

NOTICE OF OPEN MEETING

Notice is given that a **Special Meeting** of the Board of Directors (Board) of the Barton Springs/Edwards Aquifer Conservation District to be held on **Thursday, January 14, 2021**, commencing at **4:00 p.m. via Telephone and Videoconference** pursuant to Texas Government Code, Sections 551.125, 551.127 and 551.131, as modified by the Governor of Texas (Governor) who ordered suspension of various provisions of the Open Meetings Act, Chapter 551, Government Code, effective March 16, 2020, in accordance with the Texas Disaster Act of 1975. Under his proclamation of March 13, 2020, the Governor certified that the COVID-19 pandemic poses an imminent threat of disaster and declared a state of disaster for all counties in Texas. The COVID-19 pandemic makes it difficult to convene a quorum of the Board at one location with the public. Moreover, the COVID-19 pandemic creates an emergency and unforeseeable situation, a sense of urgency, and immediacy for conducting the meeting via Telephone and Videoconference.

This meeting will be audio/video recorded. A copy of the agenda packet for this meeting will be available on the District's website at the time of the meeting.

The method for public participation described below follows the Governor's guidance for conducting a public meeting and ensures public accessibility. Members of the public may participate via videoconference or call in by telephone via the instructions provided below:

INSTRUCTIONS FOR JOINING MEETING

You may join the meeting by one of two options:

1. **Join the Meeting using Zoom** – use your computer audio/video features

<https://us02web.zoom.us/j/83815354713?pwd=VIE5MjhLTUQ2QVFCWThaRmhSNGhOdz09>

Meeting ID: 838 1535 4713

Passcode: 821328

Helpful Tips – For tips on how to set up Zoom on your device prior to the Board Meeting, visit the District's Board Meeting webpage: <https://bseacd.org/transparency/agendas-backup/>

2. **Join the Meeting by Telephone only**

Meeting Dial In +1-346-248-7799

Meeting ID: 838 1535 4713

Passcode: 821328

INSTRUCTIONS FOR PUBLIC COMMENTS

1. Register for Public Comment prior to Board Meeting Day - Persons wishing to provide public comment must register by calling (512-282-8441) or emailing tammy@bseacd.org by **5:00 p.m. on Wednesday, January 13, 2021**. Please include the following information in the registration:
 - a. first and last name
 - b. email address
 - c. phone number
 - d. the agenda item on which you wish to comment
 - e. indicate whether you would like to comment the day of or have your written comments submitted read into the record, and
 - f. include written comments, if any.
2. Public Comments at the Board 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**. Only persons who have registered in advance to give public comment during the meeting will be allowed to provide comment.

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 4:00 p.m.**
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, and Specified Expenditures greater than \$5,000. **Pg. 4**
 - b. Approval of minutes of the Board's December 10, 2020 Special Meeting. **Not for public review at this time**
 - c. Approval of a Master Services Contract with Kirk Holland for regulatory support. **Pg. 30**
4. **Discussion and Possible Action.**
 - a. Discussion and update from counsel on litigation against United States Army Corps of Engineers, United States Fish and Wildlife Service, Kinder Morgan Texas Pipeline,

LLC, Permian Highway Pipeline, LLC (and their affiliates), relating to violations of the Endangered Species Act, the Clean Water Act, and the National Environmental Policy Act. **NBU**

- b. Discussion and possible action related to Drought Enforcement Actions and Procedures. **Pg. 36**
- c. Discussion related to the Management Plan Objectives and Annual Reports. **Pg. 41**
- d. Discussion and possible action related to a legislative update by Sledge Law Group. **NBU**

5. General Manager’s Report. Discussion and possible action.

Topics

- a. Update on Personnel Matters.
- b. Update on aquifer conditions and status of drought indicators.
- c. Update on the GMA 10 and GMA 9 planning activities.
- d. Update on Trinity Aquifer Sustainable Yield Study.
- e. Update on groundwater monitoring activities along the KM PHP.
- f. Update on HCP activities.
- g. Update on Kent Butler Summit Planning Activities
- h. Review of Status Report and update on team activities/projects. **Pg. 64**
- i. Upcoming public events of possible interest.

6. 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.

7. 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

(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, and Specified Expenditures greater than \$5,000.**

- b. Approval of minutes of the Board's December 10, 2020 Special Meeting.**

- c. Approval of a Master Services Contract with Kirk Holland for regulatory support.**

Financial Reports – December 2020

January 14, 2021 Board Meeting

1. Profit and Loss Budget vs Actual

September 1, 2020 through December 31, 2020

2. Profit and Loss Previous Year Comparison

September 1, 2020 through December 31, 2020

3. Balance Sheet Previous Year Comparison

As of December 2020 (compared to December 2019)

4. Check Register – TRUIST Account

December 1, 2020 through December 31, 2020

1. Profit and Loss Budget vs Actual

September 1, 2020 December 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LESS - BUDGET VS ACTUAL

September 1 - December 31, 2020

	Sept 1 - Dec 31, 2020	Budget	% of Budget	Notes
INCOME				
4400.0 · Interest Income	503.56	12,000.00	4.2%	Interest rates remain lower than forecasted.
4625.0 · MISCELLANEOUS INCOME	29.44			
4800.0 · USAGE AND PRODUCTION FEES	891,476.25	1,719,010.00	51.86%	2 quarters of production fees, and transport.
4810.0 · OTHER FEES	5,441.40	9,800.00	55.52%	
TOTAL INCOME	897,450.65	1,741,810.00	51.52%	
EXPENSE				
6000.0 · UTILITIES	6,788.83	23,000.00	29.52%	Electric, water, phones, internet service.
6005.0 · Print/Copy/Photo Services	131.67	2,000.00	6.58%	
6007.0 · Postage/Freight/Shipping	465.92	2,500.00	18.64%	
6010.0 · Office Supplies	317.23	9,000.00	3.53%	
6010.2 · Office Furniture	0.00	1,500.00	0.0%	
6011.0 · Comp Hardware-Plotter Supplies	100.00	6,000.00	1.67%	
6014.0 · Software Acquisition & Upgrades	1,703.64	6,000.00	28.39%	
6015.0 · IT Monthly Maintenance	4,000.00	17,400.00	22.99%	
6016.0 · Meeting Expense	502.67	2,000.00	25.13%	
6019.0 · Subscriptions/Publications	0.00	4,200.00	0.0%	
6020.0 · Advertising	323.00	4,000.00	8.08%	
6021.0 · MISCELLANEOUS EXPENSES	1,460.86	1,000.00	146.09%	
6022.0 · Accounting System Operation	1,245.20	7,200.00	17.29%	Quickbooks, Payroll, Jourmyx timekeeping
6023.0 · MAINTENANCE (Office and Auto)	3,542.99	17,900.00	19.79%	
6025.4 · Facilities Repairs	920.00	5,000.00	18.4%	

	Sept 1 - Dec 31, 2020	Budget	% of Budget	Notes
6040.0 · LEASES (Copier and Postal Meter)	3,061.37	10,650.00	28.75%	
6065.0 · DIRECTOR EXPENSES	-411.23	2,500.00	-16.45%	Refunded conference fee.
6066.0 · Directors Compensation	5,900.00	40,000.00	14.75%	
6075.0 · DUES & MEMBERSHIPS	3,729.12	6,100.00	61.13%	
6080.0 · EDUCATION AND OUTREACH	883.17	19,350.00	4.56%	
6081.0 · REGULATORY COMPLIANCE	0.00	21,500.00	0.0%	
6084.92 · GENERAL MANAGEMENT	0.00	39,400.00	0.0%	
6089.0 · AQUIFER SCIENCE	4,559.58	34,800.00	13.1%	
6090.0 · Conservation Credits	0.00	19,149.00	0.0%	\$20,184 will show up after audit adjustment.
6100.0 · INSURANCE - DISTRICT	2,183.48	7,070.00	30.88%	Property, Liability, Auto, E&O
6150.0 · INSURANCE - GROUP	44,862.44	172,114.00	26.07%	Employee health, dental, life, vision.
6160.0 · LEGAL SERVICES	31,297.00	135,000.00	23.18%	
6170.0 · PROFESSIONAL SERVICES	133,592.50	63,000.00	212.05%	High election cost included here.
6179.0 · LEGISLATION	6,000.00	36,000.00	16.67%	
6180.0 PROF DEVELOPMENT & SUPPORT	88.78	16,500.00	0.54%	
6199.0 · SALARIES AND WAGES	288,223.12	868,061.00	33.2%	4 months of wages, 1/3 of fiscal year.
6203.0 · TAXES & BENEFITS	43,867.36	136,879.00	32.05%	
TOTAL EXPENSE	589,338.70	1,736,773.00	33.93%	
NET INCOME	308,111.95			

CAPITALIZATION INDICATES ACCOUNTS THAT HAVE SUB-CATEGORIES.

Those sub-categories have been collapsed.

