Board Minutes of The

Permian Basin Underground Water Conservation District

**April 20th, 2023**

**Regular Board Meeting**

1. The President will call the meeting to order.
* The meeting was called to order at 7:30 p.m. In attendance was Board President Richie Tubb, Vice President Raymond Straub Jr., Board Member Brandon Borgstedt, Interim Manager and Hydrologist Amy Bush, Geologist Raymond Brady, and Admin assistant Allison Robertson.
1. Public Comment (Limited to 5 minutes and may speak on any agenda item).
* There was no public comment.
1. The Board will consider approval of the minutes from the board meeting on March 15th, 2023.
* In reference to agenda item 9 of the minutes to be approved, Amy informed the board that she did not see any further action to take on the Sterling Ranch well. In her opinion, there is nothing to inspect further noting that the Ogallala aquifer does not run there for it to be contaminated.
* Raymond Straub Jr. inquired about agenda item number 8 concerning SOAH and if the district had received an estimate back from Environmental Scientist/Hydrologist James Beach. Amy asked Allison if there had been any response back from James Beach, and she said that there has not. Amy told the board that she would follow up with attorney Mike Gershon regarding SOAH and also James Beach.
* Motion to approve the regular meeting minutes was made by Raymond Straub Jr., and seconded by Brandon Borgstedt. All approved.
1. The Board will consider approval of a report on the district’s financial status and bills incurred since last meeting.
* Amy presented to the board the budget comparison report for this fiscal year to date. It was shown that there were some particular items that were mis-coded in QuickBooks which would easily be resolved. There were also some line items pertaining to the Salary & Benefits account in the budget that were not properly sub-categorized and disbursed for payroll in QuickBooks. These categories included the Sick, Vacation, and Holiday pay. Amy said that she and Allison went through these items and Allison will be contacting QuickBooks to resolve the errors.
* Amy also addressed the expense item for the monitor well project that was paid to Trident Environmental. It was coded as an Uncategorized Expense in the budget due to there not being a line time added in QuickBooks when the budget was created for special projects done outside of the district fiscal budget. Amy said that Allison will contact QuickBooks to find out how to add a code for this particular category.
* Amy stated that as of now, once these errors are resolved, the district is on track with the fiscal year budget, being that we are half way through the budget and half way through the year.
* Motion to approve the district’s financial report was made by Raymond Straub Jr, and seconded by Brandon Borgstedt. All approved.
1. The Board will consider approval of applications, extensions, and amended permits received since the last meeting.
* Raymond Straub Jr. brought to the attention of Amy and Raymond Brady of a domestic and an irrigation well that belongs to the land owner, Brad Grable. Raymond stated that an oil company had plugged an oil well close by to the land owner about 10 years ago and was wanting to see about getting a water quality test done to determine if there is salt intrusion due to the oil well being plugged. Amy said that the water test can be done in house first to determine sulfate and chloride levels. If any further testing needs to be done, then a third party lab will test the water.
* Motion to approve permits was made by Brandon Borgstedt, and seconded by Raymond Straub Jr. All Approved.
1. Discuss and take possible action regarding current well spacing requirements and district rules.
* There was no further information presented at this time. Amy and Ray stated that they would be able to gather readings and information from the monitor wells.
* This agenda item was tabled. Motion was made by Raymond Straub Jr and seconded by Brandon Borgstedt. All approved.
1. Discuss and take action on compliance matter in the district.
* The matter of the Jenkins wells were discussed. Amy stated that previous letters had been sent to get the required permits completed, and now the wells did not have well logs submitted to the District or the state. Shain had been told to leave the property before, so he did not enter the property, but from the road it looks like the wells also do not have any cement completion. The board instructed Amy and Ray to send another registered letter, as well as regular mailed letter, to require the Jenkins to submit well logs to the state and have the well up to code in compliance with state standards. The landowners will have 30 days to fix the well and submit well logs.
* Motion was made to approve action by Raymond Straub Jr. and seconded by Brandon Borgstedt. All Approved.
1. Discuss and take action on possible capital asset expenditures for the district.
* Amy informed the board of a new fireproof file cabinet needed to be purchased. The current one has a broken inside locking mechanism and the drawers can’t be closed. Two bids were presented for a new fireproof file cabinet, one from Sam’s club and one from Officewise Office Solutions. The board agreed on the purchase of a new file cabinet from Officewise.
* Amy brought it to the attention of the board of a new lawnmower to be purchased in the next coming months. Shain, the field tech, maintains the grounds for the district and has repaired the current 10-year-old lawnmower 3 times and said that he could make it last this year. Amy stated that Shain requested a zero-turn mower to easily mow around the trees in front of the office. There were two bids presented. The board stated that they would want to get a few more quotes for a zero-turn lawnmower and Brandon Borgstedt stated that he would make a call to South Plains Implement and a Kubota dealer that he is familiar with to get some quotes.
* Motion was made to approve the purchase of the fireproof cabinet and receive quotes for a zero-turn mower by Raymond Straub and seconded by Brandon Borgstedt. All approved.
1. Discuss and take action on implementing a records retention policy for the district.
* Amy discussed with the board on implanting a record retention policy for the district. Amy said that Allison and Shain brought it to her attention that the office is running out of storage space to file current documents. She proposed to the board to look at TAGD’s most recent records retention policy to adopt a policy for the district and will present it at the next board meeting.
* Motion was made to approve a records retention policy for the district by Raymond Straub Jr. and seconded by Brandon Borgstedt. All Approved.
1. Discuss and take action on equipping monitoring wells with monitoring equipment.
* Amy and Ray proposed to equip the monitoring wells with monitoring equipment and to bring bids for the equipment cost. Amy suggested Chuck Dunning to come and discuss the equipment to the board and present a bid for the monitors. Board member Raymond Straub talked about specific monitors that he would like to see to be used for the monitor wells. Amy and Ray noted the specific types of monitors and will look for bids to present at the next board meeting.
* Motion was made to approve bids for monitoring equipment by Raymond Straub Jr. and seconded by Brandon Borgstedt. All Approved.
1. Manager’s Report.
	* Amy discussed the upcoming TAGD meeting in June that she will be attending and requested to send Shain to the meeting this year as well. It was also requested of the district to cover the expenses of the trip to the TAGD meeting.
	* Amy submitted the Permian Basin UWCD to TWDB Rain Catcher awards for this year.
	* Amy also informed the board of the upcoming Water Summit in August that is held in San Antonio. The board was in agreement on Shain and Amy going to the TAGD meeting and have the district pay for travel expenses.

