

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, March 11, 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 and the recording will be available on the District's website after the meeting. 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, March 10, 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. **NBU**
 - b. Approval of minutes of the Board's February 11, 2021 Special Meeting. **Not for public review at this time**
 - c. Approval of a Master Services Contract with MORF Consulting for services related to staff and board team building and leadership development. **Pg. 8**
 - d. Approval of a Master Services Contract with Hanson Professional Services Inc. for services related to strategic planning facilitation. **Pg. 15**

4. 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 Electro Purification LLP application.
- d. Update on the Rulemaking efforts and timelines. **Pg. 32**
- e. Review of Status Report and update on team activities/projects. **Pg. 33**
- f. Upcoming public events of possible interest.

5. Discussion and Possible Action.

- a. Discussion and possible action related to permittee’s monthly drought compliance. **NBU**
- b. Discussion and possible action on waiving Drought Management Fees for February 2021. **Pg. 45**
- c. Discussion and possible action on the District’s role in emergency planning, including information, resources, and communications. **NBU**
- d. Discussion and possible action related to a legislative update by Sledge Law Group. **(6:15p)**
NBU

6. Presentations.

- a. Discussion and update on the Regulatory Compliance programmatic activities. **NBU**
- b. Discussion and update on timeline and schedule for the Trinity Aquifer Sustainable Yield Study. **Pg. 51**

7. Director Reports.

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

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

8. Adjournment.

Please note: This agenda and available related documentation, if any, have been posted on the District website, www.bseacd.org. If you have a special interest in a particular item on this agenda and would like any additional documentation that may be developed for Board consideration, please let staff know at least 24 hours in advance of

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 February 11, 2021 Special Meeting.**

- c. Approval of a Master Services Contract with MORF Consulting for services related to staff and board team building and leadership development.**

- d. Approval of a Master Services Contract with Hanson Professional Services Inc. for services related to strategic planning facilitation.**

**Contractual Agreement for Certain Services Between
Barton Springs / Edwards Aquifer Conservation District
and
MORF CONSULTING**

This agreement establishes the contractual provisions by which the Barton Springs/Edwards Aquifer Conservation District (hereinafter "District"), 1124 Regal Row, Austin Texas 78748, Tel. 512-282-8441, a local political subdivision of the State of Texas; will engage MORF Consulting, 6748 Berry Bush Lane, Evergreen, CO 80439 as contractor (hereinafter "Contractor"). This agreement is made by the District and the Contractor (hereinafter collectively "the Parties") with an effective date of March 11, 2021, and will terminate no later than August 31, 2021, subject to the funding limitation and term provisions of Section III below.

**Section I
Engagement of Contractor**

The District is a political subdivision of the State and is responsible for the protection, conservation, and management of groundwater within its jurisdictional boundaries in the Austin/Central Texas area. The Contractor is MORF Consulting. The District agrees to engage Contractor to supply certain services, specified in the attached Exhibit A, under the terms and conditions set forth in this contract, and the Contractor agrees to perform such services under the terms and conditions set forth in this contract.

**Section II
Scope, Compensation and Deliverables**

The District will engage the Contractor to perform the services included in the Scope of Work, attached here as Exhibit A. Work will be requested and authorized by the District General Manager for performance only under negotiated task orders pursuant to this Master Services Contract. The work under each task order will be compensated on a time-and-materials basis or, depending upon the nature of the work, on a negotiated fixed-price basis. Each task order will define a "not to exceed" cost for that task order service. No commitment shall have been made by the District, and the Contractor is under no obligation to commence work, until such a task order has been made by the District and accepted by the Contractor, both in writing. Executed task orders shall become a part of this Agreement and upon execution, shall be considered notice to the Contractor to proceed. Work on each task order will be invoiced separately, generally at the completion of the task order, unless otherwise negotiated. District will pay all undisputed amounts promptly in accordance with Texas Government Code §2251.021(a) no later than 30 days after presentation of an accurate invoice receipt.

The type and schedule for Deliverables will be specified by the individual authorizing task orders.

Section III
Term, Termination

The term of this contract ends on August 31, 2021, and Contractor warrants its capability and willingness to perform the work until this termination date. It is acknowledged by Contractor that funds for this agreement are budgeted only for the current fiscal year, ending August 31, 2021.

The District may terminate this agreement with or without cause at any time and will pay Contractor for any incurred or irrevocably committed costs to that date. Contractor may terminate this agreement with 30 days written notice.

Section IV
Relationship of Parties, Liaison

The parties intend and agree that Contractor, in performing the specified services, will act as an independent contractor and not as an employee of the District, and that Contractor retains control of the work and the manner in which it is performed. The above notwithstanding, Contractor understands that the District intends for its staff to be collaboratively engaged with the Contractor and to assist Contractor in the performance of these services. Contractor will be free to contract for similar services to be performed by her for other clients while Contractor is under contract with the District, provided no conflict of interest exists or arises with the District and that the services to be provided by Contractor to such other persons do not interfere with the substantive and timely performance of Contractor's obligations under this contract. Contractor is not to be considered an agent or employee of the District, will not have the rights of an employee of the District, and is not and will not be or become entitled to participate in any pension plans, bonus, or similar benefits that the District provides its employees. Ms. Vanessa Escobar, the District's General Manager, will be the District's representative and authority for contractual matters of scope, schedule, and budget.

Section V
Miscellaneous

- a. Venue for all claims and disputes arising under or related to this contract shall be and lie exclusively in the state and county courts of Travis County, Texas, USA, and the federal district court of the Western District of Texas, Austin Division.
- b. The laws of the State of Texas, excepting its choice of laws and provisions, shall govern this contract and its interpretation, construction and application, and any disputes or claims arising under or related to this contract.
- c. This is the complete agreement between the parties concerning the subject matter hereof, and no prior oral or written provisions, undertakings, understandings, promises or representations shall have or be given effect to modify, limit, negate or augment the provisions of this contract. This contract may be amended only by writing duly executed by both parties.
- d. Notices given in relation to this contract shall be in writing and shall be deemed given (i) when delivered personally to the recipient's address appearing in the opening paragraph of this contract; (ii) three (3) business days after being deposited in the U.S. Mail, postage prepaid, and addressed to the recipient's address as stated in the opening paragraph of this contract; or (iii) upon delivery by a

national courier service, capable of tracking and documenting shipping and delivery, to the recipient at the address stated in the opening paragraph of this contract.

- e. In the event any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this contract shall be valid and enforceable to the maximum extent permitted by law.
- f. No term or provision of this contract shall be deemed to be waived and no consent to any breach or default shall be deemed unless such waiver or consent be in writing signed by the party against which such waiver or consent is asserted; the terms of this contract shall not be deemed to be amended by any such event of waiver or consent unless in a writing expressly stating such amendment; and any waiver by either party, whether express or implied, shall not imply a consent or waiver of any term or provision on any other occasion, or any consent to any different breach or default.
- g. Descriptive headings or captions in this contract are for convenience only and shall not affect the construction or application of this contract. Words having established technical or trade meanings in the industry shall be so construed. Listings of items shall not be exclusive unless expressly so stated, but shall include other items, whether similar or dissimilar to those explicitly listed, as the context reasonably requires. No rule of construction requiring interpretation against the drafting party shall be applied or given effect. Words of any gender used herein shall be deemed to include words of any other gender; and use of the singular or the plural herein shall include the other, unless context requires otherwise.
- h. When mediation is acceptable to the parties in resolving a dispute arising under or related to this contract, the parties agree to use the Dispute Resolution Center of Austin, Texas, as the provider of mediators for mediation. Unless the parties are satisfied with the results of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation must remain confidential as described in TEX. CIV. PRAC. & REM. CODE ANN. § 154.073, unless the parties agree in writing to waive such confidentiality. Neither party may be compelled to arbitrate any dispute or claim arising under or related to this contract without its express consent.
- i. **Attorney Fees.** In the adjudication of any dispute or claim arising under or related to this contract, the prevailing party shall be entitled to recover its taxable costs of court and reasonable attorney's fees.
- j. **Confidential Information.** Contractor agrees to hold and keep strictly confidential any information, documents or other records disclosed to Contractor by the District that are identified by the District as confidential, sensitive, proprietary or otherwise privileged under the law; and to promptly advise the District in writing if such confidential information is provided to or accessed by unauthorized persons.