2. Profit and Loss - Previous Year Comparison

September 1, 2020 – December 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LOSS - PREVIOUS YEAR COMPARISON

September 1 - December 31, 2020

	Sept 1 - Dec 31, 2020	Sept 1 - Dec 31, 2019	\$ Change	% Change
INCOME				
4300.0 · PROJECT INCOME	0.00	108,000.00	-108,000.00	-100.0%
4400.0 · Interest Income	503.56	7,277.80	-6,774.24	-93.08%
4625.0 · MISCELLANEOUS INCOME	29.44	6,968.52	-6,939.08	-99.58%
4800.0 · USAGE AND PRODUCTION FEES	891,476.25	885,510.41	5,965.84	0.67%
4810.0 · OTHER FEES	5,441.40	2,048.37	3,393.03	165.65%
TOTAL INCOME	897,450.65	1,009,805.10	-112,354.45	-11.13%
EXPENSE				
6000.0 · UTILITIES	6,788.83	7,622.73	-833.90	-10.94%
6005.0 · Print/Copy/Photo Services	131.67	206.24	-74.57	-36.16%
6007.0 · Postage Freight Shipping	465.92	306.89	159.03	51.82%
6010.0 · Office Supplies	317.23	2,436.55	-2,119.32	-86.98%
6011.0 · Comp Hardware-Plotter Supplies	100.00	62.44	37.56	60.15%
6014.0 · Software Acquisition & Upgrades	1,703.64	1,103.76	599.88	54.35%
6015.0 · IT Monthly Maintenance	4,000.00	4,000.00	0.00	0.0%
6016.0 · Meeting Expense	502.67	543.90	-41.23	-7.58%
6020.0 · Advertising	323.00	630.04	-307.04	-48.73%
6021.0 · MISCELLANEOUS EXPENSES	1,460.86	203.43	1,257.43	618.11%
6022.0 · Accounting System Operation	1,245.20	1,946.17	-700.97	-36.02%
6023.0 · MAINTENANCE (Office and Auto)	3,542.99	5,875.46	-2,332.47	-39.7%
6025.4 · Facilities Repairs	920.00	929.39	-9.39	-1.01%
6040.0 · LEASES	3,061.37	3,078.76	-17.39	-0.57%
6065.0 · DIRECTOR EXPENSES (showing a refund)	-411.23	114.95	-526.18	-457.75%

	Sept 1 - Dec 31, 2020	Sept 1 - Dec 31, 2019	\$ Change	% Change
6066.0 · Directors Compensation	5,900.00	9,550.00	-3,650.00	-38.22%
6075.0 · DUES & MEMBERSHIPS	3,729.12	3,304.92	424.20	12.84%
6080.0 · EDUCATION AND OUTREACH	883.17	3,322.51	-2,439.34	-73.42%
6081.0 · REGULATORY COMPLIANCE	0.00	0.00	0.00	0.0%
6084.92 · GENERAL MANAGEMENT	0.00	680.00	-680.00	-100.0%
6089.0 · AQUIFER SCIENCE	4,559.58	6,522.00	-1,962.42	-30.09%
6100.0 · INSURANCE - DISTRICT	2,183.48	2,992.76	-809.28	-27.04%
6150.0 · INSURANCE - GROUP	44,862.44	50,889.75	-6,027.31	-11.84%
6160.0 · LEGAL SERVICES	31,297.00	49,205.48	-17,908.48	-36.4%
6168.11 · SOAH - EP	0.00	2,484.38	-2,484.38	-100.0%
6170.0 · PROFESSIONAL SERVICES (election costs included)	133,592.50	20,886.24	112,706.26	539.62%
6179.0 · LEGISLATION	6,000.00	3,000.00	3,000.00	100.0%
6180.0 · PROFESSIONAL DEVELOPMENT & SUPPORT	88.78	2,663.67	-2,574.89	-96.67%
6199.0 · SALARIES AND WAGES	288,223.12	312,437.11	-24,213.99	-7.75%
6203.0 · TAXES & BENEFITS	43,867.36	37,097.68	6,769.68	18.25%
TOTAL EXPENSE	589,338.70	534,097.21	55,241.49	10.34%
NET INCOME	308,092.00	475,707.96	-167,615.96	-35.24%

CAPITALIZATION INDICATES ACCOUNTS THAT HAVE SUB-CATEGORIES.

Those sub-categories have been collapsed.

3. Balance Sheet - Previous Year Comparison

As of December 2020
(compared to December 2019)

**BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
BALANCE SHEET - PREVIOUS YEAR COMPARISON**

As of December 2020

	<u>December 31, 2020</u>	<u>December 31, 2019</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000.0 · Cash in Bank-Checking BB&T	82,424.34	74,566.41	7,857.93	10.54%
1010.0 · Cash in Bank - Payroll BB&T	9,764.51	9,423.03	341.48	3.62%
1030.0 · TexPool Funds - General				
1030.1 · Aquifer Protection Reserve	52,050.00	52,050.00	0.00	0.0%
1030.2 · Deposits Held (EP SOAH)	54,575.62	61,560.00	-6,984.38	-11.35%
1030.21 · Cash Flow Reserve	350,000.00	150,000.00	200,000.00	133.33%
1030.3 · HC/HTGCD/BOR Reserve	83,000.00	0.00	83,000.00	100.0%
1030.0 · TexPool Funds - General -District	387,998.27	396,142.31	-8,144.04	-2.06%
Total 1030.0 · TexPool Funds - General	<u>927,623.89</u>	<u>659,752.31</u>	<u>267,871.58</u>	<u>40.6%</u>
1040.0 · TexPool Funds - Contingency	504,639.85	595,363.29	-90,723.44	-15.24%
1045.0 · TexPool Funds - Reserve	61,044.33	60,745.27	299.06	0.49%
Total Checking/Savings	<u>1,585,496.92</u>	<u>1,399,850.31</u>	<u>185,646.61</u>	<u>13.26%</u>
Accounts Receivable				
1200.0 · Accounts Receivable	26,827.80	20,871.85	5,955.95	28.54%
Total Accounts Receivable	<u>26,827.80</u>	<u>20,871.85</u>	<u>5,955.95</u>	<u>28.54%</u>
Other Current Assets				
1100.0 · Petty Cash	300.00	300.00	0.00	0.0%
1300.0 · Pre-paid Expenses	9,780.30	9,959.68	-179.38	-1.8%
1499.0 · Undeposited Funds-A/R payments	28,747.58	9,101.71	19,645.87	215.85%
Total Other Current Assets	<u>38,827.88</u>	<u>19,361.39</u>	<u>19,466.49</u>	<u>100.54%</u>
Total Current Assets	<u>1,651,152.60</u>	<u>1,440,083.55</u>	<u>211,069.05</u>	<u>14.66%</u>

	December 31, 2020	December 31, 2019	\$ Change	% Change
Fixed Assets				
1400.0 · Field Equipment	376,487.89	376,487.89	0.00	0.0%
1410.0 · Office Equipment & Furniture	19,722.90	19,722.90	0.00	0.0%
1410.1 · Computer Hardware & Software	19,329.69	19,329.69	0.00	0.0%
1420.0 · Vehicles	78,339.03	78,339.03	0.00	0.0%
1430.0 · Accumulated Depreciation	-601,561.24	-601,561.24	0.00	0.0%
1440.0 · Land (Antioch Cave)	165,415.00	165,415.00	0.00	0.0%
1445.0 · Office Building	268,588.04	268,588.04	0.00	0.0%
Total Fixed Assets	326,321.31	326,321.31	0.00	0.0%
Other Assets				
1500.0 · Organizational Costs	300,783.26	300,783.26	0.00	0.0%
1510.0 · Accumulated Amortization	-326,324.26	-326,324.26	0.00	0.0%
1600.0 · Deposits Paid (Utilities)	71.00	71.00	0.00	0.0%
Total Other Assets	-25,470.00	-25,470.00	0.00	0.0%
TOTAL ASSETS	1,952,003.91	1,740,934.86	211,069.05	12.12%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010.0 · Rebates Payable - Conservation Credits	20,183.63	19,148.06	1,035.57	5.41%
2110.0 · Direct Deposit Liabilities	1,035.00	-20,895.15	21,930.15	104.95%
2220.0 · Federal Income Tax Withheld	-1,035.01	-1,035.01	0.00	0.0%
2230.0 · Employer Fica & Medicare Payable	-139.25	-139.25	0.00	0.0%
2250.0 · TWC Unemployment Tax Payable	31.78	0.53	31.25	5,896.23%
2270.0 · Payroll Liabilities	0.09	0.10	-0.01	-10.0%

	December 31, 2020	December 31, 2019	\$ Change	% Change
2300.0 - Accrued Vacation Payable	58,453.77	46,991.25	11,462.52	24.39%
Total Other Current Liabilities	78,530.01	44,070.53	34,459.48	78.19%
Total Current Liabilities	78,530.01	44,070.53	34,459.48	78.19%
Total Liabilities	78,530.01	44,070.53	34,459.48	78.19%
Equity				
3000.0 - Fund Balance	1,199,954.64	855,729.11	344,225.53	40.23%
3000.3 - Invested in Capital Assets	365,127.26	365,127.26	0.00	0.0%
3110.0 - Reserve for Petty Cash	300.00	300.00	0.00	0.0%
Net Income	308,092.00	475,707.96	-167,615.96	-35.24%
Total Equity	1,873,473.90	1,696,864.33	176,609.57	10.41%
TOTAL LIABILITIES & EQUITY	1,952,003.91	1,740,934.86	211,069.05	12.12%

