



**NOTICE OF MEETING OF THE
BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

Thursday, August 12, 2021

4:00 PM

VIDEO CONFERENCE

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, August 12, 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 the Zoom link**– 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, August 11, 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.

DOCUMENTATION FOR AGENDA ITEMS

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.

AGENDA

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 July 8, 2021 Special Meeting and Two Public Hearings. **Not for public review at this time**
 - c. Approval of the renewal of the current Master Service Contracts list and new additions to the approved vendor list. **Pg. 24**
 - d. Pre-Approval of check payment in amount of \$7600.00 for USGS Lovelady well monitoring. **Pg. 26**
 - e. Approval of Westbay equipment in the amount of \$6046.80 to complete our contracted equipment contribution of \$15,000 in the current HTGCD ILA, that goes towards the Hays County/HTGCD Jacob's Well project. **Pg. 30**
4. **Discussion and Possible Action.**
 - a. Discussion and possible action related to the District's Communications and Outreach Plan. **Pg. 33**
 - b. Discussion and possible action on adopting amendments to the Enforcement Plan and Procedures. **Pg. 66**
 - c. Discussion and possible action related to renewal of annual Production Permits for FY 2022 contingent on compliance with District rules and renewal requirements. **Pg. 87**

- d. Discussion and possible action related to enforcement against Aqua Texas - Bliss Spillar for noncompliance with District Drought Rules and its Permit. **NBU**
- e. Discussion and possible action related to the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including transition plans related to the resignation of the General Manager. **NBU**

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

Topics

- a. Update on options to conduct Board meetings in person, by telephone and video conference.
- b. Update on personnel matters – Hybrid phase of remote/in person operations.
- c. Review of Status Report and update on team activities/projects. **Pg. 93**
- d. Upcoming events of possible interest.
- e. Update on drought management fees for permittee noncompliance during the drought period of October 8, 2020 – July 8, 2021. **Pg. 108**

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.

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 July 8, 2021 Special Meeting and Two Public Hearings.**
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- d. Pre-Approval of check payment in amount of \$7600.00 for USGS Lovelady well monitoring.**
- e. Approval of Westbay equipment in the amount of \$6046.80 to complete our contracted equipment contribution of \$15,000 in the current HTGCD ILA, that goes towards the Hays County/HTGCD Jacob's Well project.**

Financial Reports – July 2021

August 12, 2021 Board Meeting

1. Profit and Loss Budget vs Actual

September 1, 2020 through July 31, 2021

2. Profit and Loss Previous Year Comparison

September 1, 2020 through July 31, 2021

3. Balance Sheet Previous Year Comparison

As of July 2021 (compared to July 2020)

4. Check Register – TRUIST Account

July 1, 2021 through July 31, 2021

1. Profit and Loss Budget vs Actual

September 1, 2020 - July 31, 2021

BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT

PROFIT AND LOSS - BUDGET VS ACTUAL

September 1, 2020 - July 31, 2021

	<u>Sept 1, 2020 - July 31, 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Notes</u>
INCOME				
4300.0 · PROJECT INCOME	0.00	0.00	0.0%	
4400.0 · Interest Income	842.69	1,000.00	84.27%	
4625.0 · MISCELLANEOUS INCOME	5,141.53	0.00	100.0%	
4800.0 · USAGE AND PRODUCTION FEES	1,696,870.53	1,719,010.00	98.71%	
4810.0 · OTHER FEES	19,838.43	9,800.00	202.43%	Well application and development; pluggings.
TOTAL INCOME	<u>1,722,693.18</u>	<u>1,729,810.00</u>	<u>99.59%</u>	
EXPENSE				
6000.0 · UTILITIES	17,112.11	23,000.00	74.4%	Electric, water, phones, internet service.
6005.0 · Print/Copy/Photo Services	908.05	2,000.00	45.4%	
6007.0 · Postage/Freight/Shipping	1,406.31	2,500.00	56.25%	
6010.0 · Office Supplies	4,436.92	9,000.00	49.3%	
6010.2 · Office Furniture	0.00	1,500.00	0.0%	
6011.0 · Comp Hardware-Plotter Supplies	5,482.45	6,000.00	91.37%	
6014.0 · Software Acquisition & Upgrades	4,749.85	6,000.00	79.16%	
6015.0 · IT Monthly Maintenance	11,000.00	17,400.00	63.22%	
6016.0 · Meeting Expense	718.53	2,000.00	35.93%	
6019.0 · Subscriptions/Publications	1,867.59	4,200.00	44.47%	
6020.0 · Advertising	8,500.22	12,000.00	70.84%	
6021.0 · MISCELLANEOUS EXPENSES	55,487.55	1,000.00	5,548.76%	SOAHEP deposit refunded to applicant.
6022.0 · Accounting System Operation	4,344.60	7,200.00	60.34%	Quickbooks, Payroll, Journyx, Maintenance.
6023.0 · MAINTENANCE (Office and Auto)	10,239.15	17,900.00	57.2%	
6025.4 · Facilities Repairs	2,611.00	5,000.00	52.22%	
6040.0 · LEASES (Copier and Postage)	8,666.95	10,650.00	81.38%	

	Sept 1, 2020 - July 31, 2021	Budget	% of Budget	Notes
6065.0 · DIRECTOR EXPENSES	33.77	2,500.00	1.35%	
6066.0 · Directors Compensation	20,500.00	40,000.00	51.25%	
6075.0 · DUES & MEMBERSHIPS	5,685.12	6,100.00	93.2%	
6080.0 · EDUCATION AND OUTREACH	4,165.74	19,350.00	21.53%	
6081.0 · REGULATORY COMPLIANCE	5,397.74	21,500.00	25.11%	
6084.92 · GENERAL MANAGEMENT	12,922.85	39,400.00	32.8%	
6089.0 · AQUIFER SCIENCE	10,875.40	34,800.00	31.25%	
6090.0 · Conservation Credits	0.00	19,149.00	0.0%	\$20,090 expense will be applied with the audit.
6100.0 · INSURANCE - DISTRICT	5,429.68	7,070.00	76.8%	Property, Auto, Liability, E&O, Surety Bonds.
6150.0 · INSURANCE - GROUP	120,169.77	172,114.00	69.82%	Health, dental, life, and vision.
6160.0 · LEGAL SERVICES	89,623.95	135,000.00	66.39%	Final SOAH invoice (and FY 2021 total).
6168.11 · SOAH - EP	1,171.88			Final payment to SOAH.
6170.0 · PROFESSIONAL SERVICES	127,100.81	192,004.00	66.2%	
6179.0 · LEGISLATION	34,000.00	36,000.00	94.44%	
6180.0 · PROFESSIONAL DEVELOPMENT	4,923.99	16,500.00	29.84%	TAGD Conference expenses will post here.
6199.0 · SALARIES AND WAGES	763,683.61	868,061.00	87.98%	
6203.0 · TAXES & BENEFITS	114,251.01	136,879.00	83.47%	
TOTAL EXPENSE	1,457,466.60	1,873,777.00	77.78%	
NET ORDINARY INCOME	265,206.63	-143,967.00	-184.21%	
OTHER INCOME				
9000.00 · Transfer from Reserves		149,212.00		This section is where the transfers to balance the budget are expressed.
TOTAL OTHER INCOME		149,212.00		
OTHER EXPENSE				
9001.00 · Transfer to Reserves		5,000.00		
TOTAL OTHER EXPENSE		5,000.00		
NET OTHER INCOME		144,212.00		
NET INCOME	265,206.63	245.00		

2. Profit and Loss - Previous Year Comparison

September 1, 2020 – July 31, 2021

**BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
PROFIT AND LOSS - PREVIOUS YEAR COMPARISON**

September 1, 2020 - July 31, 2021

	<u>Sept 2020 - July 2021</u>	<u>Sept 2019 - July 2020</u>	<u>\$ Change</u>	<u>% Change</u>
INCOME				
4300.0 · PROJECT INCOME 1	0.00	158,000.00	-158,000.00	-100.0%
4400.0 · Interest Income	842.69	13,033.42	-12,190.73	-93.53%
4625.0 · MISCELLANEOUS INCOME	5,141.53	2,640.96	2,500.57	94.68%
4800.0 · USAGE AND PRODUCTION FEES	1,696,870.53	1,691,254.67	5,615.86	0.33%
4810.0 · OTHER FEES	19,838.43	12,686.91	7,151.52	56.37%
TOTAL INCOME	1,722,693.18	1,877,615.96	-154,922.78	-8.25%
EXPENSE				
6000.0 · UTILITIES	17,112.11	17,620.49	-508.38	-2.89%
6005.0 · Print/Copy/Photo Services	908.05	1,114.55	-206.50	-18.53%
6007.0 · Postage/Freight/Shipping	1,406.31	1,231.04	175.27	14.24%
6010.0 · Office Supplies	4,436.92	5,913.28	-1,476.36	-24.97%
6011.0 · Comp Hardware-Plotter Supplies	5,482.45	3,232.84	2,249.61	69.59%
6014.0 · Software Acquisition & Upgrades	4,749.85	3,948.25	801.60	20.3%
6015.0 · IT Monthly Maintenance	11,000.00	11,000.00	0.00	0.0%
6016.0 · Meeting Expense	718.53	948.04	-229.51	-24.21%
6019.0 · Subscriptions/Publications	1,867.59	2,405.03	-537.44	-22.35%
6020.0 · Advertising	8,500.22	1,419.00	7,081.22	499.03%
6021.0 · MISCELLANEOUS EXPENSES	55,487.55	709.93	54,777.62	7,715.92%
6022.0 · Accounting System Operation	4,344.60	5,423.48	-1,078.88	-19.89%
6023.0 · MAINTENANCE	10,239.15	12,043.86	-1,804.71	-14.98%
6025.4 · Facilities Repairs	2,611.00	929.39	1,681.61	180.94%
6040.0 · LEASES	8,666.95	8,649.94	17.01	0.2%
6065.0 · DIRECTOR EXPENSES	33.77	1,030.92	-997.15	-96.72%