The parties have executed this agreement in Austin, Texas on the ____ day of _____, 2021.

**For Barton Springs/Edwards Aquifer
Conservation District,
The District:**

**For
Contractor:**

Blayne Stansberry
President, Board of Directors

Date

Cheryl Benedict
Principal of MORF Consulting

Date

Attest:

Approved as to Form:

Blake Dorsett
Board Secretary

Date

William D. Dugat, III
Counsel

Date

EXHIBIT A

PROPOSED SCOPE OF WORK



Date: March 4, 2021

To: Vanessa Escobar, General Manager
Barton Springs Edwards Aquifer Conservation District

Re: Scope of Work from MORF Consulting – revised 3/4/21

Scope Overview

Provide engaging virtual team-building sessions for the District team that include a Myers Briggs lunch & learn for the Board, and a two-part workshop for the staff. These workshops will focus on a Myers Briggs Assessment for use as a tool to learning more about the various decision-making workstyles, communication styles and conflict resolution styles among the Board and staff team.

TASK 1. Staff Team-Build: Myers Briggs and Building a Functional Team Workshop

Fee \$4055

Complete: MYERS-BRIGGS TYPE INDICATOR® ASSESSMENT

Handouts: Myers Briggs Team analysis. Myers Briggs & Communication booklet.

First 1.5 hours: 'Stand Where You Land' and Myers Briggs Communication

We'll introduce the Myers Briggs and engage in a highly interactive exploration of where each person lands based on the strength of their preference with: Sources of Energy (E/I), Taking in Information (S/N), Decision-Making (T/F) and Lifestyle (J/P). Then we'll look at Communicating effectively with teammates, learning each persons' 'Communication Do's and Don'ts'.

Last 1.5 hours: Building a Functional Team Workshop

Handout: Your Team's Five Dysfunctions of a Team composite results and analysis

Complete: Reading of book, *Five Dysfunctions of a Team* and the Team Assessment

We'll explore the ways your team is healthy and work on any areas for improvement. Using the team assessment from the best-selling book, *Five Dysfunctions of a Team*, we'll use this framework to identify: how can we, continue to develop trust, engage in healthy and constructive conflict, build a unified commitment, establish shared accountability and focus on the same overall result?

TASK 2. Board Myers Briggs Lunch and Learn

Fee \$1218

Handout: Myers Briggs Board analysis and Myers Briggs and Team booklet

1 hour: We'll introduce the Myers Briggs and engage in a highly interactive exploration of where each board member lands based on the strength of their preference with: Sources of Energy (E/I), Taking in Information (S/N), Decision-Making (T/F) and Lifestyle (J/P).

The team-building program administration, preparation, the two Myers Briggs booklets, Myers Briggs assessment analysis for both the team and board, Myers Briggs 'Stand Where Your Land' PowerPoint design and master facilitation for the three virtual sessions is **\$4055 for Task 1 and \$1218 for Task 2, a total of \$5273.**

This total fee includes the following:

MYERS-BRIGGS TYPE INDICATOR® STEP II™ INTERPRETIVE REPORT for 14 board/staff team members. (Vanessa and Michael are covered with Texas Water Leader program) \$75 each or \$1050 total.

Administrative support for the Myers Briggs, two customized 'Stand Where You Land' PowerPoints and administration of the 'Five Dysfunctions of a Team' assessment and customized report by Stephanie Scott. Three hours of facilitation - \$2530, Administrative logistics - \$850.

One hour of Myers Briggs board analysis, one hour of preparation and one hour of master facilitation virtual training by Cheryl Benedict - \$843.

Cheryl Benedict is certified in the Myers Briggs Type Indicator Step II and Virtual Trainer Certification by XChange.

Warm Regards,

Cheryl Benedict

Owner, MORF Consulting

Evergreen, CO 80439

(816) 941-2505

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and
Hanson Professional Services Inc.**

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Section V Miscellaneous

- a. Venue for all claims and disputes arising under or related to this contract shall be and lie exclusively in the state and county courts of Travis County, Texas, USA, and the federal district court of the Western District of Texas, Austin Division.
- b. The laws of the State of Texas, excepting its choice of laws and provisions, shall govern this contract and its interpretation, construction and application, and any disputes or claims arising under or related to this contract.
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The parties have executed this agreement in Austin, Texas on the ____ day of _____, 2021.

**For Barton Springs/Edwards Aquifer
Conservation District,**

For

The District:

Contractor:

Blayne Stansberry
President, Board of Directors

Date

David Underbrink, PE
Vice President of Hanson Professional
Services Inc.

Date

Attest:

Approved as to Form:

Blake Dorsett
Board Secretary

Date

William D. Dugat, III
Counsel

Date

EXHIBIT A

PROPOSED SCOPE OF WORK

BSEACD Strategic Planning Components

Task 1. Nonprofit/Governmental Board Development \$1540.00

Task 2. Strategic Planning Workshops:

a. Strategic Planning SWOT & Priority Setting - \$2,945.00

b. Strategic Planning Goal Development - \$1,955.00

Task 3. (Tentative) Implementation Planning \$2825.00

TASK 1. Nonprofit/ Governmental Board Development

When approaching strategic planning with Boards we often find that there can be confusion between the roles and responsibilities of the Board and Organizational Staff. Boards are generally volunteers bringing different nonprofit experiences or no experience at all to the organization. Staff members are very frequently passionate, self-directed, professionals who may have a long tenure with the business. Misunderstanding between governance and management can cause fear, friction, and stress for everyone involved, making what should be an exciting, collaborative adventure into a painful process with a shadow of mistrust. We recommend a Board Bootcamp session with the Board and Executive Director or General Manager (and may include staff at the Boards request) prior to strategic planning.

This 2–3-hour workshop provides the fundamental principles and best practices that every nonprofit board member...and the staff who work with them...should know. We cover the top 10 roles and responsibilities of board members, with special emphasis on the board's role in financial oversight, fundraising, planning, and partnering with the organization's chief executive. You'll come away with a clear understanding of the many facets of board service, along with tools you can use to increase the effectiveness of the board. This course is offered virtually as well as face-to-face environments.

By the end of this workshop, participants will be able to:

- Identify the top 10 roles and responsibilities of boards
- Differentiate between governance and management
- List best practices for board recruitment, retention, and evaluation
- Explore best practices for executive staff relationships and evaluation
- Define common board leadership roles and committees
- Outline effective strategies for financial oversight
- Explain how you can help your organization raise funds and awareness

TASK 2. Strategic Planning Workshops

Leadership and/or Stakeholder Survey

In collaboration with the client, we can design several electronic survey questions to present to strategic planning participants to gather information quickly prior to the meeting session. If designed as a Stakeholder survey, using this data will bring other voices and perspectives "into the room" when they cannot be present themselves. Survey data often provides a sound launchpad for further workshop development.

