

Refugio Groundwater Conservation District

604 E. Commerce St., Refugio, Texas 78377

P.O. Box 116, Refugio, Texas 78377

Phone (361) 526-1483 | Fax (361) 526-1294 | www.rgcd.org

THE STATE OF TEXAS
REFUGIO COUNTY

The Board of Directors of the Refugio Groundwater Conservation District convened a meeting on September 10, 2024, at 6:00 PM at 708 Commerce Street, Refugio, Texas 78377.

Meeting Attendance:

Precinct 1:	Mr. John Snyder, Treasurer	Present
Precinct 2:	Mr. Carroll Borden, President	Present
Precinct 3:	Ms. Cynthia Rose	Present
Precinct 4:	Mr. Fredric Biery, Secretary	Present
At Large:	Vacant	Absent
General Manager:	Mr. Timothy Andruss	Present
Legal Counsel:	Mr. James Allison	Absent

Agenda Item 1: Call the meeting to order and welcome guests.

Meeting Discussion: Carroll Borden called the meeting to order at approximately 6:00 PM.

Board Action: No action taken.

Agenda Item 2: Receive public comments.

Meeting Discussion: None.

Board Action: None.

Agenda Item 3: Consideration of and possible action on matters related to groundwater management including the efforts and activities of the District regarding permitting, complaints, investigations, violations, and enforcement cases associated with permitting.

Agenda Item 4: Consideration of and possible action on matters related to groundwater protection including complaints, investigations, violations, and enforcement cases related to groundwater contamination and waste.

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Agenda Item 5: Consideration of and possible action on matters related to groundwater monitoring.

Agenda Item 6: Consideration of and possible action on matters related to groundwater conservation.

Agenda Item 7: Consideration of and possible action on matters related to groundwater resource planning including Groundwater Management Area 15 Joint Planning and regional water planning.

Agenda Item 8: Consideration of and possible action on matters related to groundwater policy including the Management Plan of the District, the hearing regarding the Proposed Rules of the District, and the Rules of the District.

Agenda Item 9: Consideration of and possible action on matters related to administration and management including the minutes of previous meetings, the annual budget of the district, bank accounts, investments, financial reports of the district, bills and invoices of the district, management goals and objectives of the district, administrative policies, staffing, consultant agreements, interlocal cooperation agreements, and support services provided to and from other groundwater conservation districts.

9.0 – Report regarding Administration and Management

Meeting Discussion: Mr. Andruss provided the following report:

Regarding Election Coordination for CY2024.

No report.

Regarding Financial Audit for FY2023.

No report.

Regarding Investment Management for FY2024.

No report.

Regarding Financial Record Processing and Reporting for FY2024.

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No report.

Regarding Budget Development for FY2025.

No report.

Regarding Asset Tracking for FY2024.

No report.

Regarding Public Funds Training for FY2024.

No report.

Regarding Website Improvements.

No report.

Regarding Public Notice and Meeting Coordination for FY2024.

The next meeting of the Board are scheduled for October 21, 2024, with each meeting to convene at 6:00 PM. Regular meetings will be rescheduled as necessary and special meetings may be scheduled to address unforeseen issues.

Regarding Performance Audit for FY2023.

No report.

Regarding Project Management for FY2024.

No report.

Regarding Administrative Policy Review for FY2024.

No report.

Regarding Transparency Reporting for FY2024.

No report.

Regarding Cybersecurity Training for FY2024.

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No report.

Regarding Consultant Review for FY2024.

No report.

Regarding Open Government Training for FY2024.

No report.

Regarding District Liability Insurance Review and Renewal for FY2024.

No report.

Regarding Digital Record Archiving for FY2024.

No report.

Regarding Physical Record Archiving for FY2024.

No report.

Board Action: None.

9.1 – Tax Rate for Tax Year 2024

Meeting Discussion: Mr. Andruss explained the District completed the public notice requirements related to the required public hearing regarding the proposed tax rate for tax year 2024.

Based on calculations completed by the Refugio County Tax Assessor-Collector, the following tax rates exist for the District for Tax Year 2024:

- No-New-Revenue Tax Rate: \$0.01319/\$100
- Voter-Approval Tax Rate: \$0.01425/\$100
- Proposed Tax Rate: \$0.01374/\$100

Board Action: Mr. Borden moved to open the public hearing regarding the proposed tax rate at 6:03 PM. Mr. Snyder seconded the motion. The motion passed unanimously.

After receiving no public comment, Mr. Borden moved to close the public hearing regarding the proposed tax rate. Mr. Snyder seconded the motion. The motion passed unanimously.

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Mr. Borden moved to approve and adopt the proposed tax rate of \$0.01374/\$100 as the adopted tax rate by order. Mr. Snyder seconded the motion. The motion passed unanimously.

9.2 – Appraisal Roll for Tax Year 2024

Meeting Discussion: None.

Board Action: Mr. Biery moved to accept and approve the appraisal roll for Tax Year 2024 and adopt the Order Approving the 2024 Appraisal Roll. Ms. Rose seconded the motion. The motion passed unanimously.