	Sept 2020 - July 2021	Sept 2019 - July 2020	\$ Change	% Change
6066.0 · Directors Compensation	20,500.00	21,150.00	-650.00	-3.07%
6075.0 · DUES & MEMBERSHIPS	5,685.12	5,280.14	404.98	7.67%
6080.0 · EDUCATION AND OUTREACH	4,165.74	6,117.43	-1,951.69	-31.9%
6081.0 · REGULATORY COMPLIANCE	5,397.74	3,465.75	1,931.99	55.75%
6084.92 · GENERAL MANAGEMENT	12,922.85	1,749.50	11,173.35	638.66%
6089.0 · AQUIFER SCIENCE	10,875.40	34,047.23	-23,171.83	-68.06%
6100.0 · INSURANCE - DISTRICT	5,429.68	6,471.68	-1,042.00	-16.1%
6150.0 · INSURANCE - GROUP	120,169.77	126,862.43	-6,692.66	-5.28%
6160.0 · LEGAL SERVICES	89,623.95	92,888.45	-3,264.50	-3.51%
6168.11 · SOAH - EP	1,171.88	4,828.13	-3,656.25	-75.73%
6170.0 · PROFESSIONAL SERVICES (Election)	127,100.81	42,012.82	85,087.99	202.53%
6179.0 · LEGISLATION	34,000.00	10,000.00	24,000.00	240.0%
6180.0 · PROFESSIONAL DEVELOPMENT	4,923.99	6,480.60	-1,556.61	-24.02%
6199.0 · SALARIES AND WAGES	763,683.61	831,718.19	-68,034.58	-8.18%
6203.0 · TAXES & BENEFITS	114,251.01	125,617.16	-11,366.15	-9.05%
TOTAL EXPENSE	1,457,466.60	1,396,309.55	61,157.05	4.38%
NET INCOME	265,226.58	481,306.41	-216,079.83	-44.89%

CAPITALIZATION INDICATES ACCOUNTS THAT HAVE SUB-CATEGORIES. Those sub-categories have been collapsed.

1 TC ILA 25k and 50k. Hays Co 58k. HTGCD 25k.

3. Balance Sheet - Previous Year Comparison

As of July 2021
(compared to July 2020)

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

As of July 31, 2021

	July 31, 2021	July 31, 2020	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000.0 · Cash in Bank-Checking BB&T	54,710.22	81,201.36	-26,491.14	-32.62%
1010.0 · Cash in Bank - Payroll BB&T	10,113.09	11,154.43	-1,041.34	-9.34%
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 has been refunded)	0.00	61,560.00	-61,560.00	-100.0%
1030.21 · Cash Flow Reserve	350,000.00	150,000.00	200,000.00	133.33%
1030.3 · Hays County/HTGCD	83,000.00	0.00	83,000.00	100.0%
1030.0 · TexPool Funds - General - Operational Funds	462,778.84	433,983.85	28,794.99	6.64%
Total 1030.0 · TexPool Funds - General	947,828.84	697,593.85	250,234.99	35.87%
1040.0 · TexPool Funds - Contingency (decrease due to election invoice)	504,752.95	598,002.54	-93,249.59	-15.59%
1045.0 · TexPool Funds - Reserve (Benefits Payable)	61,058.22	61,014.69	43.53	0.07%
Total Checking/Savings	1,578,463.32	1,448,966.87	129,496.45	8.94%
Accounts Receivable				
1200.0 · Accounts Receivable				
1200.1 · A/R DMF (invoiced but not received yet)	2,200.00	0.00	2,200.00	100.0%
1200.0 · Accounts Receivable (invoiced production fees not yet received)	29,750.87	25,824.07	3,926.80	15.21%
Total 1200.0 · Accounts Receivable	31,950.87	25,824.07	6,126.80	23.73%
Total Accounts Receivable	31,950.87	25,824.07	6,126.80	23.73%
Other Current Assets				
1100.0 · Petty Cash	300.00	300.00	0.00	0.0%
1300.0 · Pre-paid Expenses	2,352.14	2,397.43	-45.29	-1.89%
Total Other Current Assets	2,652.14	2,697.43	-45.29	-1.68%
Total Current Assets	1,613,066.33	1,477,488.37	135,577.96	9.18%

	<u>July 31, 2021</u>	<u>July 31, 2020</u>	<u>\$ Change</u>	<u>% Change</u>
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	1,913,917.64	1,778,339.68	135,577.96	7.62%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010.0 · Rebates Payable - Cons Credits	20,183.63	19,148.06	1,035.57	5.41%
2110.0 · Direct Deposit Liabilities	1,035.00	1,035.00	0.00	0.0%
2200.0 · Fica & Medicare Withheld	35.52	0.00	35.52	100.0%
2220.0 · Federal Income Tax Withheld	-1,035.01	-1,035.01	0.00	0.0%
2230.0 · Employer Fica & Med Payable	-103.73	-139.25	35.52	25.51%
2250.0 · TWC Unemployment Tax Payable (usually in 1st CY quarter - pandemic)	1,433.57	195.29	1,238.28	634.07%
2270.0 · Payroll Liabilities (employee insurance deductions)	1,516.49	0.09	1,516.40	1,684,888.89%
2300.0 · Accrued Vacation Payable	60,263.64	56,672.67	3,590.97	6.34%
Total Other Current Liabilities	83,329.11	75,876.85	7,452.26	9.82%
Total Current Liabilities	83,329.11	75,876.85	7,452.26	9.82%
Total Liabilities	83,329.11	75,876.85	7,452.26	9.82%

	<u>July 31, 2021</u>	<u>July 31, 2020</u>	<u>\$ Change</u>	<u>% Change</u>
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	265,206.63	481,306.46	-216,099.83	-44.9%
Total Equity	<u>1,830,588.53</u>	<u>1,702,462.83</u>	<u>128,125.70</u>	<u>7.53%</u>
TOTAL LIABILITIES & EQUITY	<u>1,913,917.64</u>	<u>1,778,339.68</u>	<u>135,577.96</u>	<u>7.62%</u>

4. Check Register

TRUIST BANK
July 1 – July 31, 2021

**BARTON SPRINGS EDWARDS AQUIFER CONSERVATION DISTRICT
MONTHLY CHECK REGISTER**

July 1 - July 31, 2021

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	07/01/2021	712021	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,822.56	65,124.82
Liability Check	07/01/2021	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-8,237.13	60,302.26
Check	07/06/2021	25954	Integritek	IT Phone Antivirus and Office 365	-1,769.24	52,065.13
Check	07/06/2021	25955	Jan-Pro of Austin	Office Cleaning Service	-260.00	50,295.89
Check	07/07/2021	25956	Austin American-Statesman	Public Hearing Ad - 2022 Budget and Fee Schedule	-322.00	50,035.89
Check	07/07/2021	25957	Quill Corporation	Office Supplies	-254.89	49,713.89
Deposit	07/07/2021			Deposit (permittee payments)	26,677.99	49,459.00
Transfer	07/08/2021			Funds Transfer to Payroll	-23,000.00	76,136.99
Check	07/12/2021	25959	Hanson Professional Services, Inc.	2 Strategic Planning Task Orders	-6,440.00	53,136.99
Transfer	07/12/2021			Funds Transfer (replenish checking balance)	40,000.00	46,696.99
Check	07/12/2021	25958	Michael Redman	Expense and Mileage Reimbursement	-51.87	86,645.12
Check	07/12/2021	25960	BB&T / Truist	Various Credit Card Charges	-2,956.47	83,688.65
Check	07/12/2021	25961	Bickerstaff	Legal - General Matters, EP, TESPA	-5,527.50	78,161.15
Check	07/13/2021	25962	Time Warner Cable	Internet Service	-145.74	78,015.41
Check	07/13/2021	25963	Orsak Landscape Services	Landscape Services	-65.00	77,950.41
Check	07/13/2021	25964	CIT Technology Fin Serv, Inc	Quarterly Copier Lease	-675.00	77,275.41
Check	07/13/2021	25965	SledgeLaw Group	June- Monthly Legislative Fee	-4,000.00	73,275.41
Check	07/13/2021	25966	Barton Publications	Public Hearing Ad Budget and Fee Schedule	-71.00	73,204.41
Liability Check	07/15/2021	EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,822.56	68,381.85
Liability Check	07/15/2021	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-8,250.87	60,130.98
Liability Check	07/19/2021	7192021EFT	United States Treasury	74-2488641 Director Compensation Liability Tax	-145.34	59,985.64
Check	07/19/2021	25968	United States Treasury	941 quarterly tax reporting	-71.04	59,914.60
Check	07/19/2021	25969	Tammy Raymond	petty cash fund replenishment	-248.26	59,666.34
Check	07/20/2021	25970	Fidelity Security Life Insurance Co	August Supplemental Gap Insurance Premium	-1,043.52	58,622.82
Liability Check	07/20/2021	25971	AFLAC	Employee-paid Supplemental Insurance Premium	-146.69	58,476.13
Liability Check	07/20/2021	25972	United Healthcare	August Health Insurance Premium	-11,908.96	46,567.17
Liability Check	07/20/2021	25973	Sun Life Financial	VOID: August Life/Dental/Vision Ins Premium	0.00	46,567.17

Type	Date	Num	Name	Memo	Amount	Balance
Check	07/20/2021	25974	Ready Refresh by Nestle	Water Cooler Rental	-9.00	46,558.17
Check	07/20/2021	25975	City of Austin	Water Utilities	-20.69	46,537.48
Check	07/20/2021	25976	Office Depot, Inc.	Supplies	-142.58	46,394.90
Liability Check	07/20/2021	25977	Sun Life Financial	August Life/Dental/Vision Insurance Premium	-1,346.39	45,048.51
Check	07/20/2021	25978	ESRI	Contract #315474 ESRI Maintenance for AS, RComp	-1,000.00	44,048.51
Transfer	07/22/2021			Funds Transfer to Payroll	-22,000.00	22,048.51
Transfer	07/22/2021			Funds Transfer (replenish checking balance)	40,000.00	62,048.51
Deposit	07/23/2021			Deposit (permittee payments)	5,721.40	67,769.91
Liability Check	07/29/2021	EFT	Reliance Trust Company	Bi-weekly Retirement and Loan Pmt	-4,822.56	62,947.35
Liability Check	07/29/2021	EFT	United States Treasury	74-2488641 Employee Payroll Taxes	-8,237.13	54,710.22
					-10,414.60	54,710.22
					-10,414.60	54,710.22