DELIVERABLE: A report is compiled from the survey and shared with the client. This is also useful as we design the virtual workshops. The information may also be transferred to electronic collaboration tools for the sake of meeting efficiency.

After the survey, to begin the process, we will facilitate two virtual Strategic Planning workshop(s) (up to three hours each) whereby the participants explore the strengths, weaknesses, opportunities, and threats to the organization on the three-year horizon from which they establish priority focus areas for the future. We lead Strategic Planning workshops through interactive activities, utilizing full and smaller group work to allow for greater engagement of everyone in the virtual session.

We create engaging facilitations for all types of learning styles including those who may prefer more fast-paced creative work as well as those who are more comfortable taking time to be thoughtful and process oriented. The first workshop is a playground for the visionaries, big picture thinkers, and makers of innovative ideas and sparks the imagination of the more detailed thinkers.

Strategic Plan (SP) Session One: Up to three hours

- **(One Option)** Briefly facilitate a timeline activity so that all participants in the room understand the journey of the organization and where it is today. This provides alignment of team understanding of history. A personal history timeline often coincides as it brings greater awareness of the persons in the room and builds a sense of comradery.
- In small group activities, validate/add/edit the survey analysis (Strengths, Weaknesses, Opportunity, Threats) and identify the trends that the organization is currently facing and how these might be modified for the future.
- Bring all the information together through a consensus building activity (called an NGT). This activity helps to identify priorities that emerge based on strengthening the strengths, improving the weaknesses, optimizing the opportunities, and mitigating the threats. This also takes the conversation regarding trends into consideration.
- Identify the rationale that supports each priority - the compelling reason why.
- Begin to identify goals that might correspond with each priority. Very high level.

DELIVERABLE: At the end of Session One, the client will have a completed SWOT analysis, four to eight identified Priority areas of focus, at least three high level Goals and Rationale for their criticality supporting each Priority.

Between SP Session One and SP Session Two

We work separately and virtually with individuals to help articulate and wordsmith the priorities and goals so that all team members, when asked to commit to them in Session Two, are most comfortable in agreement. Session two is the time for future issues and selected priorities to become tangible high-level goals for which the organization will be accountable.

SP Session Two: Up to a three-hour session held within five days of SP Session One

- Confirm and commit to three to five priorities.

- Confirm and commit to the rationale for each of the priorities. What is the compelling reason why this must be a priority for us to succeed?
- Continue to discuss and identify high-level goals within each priority.
- Assign team members to work on solidifying the goals and begin designing tactics/objectives in preparation for implementation.

DELIVERABLE: The client is provided with a Strategic Plan template, in which we have included the identified SWOT analysis, mission, vision, priorities, rationale and high-level goals. The client will insert the "current picture" of the organization describing the operations, structure, finances, and other information specific to their unique business. This is a document of a few pages, not a notebook to put on the shelf.

TASK 3. (Tentative) Implementation Plan Facilitation and Development Workshop

At this point, many organizational leaders believe, "we have a strategic plan" and it is shared with other leaders or employees with a message to implement. Unfortunately, without a plan, timeline and accountability, actual effective implementation usually does not happen.

The Implementation Plan is a staff responsibility and takes some time to complete after they receive the strategic plan. While the strategy is the head of the organization, the implementation plan is its hands and feet. This step clarifies and commits to the goals, adds tasks, responsibilities, timelines, and resources needed to accomplish the goals, which is then approved by the organizational leadership.

This becomes the operational work plan, the resource guide for budgeting, and the delineation of responsibilities of Management, Staff, or other stakeholders that may be involved with carrying out activities and programs outlined in the Strategic Plan. It includes measurables and monitoring tools to enable the leadership to oversee its progress.

Implementation Plan (IP) Session One - Up to three hours:

We will host two virtual workshop sessions (up to 3 hours each) to introduce the Implementation Planning tool. This online training will be held with the staff to teach them how to understand and leverage the Implementation Plan format for internal success. This tool is customized to respond to the priorities, rationale, goals, and objectives that are necessary to achieve the strategic plan.

In addition, there are fields to identify who will do what by when as well as create measurable outcomes. During this training session, we will demonstrate how the team can collaborate to continue the development of the Implementation Plan on their own.

This session is focused primarily on the training and use of the Implementation Plan tool. This session gives all participants a solid "jump start" on the completion of the Implementation Plan. We gain completion and 100% commitment on the priorities, rationale, goals, objectives. Then the team goes to work completing the first draft of the Implementation Plan.

Between IP Session One and IP Session Two

At this stage, there is often a need for some one-on-one instruction, coaching, consulting or clarification and guidance during the fledgling steps from learning to doing. For a total of up to four hours, we work separately and virtually with individuals to help articulate and wordsmith the goals, objectives, and other areas of the Implementation Plan so that all team members, when asked to review them in Session Two, can see their contribution to the work.

IP Session Two Up to a three-hour session held within fourteen days of IP Session One:

Many details and agreements are worked out during this session when the Implementation Plan truly takes shape. This session is totally customized to the progress and needs of the team. Often there is a need for clarification, intricate wordsmithing and facilitation of the productive conflict that may emerge.

DELIVERABLE: An Implementation Plan template and training regarding the format and approach to completing an Implementation Plan has been delivered. An additional option would be to continue with coaching and consulting on the completion of the Implementation Plan in an effort to prepare for presentation to top management for endorsement and overall success.

Professional Facilitation

The professional, independent facilitator brings the process without needing to know the content and serves as an objective observer. This releases participants from having to manage the process frees them to bring content expertise and creativity.

The professional facilitator

- Ensures that everyone honors the ground rules established and can gently correct dysfunctional behavior.
- Ensures that all attendees participate (and no one person dominates)
- Keeps participants from straying too far away from the focus of the topic.
- Manages conflict in a way that is productive.
- Maintains a record of the overall event and prepares a written report to client.
- Brings out creativity and "out of the box" thinking.
- Ensures that all participants are treated with respect, inclusion, and equity.
- Can speak candidly and ask the questions that an internal facilitator cannot or would not feel comfortable asking.

A facilitator who is skilled in collaboration tools, techniques, and now, the electronic environment will make the difference between a successful meeting and a disaster.

Differences in Physical (face-to-face) and Virtual Facilitation

To have effective and successful engagement, there are some logistical necessities which must be achievable in both environments, as well as some needs that are different or amplified when a workshop is conducted online. In a virtual world:

- There must be an electronic communication system that is highly reliable and that offers "break out rooms" such as ZOOM.com. Just as in a physical meeting, there must be opportunities for

small group conversations to drill down on issues. Keeping all participants in a single "room", talking one at a time, is very taxing on participants (physically and mentally) and negatively effects the efficiency of the work.

