task, LRE will carefully test the modifications needed to support meter to well associations, and implement them. Once this work is finished, we will also update the pumpage report page to show pumping broken out by well.*

4.3 – Addition of an “export shapefiles” feature on the map (~4 hours)

This task includes the addition of “actions” on the map page to allow users to download certain layers. Before implementing this task, LRE will coordinate with BSEACD staff to determine which layers should be made downloadable.

4.4 – Design and scope an integrated, online applications process (~8 hours)

This task covers just the design and scoping process for an online application process that integrates with the well management system. LRE will work with BSEACD staff to understand the workflow for the application process and where this workflow intersects with data management tasks. As a result of this discovery process, LRE will provide a detailed scope and cost estimate for developing the needed suite of integrated application forms and processes that would be housed within the dashboard.

2.0 TERM

The term of this Task Order will commence on May 1, 2025, and will continue through April 30, 2026 (i.e., one year), unless sooner terminated by the District, and as provided in the Master Services Agreement or extended by written mutual agreement.

3.0 COSTS

Project cost as described above is not-to-exceed a total of \$39,640. The cost breakdown by task is provided on the table below. Task 2 and 3 completion dates are estimates only as work can proceed in a nonlinear fashion. Dates and task numbers may not reflect pending task prioritization by District staff. All tasks will be completed within the 12-month timeframe.

Task Name	Cost Estimate	Completion Date (Est.)
Task 1 – System Operation, Maintenance and Support	\$5,240	April 30 2026
Task 2 – Support for Well Owner Onboarding and Self Reporting	\$4,800	August 31, 2025
Task 3 – Aquifer Science Tools	\$19,200	December 31, 2025
Task 4 – Other System Updates and Enhancements	\$10,400	April 30, 2026
Total	\$39,640	April 30, 2026

4.0 DESIGNATED REPRESENTATIVES

Barton Springs-Edwards Aquifer
Conservation District

Name: Timothy T. Loftus, PhD

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LRE WATER, LLC

Name: Jordan Furnans, PhD, PE, PG

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Round Rock, TX 78681

Phone: 512-736-6485

Email: Jordan.Furnans@LREwater.com

5.0 AUTHORIZATION

This Task Order is agreed to and entered on May 1, 2025, even if finalized and dated later than that date.

Barton Springs/Edwards Aquifer
Conservation District

LRE Water, LLC

By: _____
Timothy T. Loftus, PhD
General Manager

Jordan Furnans, PhD, PE, PG
Vice President

ATTEST:

By: _____
Christy Williams
Board Secretary

Date: _____

APPROVED AS TO FORM:

By: _____
Brian L. Sledge
Attorney for BSEACD

Date: _____

Item 6

Board Discussion and Possible Action

- f. Discussion and possible action authorizing GM to declare the next stage of drought.

Item 6

Board Discussion and Possible Action

- g. Discussion and possible action related to the 89th Texas Legislative Session.

Item 7

Director 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
- Issues or problems of concern

Item 8

Adjournment