(FY 2016 - 2021 Approved IDDS/MSCs)

DRAFT LIST FOR 2022 - 2026

<u>COMPANY</u>	<u>PRINCIPAL</u>	<u>CATEGORY</u>
Alan Plummer Associates, Inc.	Tom Hegemier	Engineering Services Engineering/Storm Water Control
Calderon, Ever		Multimedia Specialist
Carollo Engineering		Engineering Services Engineering
Clean Water Fund	David Foster	Education, Community Outreach and PR Public Outreach
Community Consulting (2021)		Consulting
Dave's Well Service	David McBride	Hydrogeological and Geotechnical Services Drilling and Well Rehab
Environmental Geophysics Assoc	Mustafa Saribudak	Professional Engineering Services Engineering
GAP Strategies	Jeff Barton and Kara Buffington	Education, Community Outreach and PR Public Relations
Geoprojects International Inc.	Phil Goodson	Hydrogeological and Geotechnical Services

[Type here]

GEOS Consulting	John Mikels	Drilling and Well Rehab
Geosyntec Consultants	Bruce Darling	Hydrogeological and Geotechnical Services Hydrogeology/Education
GSI		Hydrogeological and Geotechnical Services Hydrogeology
Hanson (2021)		Modeling
Holland Groundwater Management	Kirk Holland	Strategic Planning
Hicks and Company	Roy Frye	Groundwater Mgmt Consulting (Rules, HCP)
Intera	Neil Deeds	Environmental/Ecological Services
LBG-Guyton Associates	James Beach	Hydrogeological and Geotechnical Services Hydrogeology
MORF (2021)		Hydrogeological and Geotechnical Services Hydrogeology
The Wellspec Company	Joe Vickers	Consulting
Zara Environmental	Peter Sprouse	Hydrogeological and Geotechnical Services Drilling and Well Rehab
	Doug Wierman	Environmental/Ecological Services
		Hydrogeological and Geotechnical Services Hydrogeology

[Type here]

UNITED STATES DEPARTMENT OF THE INTERIOR
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: U.S. Geological Survey
Billing Contact: Kandis Becher or Phone: 682-316-5051 or

Bill #: 90911313
Customer: 6000000639
Date: 07/08/2021
Due Date: 09/06/2021

Remit Payment To: United States Geological Survey
P.O. Box 6200-27
Portland, OR 97228-6200

Payer: BARTON SPRINGS/EDWARDS AQUIFER
1124 REGAL ROW
CONSERVATION DISTRICT
AUSTIN TX 78748

Additional forms of payment may be accepted. Please email GS-A-HQ_RMS@USGS.GOV or call 703-648-7683 for additional information.

To pay through Pay.gov go to <https://www.pay.gov>.

Checks must be made payable to U.S. Geological Survey. Please detach the top portion or include bill number on all remittances.

Amount of Payment: \$ _____

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
07/08/2021	For expenses incurred under our Joint Funding Agreement effective September 1, 2020 for Ground-Water Data Collection at Lovelady Well near Austin, Texas. 20SJJFATX101010	1	7,600.00	1	7,600.00

Amount Due this Bill: 7,600.00

Accounting Classification:

Sales Order: 93431
Sales Office: GESJ
Customer: 6000000639
Accounting #: 11179836

TIN: *****8641

Date Received: 7/13/21
Acct# _____ Amt _____
Date Paid: _____ Ck# _____
Verified by: _____ Approved by: _____



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Texas Water Science Center
1505 Ferguson Lane
Austin, TX 78754

July 17, 2020

Mr. Brian Hunt
Senior Hydrogeologist
Barton Springs - Edwards Aquifer Conservation Dst
1124 Regal Row
Austin, TX 78748

Dear Mr. Hunt:

Enclosed is one signed scan of our standard joint-funding agreement for the project(s) Oklahoma - Texas Water Science Center Water Resources Investigations, during the period September 1, 2020 through August 31, 2022 in the amount of \$15,200 from your agency. Please sign and return one fully-executed original to GS-W-OT_OTAdmin@usgs.gov.

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by **September 1, 2020**. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact Gregory Stanton by phone number (512) 927-3558 or email gstanton@usgs.gov to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Kandis Becher at phone number (682) 316-5051 or email at kkbecher@usgs.gov.

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Timothy H. Raines
Director

Enclosure
20SJFATX101000 (1)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 600000639
Agreement #: 20SJFATX101000
Project #: SJ009ME
TIN #: 74-2488641

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the September 1, 2020 by the U S GEOLOGICAL SURVEY Texas Water Science Center UNITED STATES DEPARTMENT OF THE INTERIOR party of the first part, and the Barton Springs - Edwards Aquifer Conservation Dst party of the second part

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations (per attachment) here n called the program. The USGS legal authority is 43 USC 36C 43 USC 50 and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program 2(b) include In-Kind-Services in the amount of \$0 00

- (a) \$0 by the party of the first part during the period September 1, 2020 to August 31, 2022
- (b) \$15,200 by the party of the second part during the period September 1, 2020 to August 31, 2022
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs in the amount of \$0
Description of the USGS regional/national program
- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties

3 The costs of this program may be paid by either party in conformity with the laws and regulations respective'y governing each party.

4 The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5 The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6 During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7 The original records resulting from this program will be deposited in the office of origin of those records. Upon request copies of the original records will be provided to the office of the other party.

8 The maps records or reports resulting from this program shall be made available to the public as promptly as possible. The maps records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review approval and release requirements which are available on the USGS Fundamental Science Practices website: <https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>

Barton Springs - Edwards Aquifer Conservation District
20SJFATX101000

Description	Site Information		USGS Funds	Customer Funds	Total
	Code	Units Diff. Factor			
Task 2 - Ground Water Data Collection					
Site 301237097464801 Lovelady Well near Austin, TX					
Operation and Maintenance		1 00 1 00	\$0	\$15,200	\$15,200
Site Totals:			\$0	\$15,200	\$15,200
1 total site(s) under the Task Totaling:			\$0	\$15,200	\$15,200
1 total site(s) under the Agreement Totaling:			\$0	\$15,200	\$15,200

PROJECT	USGS FUNDS	CUSTOMER FUNDS	TOTAL COST
FY21 GROUND WATER DATA COLLECTION	\$0	\$7,600	\$7,600
FY22 GROUND WATER DATA COLLECTION	\$0	\$7,600	\$7,600
AGREEMENT TOTAL:	\$0	\$15,200	\$15,200

Bill To:

Barton Springs/Edward Aquif Conservation Distric
 1124 Regal Row
 Austin TX 78748

Ship To:

Barton Spring/Edwards Aquifer Conservation Dis
 Brian Smith
 1124 Regal Row
 Austin TX 78748
 (512) 282-8441 Ext. 0110

Your Reference		Customer ID	Salesperson ID	Incoterms	Payment Terms	Lead Time	Currency
		BARSPO1-U	KSIKORA	FCA	NET 30 DAYS		USD
Quantity	Item Number	Description			UOM	Unit Price	Ext. Price
1.00	ADD-COMMENTS	WESTBAY MP38 CASING COMPONENTS			LT	\$0.00	\$0.00
20.00	020110	MP38 Casing 1 (10F/3.0M)			EA	\$127.26	\$2,545.20
2.00	0238	MP38 Packer - 74mm (5F/1.5M)			EA	\$872.72	\$1,745.44
2.00	0205	MP38 Measurement Port			EA	\$396.35	\$792.70
2.00	0224	MP38 Pumping Port			EA	\$464.54	\$929.08
4.00	0216	MP38 Magnetic Location Collar			EA	\$65.45	\$261.80
1.00	SHIPPING/HANDLING	Includes freight, customs, duties, administration			LT	\$400.00	\$400.00
1.00	DISCOUNT-PRODUCT	Colaboration discount 10% on product purchase			EA	-\$627.42	-\$627.42
1.00	ADD-COMMENTS	Westbay accommodates client schedules to the best of our ability. If equipment is required on a firm schedule, a PO is required in advance before availability can be confirmed.			LT	\$0.00	\$0.00
Purchase: Casing Components FCA, Burnaby: TG3-5 Req date: TBD Prom date: TBD					Subtotal		\$6,046.8C
					Misc		\$0.0C
					Tax		\$0.0C
					Freight		\$0.0C
					Trade Discount		\$0.0C
					Total		\$6,046.8C

**Nova Metrix Ground Monitoring (Canada) Limited
 Westbay Instruments Division**

8610 Glenlyon Parkway, Unit 134, Burnaby, BC Canada V5J 0B6
 GST# 82557 6796 RT0001
 Phone: +1 604-430-4272 Fax: +1 604-430-3538
www.westbay.com

We are pleased to submit the above quotation for your consideration. This quote is subject to and expressly conditioned upon customer's acceptance of the General Terms and Condition of Sale provided at <http://www.westbay.com/terms> (the Terms & Conditions). The Customer is deemed to have accepted the Terms & Conditions by issuing a purchase order for product(s) based on the Quote (whether or not such purchase order purports to state terms additional to or different from the Terms & Conditions), by accepting delivery of any product under the purchase order, or by paying for any product supplied under the purchase order. Additional or different terms or conditions (including those that may be contained in customer's purchase order or in any other customer correspondence) shall be void and of no effect unless Nova Metrix Ground Monitoring (Canada) Limited, Westbay Instruments Division expressly agrees in writing to be bound by such additional or different terms and conditions. Any commodities, technology, or software covered by this quote will be transferred or exported in accordance with Canadian export compliance laws, as well as the U.S. Export Administration Regulations and the Foreign Assets Control Regulations. Division contrary to Canadian or U.S. law any other applicable export compliance laws, is prohibited.