4. Check Register

BB&T now TRUIST
December 1 – December 31, 2020

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
MONTHLY CHECK REGISTER
December 1 - December 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Check	12/01/2020	25709	Exxon Mobil Business Card	Gasoline	-20.33	55,026.51
Check	12/01/2020	25710	Pedemales Electric Cooperative	Electricity	-338.04	55,006.18
Check	12/01/2020	25711	Waste Management of Texas, Inc.	Trash and Recycling Service	-454.98	54,668.14
Check	12/01/2020	25712	Groundwater Management District Assn	2021 Membership Renewal	-350.00	54,213.16
Liability Check	12/03/2020	1232020EFT	Reliance Trust Company	Bi-weekly retirement and loan pmt	-4,178.96	53,863.16
Liability Check	12/03/2020	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-6,991.11	49,684.20
Liability Check	12/04/2020	1242020EFT	Reliance Trust Company	Retirement for Vacation payout	-2,222.86	42,693.09
Liability Check	12/04/2020	EFT	United States Treasury	74-2488641 Vacation payout	-4,227.34	40,470.23
Deposit	12/04/2020			Deposit - Quarterly Co/AWU water use fee	248,254.25	36,242.89
Deposit	12/07/2020			Deposit - Permittee production fees, and 1 well plugging	36,860.43	321,357.57
Check	12/08/2020	25713	Integritek	IT, Phone, Anti-virus, Office 365	-1,756.74	319,600.83
Check	12/08/2020	25714	Jan-Pro of Austin	December Office Cleaning Services	-260.00	319,340.83
Check	12/08/2020	25715	Time Warner Cable	Internet	-145.11	319,195.72
Transfer	12/09/2020			Funds Transfer into TexPool (over FDIC \$250,000 threshold)	-200,000.00	119,195.72
Transfer	12/10/2020			Funds Transfer Payroll	-20,000.00	99,195.72
Check	12/10/2020	25716	BB&T	Various Credit Card Charges	-1,248.73	97,946.99
Deposit	12/11/2020			Deposit - Permittee production fees	28,946.75	126,893.74
Liability Check	12/14/2020	12142020	United States Treasury	74-2488641 Directors Taxes	-367.20	126,526.54
Check	12/15/2020	25717	City of Austin	Water Service	-18.19	126,508.35
Check	12/15/2020	25718	Pitney Bowes Global Financial Svcs, LLC	Postage Machine Lease for 12/10/20 - 3/9/21	-264.90	126,243.45
Check	12/15/2020	25719	SledgeLaw Group	November - Monthly Legislative Fee	-4,000.00	122,243.45
Check	12/15/2020	25720	Montemayor Britton Bender PC	FY 2020 Annual Financial Audit Final Billing	-1,250.00	120,993.45
Check	12/15/2020	25721	Intera Incorporated	Litigation Support 10/1/20-11/30/20	-3,192.00	117,801.45
Check	12/15/2020	25722	CIT Technology Fin Serv, Inc	Copier Lease	-675.00	117,126.45

Check	12/15/2020	25723	Bickerstaff	Legal - General, EP, Director Elections	-20,244.00	96,882.45
Check	12/15/2020	25724	Texas Rural Water Association	2021 Membership Dues	-400.00	96,482.45
Check	12/15/2020	25725	Texas Social Security Program	Texas Social Security Program Administrative Fee	-35.00	96,447.45
Check	12/15/2020	25726	Sam's Club	Canteen	-117.34	96,330.11
Check	12/15/2020	25727	Premiere Global Services	Teleconference Services	-22.06	96,308.05
Check	12/15/2020	25731	Fidelity Security Life Insurance Company	Gap Insurance Premium - January	-989.94	95,318.11
Check	12/15/2020	25732	Erin Swanson	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	95,168.11
Check	12/15/2020	25733	Jaelyn Vay	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	95,018.11
Check	12/15/2020	25734	Shannon DeLong	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-120.00	94,898.11
Check	12/15/2020	25735	Michael Redman	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	94,748.11
Check	12/15/2020	25736	Brian Smith	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	94,598.11
Check	12/15/2020	25737	Dana Wilson	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	94,448.11
Check	12/15/2020	25738	Vanessa Escobar	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	94,298.11
Check	12/15/2020	25739	Tammy Raymond	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	94,148.11
Check	12/15/2020	25740	Justin Camp	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-150.00	93,998.11
Check	12/15/2020	25741	Bell-Enders, Kendall	1st Qtr Smartphone Reimb (Sep/Oct/Nov 2020)	-120.00	93,878.11
Liability Check	12/17/2020	12172020EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,210.90	89,667.21
Liability Check	12/17/2020	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-7,125.77	82,541.44
Liability Check	12/17/2020	25728	AFLAC	Employee-paid Supplemental Insurance	-146.69	82,394.75
Liability Check	12/17/2020	25729	United Healthcare	Health Insurance Premium - January 2021	-10,420.34	71,974.41
Liability Check	12/17/2020	25730	Sun Life Financial	Dental/Vision/Life & Disability Insurance - January	-1,200.23	70,774.18
Transfer	12/23/2020			Funds Transfer Payroll	-22,000.00	48,774.18
Check	12/28/2020	25742	Point Security, LLC	1/1/2021 - 3/31/2021 Quarterly Alarm Service	-125.85	48,648.33
Check	12/28/2020	25743	The County of Hays	Election Services Final Payment (2 of 2)	-2,937.43	45,710.90
Check	12/28/2020	25744	City of Austin	Water Service	-18.19	45,692.71
Check	12/28/2020	25745	Fidelity Security Life Insurance Company	January Supplemental Gap Insurance Premium	-989.94	44,702.77
Check	12/28/2020	25746	Enoch Keever PLLC	November 2020 EP Legal Services	-630.00	44,072.77
Check	12/28/2020	25747	Dana Wilson	Employee Expense Reimbursement - Tax Forms	-131.67	43,941.10
Check	12/28/2020	25748	TEXPERS	Annual Membership Renewal - DCW	-14.87	43,926.23
Transfer	12/29/2020			Funds Transfer (to increase checking balance)	50,000.00	93,926.23

Liability Check	12/31/2020	EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,178.96	89,747.27
Liability Check	12/31/2020	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-7,322.93	82,424.34
					27,397.83	82,424.34
					<u>27,397.83</u>	<u>82,424.34</u>

Item 4

Board Discussions and Possible Action

- a. Discussion and update from counsel on litigation against United States Army Corps of Engineers, United States Fish and Wildlife Service, Kinder Morgan Texas Pipeline, LLC, Permian Highway Pipeline, LLC (and their affiliates), relating to violations of the Endangered Species Act, the Clean Water Act, and the National Environmental Policy Act.**

Item 4

Board Discussions and Possible Actions

b. Discussion and possible action related to Drought Enforcement Actions and Procedures.

BS/EACD Enforcement Plan

(Adopted by the Board on 6-25-09)

Full Document on website
https://bseacd.org/uploads/Enforcement_Plan_approved_062509.pdf

Appendix ***Drought Management and Enforcement Process***

1.0 Drought Enforcement Strategy

The District's approach to drought management described here flows from and is consistent with District Rules 3-7.8 and 3-8. It describes the appropriate implementation mechanisms, public awareness efforts, aquifer and drought monitoring, and permittee performance monitoring and assessment to be used during drought. Compliance and enforcement efforts specified below elaborate District Rule 3-8 and center on assessment of permittee performance on a monthly basis to identify the various levels of non-compliance with mandatory pumpage reductions. This monthly assessment will focus the District's early efforts on permittees with the more egregious levels of over-pumpage, on the basis of both the percentage of pumpage over their monthly pumpage limits and the volumes of their permitted pumpage.

2.0 Implementation Mechanisms

2.1 Drought Declaration Notices

The District will declare the commencement of drought by sending written notice to all District permittees when specified aquifer conditions are met in accordance with the approved District drought trigger methodology and after the Board has approved the declaration. The staff will assess the continuation of and stage of an indicated drought continuously, and notify all permittees when a more or less severe drought stage is declared and when the drought no longer exists

2.2 Public Awareness

Once drought is officially declared by the District, the District will implement measures to provide public awareness including but not limited to:

- Web site updates on aquifer conditions and permittee pumpage performance
- Press releases and guest columns in the local newspapers
- Recurring articles and columns in District newsletter
- Drought and aquifer condition updates provided via e-newsletter to permittees
- Outreach and education by District educators.

2.3 Monthly Compliance Evaluations

- Monthly evaluations of permittee performance and compliance with monthly drought limits will begin on the latest date that all meters readings are required to be submitted each month (the 5th of each month). Staff will identify permittees who have failed to report meter

readings by the monthly reporting deadline while in District-declared drought. District will notify all those who have not reported that the District will obtain the meter readings at a fee of \$50 to the permittee. District staff will follow up with meter readings for all delinquent permittees to ensure necessary readings are available to assess drought compliance.

