

UPPER TRINITY GROUNDWATER CONSERVATION DISTRICT

MONDAY, NOVEMBER 21, 2016

MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

INTRODUCTORY MATTERS

1. Welcome guests and members of the public. The meeting convened at 5:00 p.m.
2. Roll call; establish a quorum; call Public Hearings and Regular Board Meeting to order; declare them open to the public.

Directors Present: Tim Watts, Mike Berkley, Tracy Mesler, Mike Massey, Richard English, Don Majka, Dan Caudle and Billy Stout

Directors Absent: None.

3. Pledges of allegiance to the flags.
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PUBLIC HEARINGS

1. The District's legal counsel, Brian Sledge, swore in GM Shaw, Wade Oliver of Intera, Dennis Morrow, James Echols, Karl Riffe, and William Reeves for the discussion regarding a new well application submitted by EM Holdings (James Echols) for property located at 2900 Mineral Wells Hwy. Weatherford, TX in Parker County. Director Watts moved to approve the new well application and the application for exception to District rules, less than 50 ft. to the nearest property line and less than 2 acres. Approval is contingent upon District staff verifying that the proposed location of the new well is more than 150' from an existing water well. Furthermore, the applicant must submit paperwork specifying the location of the new on-site sewage system and certification of the abandonment of the existing on-site sewage system. Director Majka seconded the motion. The motion passed unanimously.
 2. President Mesler adjourned the Public Hearing for EM Holdings at 5:29 p.m.
 3. The District's legal counsel, Brian Sledge, swore in GM Shaw, Wade Oliver of Intera, Kris Moore, and Susie Youngblood for the discussion regarding a new public water supply well application submitted by Patterson Water Supply to be located at a property located in the Hills of Briar Oaks subdivision, in Wise County. Patterson Water Supply was not represented at the Hearing. Director Berkley moved to deny the new well application without prejudice, placing the burden on Patterson Water Supply to re-file the application and notify surrounding property owners of a Public Hearing set on a date to be determined by District staff. Director Caudle seconded the motion. The motion passed unanimously.
 4. President Mesler adjourned the Public Hearing for Patterson Water Supply at 5:48 p.m.
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REGULAR BOARD MEETING

President Mesler called for a brief recess at 5:45 p.m. The board reconvened at 6:00 p.m.

1. Public comment was made during the Public Hearings.
2. Director Majka moved to approve the Consent Agenda, including minutes from Board meeting on October 17, 2016; bank statement ending October 31, 2016, and current financial reports of the District;

approve payment of all bills/invoices received through November 21, 2016; reimburse staff for invoices/bills paid on behalf of the District through November 21, 2016; current investment report. Director Massey seconded the motion. The motion passed unanimously.

3. No items were pulled from the Consent Agenda for further discussion.
4. Director Majka moved to approve “current financial reports of the District” in future Consent Agendas contain a minimum of the following:
 - A. Balance Sheet
 - B. Customer Balance Summary
 - C. Profit & Loss Budget Performance
 - D. Pinnacle Bank statement (all pages) – no reconciliation
 - E. Check register
 - F. Payroll Summary
 - G. Credit card bill from previous month’s activity
 - H. The following cash disbursements:
 - 1) All employee/Director expense reimbursements
 - 2) One-time transactions outside the ordinary course of business
 - 3) Copies of checks disbursed in an amount greater than \$5,000.00

Director Caudle seconded the motion. The motion passed unanimously.

5. Wade Oliver from INTERA demonstrated a web-based tool that will allow District staff to identify potential localized impacts of proposed and existing wells. Director Berkley moved to accept Intera’s proposal to build the Well Impact Assessment Application in an amount not to exceed \$23,000 with an annual support and service over five years not to exceed \$5,000. Director Majka seconded the motion. The motion passed unanimously.
6. General Counsel’s Report was discussed in Executive Session.
7. **Management Report on Administrative and Operational Issues:** The General Manager and staff will brief the Board on the following and any other items included in the General Manager’s written report, which may be discussed, considered, and acted upon by the Board, including authorizing the initiation of, managing, or resolving enforcement action or litigation where applicable.
 - A. General Manager's report
 - 1) Discussion regarding potential real estate investment was held in Executive Session.
 - B. Report on delinquent customers of the District; action may be necessary for collection of delinquent fees in the next Regular Board Meeting.
 - C. Report on Education and Outreach activities; no action was taken.
 - D. Report on injection well applications filed with the Railroad Commission; no action was taken.
 - E. Well Registration and Groundwater Production reports; no action was taken.
8. Discussion regarding the development of District Rules was held in Executive Session.
9. Director Massey moved to make the following amendments to the 2016 budget, which was recommended by staff:
 - Reduce Office Equipment by \$2,300
 - Add \$2,000 to Computer Software & Supplies
 - Add \$300 to DSL/Cable Internet

Director Berkley seconded the motion; motion passed unanimously.

10. Director Berkley moved to adopt Resolution 16-004 Allocation of Funds for the District (after changing Capital Reserve Fund to Budget Reserve Fund). Director English seconded the motion. The motion passed unanimously.
11. Director Massey moved to adopt Resolution 16-005 Adopting a Budget for 2017 (with the addition of Expense for Saltwater Injection Wells and fund balances). Director Majka seconded the motion. The motion passed unanimously.
12. Director Majka moved to adopt Resolution 16-006 Adopting an Investment Plan for the District as presented. Director Watts seconded the motion. The motion passed unanimously.
13. Director Massey moved to adopt Resolution 16-007 Amending and Adopting Records Retention Policy and Designating Records Retention Schedule with the accompanying schedules. Director Majka seconded the motion. The motion passed unanimously.
14. Director Watts moved to adopt the 2017 Regular Board meeting dates as January 19, February 27, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18. The District will follow the 2017 Parker County Holiday Calendar, with the addition of December 26. Director Caudle seconded the motion. The motion passed unanimously.
15. The next Regular Board meeting will be Monday, December 19, 2016, in the Springtown office at 5:00 p.m.
16. In addition to topics already mentioned, the Board may also set a Public Hearing for Patterson Water Supply.

At 6:58 p.m., the Board went into Executive Session under Texas Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated, concerning attorney-client matters (§551.071) and deliberation regarding real property (§551.072).

President Mesler called the meeting back into open session at 8:02 p.m.


7. A. 1) Director English moved to authorize GM Shaw to enter into negotiations and sign the associated documents regarding the potential purchase of real estate based on the details discussed in Executive Session. Director Watts seconded the motion. The motion passed unanimously.

17. President Mesler adjourned the meeting at 8:03 p.m.

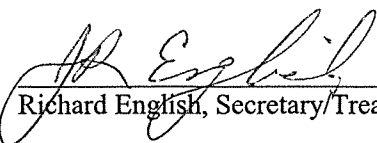
PASSED, APPROVED, AND ADOPTED BY THE BOARD OF DIRECTORS this

19th day of December, 2016.

Attest:



 Tracy Mesler, President



 Richard English, Secretary/Treasurer