Purchase Order



Barton Springs / Edwards Aquifer Conservation District

1124 Regal Row
Austin, TX 78748
Phone: (512)282-8441
Fax : (512)282-7016

The following number must appear on all related correspondence, shipping papers, and invoices. **P.O. Number:** 2021-0804

Date: August 6, 2021

To:
Nova Metrix Ground Monitoring (Canada) Limited
[Westbay Instruments Division](#)

Ship To:
Barton Spring/Edwards Aquifer Conservation D
Brian Smith
1124 Regal Row
Austin, TX 78748

PROJECT	REQUISITIONER	SHIP VIA	ACCOUNT #	TERMS
Hays Co/ HTGCD ILA - Monitor Well	Brian Smith		n/a	

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
20		MP 38 Casing 1 (10F/3.0M)	\$127.26	\$2,545.20
2		MP38 Packer - 74mm (5F/1.5M)	\$872.72	\$1,745.44
2		MP38 Measurement Port	\$396.35	\$792.70
2		MP38 Pumping Port	\$464.54	\$929.08
4		MP38 Magnetic Location Collar	\$65.45	\$261.80
1		Shipping and Handling	\$400.00	\$400.00
1		Collaboration Discount-10%	-\$627.42	-\$627.42

Subtotal	\$6,046.80
Sales Tax	TAX EXEMPT
Shipping & Handling	
Other	
TOTAL	\$6,046.80

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:
Barton Springs/Edwards Aquifer Conservation District
Attn: Dana Wilson
1124 Regal Row
Austin, TX 78748
(512)282-8441; Fax (512)282-7016
E-Mail: bseacd@bseacd.org

(Original to Accounting/Copy to Vendor)

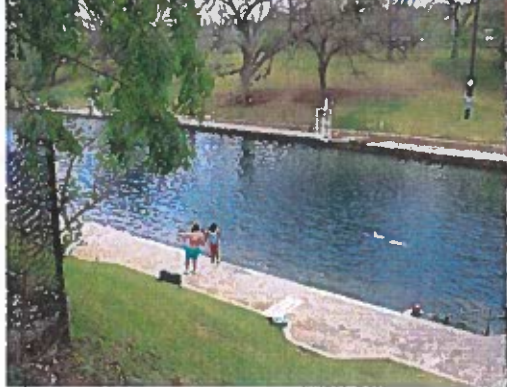
Authorized by _____

Date _____

Item 4

Board Discussions and Possible Action

- a. Discussion and possible action related to the District's Communications and Outreach Plan.**



COMMUNICATIONS & OUTREACH PLAN

*Barton Springs/Edwards Aquifer Conservation District
(BSEACD)*

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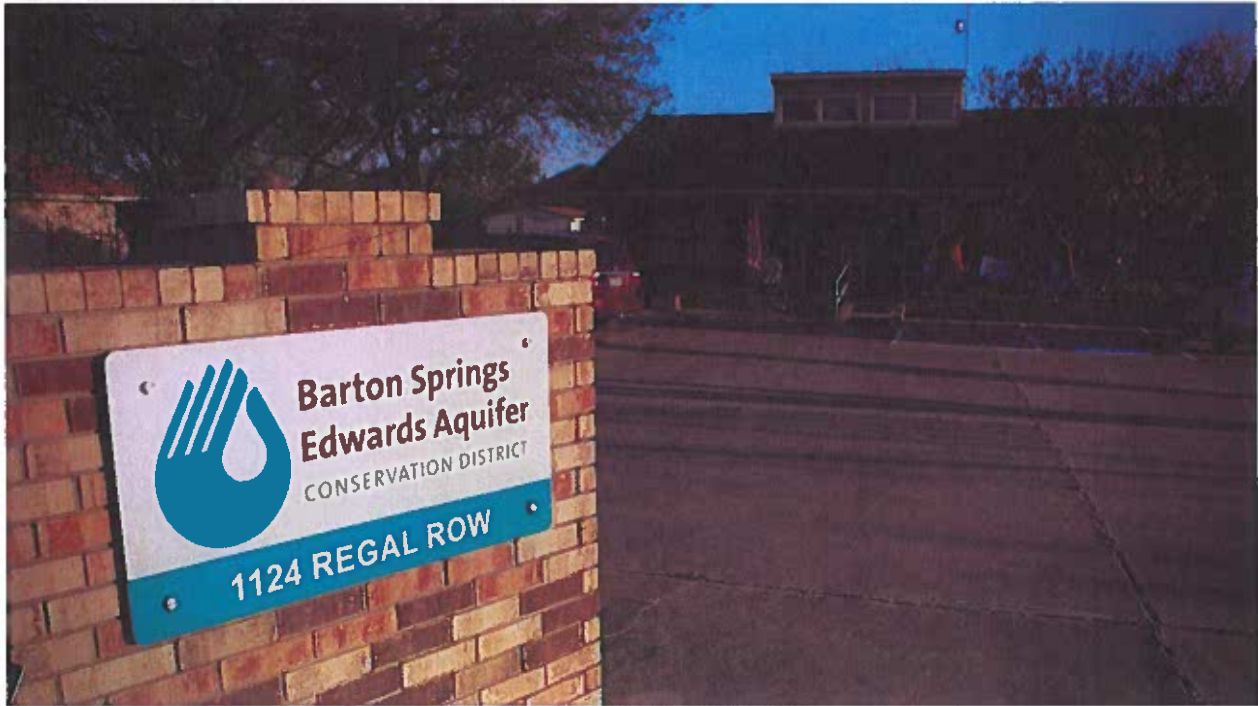


BSEACD Employees



Barton Springs Edwards Aquifer

CONSERVATION DISTRICT



Executive Summary

BSEACD Vision

The Barton Springs/Edwards Aquifer Conservation District (BSEACD) will excel in its operations and administration so that it is considered the model and standard for other groundwater districts.

BSEACD Mission Statement

As the responsible authority, BSEACD is committed to conserving, protecting, enhancing recharge, and preventing waste of groundwater and to preserving all aquifers within the district.

Overarching Strategic Purpose

BSEACD will manage the district aquifers to optimize the sustainable uses of groundwater in satisfying community interests. *Groundwater conservation districts (GCD) are designed to balance protection of groundwater resources, with a landowner's right to produce water. Without GCD's, the Rule of Capture applies to groundwater production. This means that anyone can produce as much groundwater as they want, without being held liable for drying up someone's well. District rules ensure that all property owners are treated equitably. GCD's are the state's preferred method of groundwater management. GCD's are committed to manage and protect the groundwater resources within its jurisdiction and to work with others to ensure*

*a sustainable, adequate, high quality, and cost-effective supply of water, now and in the future.
(Texas Alliance of Groundwater Districts)*

The mission of the Communications & Outreach Team is to educate the public on the roles and responsibilities of the Barton Springs/Edwards Aquifer Conservation District. Because groundwater districts are complex in nature, ranging from regulatory responsibilities, aquifer science, alternative water supplies, well components, and various other projects, breaking down this information in a clear, consumable manner for the public serves both as an opportunity and a challenge.

The Communications & Outreach Team will utilize a variety of communication tools to provide information to the public at large and permittees. This includes the use of newsletters, technical publications, permittee surveys, videos, social media posts, flyers, education materials, public meetings, events, outreach (water well checkups), hearings, etc.

The District's employees have a wealth of knowledge, and the team will utilize this knowledge as appropriate to execute the team's mission.



Communications and Outreach Plan Summary

BSEACD's Communications and Outreach Plan serves as a navigation tool when it comes to the organization's communication efforts. The District has identified the following stakeholder & target audiences:

- General Public
- Residential Well Owners, Permittees
- Teachers and Students
- Colleagues, Collaborators, Stakeholders
- Legislators

While there is overlapping messaging between the various audiences, the main goal behind the communications and outreach plan is to guide the District's efforts in educating and informing constituents on the importance of conserving, protecting, and enhancing groundwater resources in the District's jurisdictional area. At the end of the day, we aim to create good stewards and allies in our efforts to preserve all aquifers in the District. Through our

communication efforts we will work to build an image of a 'transparent & reasonable governing entity', promote our mission of sustainable groundwater management, ensure consistency across our communications and outreach efforts, and find common ground with our various audiences through community partnerships, storytelling, etc. Below is a list of BSEACD's Stakeholder & Target Audiences and Communication and Outreach Key Messages.

COMMUNICATION AND OUTREACH KEY MESSAGES

These are the District's Stakeholder & Target Audiences.

Residents/General Public

1. Surface water and groundwater are connected.
2. Groundwater supplies are drought-prone
3. People and wildlife (including endangered salamanders) depend on groundwater supplies
4. Water conservation and alternate supplies protect groundwater availability
5. Good land stewardship helps protect water quality

Well Owners, Groundwater Users

1. Groundwater is a shared resource.
2. Coordinated conservation preserves water availability (drought stages, UDCP)
3. Well owners are responsible for ensuring that their water is safe for use.
4. Alternate supplies can replace/reduce/extend groundwater use.

Teachers and students

1. Surface water and groundwater are connected
2. Groundwater supplies are drought-prone
3. People and wildlife (including endangered salamanders) depend on groundwater supplies
4. Water conservation and alternate supplies protect groundwater availability
5. Good land stewardship helps protect water quality

Colleagues, collaborators, stakeholders

1. Groundwater drought declarations and mandatory curtailments
2. Habitat Conservation Plan
3. Programs
4. Monitoring and research

Legislators

1. BSEACD Staff/Board Members Testify on key legislation
2. Share District Agenda with stakeholders/audiences
3. Connect with key state legislators

Within the Communications & Outreach Plan are goals, objectives, strategies, and tactics that provide a road map for the Communications & Outreach Team on how to execute the plan.

The goals outlined in the Communications and Outreach Plan align with BSEACD’s Management Plan and Objectives. Please view the Education & Outreach Objectives (now Communications & Outreach) on pages 46-56 of the BSEACD Management Plan provided in the link below. They are objectives 1-4, 3-3, 5-3, 6-1, 6-2, and 6-3.