- Should a more or less severe drought stage be declared in the middle of a particular month, the District will evaluate and measure compliance with the less stringent drought stage requirements for that month that the status change occurred. Compliance with the measures of the newly declared stage will be required in the following month.
- Staff will generate a list of non-compliant permittees based on permitted volume and percentage over-pumped. Non-compliance will be categorized in tiers in accordance with the following criteria:

Permitted Pumpage (gallons/year)		% Pumpage over Monthly Limits	
Tier 1:	< 12,000,000	Level A:	< 25%
Tier 2:	≥ 12,000,000 and < 120,000,000	Level B:	≥ 25% and 100%
Tier 3:	≥ 120,000,000	Level C:	≥ 100%

- Staff will send notices of overpumpage to all non-compliant permittees to notify them of their overpumpage and to inform them of their level of non-compliance. This notice will also include the amount of a drought management fee if a fee is assessed without an equivalent credit.
- Staff will identify and red flag suspect permittee meter readings, on the basis of previous readings, and conduct follow-up meter reading verifications.
- Staff will monitor pumping trends of those permittees that repeatedly over-pump monthly limits while in Drought and take action based on Enforcement Procedures outlined below.
- Staff will evaluate compliance trends of all other permittees to identify efforts to comply or escalating overpumpage.
- Staff will report and update monthly, all non-performing permittees after the third consecutive enforceable month of District declared drought, by posting a list of those permittees not meeting their monthly pumpage limits on the District website and at the District office for public review.

2.4 Imposition of the Drought Management Regulatory Fee for Non-compliance

In accordance with District Rule 3-7.9, the District will impose a drought management fee to all individual permittees permitted for more than 2,000,000 gallons annually (excluding all permittees under general permits) starting after two full months of District declared Alarm or Critical Stage Drought. A credit of the fee will be applied for each month that an individual permittee that does not exceed the monthly pumpage limits as specified in the prevailing UDCP by more than five (5%). The appropriate fees are determined based on the outside diameter of the production zone casing of the permitted well or an average of the casing size of all wells in an aggregate system. The fees are as follows:

- ≤ 5" outside diameter = \$100/month
- > 5" or ≤ 10" outside diameter = \$250/month
- > 10" outside diameter = \$500/month

2.5 Determination of Occurrence of Non-compliance

Determinations of an occurrence of substantial non-compliance will be made based on 1) repeated events of non-compliance, 2) specific causes of overpumpage, and 3) the permittee's response to the reported overpumpage. In determining an occurrence, the District will take into consideration the permittee's demonstrated efforts to achieve pumpage reductions and any documented trends in prior water use reductions.

3.0 Timelines and Phasing of Determinations

Initial Month of a Drought Stage: No enforcement will be initiated for non-compliance in the initial month of Alarm Stage Drought if the timing of the declaration does not allow for a full month (after notice has been provided to the permittees) to begin assessing compliance with monthly limits. Overpumpage notices will be sent to all permittees who over-pumped their monthly pumpage limits to inform them of the on-going pumpage assessment being conducted by the District during drought and to notify them of the District's authority to enforce against non-compliance. For the initial month of Critical Stage Drought, the permittees will only be subject to the conditions of the Alarm Stage Drought until such time that a full month is available to assess compliance.

1-3 Months: Enforcement efforts will focus initially on the more egregious and sustained non-compliance by the large volume permittees. During the first three consecutive enforceable months of District declared drought, monthly assessment of overpumpage violations will focus on *Tier 3* permittees with *Level B/C* non-compliance. As a practical matter, the initial assessment and enforcement activities during this period will focus on *Tier 3* permittees with *Level C* non-compliance plus those who are irrigators.

4-6 Months: After the third consecutive enforceable month of District declared drought, monthly assessment of non-compliance will be expanded to include *Tier 2* permittees. Evaluation of compliance with Critical Stage Drought requirements will be begin after the first full enforceable month and will focus on *Tier 2* and *Tier 3* permittees with *Level B/C* non-compliance.

After 6 Months: After the first six (6) consecutive enforceable months of District declared drought, monthly assessment of non-compliance will continue by the same criteria for *Tier 2* and *Tier 3* permittees and will be expanded to include *Tier 1* permittees. Enforcement efforts for *Tier 1* permittees permitted for more than 2,000,000 gallons annually will be reserved for only those occurrences that are egregious and/or recurrent in nature. This will be determined when a *Tier 1* permittee reports six (6) or more months of level B or greater overpumpage or when the monthly volume overpumped equals a volume that would trigger an enforcement action for a *Tier 2* permittee. Enforcement efforts for *Tier 1* permittees permitted for 2,000,000 gallons or less will generally be reserved only for non-compliance that warrants enforcement as determined by the Board.

4.0 Drought Enforcement Procedures

Levels of non-compliance will be assessed with actions taken in accordance with the Districts Enforcement Plan and Procedures and the following enforcement protocol for those permittees with consistent or increasing levels of non-compliance^{*}.

1st Occurrence: For the initial occurrence of non-compliance, a meeting or teleconference will be arranged with the permittee representative and the District GM and staff to discuss the particular causes of the non-compliance. The discussion will focus on compliance with the measures of the UDCP and identifying causes of excessive water use/loss or other possible relevant causes for overpumpage. Specific commitments and timelines to achieve pumpage reductions will be requested and documented.

2nd Occurrence: For those permittees with a first occurrence of non-compliance and recurrent months of reported non-compliance, staff may refer the case to the Board with a recommendation to issue a NOAV. Further enforcement efforts will proceed in accordance with the District *Enforcement Procedures* and the *Penalty Assessment Guidelines*.

For those permittees with a first violation who continue to have recurrent months of reported non-compliance but with some improvement, a meeting will be arranged with the permittee representatives, GM and staff, and the appropriate District Director at the District office. Discussion will focus on the implementation of the documented measures, the success or failure of those specific measures, and the commitments to achieve pumpage reductions resulting from the first violation discussions. More detailed analysis of causes for continued non-compliance will be conducted to result in more specific and binding measures for committed pumpage reductions by the permittee.

3rd Occurrence:

For permittees with a second occurrence who continue to have multiple months of reported non-compliance, the GM may refer the case to the Board with a recommendation to issue an NOAV. Further enforcement efforts will proceed in accordance with the District *Enforcement Procedures* and the *Penalty Assessment Guidelines*.

^{*} If a permittee is non-responsive to any of the bulleted elements of these enforcement procedures, the GM may recommend to Board that either an NOAV be issued, a Show Cause Hearing be conducted, or an enforcement action be pursued on the violation immediately, whichever is more likely to elicit a constructive response.

Item 4

Board Discussions and Possible Actions

c. Discussion related to Management Plan Objectives and Annual Reports.

Status and Progress on Management Plan Objectives & Habitat Management Plan Objectives FY 2020

Teams	General Mgmt. (9 objectives)	Administration (3 objectives)	Education & Outreach (6 objectives)	Aquifer Science (8 objectives)	Reg. Compliance (7 objectives)
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TWDB GOAL 1 - Providing the Most Efficient Use of Groundwater – TWC §36.1071(a)(1) [HCP Measures 6.2.1.1 – Providing Most Efficient Use of Groundwater]

Obj. IDs Mgmt. Plan (HCP ID)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
1-1 (1-1)	Provide and maintain on an ongoing basis a sound statutory, regulatory, financial, and policy framework for continued District operations and programmatic needs.	<p>A. Develop, implement, and revise as necessary, the District Management Plan in accordance with state law and requirements. Each year, the Board will evaluate progress towards satisfying the District goals. A summary of the Board evaluation and any updates or revisions to the management plan will be provided in the <u>annual report</u>.</p> <p>B. Review and modify District Rules as warranted to provide and maintain a sound statutory basis for continued District operations and to ensure consistency with both District authority and programmatic needs. A summary of any rule amendments adopted in the previous fiscal year will be included in the <u>annual report</u>.</p>	MET
1-2 (1-2)	Monitor aggregated use of various types of water wells in the District, as feasible and appropriate, to assess overall groundwater use and trends on a continuing basis.	<p>Monitor annual withdrawals from all nonexempt wells through required monthly or annual meter reports to ensure that groundwater is used as efficiently as possible for beneficial use. A summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type will be provided in the <u>annual report</u>.</p>	MET
1-3 (1-3)	Evaluate quantitatively at least every five years the amount of groundwater withdrawn by exempt wells in the District to ensure an accurate accounting of total withdrawals in a water budget that includes both regulated and non-regulated withdrawals, so that appropriate groundwater management actions are taken.	<p>A. Provide an estimate of groundwater withdrawn by exempt wells in the District using TDLR and TWDB databases and District well records and update the estimate every five years with the District's management plan updates.</p> <p>B. In the interim years between management plan updates, the most current estimates of exempt well withdrawals will be included in a summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type that will be provided in the <u>annual report</u>.</p>	MET