1. Hydrologist’s Report.
* Amy discussed with the board on the evaluation of new red bed maps. She stated that Shain has finished water measurements and will look at all the new data to create new red bed maps for the district.
* After a discussion with Ray, Amy, and Bill Hutchison, TWDB has agreed to update the Ogallala model and fix the recharge issue for free to the district. Amy said they are bringing in an experienced modeler who would begin work on that project this year.
1. The Board will consider adjourning into Executive Session in accordance with the Open Meeting Act, Texas Government Code 551.074 (A) (1) 1.
	1. Adjourn to Executive Session to discuss personnel matters.
	2. Adjourn to Executive Session for Legal Counsel
* The President in accordance with the Open Meetings Act, Texas Government Code 551.074 (A) (1) 1 adjourned into Executive Session under item “a.” at 8:51 p.m. Motion was made by Raymond Straub and seconded by Brandon Borgstedt. It passed unanimously.
1. The Board will reconvene in Open Session.
* The board reconvened into Open Session at 10:27 p.m.
1. The Board may take action on items discussed in Executive Session.
* Raymond Straub Made a motion to temporarily give Shain Howard a $500 a month raise to be the primary point of contact in the office, to raise the salary on the job posting for general manager to $75,000 - $120,000 and for Ray and Amy to do a thorough review of staff and policies. It was seconded by Brandon Borgstedt and passed unanimously.
1. Discuss and take action on Interim Management Task Proposal from RMBJ Geo Inc.
* Raymond Straub Made a motion approve the proposal. It was seconded by Brandon Borgstedt and passed unanimously.
1. Adjourn
* Motion to adjourn was made by Brad Tunnell and seconded by Ed Miller. All approved
* Meeting ended at 11:45 p.m.

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 President, Richie Tubb Date

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Board Member, Brad Tunnel Date