(<http://bseacd.org/uploads/MGMTPLAN.TWDBApproved112117-004.docx>).

Goal 1: To protect, conserve, and enhance groundwater resources in the Barton Springs/Edwards Aquifer Conservation District by providing education, outreach, and communication on sustainable groundwater management.

Objective 1: By winter of 2022, BSEACD will increase permittee and well owner understanding of the significance of declared drought stages/severity of drought and encourage practices and behaviors that reduce water use by a stage-appropriate amount. Conduct at least two in-person/online informational gatherings a year.

Strategy: Continue to create good stewards and allies for the District by enhancing permittee/well-owner communications with digital and in-person communication.

Tactic	Audience
<p>Create a permittee specific newsletter To better explain our rules/procedures, the importance of the relationship between surface water and groundwater, and to have more consistent communication with our permittees establish a permittee specific newsletter. This will include best practices tips, video clips, or anything useful for permittees/well owners.</p>	Permittees/Well Owners
<p>Conduct yearly or quarterly meeting or Q&A session with permittees/well owners. This would be a good time for the regulatory team/GM/Assistant GM to answer any questions from permittees/well owners. The District could also do a webinar presentation each quarter on different topics related to permittees/well owners. Both in-person and online check-ins will help form stronger relationships between the District and permittee/well owners.</p>	Permittees/Well Owners
<p>Create Groundwater Steward Award that would recognize permittees who have come up with innovative ways to conserve or who have gone above and beyond in conserving water being good stewards in the community. This could range from a rain barrel rebate program for the public to a permittee/well owner’s conservation practices.</p>	Permittees/Well Owners
<p>Provide digital/hard copy collateral to permittees to support their efforts to educate their end-use customers about water conservation and its benefits, etc. Provide to well owners at events or in-person.</p>	Permittees/Well Owners

<p>Continue to provide programs for well owners and groundwater users within the District:</p> <ul style="list-style-type: none"> • Yearly Well Water Checkup • Neighborhood Site Visits • Update Well Owner’s Guide • Brainstorm with communications committee/General Manager on impactful ways that the District can reach well owners and groundwater users. 	<p>Well Owners/Groundwater Users</p>
---	--------------------------------------

Objective 2: By winter 2023/spring 2024, BSEACD will double its followers/likes/subscriptions on Facebook/YouTube, increase Twitter follows by 300, and increase overall engagement on District website to build broader audience understanding of drought triggers, groundwater and springflow-related matters, the relationship between surface water and groundwater, water conservation, alternate water resources, people and wildlife (endangered salamanders) and overall sustainable groundwater management.

Strategy: Generate diverse content for social media/website and boost amount of content being shared.

Tactic	Audience
<p>Establish social media/website content calendar for the year with content revolving around drought triggers/conditions, conservation, Teacher Appreciation Day, Geologist Day, International Women’s Day, Endangered Species Day, District Scholarship Winners, staff blogs/vlogs, District Legislative Agenda, etc. The calendar will reflect opportunities throughout the year to share content about the District’s mission/initiatives on social media channels and website with District audiences.</p>	<p>General Public Residential Well Owners Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>
<p>Website Redesign is in progress. BSEACD is working with the District’s contracted website administrator to make the site easier to navigate for the public. An internal website committee has been established and we are currently in the early stages of reviewing website analytics to determine what needs to be front and center. We are also deciding on the design scheme. This also includes the creation of a “BSEACD Newsroom” page on the website which incorporates press releases, videos, newsletters, water conservation information, drought status information, upcoming meetings, etc., all in one place. This page has already been created.</p>	<p>General Public Residential Well Owners Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>

<p>Incorporate video storytelling across social media platforms/website. Visual communication is especially important in building engagement on social media. Video content will include pieces like “Science in 60 Seconds” aimed at assisting permittees, well-owners, and all citizens with things like well water checks, educating about turbidity, drought, etc. BSEACD will also use video as an opportunity to spotlight District board, employees, well owners, permittees, teachers, students, General Public, and all audiences.</p>	<p>General Public Residential Well Owners Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>
<p>Update District Newsletter format and give it a title to attract more visibility. This has already happened. The newsletter is now called “The Aquifer Zone” and new elements have been added including video, information on how to follow the District on various social media platforms, and upcoming District meetings. The newsletter includes additional content with the goal of providing more depth and educational information for the public and District stakeholders. BSEACD will continue to tweak format and add new content based on most pressing information to get out at that specific time, along with questions/requests from public, permittees/well-owners/General Public.</p>	<p>General Public Residential Well Owners Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>
<p>Stream BSEACD Board Meetings to provide transparency on board decisions.</p>	<p>General Public Residential Well Owners Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>
<p>Work with Texas Alliance Groundwater District (TAGD) Information & Education Committee to come up with an “elevator speech” on the District for employees/board members. This will also be done in video form to share on District social media channels and website.</p> <p>TAGD Information & Education Committee has come up with a “Top 10 Key Messages for Groundwater Districts.”</p>	<p>General Public Residential Well Owners, Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>



Objective 3: Increase visibility of the District with stakeholder and target audiences by maintaining and developing programs/initiatives that build positive public relations and promote the mission of BSEACD. By fall 2023, streamline existing programs and create at least one new event/program.

Strategy: Continue to cultivate community partnerships/collaboration and build and maintain relationships.

Tactic	Audience
<p>Continue the following events/programs and collaborate:</p> <ul style="list-style-type: none"> • Kent S. Butler Scholarship Contest • Aquatic Science Adventure Camp Summer Scholarships • Austin Cave Festival • Explorer’s Guide to the Hill Country • Interpretive Signage • Groundwater to the Gulf • Augmented Reality • Classroom Visits, Field Trips/Activities • Well Water Checkup • Neighborhood Site Visits • Classroom Visits, Field Trip Activities * • Well Owners Guide • Neighborhood Site Visits • Well Water Checkup • Kent Butler Symposium • Barton Springs University * • Water Conservatorium Symposium * • Rainwater Revival * • CTWEN Meetings • Loaner Educational Kits * • Teacher Wish Lists Supplies * 	<p>General Public Residential Well Owners, Permittees Teachers and Students Colleagues, Collaborators, Stakeholders Legislators</p>
<p>Set up quarterly check-ins with the District’s partner organizations, such as Texas Alliance of Groundwater Districts, Texas Water Development Board, etc., to establish consistent communication and partnerships. (See Appendix B for Partnerships & Collaboration)</p>	<p>Colleagues, Collaborators, Stakeholders</p>

Objective 4: By Summer 2022, increase District’s visibility with State Legislators at the capitol.

Strategy: Create Legislative Communications & Outreach plan with Legislative Committee.

Tactic	Audience
<p>Connect with key State Legislators to increase visibility of BSEACD at the Texas Capitol.</p> <ul style="list-style-type: none">• Set up meetings with key legislators between sessions During the down time, it would be conducive for the District to meet individually with key legislators about our agenda. The District could provide a pamphlet or written document outlining our future goals as District, and the importance of water specific bills.• Create Legislative Agenda document/Create Legislator Audience Lists -<ul style="list-style-type: none">○ Work with District lobbyist to establish agenda/goals at the start of the legislative session.○ Identify bills the District wants to “publicly” support.○ Work with District lobbyist to finalize agenda document to share on District’s channels (social media/website).○ Possibly find permittees/well owners who support District’s agenda and interview them for video clips to run on social media channels/website. (We could also use their quotes in Legislative Agenda document.)○ Include Board President/Board Members in videos of support.○ Work with lobbyist/legislative team to create a legislator target audience list. What legislators do we need to engage?• Support Water Conservation Efforts at the Capitol - If there is a Water Conservation/Water Day at the Capitol, we should attend. BSEACD will continue to testify on important legislation related to water conservation, groundwater protection, etc.	Legislators, Elected Officials



Goal 2: During a crisis or emergency, BSEACD will provide accurate, timely information to all targeted internal and external audiences to protect lives, ensure the safety of groundwater resources/aquifers, and to safeguard organizational facilities and assets.

Objective: By fall 2021/spring 2022, establish standardized communication for BSEACD during emergency or crisis.

Strategy: Create a Crisis Communications protocol.

Tactic	Audience
<ul style="list-style-type: none"> • Identify BSEACD emergency scenarios. Groundwater contamination, spills, and similar emergencies, employee conduct, COVID, etc. Also, create a checklist for emergencies. • Assign team to emergency scenario –EXAMPLE – General Manager, Assistant General Manager, Regulatory Team Member, Aquifer Science Team Member would be part of a team to respond to groundwater contamination, spills, etc. Include Board President as team member. Keep board updated on emergency situations. • Develop a list of key contacts for use during crisis/emergency situations. Create a list of stakeholders (well-owners, permittees, etc.), including media, etc. • Develop a key messages template, like the example below. <ul style="list-style-type: none"> ○ Identify the cause of the crisis ○ Provide a brief description of what happened ○ Provide a timetable for future plans ○ Communicate compassion for any victims of the crisis ○ Provide suggestions for protection if appropriate • Outline steps that need to be taken regarding internal and external communication, include who is responsible for what and what tools (email, social media, press release, spokesperson, intranet, etc.). 	<p>General Public Residential Well Owners Permittees Colleagues, Collaborators, Stakeholders</p>

Goal 3: BSEACD will provide consistent internal communication to nurture organization culture, build employee engagement, and disseminate important information.

Objective 1: By September 2021, obtain feedback from employees to gauge employee sentiment on current District affairs to help define future strategic goals. (Ongoing)

Strategy: Create a staff survey.

Tactic	Audience
<p>Disseminate survey to staff that obtains feedback on the following items:</p> <ul style="list-style-type: none"> Mission & Vision General Satisfaction Work Culture Performance Evaluation General Management Compensation & Benefits Workload & Stress Board Culture Communication Diversity, Equity, Inclusion Social Support Mental Health 	<p>BSEACD Employees</p>

Objective 2: By summer 2021, increase employee/board awareness of important news, media coverage, and public communication to ensure that the organization has access to all information required to make informed decisions and maximize output.