- To be effective, an online share collaboration site, which mimics the walls of a physical room where participants post sticky notes and flip chart information, focusing everyone's attention in one place is necessary. Allowing all participants to create and post thoughts simultaneously, as would happen at a table, is doubly important online. The activity of typing and moving note cards keeps participants actively engaged with the work instead of being passive bystanders. Miro.com suits this need very well, is reliable, and is relatively easy to use.
- It is the role of the facilitator to keep everyone engaged, ensure all voices are heard and work progresses in a manner that is professionally designed. In a face-to-face session, it is easier to see who has become disengaged, but virtually, it takes focused attention, intuition, and a keen eye to see who has "checked out."
- Preparation is critical and takes at least twice as much time as for a face-to-face meeting:
 - The Facilitator must determine the technical skill level of participants and create appropriate training of the virtual tools to be used. Based on the number of participants (and their skill levels), additional facilitators may be required (and trained) to work with small groups, giving them instructions, keeping the session on track, and possibly typing and moving items for participants who are not capable of using the electronic tools. In a physical room, a Facilitator can move quickly from table to table, watching and listening for several group's progress at the same time, which is not possible online.
 - The Facilitator must prepare the Miro Board with all the tools and information necessary for the planning team's specific needs. This can mean inserting data collected prior to the meeting (like survey information, mission/vision, previous goals, etc.), creating charts, instructions, and other visuals to guide participants through the session efficiently.
 - Participants must agree to do their prework as well, carving out time to learn about the electronic tools that will be used and committing to hands-on-training prior to the meeting so that the work can commence when the team comes together. If participants are not able, willing, or ready to learn any of the electronic tools, often more facilitators are necessary.
- Homework is also critical to save clients time and money. Therefore, unique to virtual, we offer coaching or consulting services to support participants throughout the time span of the project.
- Unique to the quality of our facilitation, we devote time to post meeting "clean up" and transcription of all the notes and work with Miro. This is often directly incorporated into any final reports and deliverables.
- Virtual meetings also reduce the need and cost for supplies such as name tags, flip charts, sticky note pads, pens, markers, refreshments, etc. Unless, of course, there is budget for pre-packaged items to be sent to each member of the team. These may include treats, pens with

the project slogan or logo and fun virtual facilitation "stuff" that might be found on the table in a face-to-face session.

Each engagement style has trade-offs. While the pandemic may fade, we suspect virtual meetings are here to stay. The great advantage we have found to virtual, is that our work can be done over time which mitigates the level of exhaustion that can be experienced after six to eight hours of being totally present, focused and physically active in one full day.

Task Outline Overview

The facilitation approach is essentially the same whether a virtual approach or in person approach is taken. Some minor modifications are applied as necessary without additional costs.

Task 1 – Board Development (Top 10 R&R) - \$1,540.00

- Customizing materials
- **Creating Workbooks and Materials (if in person)**
- **Setting up Miro Board (if virtual)**
- Facilitating training with the Board and Executive staff (staff may sit in)
- Compiling items generated for Board action

Task 2a – Strategic Planning SWOT & Priority Setting - \$2,945.00

- Conducting a Survey of participants in advance of the meeting
 - Survey creation
 - Communication
 - Administration
 - Analysis
 - **Transcription of meeting notes (if in person)**
 - **Transcription to Miro Board (if virtual)**
- Prepping participants for the meeting
 - Material preparation
 - Communication
- Facilitating meeting with BSEACD staff and Board (**3 hour session**)
- Compiling information and follow-up

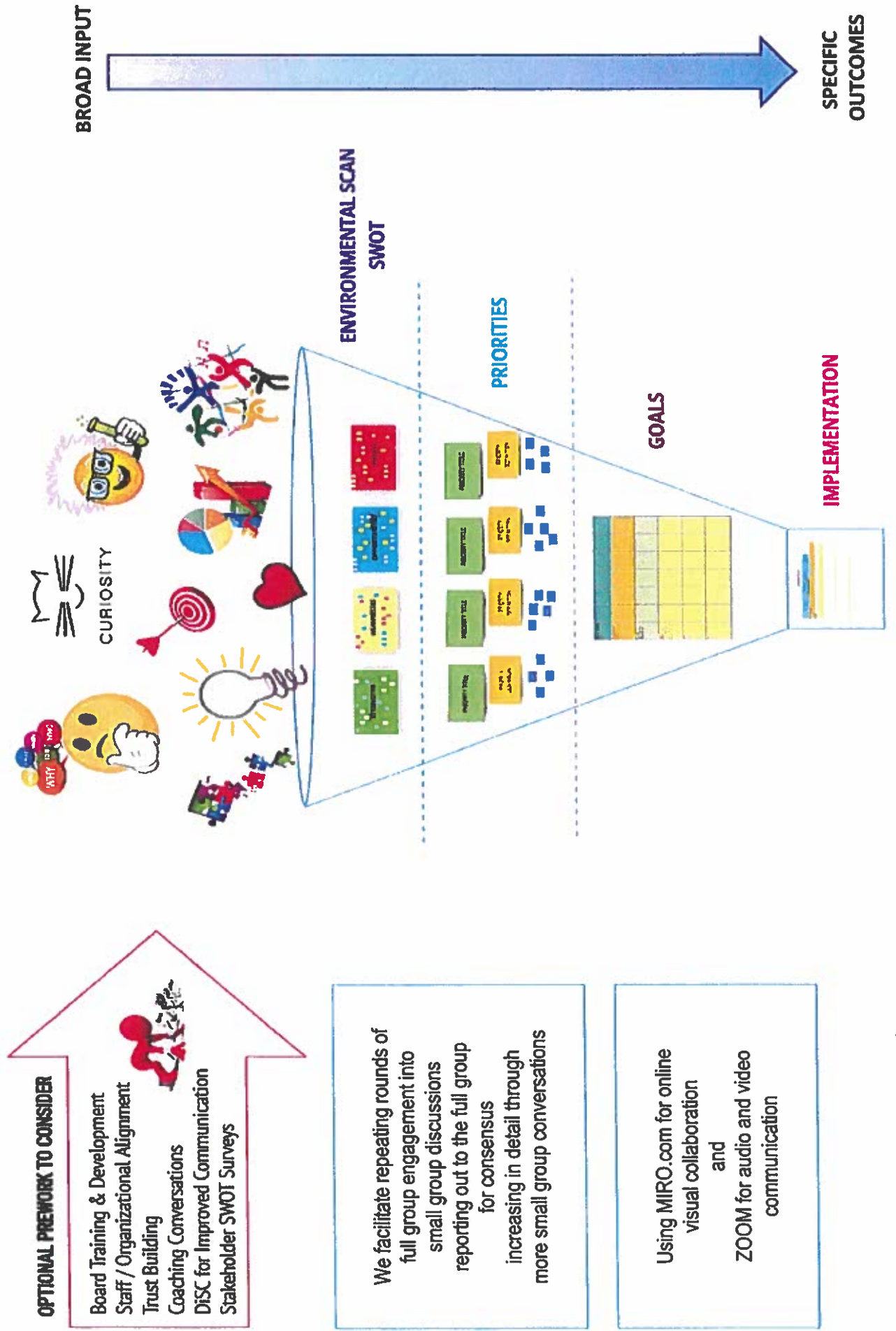
Task 2b – Strategic Planning Goal Development - \$1,955.00

- Facilitating meeting with BSEACD staff and Board (**3 hour session**)
- Compiling information and follow-up
- Preparing Final Strategic Plan document deliverable

Task 3 (Tentative) – Implementation Plan Facilitation - \$2,825.00

- Preparing for implementation planning
 - Communication
 - Executive discussion
- Facilitating implementation training with staff
- Individual consulting through 1st year of plan (**up to 10 hours**)

Virtual Strategic Planning Process



OPTIONAL PREWORK TO CONSIDER

- Board Training & Development
- Staff / Organizational Alignment
- Trust Building
- Coaching Conversations
- DiSC for Improved Communication
- Stakeholder SWOT Surveys

We facilitate repeating rounds of full group engagement into small group discussions reporting out to the full group for consensus increasing in detail through more small group conversations

Using MIRO.com for online visual collaboration and ZOOM for audio and video communication

RESUME

MARK HALL, P.E.