1-4 (1-4)	Develop and maintain programs that inform and educate citizens of all ages about groundwater and springflow-related matters, which affect both water supplies and salamander ecology.	<p>A. Publicize District drought trigger status (Barton Springs 10-day average discharge and Lovelady Monitor Well water level) in monthly eNews bulletins and continuously on the District website.</p> <p>B. Provide summaries of associated outreach and education programs, events, workshops, and meetings in the monthly team activity reports in the publicly-available Board backup.</p> <p>C. A summary of outreach activities and estimated reach will be provided in the <u>annual report</u>.</p>	MET
1-5 (NA)	Ensure responsible and effective management of District finances such that the District has the near-term and long-term financial means to support its mission.	<p>A. Receive a clean financial audit each year. A copy of the auditor's report will be included in the <u>annual report</u>.</p> <p>B. Timely develop and approve fiscal-year budgets and amendments. The dates for public hearings and Board approval of the budget and any amendments will be provided in the <u>annual report</u>.</p>	MET
1-6 (NA)	Provide efficient administrative support and infrastructure, such that District operations are executed reliably and accurately, meet staff and local stakeholder needs, and conform to District policies and with federal and state requirements.	<p>A. Maintain, retain, and control all District records in accordance with the Texas State Library and Archives Commission-approved District Records Retention Schedule to allow for safekeeping and efficient retrieval of any and all records, and annually audit records for effective management of use, maintenance, retention, preservation and disposal of the records' life cycle as required by the Local Government Code. A summary of records requests received under the PIA, any training provided to staff or directors, or any claims of violation of the Public Information Act will be provided in the <u>annual report</u>.</p> <p>B. Develop, post, and distribute District Board agendas, meeting materials, and backup documentation in a timely and required manner; post select documents on the District website, and maintain official records, files, and minutes of Board meetings appropriately. A summary of training provided to staff or directors or any claims of violation of the Open Meetings Act will be provided in the <u>annual report</u>.</p>	MET
1-7 (NA)	Manage and coordinate electoral process for Board members.	Ensure elections process is conducted and documented in accordance with applicable requirements and timelines. Elections documents will be maintained on file and a summary of elections-related dates and activities will be provided in the <u>annual report</u> for years when elections occur.	MET
TWDB GOAL 2 - Controlling and Preventing Waste of Groundwater – TWC §36.1071(a)(2))			
[HCP Measures 6.2.1.2 – Controlling and Preventing Waste of Groundwater]			
Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
2-1 (2-1)	Require all newly drilled exempt and nonexempt wells, and all plugged wells to be registered and to comply with applicable District Rules, including Well Construction Standards.	A summary of the number and type of applications processed and approved for authorizations, permits, and permit amendments including approved use types and commensurate permit volumes for production permits and amendments will be provided in the <u>annual report</u> .	MET

2-2 (2-2)	Ensure permitted wells and well systems are operated as intended by requiring reporting of periodic meter readings, making periodic inspections of wells, and reviewing pumpage compliance at regular intervals that are meaningful with respect to the existing aquifer conditions.	<p>A. Inspect all new wells for compliance with the Rules, and Well Construction Standards, and provide a summary of the number and type of inspections or investigations in the <u>annual report</u>.</p> <p>B. Provide a summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type in the <u>annual report</u>.</p>	MET
2-3 (M-5)	Provide leadership and technical assistance to government entities, organizations, and individuals affected by groundwater-utilizing land use activities, including support of or opposition to legislative initiatives or projects that are inconsistent with this objective.	<p>A. In even-numbered fiscal years, provide a summary of interim legislative activity and related District efforts in the <u>annual report</u>. In odd-numbered fiscal years, provide a legislative debrief to the Board on bills of interest to the District and provide a summary in the annual report.</p> <p>B. Provide a summary of District activity related to other land use activities affecting groundwater in the <u>annual report</u>.</p>	MET
2-4 (NA)	Ensure all firm-yield production permits are evaluated with consideration given to the Reasonable Use doctrine and demand-based permitting standards including verification of beneficial use that is commensurate with reasonable non-speculative demand.	A summary of the number and type of applications processed and approved for authorizations, permits, and permit amendments including approved use types and commensurate permit volumes for production permits and amendments will be provided in the <u>annual report</u> .	MET
TWDB GOAL 3 - Addressing Conjunctive Surface Water Management Issues – TWC §36.1071(a)(4) [HCP Measures 6.2.1.3 – Addressing Conjunctive Surface Water Management Issues]			
Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
3-1 (3-1)	Assess the physical and institutional availability of existing regional surface water and alternative groundwater supplies and the feasibility of those sources as viable supplemental or substitute supplies for District groundwater users.	<p>Identify available alternative water resources and supplies that may facilitate source substitution and reduce demand on the Edwards Aquifer, while increasing regional water supplies, and evaluate feasibility by considering:</p> <ol style="list-style-type: none"> 1. available/proposed infrastructure, 2. financial factors, 3. logistical/engineering factors, and 4. potential secondary impacts (development density/intensity or recharge water quality). <p>A summary of District activity related to this objective will be provided in the <u>annual report</u>.</p>	MET

3-2 (3-2)	Encourage and assist District permittees to diversify their water supplies by assessing the feasibility of alternative water supplies and fostering arrangements with currently available alternative water suppliers.	Identify available alternative water resources and supplies that may facilitate source substitution and reduce demand on the Edwards Aquifer, while increasing regional water supplies, and evaluate feasibility by considering: <ol style="list-style-type: none"> 1. available/proposed infrastructure, 2. financial factors, 3. logistical/engineering factors, and 4. potential secondary impacts (development density/intensity or recharge water quality). A summary of District activity related to this objective will be provided in the <u>annual report</u> .	MET
3-3 (3-3)	Demonstrate the importance of the relationship between surface water and groundwater, and the need for implementing prudent conjunctive use through educational programs with permittees and public outreach programs.	A. Provide summaries of associated outreach and education programs, events, workshops, and meetings in the monthly team activity reports in the publicly-available Board backup. B. Summarize outreach activities and estimate reach in the <u>annual report</u> .	MET
3-4 (NA)	Actively participate in the regional water planning process to provide input into policies, planning elements, and activities that affect the aquifers managed by the District.	Regularly attend regional water planning group meetings and <u>annually report</u> on meetings attended.	MET

TWDB GOAL 4 - Addressing Natural Resource Issues which Impact the Use and Availability of Groundwater, and which are Impacted by the Use of Groundwater – TWC §36.1071(a)(5)
[HCP Measures 6.2.1.4 – Addressing Natural Resource Management Issues]

Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
4-1 (4-1)	<p>Assess ambient conditions in District aquifers on a recurring basis by:</p> <ol style="list-style-type: none"> 1. sampling and collecting groundwater data from selected wells and springs monthly; 2. conducting scientific investigations as indicated by new data and models to better determine groundwater availability for the District aquifers; 3. conducting studies as warranted to help increase understanding of the aquifers and, to the extent feasible, detect possible threats to water quality and evaluate their consequences. 	<ol style="list-style-type: none"> A. Review water-level and water-quality data that are maintained by the District and/or TWDB, or other agencies, on a regular basis. B. Improve existing analytical or numerical models or work with other organizations on analytical or numerical models that can be applied to the aquifers in the District. C. A review of the data mentioned above will be assessed for significant changes and reported in the <u>annual report</u>. 	MET
4-2 (4-2)	<p>Evaluate site-specific hydrogeologic data from applicable production permits to assess potential impact of withdrawals to groundwater quantity and quality, public health and welfare, contribution to waste, and unreasonable well interference.</p>	<p>This involves evaluations of certain production permit applications for the potential to cause unreasonable impacts as defined by District rule. To evaluate the potential for unreasonable impacts, staff will:</p> <ol style="list-style-type: none"> 1. Perform a technical evaluation of the application, aquifer test, and hydrogeological report; 2. Use best available science and analytical tools to estimate amount of drawdown from pumping and influence on other water resources; and 3. Recommend proposed permit conditions to the Board for avoiding unreasonable impacts if warranted. <p>A list of permit applications that are determined to have potential for unreasonable impacts will be provided in the <u>annual report</u>.</p>	MET