Strategy: Create communication tool to keep employees/board informed. (Already Happening)

Tactic	Audience
<p>Provide monthly BSEACD Groundwater News Report. Share a monthly report of upcoming dates of interest and news/blog articles of interest. Send to employees/board via email.</p>	<p>BSEACD Employees BSEACD Board of Directors</p>
<p>Provide monthly BSEACD Social Media Roundup. Share a monthly report of the latest videos, media related stories, social media, website updates, etc. Send to employees/board via email.</p>	<p>BSEACD Employees BSEACD Board of Directors</p>

Objective 3: By fall 2021/spring 2022, begin recognizing employees for embodying the District’s core values, going above and beyond in carrying out the District’s mission, or making progress towards major District initiatives to create a sense of pride in the role they play in serving the community and the District.

Strategy: Spotlight Employee Achievements/Recognition

Tactic	Audience
<p>Create Employee Recognition Program – Internal The District could do a quarterly staff appreciation luncheon and recognize a “Star” employee or recognize an “Employee of the Year” in December. Employee of the Year could be decided by General Manager and Board President and would be presented during District holiday party in December. This could also be highlighted on the City’s social media channels/website.</p>	<p>BSEACD Employees BSEACD Board Members General Public</p>



District Communications Policy

The goal of this Communications Policy is to provide BSEACD a guide to fulfilling the District's mission through the proper dissemination of information.

Media

District Employees

All press requests are to be sent to the Communications & Outreach Manager/General Manager for processing. The Communications & Outreach Manager may ask the news media for additional information regarding their request to ensure that District staff can gather all the necessary information to complete the request.

Press Procedure

1. Send all media requests to the Communications & Outreach Manager. If the media contacts other District staff, it should be forwarded to the Communications & Outreach Manager for processing.
2. The Communications & Outreach Manager will process the request by asking for more information regarding the request to ensure efficiency and accuracy; the request will then be forwarded to the appropriate team/team member.
3. Once team members receive the request from the Communications & Outreach Manager, they may respond directly to the news media, unless otherwise stated. The Communications & Outreach Manager/General Manager should be copied on all responses. The Communications & Outreach Manager will be present for all in-person interviews between the media and District staff.

Employees should limit their discussion of District operations to those areas where they have specific knowledge, referring other requests back to the Communications & Outreach Manager to be processed and forwarded to the appropriate team.

When communicating with the media, employees should remember that they represent the District and should conduct themselves accordingly.

Employees should not initiate contact with members of the media unless otherwise instructed by the General Manager/Communications & Outreach Manager. All media requests should be responded to promptly and with accuracy. Be sure to observe news media deadlines (within reason) when handling requests.

It shall be a violation of this Policy for any District employee to post content or make a statement to the media as a representative of the District, or on the District's behalf, without taking the required steps and receiving approval as presented in this media policy.

District Points of Contacts for Public Information

- Press Releases – David Marino, Communications & Outreach Manager, Vanessa Escobar, General Manager
- Press/Media Interviews – David Marino, Communications & Outreach Manager, Vanessa Escobar, General Manager, and Brian Smith, Principal Hydrogeologist. Communications & Outreach Manager/General Manager will identify other team members to speak with media if needed.
- Open Records Requests – Tammy Raymond, Senior Administrative Specialist and Dana Wilson, Senior Administrative Program Manager. David Marino, Communications & Outreach Manager will assist when needed.
- Data Requests – Justin Camp, Hydrogeologist Technician, Jeff Watson, Staff Hydrogeologist, and Michael Redman, Assistant General Manager.
- Permitting/Pumping Data Requests – Erin Swanson, Regulatory Compliance Specialist and Michael Redmond, Assistant General Manager
- Event Information – David Marino, Communications & Outreach Manager

Board of Directors Media Procedure

Two Options:

- Respond to media requests directly and then let General Manager/Communications & Outreach Manager know that you spoke with news outlet.
- Contact General Manager/Communications & Outreach Manager before you contact media for advice on response/assistance. This is especially important for sensitive or controversial topics.

Best Practices for Board of Directors (VIDEO LINK): <https://vimeo.com/543640446>

Community Speaker Requests

District employees shall notify the General Manager of any requests to speak in the community as a representative of the District. If the speaking engagement is accepted by the General Manager, the District employee shall let the Communications & Outreach Manager know the date and time of the speaking engagements. This will allow the District to take pictures and share on our District channels.

Social Media/Website Policy

Roles

The District's Communications & Outreach Manager and General Manager will be included as an administrator for all District social media sites/website pages. Communications & Outreach Manager/General Manager may select appropriate administrators/editors for District

authorized pages (social media sites/websites). The Communications & Outreach Manager will maintain a list of social media sites/websites that are approved for use. The Communications & Outreach Manager will maintain a list of administrators, users, and passwords for District social media sites and websites approved for use by the General Manager/Communications & Outreach Manager.

The General Manager/Communications & Outreach Manager reserves the right to remove any content that is deemed in violation of the Social Media/Website Procedure. If an administrator violates the conditions of the Social Media/Website Policy, the General Manager/Communications & Outreach Manager reserves the right to revoke administrator privileges and the employee may be subject to disciplinary action.

Posting Standards and Guidelines for Administrators/Editors

Administrators/editors will use the following guidelines when posting on the District's social media sites.

- Humor should be used appropriately depending on the posting topic.
- Tags: For marketing campaigns, hashtags are encouraged to create consistency in posting and to create searchable topics within social media sites. Tag other partnership pages when appropriate.
- Links: Whenever possible, link back to content to District website to increase traffic and provide pertinent information. The District's websites will remain the District's primary internet presence so cross-promotion is crucial.
- Unless an emergency occurs, all posts should contain photos, videos, flyers, and other eye-catching items to help boost engagement.
- Promotions: The District will only advertise and promote programs and events in which the District is a direct sponsor or strategic partner of the organization (i.e., Texas Water Development Board, Texas Alliance of Groundwater Districts, etc.). If an organization or business is a sponsor of a District event, then their business will be listed as a sponsor of the District's event in accordance with the sponsor agreement.
- Sharing Posts: To quickly disseminate information, it may be appropriate to share posts created by other organizations. Caution should be used as a "share" may be perceived as an endorsement. In general, only share posts of strategic partner organizations of the District and never share posts for individuals running for a public office, advocating a position for an election, or advertising for a business. Also, sharing should be used to cross-promote District events and important content across all District pages.

- Do not remove content simply because that content is unflattering toward the District, as this does not promote public trust and may result in backlash.

Effective Ways to Respond to Social Media Comments/Questions

- Positive comment: acknowledge the praise and thank the person for commenting
- Negative – respond: this is a genuine comment not meant to cause trouble; respond by acknowledging the issue, apologize and follow-up if appropriate. Provide a link to pertinent information.
- Negative – ignore: negative comments made by individuals looking to create a debate or stir up trouble should be ignored.
- Negative – remove: a negative comment that violates the Public Terms of Use should be documented and immediately hidden or removed.
- Always respond as the Page, not as an individual.
- Provide accurate information.
- Stick to area of expertise. If necessary, Communications & Outreach Manger will reach out to necessary team to assist in response.
- Before posting a response on any item related to negative experience or controversial issue, consult with General Manager.
- Direct all media inquiries to the Communications & Outreach Manager.

If the comment includes misinformation, is controversial, or the result of a negative experience, other actions need to be considered, consult with General Manager.

Website Point of Contact

The District’s website shall be maintained by the Communications & Outreach Manager. Communications & Outreach Manager will work with contracted services for website redesign/updates.

Website and Social Media Creation

(In the event the District creates additional social media pages/websites for events in the future)

- All district social media sites, websites, or accounts created are subject to prior written approval by the General Manager/Communications & Outreach Manager.
- The social media site/website name must be descriptive of the team or division/program.
 - The General Manager/Communications & Outreach Manager will approve proposed names.
 - A page should be given a unique URL to make it easy to find, i.e., <https://www.facebook.com/BSEACD>.
- Once a District Social Media Site/Website is approved by the General Manager/Communications & Outreach Manager the following information must be documented for Communications & Outreach file:
 - All District Social Media Site/Website logins and password information;
 - Any changes to the login and password.
- Only designated team members will make posts on District social media sites and websites as defined by the General Manager/Communications & Outreach Manager.
- Team Administrators will be responsible for ensuring content is up to date and that content reflects the overall mission of the District. Administrators will also be responsible for

General Manager/Communications & Outreach Manager must be administrators on any newly created channels.

Social Media Public Terms of Use

(Attorney may want to review/re-write. This is a mix of City of Buda's terms and City of Round Rock's terms.)

The District's social media pages are a moderated online discussion designed to facilitate discussion on matters of public importance, but is not to be considered, and it is hereby disclaimed to be, an official public forum for any purpose, including for purposes of exercising U.S. or Texas Constitutional rights.

Please note that comments made by the public on the District's social media pages are not official communications with the District for any purpose, including for purposes of the Texas Public Information Act. Comments on the District's social media channels are not deemed to be official public testimony concerning any project or program for which the District is required to hold a public hearing. Opinions expressed on social media are for discussion only and are not a substitute for a formal statement in a public hearing process.

Administrators/Moderators may remove or redirect comments that contain:

- Content that may violate the site’s terms of service; is off subject based on the posted scope and topic.
- Advocates illegal activity, including violence or threats of violence.
- Promotes services, products, or any political organization, including advertising, promotional announcements, or campaign materials.
- Infringes on copyrights or trademarks or appears to violate the legal ownership interest of any other party.
- Information that is incorrect or misleading.
- Information that reveals confidential district information; and/or anything else that creates a disruption in the District workplace.
- Discloses confidential and/or non-public information, including information that may compromise the safety or security of the public or public systems.
- Contains vulgar, sexual, or other inappropriate language, pictures, or other material.
- Contains personal attacks of any kind, or comments that could reasonably be perceived as discriminatory based upon race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability or sexual orientation.
- Any pictures, content, or internal hyperlinks to any type of the prohibited material.

Followers may be banned from District social media pages if they act contrary to these rules.