Mr. Hall has more than 30 years of experience in assisting communities meet their health and environmental needs through the finance and development of water and wastewater projects statewide. He has extensive experience in infrastructure financing, engineering, environmental compliance, state and federal regulation, organizational leadership, management of staff in government, development and implementation of rules, project finance, project management, procurement, conflict resolution, communication, and facilitation.

Relevant Project Experience:

- **Director of the Project Engineering and Review Division/
Team Leader of funding programs, Texas Water
Development Board.**
Responsible for funding and for the engineering and environmental aspects of State and Federal programs for water and wastewater infrastructure statewide for 27 years. Coordinated daily with water planning efforts statewide.
- **Director of the Center for Environmental Excellence (CEE), Division
for Enterprise Development (DED), University of Texas Arlington.**
Managed contracts with multiple divisions of the Texas Commission on Environmental Quality (TCEQ). Reviewed design documents for wastewater facilities statewide in the TCEQ Water Quality Division, managed the TCEQ Storm Water Processing Center, managed investigations for petroleum storage tanks, and provided staffing for various needs in the Water Supply and Water Quality Divisions of TCEQ.
- **Senior Project Manager at Hanson Professional Services, Inc.**
Managed multiple engineering and construction projects for the City of Kenedy. Coordinated on behalf of Canyon Regional Water Authority (CRWA) with the TWDB regarding CRWA's SWIFT project. Communicate with communities statewide regarding TWDB funding.
- **Career Activities**
Provided coordination with state and federal regulators on hundreds of projects across the state on a variety of issues related to infrastructure development, financing, construction, and regulations for small and large communities. Provided facilitation for various initiatives ranging from internal organizational issues, and stakeholder feedback on statewide water issues, to community feedback on proposed infrastructure and bond projects.

Hanson Professional Services Inc.



EDUCATION

BS., Civil Engineering,
Texas A&M University,
College Station

YEARS OF EXPERIENCE

36

PROFESSIONAL REGISTRATIONS

Professional Engineer, Texas,
#67035

PROFESSIONAL AFFILIATIONS

Water Environment
Association of Texas

Water Environment Federation



Sue Breland, MSIS, CPM Breland Facilitation

Sue Breland, of Breland Facilitation, is a free-lance facilitator and educator uniquely adept at integrating the art and science of collaboration. Sue holds a BA in Speech and Drama, is a National Endowment for the Arts Fellow, and a local actress & performer. On the technical side, Sue holds the national Certified Public Manager designation, a Master of Science in Interdisciplinary Studies degree from Texas State University and is on the faculty of the William P. Hobby Center for Public Service.

Over 30 years, Sue has worked in the public, private, and nonprofit sectors in organization development, training, business process design, project management and Corporate Social Responsibility - resulting in award winning results. She regularly conducts workshops ranging from tactical topics like *Research Methods*, *Performance Management*, *Deliberate Decision Making* and *Program Evaluation* to such relationship driven themes as *FUNdraising*, *Nonprofit Board Boot Camp* and *Volunteer Management*. Through the Hobby Center, Sue provides executive education for professional public administrators and has been a presenter at such events as the national American Society for Public Service Conference, the Entrepreneur's Foundation of Central Texas, and the V.G. Young Institute of County Government School for County Tax Assessor-Collectors.

As a meeting facilitator, Sue effectively works with small teams, large stakeholder groups, nonprofit Boards of Trustees, line employees, executives, and community members. Whether leading clients through organizational visioning, problem solving or strategic planning, Sue uses a variety of tools and activities to move groups to their desired outcomes efficiently, with full engagement and fun. She encourages meaningful participation, reflection, and honoring the "wisdom already in the room." Her philosophy is "You know best where you want to go. I'm here to help you get there while infusing some joy in the journey." Sue offers virtual facilitation and training with the same engaging activities and fun as in face-to-face sessions using Zoom and an online Miro Board as platforms.

Sue is an affiliate and partner with the Austin Alliance Group and PivotU, as well as an adjunct faculty in Texas State University's Political Science Department. Additionally, Sue is a 2010 graduate of Leadership Austin, the author of *Worship For One* books & inspiration (www.WorshipForOne.com) and a Breast Cancer conqueror.

Find more detailed information about Sue and her work at www.ImpactYour.Biz.

Connect with me:



Breland Facilitation



@SueBFacilitates





Alice Dendinger, SPHR

Alice Dendinger, SPHR has over 40 years of experience in the field of Human Resource Management and Organizational Development. Alice has demonstrated success at linking HR initiatives and programs to the overall business mission and goals of an organization thus creating a positive impact to the overall bottom line. She is often called upon to “transform the organizational culture.” Alice has focused her work on strategic management, organizational development, employee relations and communication, mediation and conflict resolution, performance management; and assisting the leaders, managers, supervisors, and direct reports at every level to “work better together.”

As a popular speaker and workshop facilitator, Alice has engaged audiences in the topics of cultural transformation, conflict management, enhancing communication and several topic areas of human resource management and HR professional competency. She is skilled at taking a very difficult topic and making it understandable to audiences at all levels within an organization. Alice is a pre-approved provider of HRCI recertification credits at a strategic and general level. Noted for her success as a keynote and public speaker, Alice was a 2014 inductee into the HR Southwest Conference Speaker Hall of Fame. Alice was most recently named as a Blazing Star by the Texas Women’s Chamber of Commerce.

Alice has contributed to the advancement of the HR profession and serving over 20,000 HR professionals throughout Texas as State Director of the SHRM Texas State Council (2007&2008), Member of the SHRM Texas State Council (1999-2010), Austin Human Resource Management President (1999) and AHRMA Board Member (1995-2001). In addition, Alice has served as President or member of many nonprofit boards such as The Dispute Resolution Center, Peoples Community Clinic, Seton Northwest Community Advisory Board and The Down Home Ranch to name a few.

Alice has an undergraduate degree in Business Management and a Masters in Communication. Additional education/certifications include: Coach University graduate, Texas Certified Mediator, DiSC Behavioral Analyst, Five Behaviors of a Cohesive Team Accredited Facilitator, Myers Briggs Type Indicator (MBTI), Emotional Intelligence Profile 2.0, and Future Search Strategic Planning Facilitator. Alice has continued education in organizational development, strategic planning, communication, group facilitation, conflict management, team development, interpersonal skills, leadership development and 360° assessments.



Item 4

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 Electro Purification LLP application.**
- d. Update on the Rulemaking efforts and timelines.**
- e. Review of Status Report and update on team activities/projects.**
- f. Upcoming public events of possible interest.**

**STATUS REPORT UPDATE
FOR THE MARCH 11, 2021 BOARD MEETING**

Summary of Significant Activities – Prepared by Staff Leads

Upcoming Dates of Interest

- District Board Meetings: March 25th, April 8th, May 13th
- GMA 10 Meeting: March 9, 2021
- GMA 9 Meeting: March 22, 2021
- Region K Meetings: April 15th
- RWQPG: TBD
- ASR for Texas: May 4, 2021 (Austin)
- Central Texas Water Conservation Symposium – Tentative Late Spring 2021 April 20-21

DROUGHT MANAGEMENT

Drought Status and Water-Level Monitoring (Justin)

Drought was officially declared at the October 8 Board meeting. On March 4, the Lovelady well had a level of 466.3 ft msl, about 13 ft below the drought trigger level. On March 4, Barton Springs was flowing at 31.5 cfs, about 7 cfs below the drought trigger point. Flow at Barton Springs has increased recently due to moderate rain in late December and January. Precipitation associated with the mid-February winter storm has helped slow the rate of decline of the water level in the Lovelady well, and has increased flow at Barton Springs by about 3 cfs.