4-3 (4-3)	Implement separate management zones and, as warranted, different management strategies to address more effectively the groundwater management needs for the various aquifers in the District.	<p>A. Increase the understanding of District aquifers by assessing aquifer conditions, logging wells, and collecting water quality data. A summary of the number of water quality samples performed will be provided in the <u>annual report</u>.</p> <p>B. A summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type will be provided in the <u>annual report</u>.</p>	MET
4-4 (4-4)	Actively participate in the joint planning processes for the relevant aquifers in the District to establish and refine Desired Future Conditions (DFCs) that protect the aquifers and the Covered Species of the District HCP.	Attend at least 75% of the GMA meetings and annually report on meetings attended, GMA decisions on DFCs, and other relevant GMA business.	MET
4-5 (4-5)	Implement the measures of the District Habitat Conservation Plan (HCP) and Incidental Take Permit (ITP) from the U.S. Fish & Wildlife Service (USFWS) for the covered species and covered activity to support the biological goals and objectives of the HCP.	Prior to ITP permit issuance, a progress report summarizing activities related to the USFWS review of the ITP application will be provided in the <u>annual report</u> . Upon ITP issuance, the <u>HCP annual report</u> documenting the District's activities and compliance with ITP permit requirements will be incorporated into the <u>annual report</u> by reference.	MET
TWDB GOAL 5 - Addressing Drought Conditions – TWC §36.1071(a)(6) [HCP Measures 6.2.1.5 – Addressing Drought Conditions]			
Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
5-1 (5-1)	Adopt and keep updated a science-based drought trigger methodology, and frequently monitor drought stages on the basis of actual aquifer conditions, and declare drought conditions as determined by analyzing data from the District's defined drought triggers and from existing and such other new drought-declaration factors, especially the prevailing DO concentration trends at the spring outlets, as warranted.	<p>A. During periods of District-declared drought, prepare a drought chart at least monthly to report the stage of drought and the conditions that indicate that stage of drought. During periods of non-drought, prepare the drought charts at least once every three months.</p> <p>B. A summary of the drought indicator conditions and any declared drought stages and duration will be provided in the <u>annual report</u>.</p>	MET

5-2 (5-2)	Implement a drought management program that step-wise curtails freshwater Edwards Aquifer use to at least 50% by volume of 2014 authorized aggregate monthly use during Extreme Drought, and that designs/uses other programs that provide an incentive for additional curtailments where possible. For all other aquifers, implement a drought management program that requires mandatory monthly pumpage curtailments during District-declared drought stages.	During District-declared drought, enforce compliance with drought management rules to achieve overall monthly pumpage curtailments within 10% of the aggregate curtailment goal of the prevailing drought stage. A monthly drought compliance report for all individual permittees will be provided to the Board during District-declared drought, and a summary will be included in the <u>annual report</u> .	MET
5-3 (5-3)	Inform and educate permittees and other well owners about the significance of declared drought stages and the severity of drought, and encourage practices and behaviors that reduce water use by a stage-appropriate amount.	<p>A. During District-declared drought, publicize declared drought stages and associated demand reduction targets in monthly eNews bulletins and continuously on the District website.</p> <p>B. A summary of drought and water conservation related newsletter articles, press releases, and drought updates sent to Press, Permittees, Well Owners and eNews subscribers will be provided in the annual report.</p>	MET
5-4 (5-4)	Assist and, where feasible, incentivize individual freshwater Edwards Aquifer historic-production permittees in developing drought planning strategies to comply with drought rules, including: <ol style="list-style-type: none"> 1. pumping curtailments by drought stage to at least 50% of the 2014 authorized use during Extreme Drought, 2. "right-sizing" authorized use over the long term to reconcile actual water demands and permitted levels, and 3. as necessary and with appropriate conditions, the source substitution with alternative supplies. 	<p>A. Require an updated UCP/UDCP from Permittees within one year of each five-year Management Plan Adoption.</p> <p>B. Provide a summary of any activity related to permit right sizing or source substitution with alternative supplies that may reduce demand on the freshwater Edwards Aquifer in the <u>annual report</u>.</p>	MET

5-5 (5-5)	Implement a Conservation Permit that is held by the District and accumulates and preserves withdrawals from the freshwater Edwards Aquifer that were previously authorized with historic-use status and that is retired or otherwise additionally curtailed during severe drought, for use as ecological flow at Barton Springs during Extreme Drought and thereby increase springflow for a given set of hydrologic conditions.	A summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type including the volume reserved in the freshwater Edwards Conservation Permit for ecological flows will be provided in the <u>annual report</u> .	MET
TWDB GOAL 6 - Addressing Conservation & Rainwater Harvesting where Appropriate and Cost Effective – TWC §36.1071(a)(7)			
[HCP Measures - 6.2.1.6 Addressing Demand Reduction through Conservation]			
Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
6-1 (6-1)	Develop and maintain programs that inform, educate, and support District permittees in their efforts to educate their end-user customers about water conservation and its benefits, and about drought-period temporary demand reduction measures.	A. A summary of efforts to assist permittees in developing drought and conservation messaging strategies will be provided in <u>annual report</u> . B. Publicize declared drought stages and associated demand reduction targets monthly in eNews bulletins and continuously on the District website.	MET
6-2 (6-2)	Encourage use of conservation-oriented rate structures by water utility permittees to discourage egregious water demand by individual end-users during declared drought.	On an <u>annual basis</u> , the District will provide an informational resource or reference document to all Public Water Supply permittees to serve as resources related to conservation best management strategies and conservation-oriented rate structures.	MET
6-3 (6-3)	Develop and maintain programs that educate and inform District groundwater users and constituents of all ages about water conservation practices and use of alternate water sources such as rainwater harvesting, gray water, and condensate reuse.	Summarize water conservation related newsletter articles, press releases, and events in the <u>annual report</u> . Summary will describe the preparation and dissemination of materials shared with District groundwater users and area residents that inform them about water conservation and alternate water sources.	MET

TWDB GOAL 7 - Addressing Recharge Enhancement where Appropriate and Cost Effective – TWC §36.1071(a)(7)
[HCP Measures - 6.2.1.7 Addressing Supply through Structural Enhancement]

MP Obj No.	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
7-1 (7-1)	<p>Improve recharge to the freshwater Edwards Aquifer by conducting studies and, as feasible and allowed by law, physically altering (cleaning, enlarging, protecting, diverting surface water to) discrete recharge features that will lead to an increase in recharge and water in storage beyond what otherwise would exist naturally.</p>	<p>Maintaining the functionality of the Antioch system will be the principal method for enhancing recharge to the freshwater Edwards Aquifer. Additional activities may be excavating sinkholes and caves within the District. A summary of all recharge improvement activities will be provided in the <u>annual report</u>.</p>	MET
7-2 (7-2)	<p>Conduct technical investigations and, as feasible, assist water-supply providers in implementing engineered enhancements to regional supply strategies, including desalination, aquifer storage and recovery, and effluent reclamation and re-use, to increase the options for water-supply substitution and reduce dependence on the Aquifer.</p>	<p>Assess progress toward enhancing regional water supplies in the <u>annual report</u>.</p>	MET

**TWDB GOAL 8 - Addressing the Desired Future Conditions of the Groundwater Resources – TWC §36.1071(a)(8)
[HCP Measures - 6.2.1.8 Quantitatively Addressing Established Desired Future Conditions]**

Obj. IDs Mgmt. Plan (HCP)	Management Plan Objectives (HCP Minimization Measure)	Performance Standards	Objective Status
8-1 (8-1)	<p>Freshwater Edwards Aquifer All-Conditions DFC: Adopt rules that restrict, to the greatest extent practicable, the total amount of groundwater authorized to be withdrawn annually from the Aquifer to an amount that will not substantially accelerate the onset of drought conditions in the Aquifer; this is established as a running seven-year average springflow at Barton Springs of no less than 49.7 cfs during average recharge conditions.</p>	<p>A. A summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type will be provided in the <u>annual report</u>.</p> <p>B. Upon ITP issuance, the <u>HCP annual report</u> documenting the District's activities and compliance with ITP permit requirements will be incorporated into the <u>annual report</u> by reference.</p> <p>C. Upon ITP issuance, compile a summary of aquifer data including: 1) the frequency and duration of District-declared drought, 2) levels of the Aquifer as measured by springflow and indicator wells (including temporal and spatial variations), and 3) total annual and daily discharge from Barton Springs will be provided in the <u>annual report</u>.</p>	MET
8-2 (8-2)	<p>Freshwater Edwards Aquifer Extreme Drought DFC: Adopt rules that restrict, to the greatest extent practicable and as legally possible, the total amount of groundwater withdrawn monthly from the Aquifer during Extreme Drought conditions in order to minimize take and avoid jeopardy of the Covered Species as a result of the Covered Activities, as established by the best science available. This is established as a limitation on actual withdrawals from the Aquifer to a total of no more than 5.2 cfs on an average annual (curtailed) basis during Extreme Drought, which will produce a minimum springflow of not less than 6.5 cfs during a recurrence of the drought of record (DOR).</p>	<p>A. A summary of the volume of aggregate groundwater withdrawals permitted and actually produced from permitted wells for each Management Zone and permit type will be provided in the <u>annual report</u>.</p> <p>B. Upon ITP issuance, the <u>HCP annual report</u> documenting the District's activities and compliance with ITP permit requirements will be incorporated into the <u>annual report</u> by reference.</p> <p>C. Upon ITP issuance, compile a summary of aquifer data including: 1) the frequency and duration of District-declared drought, 2) levels of the Aquifer as measured by springflow and indicator wells (including temporal and spatial variations), and 3) total annual and daily discharge from Barton Springs will be provided in the <u>annual report</u>.</p>	MET

8-3 (8-3)	Implement appropriate rules and measures to ensure compliance with District-adopted DFCs for each relevant aquifer or aquifer subdivision in the District.	Develop and implement a cost-effective method for evaluating and demonstrating compliance with the DFCs of the relevant aquifers in the District, in collaboration with other GCDs in the GMAs. Prior to method implementation, provide a summary of activities related to method development in the <u>annual report</u> . Once developed, provide a summary of data for each District-adopted DFC for each relevant aquifer indicating aquifer conditions relative to the DFC and provide in the <u>annual report</u> .	MET
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Item 4

Board Discussions and Possible Actions

d. Discussion and possible action related to a legislative update by Sledge Law Group.