Finally, please note that all comments and posted media files, inclusive of edited content may be stored and disclosed in accordance with the Texas Public Information Act, and by using this site, any information posted becomes the property of the District and all participants hereby release and waive all ownership interests, whether proprietary or otherwise, and consent to the District’s continued use or release of all material.

Participating in Social Networking Sites Not Related to District Business

When participating in social networking sites not related to District business, an employee shall make it clear that they are not speaking on behalf of the District but speaking in their capacity as a private citizen.

Administrators must also abide by the Employee Handbook and Personnel Policy when administering public media content.

If an employee publishes content on any social media channels not associated with the District and it pertains to employment at the District or subjects associated with the District, the employee shall use the following disclaimer: ***“This statement is my own personal view, and does not necessarily represent a position held by the District or the District Board of Directors.”***

District Video Guidelines

District online video should represent the District, its identity, and mission of conserving, protecting, recharging, and preventing waste of groundwater and preserving all aquifers in the District.

Best Practices

- Be visually interesting.
- Have clean understandable audio.
- Be long enough to let the story be told, but not excessively long, unless warranted.
- Be free of any copyrighted material unless legal permission is granted.
- Cross promote videos on all District channels.
- Upload on District’s official YouTube and Vimeo channels.
- Should be closed captioned.

Board of Directors Code of Ethics

The BSEACD Board of Directors does not currently have a code of ethics/conduct. This should be explored, as most if not all governing boards abide by a code of ethics/conduct. I have provided a link to the Edwards Aquifer Authority bylaws below as an example. Code of Ethics is on page 47.

https://www.edwardsaquifer.org/wp-content/uploads/2019/04/ea_bylaws_2016.pdf

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Appendix A

BSEACD Outbound Channels

The Barton Springs/Edwards Aquifer Conservation District uses a variety of channels to disseminate information to permittees, well owners, and the public.

Facebook: <https://www.facebook.com/BSEACD>

Twitter: <https://twitter.com/BSEACD>

YouTube: <https://www.youtube.com/channel/UCqiQIZ7y708Ar0yPB2Yd4Cg>

Website: <https://bseacd.org/>

Newsletter: The District puts out a quarterly newsletter. The newsletter goes out more frequently during times of drought. <https://bseacd.org/publications/newsletters/>

Press Releases: The District sends press releases to media and the public on a variety of topics. <https://bseacd.org/publications/press-releases/>

Blogs:

Local Media Coverage:

KXAN

KVUE

KEYE

FOX 7 Austin

Spectrum News

Univision

Telemundo

KLBJ Radio

KUT Austin

Wimberley Valley Radio

Hays Free Press

Austin American-Statesman

Austin Business Journal

Austin Chronicle

Wimberley View

San Marcos Corridor News

San Marcos Daily Record

Surveys: The District sends out surveys to permittees and well owners to get feedback on policy, future events, other topics, etc.

Advertising:

The District will sometimes advertise upcoming events in the newspaper, radio, or other media. By law, public hearings are also posted in the newspaper. Public hearings can also be considered an inbound channel.

Board Meetings:

Board Meetings are held the second Thursday of every month. During the pandemic they have been streamed. Meetings are open to the public. Board meetings can also be considered an inbound channel.

BSEACD Inbound Channels

Board Meetings – can also be considered an outbound channel.

Public Hearings – can also be considered an outbound channel.

Phone Calls

In Person/Virtual Meetings

Comments and inbox messages to the District’s

social media channels.

Board Meetings

Site Visits



Appendix B

Partnerships & Collaboration

Below are the groups, agencies, and organizations that the Communications and Outreach team collaborates with regularly.

- Austin Youth River Watch
- Austin Nature & Science Center
- Central Texas Water Efficiency Network (CTWEN)
- Texas Master Naturalists (Capitol area and Hays County)
- Capitol Area Council of Governments
- Cave Sim
- Children in Nature Collaborative of Austin
- City of Austin Wildlands
- City of Austin Watershed Protection
- City of Austin Parks and Recreation
- City of Sunset Valley
- Colorado River Alliance
- Edwards Aquifer Authority
- Expedition School
- Texas State Edwards Aquifer Research and Data Center
- Girl Scouts
- Greater Edwards Aquifer Alliance
- Hays County & Hays County Parks
- Hays Trinity Groundwater Conservation District
- Hill Country Alliance
- Hill Country Conservancy
- Jacobs Well Natural Area
- Keep Austin Beautiful
- Lady Bird Johnson Wildflower Center
- Lower Colorado River Authority
- Natural Bridge Caverns
- Texas State Meadows Center
- Travis County
- Save Barton Creek Association (SBCA)
- Shield Ranch and El Ranchito
- Southwest Travis county Groundwater Conservation District
- Splash! Exhibit
- Texas Cave Management Association
- Texas Parks and Wildlife Department (TPWD)
- Texas River School
- Texas Water Development Board

- University of Texas's Bureau of Economic Geology
- University of Texas Jackson School of Geosciences
- Westcave Outdoor Discovery Center

Appendix C

Management Plan Objectives (MP)

BSEACD’s Management Plan differs from the Communications and Outreach Plan presented in this document. While the goals outlined in the Communications and Outreach Plan align with BSEACD’s Management Plan and Objectives, the District’s Management Plan is a stand-alone document that encompasses General Management objectives, Administration objectives, Communications and Outreach (formerly Education & Outreach) objectives, Aquifer Science objectives, and Regulatory Compliance objectives. The BSEACD Management Plan incorporates relevant regional water management strategies outlined in the current Regional Water Plans developed by the Lower Colorado Regional Planning Group and the South-Central Texas Regional Planning Group and included in the 2017 State Water Plan. The time period for BSEACD’s Management Plan is five years from the date of approval (November 21, 2017) by the Texas Water Development Board (TWDB).

General Mgmt. (9 objectives)	Administration (3 objectives)	Education & Outreach (6 objectives)	Aquifer Sci (8 objectives)	Reg. Compliance (8 objectives)
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Goal 1 Objectives	Goal 2 Objectives	Goal 3 Objectives	Goal 4 Objectives	Goal 5 Objectives	Goal 6 Objectives	Goal 7 Objectives	Goal 8 Objectives
1-1	2-1	3-1	4-1	5-1	6-1	7-1	8-1
1-2	2-2	3-2	4-2	5-2	6-2	7-2	8-2
1-3	2-3	3-3	4-3	5-3	6-3		8-3
1-4	2-4	3-4	4-4	5-4			
1-5			4-5	5-5			
1-6							
1-7							

MP Communications & Outreach Objectives

MP Objective 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.

- 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.
- 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.
- C. A summary of outreach activities and estimated reach will be provided in the annual report.

MP Objective 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 annual report.

MP Objective 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.

- A. During District-declared drought, publicize declared drought stages and associated demand reduction targets in monthly eNews bulletins and continuously on the District website.
- 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.

MP Objective 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 annual report.
- B. Publicize declared drought stages and associated demand reduction targets monthly in eNews bulletins and continuously on the District website.

MP Objective 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.

- A. On an annual basis, 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.

MP Objective 6-3. Develop and maintain programs that educate and inform District groundwater users and constituents of all ages about water conservation practices and the use of **alternate water sources** such as rainwater harvesting, gray water, and condensate reuse.

- A. Summarize water conservation related newsletter articles, press releases, and events in the annual report. 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.

Appendix D

Project Plan & Schedules

EDUCATION AND OUTREACH PROJECT PLAN & SCHEDULES <i>(Working)</i>		
Calendar year schedule of key annual programs and their description and collaborating groups.		
PROGRAMS, EVENTS	DATE DUE	DESCRIPTION
Water Conservation Symposium	January /Feb	Target: policy leaders, water operators, and conservation managers. District is a member and sponsor of the Central Texas Water Efficiency Network—the group that hosts the symposium.
Austin Cave Festival	February	Target: families & residents. District hosts and sponsors Cave Festival at the Wildflower Center with City of Austin Wildlands, Watershed Protection, and Parks and Rec.
Groundwater Awareness Week	March	Target: All residents District helps promote the National Groundwater Association Groundwater Awareness campaign.
Fix-A-Leak Week	March	Target: Well owners and groundwater users District helps promote the US EPA Water Sense awareness campaign.
Camp scholarships due & chosen	March	Target: students ages 9-15. District collaborates with permittees funds the program. Promotion starts at the beginning of the calendar year.
College scholarship essay contest	March	Target: high school juniors, seniors, and immediate grads in the 8 school districts that cross the District's boundary. Kent Butler Groundwater Stewardship Scholarship as an essay contest. Promotion starts at the beginning of the calendar year.
Hill Country Living + Rainwater Revival Fest	April	Target: residents, well owners & groundwater users

		District sponsors and attends this alternate water supply focused educational event.
Kent Butler Summit	April/May (even yrs)	Target: policy leaders, conservation groups, and researchers. The District is an organizer and sponsor of the Summit. It aims to encourage open discussions about current challenges and issues related to groundwater protection.
Well Water Checkup	April	Target: well owners Well owners can bring in a water sample and have it analyzed for TDS, Nitrate, pH, and bacteria for free.
Endangered Species Day	May	Target: all residents District helps promote US FWS Endangered Species day.
Water Conservation Period	May	Target: well owners and groundwater users Runs from May 1 to Sept 31 when the District is not in Drought. Voluntary 10% reduction in pumpage.
Neighborhood Site Visits	May	Target: well owners in selected neighborhoods. Staff measure water levels (if possible), basic field parameters, and nitrate for free.
National Cave and Karst Day	June	Target: all residents District highlights role of caves and karst.
Groundwater to the Gulf	June	Target: teachers and informal educators. District is a lead organizer for the training and coordinates with 13 other agencies to put on the training.
WFC Nature Nights	June	Target: residents and families The District participates in the WFC program with an activity.
Protect Your Groundwater Day	September	Target: All residents, well owners & groundwater users District promotes the National Groundwater Association's awareness campaign,