Drought Communication (New Hire, Michael)

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/>

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 Management Fees (DMFs) are now being assessed for permittees over pumping their drought targets. Permittees that are over pumping their drought targets receive a letter and an email stating that they will be assessed the DMFs. Drought curtailments will continue to be in place until drought restrictions are lifted.

Permittee Drought Compliance (Michael, Erin)

<i>Permittee Name</i>	<i>Aquifer</i>	<i>Permitted Volume</i>	<i>Use Type</i>	<i>Notes</i>
Rolling Oaks Club	Trinity	180,000	Irrigation	Had meeting, found leak at the meter and will be replacing meter
Vance Lane LLC	Edwards	460,000	Irrigation	Has shut down well and using alternative source for time being
Forest Oaks MHC	Edwards	1,649,250	Commercial	Staff is updating drought target chart for permittee

DISTRICT PROJECTS

GMA Joint Planning

➤ ***GMA 10 Coordination (Michael, Vanessa)***

BSEACD now serves as the GMA 10 chair and will guide the discussions and planning activities at the GMA 10. The primary activities of focus for the 2021 years is the adoption of DFCS and the development of the explanatory report. We continue to coordinate internally on long-term goals related to DFC revisions and DFC monitoring compliance. Staff is actively collaborating in planning discussions internally, and with neighboring GCD representatives and TWDB staff. A GMA 10 meeting was held on January 26, 2020. The next GMA 10 meeting will be held on March 9 via zoom at 10:30 am. More information can be found at www.gma10.org

➤ ***Explanatory Report Development (Michael, Jeff)***

GM and staff are coordinating a significant planning effort to review technical reports and to update content for the explanatory report that is scheduled to be completed by Summer 2021. Staff is coordinating with the team from Plum Creek GCD to review the previous explanatory report and identify areas of revision.

Trinity Aquifer Sustainable Yield Study & Planning

➤ ***Advisory Workgroup Planning (Kendall, Vanessa)***

Staff will present an updated and revised timeline for the project at the March board meeting. GM and staff are continuing to review research on sustainability goals, metrics and thresholds. Staff has met with our facilitator three times 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, all of which will be incorporated into the Advisory Work Group Plan. Staff plans on meeting with the facilitator once to twice a month leading up the Advisory meetings. Staff has the goal of holding the first meeting with the Sustainable Yield Advisory Working Group in summer.

➤ ***Technical Evaluations (Brian)***

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. On March 3, Hays County began drilling a water well near EP that will be used for water supply for the county and also will provide water levels in three zone of the Trinity. 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 will soon begin 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.

BOR WaterSmart Drought Resiliency Grant Application (Vanessa, Brian)

The BOR notified us in late February that we were not awarded the grant.

Habitat Conservation Plan (Brian, Erin)

- **COA/BSEACD Technical Meeting:** 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.
- **MAC Meeting & Annual Report:** Staff prepared the annual report for review by the Management Advisory Committee (MAC). The MAC met on 1/26/2021 for its annual meeting and provided minimal edits and comments. The comments were incorporated into the final report and the report was submitted to USFWS on 2/25/21.
- **Implementation Schedule:** Staff is reviewing previous planning documents and will develop a new implementation timeline and schedule to guide project tasks and activities for the 1-3 year timeframe.
- **Planning for Technical Tasks:** Aquifer Science staff are coordinating studies at Barton Springs with COA staff. These studies include measurement of dissolved oxygen in the Barton Springs pool and the installation of a monitor well.

Database Management System - Intera Inc (Michael, Kendall)

Intera continues to work on modules for completion and deployment. Staff had internal meetings 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. Meeting was delayed in January and February due to other projects such as HCP and management plan annual reports. However, 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.

ILA Commitments (Brian)

The District has ILA commitments with Hays County and HTGCD to install two monitor wells in the Jacob's Well Area. Information from these wells will be used to better understand the flow system that delivers Middle Trinity groundwater to Jacob's Well, and to develop our numerical groundwater models.

The ILA with COA is intended to coordinate studies for the respective HCPs such as scientific feasibility studies and monitoring evaluations; to collaborate on the planning of future Kent Butler Summits; and to exchange technical information regularly on an annual basis.

Status update – An annual technical meeting was held in December 2020. In January 2021, the annual MAC meeting was held. Kent Butler Summit small group discussions took place in Jan- Feb 2021. COA/BSEACD plan to have additional discussions and planning efforts to coordinate the details of the DO studies and the monitor well installation.

Kent Butler Summit Planning (Vanessa, New Hire)

A COA/BSEACD virtual small group discussion will take place on April 1, 2021. Vanessa and Jackie participated in the planning and coordination of the 2020/2021 Kent Butler small group discussions. The planning committee consists of Austin Water, Austin Watershed, Hill Country

Alliance, and an outside facilitator. The small group discussions were targeted toward local officials, key decision makers, and staff at municipalities, counties, WSCs and GCDs. The focus was on land and water resource management and how partnerships with counties, municipalities, GCDs and NGOs can be leveraged. Small group meetings were completed in January and February, and follow-ups will be coordinated afterwards. Invitees included hand-selected city/county staff and elected officials from throughout Hays, Travis, Blanco, Comal, and Kendall counties, with about 50 participants total. These small county meetings were focused on needs, strategies, and successes for advancing land conservation initiatives in each of their unique regions. The format for future Kent Butler Summits is under discussion and aligned with the strategic planning of these small county meetings.

Region K Planning Activities (Vanessa)

No update.

Strategic Planning Preparation (Vanessa):

Vanessa, Blayne, and Christy met to discuss the strategic planning goals and process. There was discussion about timeline and desired outcomes. There will be some overlap with the staff presentations and program overviews in March 2021. The timeframe for strategic planning discussion is April – May 2021.

Training, Presentations, and Conferences (All Teams):

- *Aquifer Science: NA*
- *Regulatory Compliance: NA*
- *Administration: PFIA (Public Funds Investment Act) biennial training as required by TWC Chapter 36.*
- *Communications and Outreach:* Staff recently completed an online workshop hosted by TWRI, *The Digital Now for Natural Resource Professionals, Online in the 21st Century Workshop*, which was well attended by other natural resource professionals from around the state.
- *General Manager: Webinars on Effective Board Governance.*

New Maps, Publications, or Reports:

A list of recent publications can be found at: <https://bseacd.org/scientific-reports/>

The latest eNewsletter published in January 2021 can be found at:

<https://bseacd.org/publications/newsletters/>

LITIGATION AND LEGISLATION

Litigation and SOAH Activities (Vanessa)

- **Electro Purification Production Permit:**
The District is communicating with EP on the next steps.

Background: The District submitted pre-filed testimony and a revised GM Position Statement in December 2020. Depositions were scheduled for Jan-Feb 2021. On Jan 11, 2021 EP filed a Notice of Nonsuit and request to remand the application back to the District. On Jan 15, 2021, the District filed a response to the applicant's Notice of Nonsuit and requested that the ALJs find that with a nonsuit, that EP has withdrawn the application. On Jan 25, 2021 EP filed a response disagreeing with the District's request that the ALJs find the application withdrawn. On Feb 4, 2021, the ALJs dismissed the EP matter and remanded the matter back to the District. The original hearing on the merits will no longer be set for the dates of April 12-16 & 19-20, 2021.