Item 5

General Manager's Report

(Note: Topics discussed in the General Manager's Report are intended for general administrative and operational information-transfer purposes. The Directors will not take any action unless the topic is specifically listed elsewhere in this agenda.)

Topics

- a. Update on Personnel Matters.**
- b. Update on aquifer conditions and status of drought indicators.**
- c. Update on the GMA 10 and GMA 9 planning activities.**
- d. Update on Trinity Aquifer Sustainable Yield Study.**
- e. Update on groundwater monitoring activities along the KM PHP.**
- f. Update on HCP activities.**
- g. Update on Kent Butler Summit Planning Activities**
- h. Review of Status Report and update on team activities/projects.**
- i. Upcoming public events of possible interest.**

STATUS REPORT UPDATE
FOR THE JANUARY 14, 2021 BOARD MEETING

Summary of Significant Activities – Prepared by Team Leaders

UPCOMING DATES OF INTEREST

- District Offices closed: January 18th, February 15th
- GMA 9 Virtual Meeting: January 25th
- GMA 10 Virtual Meeting: January 26th
- HCP Management Advisory Committee: January 26th (committee members only)
- Region K Virtual Meetings: January 27th
- RWQPG: January 22nd
- TAGD Regular Business Meeting January 26-27 (virtual)
- Changing Face of Water Law February 20-21 (San Antonio)
- ASR for Texas: ~~November 19, 2020~~ May 4th (Austin)

GENERAL MANAGEMENT TEAM

Staff: VE
January 8, 2021

Litigation and SOAH Activities

- **Electro Purification (EP) Production Permit:**
EP and Kinder Morgan have settled, and EP is moving forward with their production permit request from the District. The SOAH schedule has been updated as follows:
 - **December 21, 2020 Deadline for BSEACD to supplement prefiled testimony**
 - January 15, 2021 Deadline to file objections to prefiled testimony
 - January 29, 2021 Deposition (Vanessa Escobar)
 - February 5, 2021 Deadline to respond to objections to prefiled testimony
 - February 3, 2021 Deposition (Brian Smith)
 - February 8, 2021 Deadline to respond to discovery
 - February 26, 2021 Deadline for motions for summary disposition
 - March 1, 2021 Last day to conduct depositions
 - March 15, 2021 Deadline to request live prehearing conference
 - March 22, 2021 Prehearing conference at 10 am
 - **April 12-16 & 19-20, 2021 Hearing on the merits**

- **Needmore Water LLC:** No updates. Protestants filed an appeal of Needmore Water LLC permit. The District filed a response in March 2020.

- **Permian Highway Pipeline (PHP):**
A motion to dismiss was filed on 12/17/2020. It argues that the protestants case is over (moot) because construction of the pipeline is finished. The protestants will be filing a response opposing these arguments by January 12. The Court will likely include any recent filings with the rest of the briefing that's been pending with him for decision since summer 2020.

87th Legislature Bill Activity: A few groundwater related bills have been filed in the House and Senate. The GM is working with SledgeLaw Group to track bill activity that will affect the District and groundwater regulation in general. GM and staff are tracking the legislative initiatives and participating in the following subcommittees at TWCA and TAGD committees.

- Subcommittee on Petitioning a GCD to Conduct Rulemaking
- Subcommittee on Permit application Notices
- Subcommittee on Bed and Banks Permit vs “waste” definition
- Subcommittee on authority to use permit fees for mitigation
- Subcommittee on similar rules
- Subcommittee on permitting
- Subcommittee on attorney’s fees

The Interim Report for the Senate Committee on Water and Rural Affairs can be found here: <https://senate.texas.gov/cmtes/86/c700/c700.InterimReport2020.pdf>

Joint Planning (GMA 10 - DFC Planning): GM and staff are coordinating a significant planning effort to readopt DFCs and draft an Explanatory Report. The AGM now serves as the GMA 10 chair and will guide the development of the explanatory report to be completed by Summer 2021. We are working on preparing a timeline and planning strategy for our immediate and long-term goals related to DFC revisions and DFC monitoring compliance.

The Regulatory Compliance team is actively collaborating in planning discussions with the Aquifer Science Team, neighboring GCDs, GMA 10 representatives, and TWDB staff. Discussions will continue at the GMA level and as we prepare to lead meetings, develop presentations, bring information to the Board and engage additional stakeholders. The next GMA 9 meeting is January 25, 2020 and GMA 10 will have a meeting on January 26, 2020.

- There will be future internal discussions to identify objectives and goals of DFC monitoring methodologies.
- Staff received an update from TWDB on their GAM modeling efforts and learned that the timeline for the Hill Country Trinity model update completion is 2023.
- Staff has elected not to pursue a DFC expression revision this round because we would like to complete the Sustainable Yield Study to help inform future DFC revisions.
- Staff has developed a memorandum that describes future potential GMA 10 DFC expressions and revisions.
- Staff has also developed a memorandum which was shared with TWDB that describes improved approaches for calculating the MAG in GMA 10. The TWDB is amenable to utilizing revised methods for this workflow.
- There is ongoing coordination with SWTGCD, HTGCD, TWDB & GMA 9 as we pursue an administrative boundary change.

Trinity Aquifer Sustainable Yield Study & Planning: GM and staff are continuing to review research on sustainability goals, metrics and thresholds. Staff had a kick-off meeting with our facilitator in December to discuss the project timeline, communication, and certain components of an Advisory Work Group. Staff will begin internal discussions to evaluate the level of public participation, the fundamental objectives of the Advisory Work Group, the scope, and process and workflow to engage the participants. Staff plans to meet with our facilitator again in late January. Staff has the goal of holding the first meeting with the Sustainable Yield Advisory Working Group in early summer.

In early January, once we learn more about the source of funds for the modeling projects, we will update and revise the Sustainable Yield Study timeline.

Kent Butler Summit Planning: GM and staff are participating in the planning and coordination of the 2020 Kent Butler small group discussions. The small group discussions are targeted toward local officials, key decision makers, and staff at municipalities, counties, WSCs and GCDs. The focus will be on land and water resource management and how partnerships with counties, municipalities, GCDs and NGOs can be leveraged. Small group meetings are planned for Jan-Feb 2021.

HCP - USFWS Annual Report: GM and Staff are preparing the annual report for review by the Management Advisory Committee (MAC). The MAC will meet on 1/26/2021 for its annual meeting. The report will be brought before the Board on February 11, 2021 for approval.

Drought Planning: The Lovelady Drought Trigger crossed its Stage II threshold on 9/23/2020 and an official drought declaration was issued by the Board on 10/8/2020. Written permittee notifications and public notice of drought conditions were mailed and emailed out. Staff continues to monitor compliance of drought curtailments.

GM Meetings with Permittees:

- Jumping Jack Dog Ranch (December)
- Onion Creek Golf Course (December)

Training, Presentations, and Conferences: NA

REGULATORY COMPLIANCE TEAM

Staff: KBE, ES, MR
January 8, 2021

Senior staff of the Regulatory Compliance Team are leading the coordination and planning efforts for the following project areas. These project areas require significant staff time and effort from the RC team members. *Refer to the above section for more details and updates.*

1. Trinity Aquifer Sustainable Yield Study & Planning - Policy Advisory Group Planning
2. Joint Planning (GMA 10 - DFC Planning)
3. Electro Purification Permitting Matter - State Office Administrative Hearing (SOAH) Matters

Drought Compliance – The Lovelady Drought Trigger crossed its Stage II threshold on 9/23/2020 and an official drought declaration was issued by the Board on 10/8/2020. Written permittee notifications and public notice of drought conditions were mailed and emailed out. November is the first month that drought curtailments will take effect. Drought curtailments will continue to be in place until drought restrictions are lifted.

Rulemaking and Enforcement

The regulatory compliance team is starting the process of updating District Rules and enforcement procedures that pertain to two rulemaking areas in particular. The staff will meet internally and with the rules committee as needed. Staff will present rule concepts and a process timeline to the full board during future work sessions.

1. Enforcement violations and penalties for over pumping during and out of drought.
2. Revised Conditional Class A criteria to allow for firm yield permit options for small volume permittees.

Database Management System (Intera Inc)

Intera continues to work on modules for completion and deployment. Staff had internal meetings and with Intera on December 16, 2020 to discuss the progress of the project which included review and discussion on public map access and drought compliance. Meetings with Intera are scheduled throughout the next few months to review mockups and to review other sections of the database. Staff will likely need to spend more time on this project to get it finalized.