9.3 – FY2025 Budget Amendment and Authorizations

Meeting Discussion: Mr. Andruss explained with the execution of the interlocal agreement with VCGCD for administrative services, staff developed a draft revision of the FY2025 budget of the district, adopted at the previous meeting, to reflect the changes in anticipated fund balances and the payment schedule to VCGCD during the fiscal year. If the Board approves a tax rate for TY2024 other than that of \$0.01319/\$100 value, a subsequent revision to the FY2025 budget will be developed for consideration by the Board in October 2024.

In order to efficiently administer the operations of the district, the board has granted limited authority to the general manager to spend funds on certain expenses that are referred to regular and routine expenses within the constraints of the approved budget. This authorization applies to expenses such as subscription services, lease payments and so on. Other expenses require board consideration and explicit authorization from the board to pay such as invoices from technical consultants and contractors. Regardless of the procedure under which authorization is obtained to spend funds, all expenditure transactions (as well as revenue transactions) are presented to the board for review and oversight within the meeting packets of regular meetings.

When appropriate, the authorization to make payment on non-routine expense is obtained when the associated financial obligation is authorized by the board. This frequently occurs when the Board accepts a proposal from a technical consultant.

However, in some instances, this procedure proves to be inefficient and hinders management's ability to administer the projects of the district designed to achieve the operational objectives of the district. This circumstance frequently arises in instances where the district seeks to sponsor external activities such as proposals

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to promote water conservation or have a technical matter addressed by a consultant.

Board Action: Mr. Borden moved to 1) adopt the draft revision of the FY2025 Budget, 2) authorized general manager to engage and pay consultants under the agreements approved by the board, and 3) authorize the general manager to award sponsorships and pay the corresponding expenses in accordance with the approved operational budget of the district. Ms. Rose seconded the motion. The motion passed unanimously.

9.4 – Bills and Invoices

Meeting Discussion: Mr. Andruss explained the District has outstanding accounts payable invoices that are not considered regular and routine for which the District has received the goods and services billed for under the invoices.

Board Action: Mr. Borden moved to 1) authorize the General Manager to pay the outstanding bills and invoices for goods and services received by the District. 2) authorize the General Manager to pay the invoice from the Refugio GCD for the Regular and Routine Fees for FY2025 and the Office and Equipment Fees for FY2025 - FY2029. Mr. Biery seconded the motion. The motion passed unanimously.

9.5 – Election Matters

Meeting Discussion: Mr. Andruss explained the Secretary of State Office has published Election Advisory 2024-17.

The terms of the following offices are scheduled to expire in November 2024:

- Director, Precinct 2; (currently held by Mr. Borden)
- Director, Precinct 4; (currently held by Mr. Biery)
- Director, At-Large; (vacant)

As of September 9, 2024, the District had not received applications for a place on the ballot.

Board Action: Ms. Rose moved to cancel the election for all positions by order. Mr. Snyder seconded the motion. The motion passed unanimously.

9.6 – Office Consolidation and Surplus Equipment

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Meeting Discussion: Mr. Andruss explained with the execution of the interlocal agreement with VCGCD for administrative services through September 30, 2029, staff need to prepare for the consolidation of the RGCD office with the VCGCD office.

Board Action: Mr. Borden moved to authorize the General Manager to:

1. transfer the permanent records and associated file cabinets of the district to VCGCD,
2. transfer the phone number of the district to VCGCD,
3. make the necessary revisions to documents, forms, and website to reference the consolidated office addresses and phone numbers,
4. update all account information regarding the consolidated office address and phone number,
5. sell and transfer any office equipment or supplies to VCGCD or any other local government entity at the fair market value or depreciated value if known, dispose of any non-functional supplies or equipment possessed by the district,
6. dispose of any functional supplies or equipment possessed by the district if no other local governmental entity expresses purchases the equipment;
7. dispose of any functional supplies or equipment possessed by the district by offering to sell the equipment or supplies for the residual value,
8. take any necessary action to facilitate the closing of the RGCD office and consolidation with the VCGCD office.
9. reach out to the county animal control to offer remainder of equipment.

Mr. Biery seconded the motion. The motion passed unanimously.

9.7 – Investments in TexPool

Meeting Discussion: Mr. Andruss explained on September 3, 2024, staff successfully submitted a deposit request with TexPool. The 7 Day Net Yield was 5.30% on September 3, 2024. As of September 9, 2024, the 7 Day Net Yield was 5.28%.

The District has requested the deposit of funds for certificates of deposit 2261118 (\$429,693, dt 6/30/24) and 67163 (\$500,000, dt 6/30/24) into the demand deposit account of the district upon maturity.

Board Action: Mr. Biery moved to authorize the General Manager to deposit the funds from CDs 2261118 and 67163 into TexPool upon maturity and deposit in the demand account of the district. Ms. Rose seconded the motion. The motion passed unanimously.

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Agenda Item 10: Consideration of and possible action on matters related to legal counsel report.

Agenda Item 11: Adjourn.


11.0 – Adjourn Meeting

Meeting Discussion: None.

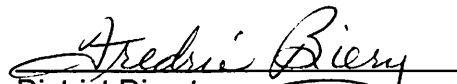
Board Action: Mr. Borden moved to adjourn the meeting at approximately 6:49 PM, after concluding all business of the District. Mr. Snyder seconded the motion. The motion passed unanimously.

The above and foregoing minutes were read and approved on this the 21st day of October, 2024.

ATTEST:



District Director



District Director

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