- **Needmore Water LLC:**
No updates. Protestants filed an appeal of Needmore Water LLC permit. The District filed a response in March 2020. A hearing on the merits is scheduled for September 2021.
- **Permian Highway Pipeline:**
No update.

87th Legislature Bill Activity (Vanessa, Kendall)

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.

Of note, is S.B. 152 filed by Senator Perry that is an omnibus groundwater bill. This bill focuses on attorney's fees, petitions to GCDs for rulemaking, and permit notices to affected persons. More information is described in the confidential legislative report provided in Board backup.

On 2/4/21 the Speaker Phalen released his committee assignments for the 87th Legislature. House Natural Resources is as follows:

Chair: Tracey King of Uvalde. **Vice Chair:** Cody Harris

Seniority Assignments: Tracy King of Uvalde, Lyle Larson, Eddie Lucio, Armando Walle

Speaker Appointments: Rhetta Bowers, Kyle Kacal, Dennis Paul, Four Price, Ana-Maria Ramos, Terry Wilson

RULEMAKING, PERMITTING, AND ENFORCEMENT

Rulemaking (Michael, Kendall)

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. The two areas of focus for the rulemaking efforts are:

- Improving the rule language relating to enforcement violations and penalties for over pumping during and out of drought.
- Open up permit criteria relating to Conditional Class A permits that would allow for more firm yield permit options for small volume permittees.

Staff estimated the number of new permits and an associated volume (range) that could result from the rule change. Staff then meet with our consultant Kirk Holland in early March to discuss potential impacts to the HCP. Staff is planning to discuss concepts with our attorney Bill in late March or early April to discuss legal aspects. Staff will also review our take methodology and meet with Kirk again in early April.

Enforcement and Compliance Matters (Michael, Erin)

<i>Compliance/Enforcement</i>			
<i>Permittee or Entity Name</i>	<i>Aquifer</i>	<i>Use Type</i>	<i>Notes</i>
Well on Polk Rd	Not sure	Commercial	Staff received complaint from citizen regarding well supplying businesses and homes and being charged and water quality issues

Permitting Activity (Michael, Erin)

<i>In Review</i>				
<i>Application Type</i>	<i>Aquifer</i>	<i>Applicant Name</i>	<i>Use Type</i>	<i>Volume Request</i>
Exempt	Edwards	LCRA	Exempt	0
Minor Amendment	Middle Trinity	SWTX Pentecostal	Commercial	120,000
LPP	Edwards	Brian Carter	Domestic	500,000
Exempt	Edwards	Geoff Weisbart	Livestock	Exempt
LPP		Lule, Berlim and Elona	Domestic	500,000
Change of Ownership		Ford Restaurant Group	Commercial	1,875,000
<i>Recently Approved</i>				
<i>Application Type</i>	<i>Aquifer</i>	<i>Applicant Name</i>	<i>Use Type</i>	<i>Volume Request</i>
Well Drilling Authorization	Lower Trinity	Aqua Texas	PWS	6,000,000
Plugging	Edwards	Meritage Homes	Plugging	NA
IPP	Trinity	Hays County	Monitoring/Industrial	100,000
LPP	Trinity	Amelia Virden	Domestic	500,000
IPP	Trinity	Active Development System	Irrigation	700,000
LPP	Trinity	Diane Espiritu	Domestic	500,000

AQUIFER STUDIES

(Brian)

Permitting Hydrogeologic Studies:

- Aqua Texas Inc- Aquifer Science staff will be involved when Aqua Texas begins drilling a Lower Trinity well in Chaparral Park.
- Aquifer Science staff are observing activities with the drilling of a water-supply well by Hays County near EP.

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

- Colemans Canyon- As part of the Jacob's Well study, we are collecting data from domestic wells in the area. A dye-trace study will be conducted this year with Hays County, EAA, and HTGCD.
- Planning for installation of two monitor wells near Jacob's Well.
- KM PHP – WQ Workgroup: Planning for a meeting in March or April with interested parties.

Field Activities:

- Antioch- Continuing to maintain the system and to collect data on flow into the vault.
- Well Monitoring- Continuing to maintain equipment in numerous monitor wells and to download and interpret data.

Trinity Aquifer Modeling Development:

- BRAT Modeling- Waiting for Meadows Center to give SWRI the go-ahead to start the model
- In-house model- Working to transition the steady-state model into a transient model
- DSS Tool -A small project is underway by a consulting company in Nebraska to develop a Groundwater Evaluation Tool (GET) for the Trinity Aquifers.

COMMUNICATIONS AND OUTREACH

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/>.

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. This month's activities have included updates to the Austin Cave Festival webpage, GMA10 webpage, HCP webpage, drought education resources, home page, and About Us: Staff webpage.

District Newsletter

The latest eNews is scheduled for release the second week of January to District contact lists. The Winter eNews topics included 'District Welcomes New Directors', '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, updated staff contacts, 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.

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

From Jan-Feb, the District website had 2,967 total page views by 2,548 unique sessions. Top sites in order of number of views were the Home Page (611), About Us Board (156), Outreach Manager Job Posting (138), About Us Staff (111). *The most popular FB posts included: Job Posting for Communications & Outreach Manager, Drought Reminders, and Winter eNews.*

Other meetings and activities:

- **Central Texas Water Efficiency Network (CTWEN):** The District continues to participate in the regular gathering of water professionals involved with the CTEWN group virtually. A subgroup of this network is planning for a potential virtual Central Texas Water Conservation Symposium (tentatively set for April 20-21, 2021).
- **Scholarship Planning:** The format for the scholarships program for this FY is currently being updated. No plans for camp scholarships this year due to the pandemic, and the college essay contest deadline will be pushed to mid-April.

GENERAL ADMINISTRATION
(February 6 – March 5, 2021)

Accounts Receivable/Permittee Cycle Billings

On February 16, invoices went out for March monthly permittee production fees, and 3rd quarter production fees, which includes AWU/CoA quarterly water use fee.

Drought Assessments - DMFs (Drought Management Fees)

Drought letters have been mailed out to permittees to notify them of any drought compliance target chart issues.

DMFs assessed in February for January DMFs totalled \$1,350. DMF explanation memo with table to be sent out with DMF invoices is to be discussed at the March 11 board meeting.

Financial Reporting – Website Transparency Section

These are four separate reports and in different format (data over formatting) than the four monthly financial reports that are included in Board backups.

Transparency Star-related: Most current, available financial reports are to be posted on our website and accessible within three clicks, as required by the Texas Comptroller of Public Accounts Transparency Star Program. Balance Sheets, Profit and Loss Statements, and Check Registers (Operating and Payroll) through February 2021 have been posted on the District website.

Miscellaneous

Reconciled quarterly 941s with annual W-3.

The Standard Pension Report due to us this month, to be submitted to the Pension Review Board.

IRS Form 1095-B regarding ACA requirements remitted as annually required (will no longer be required with our new health insurance – previous health insurance plan was considered self-insurance which prompted the filing requirement).

Landscaping Maintenance – vine removal and bed cleanup on both lots.

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, budget monitoring, bi-weekly payroll journal updates, 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 5

Board Discussions and Possible Action

- a. Discussion and possible action related to permittee's monthly drought compliance.**

Item 5

Board Discussions and Possible Actions

- b. Discussion and possible action on waiving Drought Management Fees for February 2021.**

ASSESSING AND INVOICING DROUGHT MANAGEMENT FEES (DMFs)

Each month during drought, permittee drought targets are tracked for all permits over 2,000,000 gallons per year.

If permittee exceeds their monthly drought target by over 5%, they will be assessed a DMF for that month, based on well casing size (see below). Please note that DMFs are not assessed until after the first two full months of District-declared drought. See Drought Schedule attached.