Permitting Applications in Review:

- Change of Owner/IPP – Matt Goebler (Class A Conditional Edwards). Requesting under 2 million gpy.
- IPP – Active Development Systems (Historical Middle Trinity). Requesting under 2 million gpy.
- IPP – Aqua Texas Copper Hills (Historical Lower Trinity). Requesting 6 million gpy

Permitting Applications Recently Approved:

- Well Plugging- Meritage Homes

Other Project Efforts/ Planning Discussions:

- TAGD/TWCA legislative subcommittees
- Buda ASR well drilling
- Region K
- HCP - USFWS Annual Report

AQUIFER SCIENCE TEAM

Staff: BAS and JC

January 8, 2021

Sustainable Yield Evaluation of the Trinity Aquifers

Aquifer Science staff continue to collect data on the geology and hydrogeology related to the Trinity Aquifers. We are working with Hays County to install Trinity monitor wells in the Jacob's Well area. Work on the first phase of the District's own numerical modeling has been completed. This phase involved the development of a steady-state model. We are currently evaluating the need for converting the steady-state model into a transient model. We are members of a technical committee to guide the development of a numerical groundwater model of the aquifers influenced by the Blanco River. Planning and funding of the Blanco River/Trinity model (BRATWURST) are close to being finalized with ongoing discussions between Hays County, Meadows Center, and Southwest Research Institute. Aquifer Science staff worked with the General Manager and the Regulatory Compliance team and other partners to submit an application for a Bureau of Reclamation drought resiliency grant. The application was submitted on Aug 5 and we expect to hear the status of that application in January 2021.

Alternative Water Supplies (ASR and Desalination)

Ruby Ranch has completed testing of injection of Edwards water into their Trinity well. Ruby Ranch submitted a final report on the ASR pilot testing to the TCEQ and the District on October 9, 2019. The District has received a permit application from Ruby Ranch for operation of their ASR system. The Ruby Ranch ASR system is now permitted for operation by TCEQ. The City of Buda recently completed the drilling of a Middle Trinity well for their ASR project and a pump test was conducted in July. The well is capable of pumping about 400 gpm, so it is expected that the same amount of water can be injected. Aquifer Science staff monitored the Antioch multiport well (about one mile away) during the pump test and were able to measure about 4 ft of drawdown as a result of pumping of the Buda ASR well.

Drought and Water-Level Monitoring

Drought was officially declared at the October 8 Board meeting. On January 8, the Lovelady well had a level of 467.6 ft msl, about 11 ft below the drought trigger level. On January 8, Barton Springs was flowing at 34 cfs, about 4 cfs below the drought trigger point. Flow at Barton Springs has increased recently due to rain in late December and early January.

Presentations, Conferences, Reports, and Publications

A list of recent publications can be found at: <https://bseacd.org/scientific-reports/> Any conferences that District staff may be considering attending are being held virtually.

HCP Activities

In December, Aquifer Science hosted a virtual meeting with staff from the City of Austin Watershed Protection Department to discuss activities related to the HCPs of each entity and to share data and reports about these activities. A meeting of the MAC committee will be held in January to discuss the District's HCP activities with stakeholders.

EDUCATION TEAM

Staff: JV
January 6, 2021

Kent Butler Summit Planning

Regular meetings continue with the Kent Butler Summit planning committee which includes the District (General Manager + Education Staff), Austin Water, Austin Watershed, Hill Country Alliance, and an outside facilitator. Format this year will be a series of invitation-only workshop meetings to occur virtually in January 2021. Invitees include hand-selected city/county staff and elected officials from throughout Hays, Travis, Blanco, Comal, and Kendall counties focused on needs, strategies, and successes for advancing land conservation initiatives in each of their unique regions. Progress of these small meetings will be tracked and shared in February. The format for future Kent Butler Summits is under discussion and strategic planning in coordination with the small virtual workshop planning.

Gen:Thrive by EcoRise

Gen:Thrive is a collaborative initiative created by EcoRise which aims to accelerate sustainability and environmental education programs through data tools and collaboration. This year the District Education Team participated in the Gen:Thrive data surveys and presentation meetings which highlighted their newly developed online data mapping tools. The goal of their project is to map and understand environmental programs in our region, foster partner alliances, and use data visualization to increase support for environmental education programs. These tools intended for service providers, educators, and communities are now live and publicly available online at <https://www.ecorise.org/our-work/gen-thrive/>.

Drought Education

Staff has updated District resources and the website to reflect the current Alarm drought stage. Regular social media posts are being scheduled to remind users to conserve and reduce all non-essential groundwater use. Educational resources have been prepared and are available upon request for permittees. Digital educational downloads are available on the website with the Drought Media Tool-Kit located on the Drought Education Page and includes links to other helpful resources. <https://bseacd.org/drought-edu/>

Website & Public Information

Staff has been working to improve basic readability and functionality of key web pages, in addition to updating spotlights, banners, and project pages for public information purposes. New updates have been made to Directors pages, web icons, as well as social media profiles and banners. Latest resource updates this month have included drought information, staff contacts and changed operation guidance, HCP information.

District Newsletter

The latest eNews is scheduled for release the second week of January to District contact lists. The Winter eNews topics include 'Meet the Board', 'Winterize Your Well', 'Annual Report', and 'Staff

Updates'. Education staff has been working with all teams to redevelop the format and frequency of the District newsletter with decreased team staff.

District Operation Updates

Education staff has continued working with all teams to keep the public up-to-date with changed office operations, staff contact information, and other useful resources for the public during remote work operations. Updates are made to the website, front door signage, social media, and shared with eNews and press contacts as operations shift.

Other meetings and activities:

- **The Digital Now for Natural Resource Professionals, Online in the 21st Century Workshop:** Staff recently completed this 1.5 day online workshop hosted by TWRI which was well attended by other natural resources professionals from around the state.
- **Annual Report Planning:** Staff has completed the process of compiling team statistics and summarization of outreach events and programs in preparation for the Annual Report.
- **District Overview Video:** View the District's latest YouTube video here! <http://tiny.cc/ekhysz>
- **Central Texas Water Efficiency Network (CTWEN):** The District continues to participate in the regular gathering of water professionals involved with the CTEWN group meetings, now held virtually. A subgroup of this network is planning for a potential virtual Central Texas Water Conservation Symposium in the new year.
- **Hill Country Living + Rainwater Revival Festival:** The annual event hosted by Hill Country Alliance event occurred virtually on Saturday, October 24th, 2020. The District is a regular sponsor and participant of this educational event. Throughout the remainder of the year, the District will be highlighted and linked on the HCA event website for attendees to browse after the event here: www.hillcountryalliance.org/rainwaterrevival/
- **Hydrogeologic Atlas of Southwest Travis County:** Working with members of the project team, staff are coordinating outreach to stakeholders, partners, peer-reviewers and participants to share the recently completed scientific report. Working with partners, an educational Well Owner Guide was approved for well owner education in Travis County which includes the main findings and information in the Atlas report.

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

From Dec-Jan, the District website had 1,571 total page views by 1,311 unique sessions. Top sites in order of number of views were the Home Page (357), Maps (84), About Us Staff (53), About Us Board (42). *The most popular FB posts included Planting Natives, Winter Weather, Alarm Stage Drought Reminder, and Springflow Zen.*

ADMINISTRATION TEAM

Staff: SD, TR, and DW
December 5, 2020 – January 8, 2021

Accounts Receivable/Permittee Cycle Billings

On January 16, invoices will go out for February monthly production fees (approximately \$30,000). In February, 3rd quarter billings will go out for Mar/Apr/May, as well as monthly billings for March.

Drought DMFs (Drought Management Fees Assessments)

No DMFs have yet been assessed yet.

Financial Reporting – Website Transparency Section

(4 separate reports and in different formats (data over formatting) than the 4 monthly financial reports that are included in Board backups)

Transparency Star-related: Most current, available financial reports are to be posted. Balance Sheets, Profit and Loss Statements, and Check Registers (Operating and Payroll) through December 2020 have been posted on the District website.

Overpumpage Fees

Overpumpage fees have been billed, and most have been paid.

Pension Review Board Reporting

Prepared by the Standard on our employee retirement funds.

State Auditors Office

Response requested as to how previous SAO report's notes have been reconciled.

Tax Reporting

New 1099 form, 1099, 1096, W-2s, W-3, Quarterly payroll taxes C-3, and 940 to TWC and to IRS. All due by February 1.

Texas Comptrollers Office Annual Reporting - Transparency Department

The Administration Team typically has repetitive monthly tasks e.g. monthly bank reconciliations, daily phone answering, monthly adjusting journal entries, accounts payable, contract/grant/project tracking, monthly meter reading reporting, office maintenance and repairs, 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.

Item 6

Director's Reports

Directors' Reports.

Directors may report on their involvement in activities and dialogue that are of likely interest to the Board, in one or more of the following topical areas:

- **Meetings and conferences attended or that will be attended;**
- **Committee formation and updates;**
- **Conversations with public officials, permittees, stakeholders, and other constituents;**
- **Commendations; and**
- **Issues or problems of concern.**

Item 7

Adjournment