Permittees will be sent an invoice the following month after any DMF is assessed, however, regardless of what month the fee is incurred, DMFs are not due until the end of the fiscal year (District fiscal year September 1 – August 31).

Every DMF invoice will have an invoice date of August 16. DMFs incurred between February 2021 and August 2021 (or sooner if the drought has ended) will be invoiced on August 16, due and payable by September 5 (and considered late on September 16). Past due DMFs will be subject to the same late fees that production fee invoices are subject to, and may affect permittee's ability to qualify for a conservation credit.

DMFs may be paid at any time during the fiscal year. Some permittees prefer paying their DMFs when incurred, rather than waiting until the end of August.

REFERENCE DISTRICT RULE 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:

- $\leq 5''$ outside casing diameter = \$100/month
- $> 5''$ or $\leq 10''$ outside casing diameter = \$250/month
- $> 10''$ outside casing diameter = \$500/month

DROUGHT SCHEDULE

Current Drought Management Fee Assessment.

Month	Drought Status	Curtailment Requirement	DMFs
October 2020	NA	Drought Declared Oct 8 th , 2020. No curtailments required until Nov 1, 2021.	NA
November 2020	1 st full month of declared Drought Stage II	20% curtailment in effect (Month 1 - Compliance evaluated early December)	NA
December 2020	2 nd full month of declared Drought Stage II	20% curtailment in effect (Month 2 - Compliance evaluated early January)	NA
January 2021	3 rd full month of declared Drought Stage II	20% curtailment in effect (Month 3 - Compliance evaluated early February)	DMF in effect. (Invoice mailed in Feb – due by Sep 5 th .)
February 2021	4 th full month of declared Drought Stage II	20% curtailment in effect (Month 4 - Compliance evaluated early March)	DMF in effect. (Invoice mailed in Mar – due by Sep 5 th .)
March 2021	5 th full month of declared Drought Stage II	20% curtailment in effect (Month 5 - Compliance evaluated early March)	DMF in effect. (Invoice mailed in Apr – due by Sep 5 th .)

Proposed Drought Management Fee Assessment.

Month	Drought Status	Curtailment Requirement	DMFs
October 2020	NA	Drought Declared Oct 8 th , 2020. No curtailments required until Nov 1, 2021.	NA
November 2020	1 st full month of declared Drought Stage II	20% curtailment in effect (Month 1 - Compliance evaluated early December)	NA
December 2020	2 nd full month of declared Drought Stage II	20% curtailment in effect (Month 2 - Compliance evaluated early January)	NA
January 2021	3 rd full month of declared Drought Stage II	20% curtailment in effect (Month 3 - Compliance evaluated early February)	DMF in effect. (Invoice mailed in Feb – due by Sep 5 th .)
February 2021	4th full month of declared Drought Stage II	20% curtailment in effect (Month 4 - Compliance evaluated early March)	DMF in effect. <i>DMFs Waived due to winter storm events.</i>
March 2021	4th full month of declared Drought Stage II	20% curtailment in effect (<i>Month 4 - Compliance evaluated early April</i>)	DMF in effect. (Invoice mailed in Apr – due by Sep 5 th .)

Item 5

Board Discussions and Possible Actions

c. Discussion and possible action on the District's role in emergency planning, including information, resources, and communications.

Item 5

Board Discussions and Possible Actions

d. Discussion and possible action related to a legislative update by Sledge Law Group. (6:15p)

Item 6

Presentations

- a. Discussion and update on the Regulatory Compliance programmatic activities.**
- b. Discussion and update on timeline and schedule for the Trinity Aquifer Sustainable Yield Study.**

EVALUATION OF SUSTAINABLE YIELD OF THE TRINITY AQUIFERS

<https://bseacd.org/projects/trinity-aquifer-sustainable-yield-study/>

In 2004, a study was concluded by District's Aquifer Science staff that was conducted to determine the sustainable yield of the Edwards Aquifer. This study led to the promulgation of rules to protect springflow and water levels from excessive lowering during periods of severe drought which would significantly impact the endangered salamanders that live in Barton Springs. Key aspects of the new rules were cessation of issuance of new historical permits and the allowance for permits for conditional use of Edwards groundwater. A similar effort is now being conducted for the Trinity Aquifers in the District. Aquifer Science staff have been studying the Trinity Aquifers for many years, but the efforts were increased in 2003 when we installed monitor wells to investigate the relationships between the Edwards and Trinity Aquifers. This included pairing single-zone Edwards wells with single-zone Trinity wells, then installation of multiport wells that could tie in multiple Edwards and Trinity zones in a single well.

The current Trinity study focusses on the potential for unreasonable impacts from pumping from wells or well fields. A definition for unreasonable impacts is given in District rules. These rules came about following passage of House Bill 3405 in 2015 which brought about annexation of a portion of Hays County into the District. The key objectives of this study are to:

1. determine potential for unreasonable impacts from localized and regional pumping on water levels, wells, and springflow.
2. evaluate the combined effects of pumping and extreme drought on water levels, wells, and springflow.
3. provide a scientific basis for any rules that would need to be promulgated following the study.

The concepts specified in the District's rules for unreasonable impacts can be summarized as:

- Impacts from specific permit requests
- Impacts from severe drought
- Impacts from increased pumping over a broad area

Some of the hydrogeologic concepts to be evaluated are:

- Hydraulic relationships between Trinity hydrogeologic units, horizontally and vertically
- Influence of faults and other structures on groundwater flow
- Impacts of drought on water levels, spring flow, and stream flow
- Variations in transmissivity and water quality
- Surface and groundwater interactions
- Sources and magnitude of recharge
- Geochemistry of spring discharge water and groundwater

Much of the work to be conducted for this study can be addressed by the following tasks:

- Water-level monitoring including synoptic measurements over a broad area and continuous water levels in key wells
- Adding more monitor wells to existing network
- Preparation of hydrographs and maps showing history of water-level measurements
- Analytical modeling for localized impacts from pumping
- Numerical modeling
 - TWDB GAM
 - Blanco River model (BRATWURST)
 - In-house Trinity model
- Assessment of exempt and permitted pumping
- Water-quality sampling and analysis
- Rainfall, stream-flow measurements
- Dye-trace studies
- Field mapping
- Geophysical logging of wells

Some of the questions to be considered by the study are:

- Do we need to end historical permitting of the Trinity?
- Do we need a non-Edwards drought trigger for the Trinity?
- Should we set a 50% pumpage reduction for extreme drought? And, if so, should it apply to all permitted wells?
- Can Jacob's Well and Pleasant Valley Springs be impacted by Trinity pumping in the District?
- To what extent could water levels in the District be impacted by pumping upgradient of the District?
- Are the current Desired Future Conditions (DFCs) adequately protective of the aquifers?
- Should we consider separate management zones for those areas that could impact Jacob's Well and Pleasant Valley Springs?

Current partners in Trinity studies:

- Hays Trinity Groundwater Conservation District
- Edwards Aquifer Authority
- Texas State University- Meadows Center
- University of Texas at Austin
- Blanco Pedernales Groundwater Conservation District
- Hays and Travis Counties

Approximate timeline:

- Draft report by September 2021 (dependent on completion of in-house Trinity model)
- Review of draft report by Technical Advisory Committee (2 months)
- Preparation of rules by District staff following completion of BRATWURST in 2022
- Meetings of Stakeholder Advisory Group
- Review of proposed rule changes by policy advisory committee

Item7

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 8

Adjournment