GW Stewardship Awards	Sept. (odd yrs)	<p>Target: stakeholders, collaborators, and colleagues</p> <p>District highlights and rewards exemplary efforts toward groundwater protection.</p>
Park(ing) Day ATX	September	<p>Target: All residents</p> <p>City of Austin event where parking spaces downtown are turned into temporary parks and green spaces to spark conversations on urban green space and conservation.</p>
Rainwater Revival	October	<p>Target: residents, well owners & groundwater users</p> <p>District sponsors and attends this alternate water supply focused educational event.</p> <p>Target: teachers and informal educators.</p>
Teacher Wishlist Materials	October	<p>District educators apply for a chance to receive free water science teaching materials and technology to augment their programs and classes.</p> <p>Target: All residents</p>
Imagine a Day Without Water	October	<p>National awareness media campaign to remind everyone to think about how important water is to our everyday lives and consider what it would be like to not have access to clean, reliable drinking water.</p>

Appendix E

District Branding Standards

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 Education & Outreach
 Team Leader
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 Aquia, VA 22026
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 Fax: 703-290-2644
 r.hovens@edawater.org
 www.edawater.org



DESIGN OPTION I – VISUAL IDENTITY ELEMENTS

Lockups – Color / Black and White: Horizontal / Stacked



Color Palette



Typefaces

abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890!&
 abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890!&



Barton Springs Edwards Aquifer

CONSERVATION DISTRICT

Item 4

Board Discussions and Possible Actions

- b. Discussion and possible action on adopting amendments to the Enforcement Plan and Procedures.**

BS/EACD Enforcement Plan

(Adopted by the Board on 6-25-09, [08-12-21](#))

The purpose of this enforcement plan is to establish a structure with procedures and guidelines within which the District General Manager (GM) will make decisions relative to the initiation, pursuit, and resolution of enforcement efforts in response to violations of the Barton Springs - Edwards Aquifer Conservation District (District) Rules and Bylaws. The plan is not binding upon the District Board of Directors when acting as the final decision makers in contested cases. The Board of Directors is only bound by the limitations imposed by the District Rules and Bylaws; State statutes, specifically including Chapter 36 of the Texas Water Code; and the District's enabling legislation, [Chapter 8802 Texas Special Districts Local Law Code](#) ~~SB 988 of the 70th Legislature~~.

1.0 Enforcement Policy

This plan shall constitute the general policy and procedures of the District in all matters relating to compliance, enforcement, and litigation. This plan does not restrict the District from taking any other actions ordered by the Board of Directors, nor does this plan create any procedural rights for any person inside or outside the District's jurisdiction. It is the policy of the District to file suit to enforce its rules only as a last resort.

2.0 Rule References

The Enforcement Plan conforms to the District Rules and Bylaws currently in effect. It will be modified, if and as necessary, to conform to future rules changes approved by the Board.

3.0 General Enforcement Procedures

District enforcement efforts shall be conducted in accordance with the procedures described below. These procedures will be used during the period before litigation is initiated, unless there is a nearly certain and imminent danger to public health or the environment. **Figure 1** depicts the general [enforcement](#) procedures in a process flowchart form. [Figure 2 depicts the enforcement procedures for annual overpumpage in a process flowchart form.](#) The enforcement protocol for violations of drought management rules [and for violations of the over pumpage rules](#) ~~specifically~~, which ~~are~~is consistent with these procedures, ~~are~~is elaborated in the Appendix [A and B](#) to this Plan.

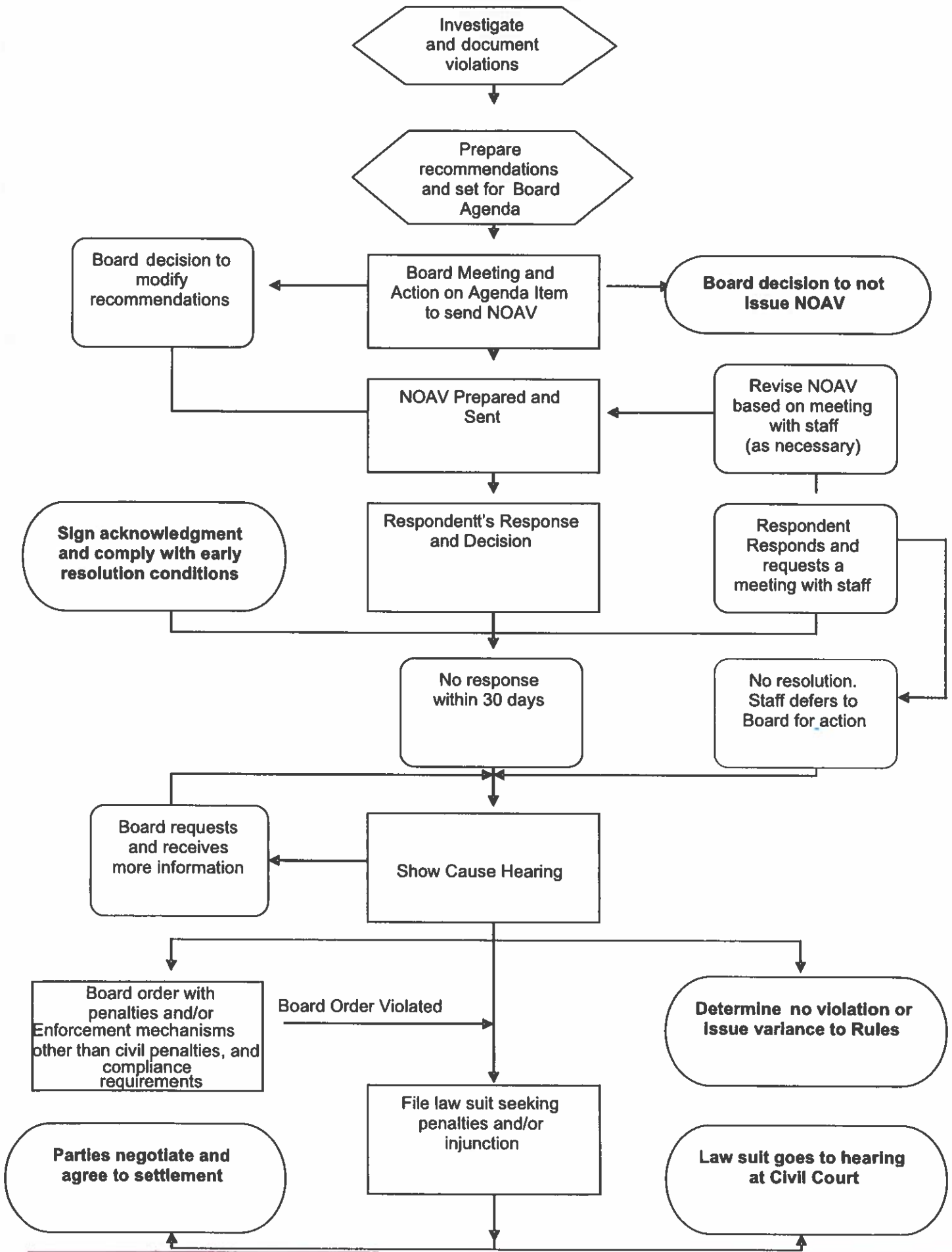
3.1 Complaint Received/Violation Discovered

If a complaint is received or an alleged violation is reported, staff shall obtain sufficient preliminary information to determine if further investigation is necessary:

- Does the District have jurisdiction over the matter?
- Is there enough reliable information to proceed with an investigation?

Once this is determined, staff may proceed with an investigation. Investigations may also be initiated if staff discovers a violation that satisfies these criteria.

Figure 1 - ~~DOENV~~ General Enforcement Process



3.1 Staff Pre-Enforcement Communication:

If a complaint is received or an alleged violation is reported that is within the District's jurisdiction, staff shall contact the permittee or well owner via email, phone call or letter to collect more information about the incident or alleged violation and/or inform them via courtesy notice they could be facing a violation if the matter is not resolved promptly. Staff may proceed with an alert letter or pre-enforcement meetings.

3.2 Conduct of Investigation

If staff determines there is sufficient reliable information, staff may determine to proceed with a full investigation in accordance with District Rule 3-8.3. The investigation shall provide a written report with all of the pertinent findings and information to include:

- Basic Information (i.e. Respondent/Permittees name, contact information, well location if applicable, etc.);
- Investigation Summary;
- Alleged Violations;
- Chronology of Pertinent Events; and
- Pertinent Documentation.

Upon completion of the investigation report, the GM shall determine if sufficient information exists to support Board discussion and possible action related to the issuance of a Notice of Alleged Violation (NOAV).

3.3 Board Action

Should the GM make this determination, the matter will be set on the Board's regular meeting agenda for possible Board action. Staff shall prepare the appropriate materials to be provided with the backup for the next available board meeting to include the investigation report and staff's recommendations. Staff recommendations should include:

- recommended action (i.e. issuance of NOAV);
- indicated penalties for each alleged violation;
- possible enforcement mechanisms other than civil penalties ~~sanctions~~ and/or compliance requirements; and
- prospective early resolution conditions.

Penalties recommended by the staff shall be determined in accordance with Section 4 *Violations and Penalty Assessment Guidelines* and include a discussion of the factors used to determine what amount within the specified penalty range was chosen. Early resolution conditions shall be included to provide an option and an incentive for immediate resolution and compliance, before litigation. The GM will generally recommend a reduced penalty associated with an early resolution incentive based on penalty adjustments outlined in Section 4.3. ~~—based on a 50-75% reduction of the recommended penalty amounts. — A reduction outside of this range may also be recommended if appropriate.~~

If the Board determines that the violations are not substantiated and that an NOAV should not be prepared and sent, the case will then either be investigated further or considered closed, at the Board's direction. Otherwise, staff will prepare an NOAV incorporating the staff recommendations or modify the allegations and conditions in accordance with the instructions provided by the Board.

3.4 Notice of Alleged Violation and Notice of Violation

3.4.1 Notice of Alleged Violation – for General Violations, Drought Management Violations and Enforcement

Staff will send an NOAV with the Board-approved allegations, penalties, and conditions and a 30 day response time. The NOAV shall also offer an early resolution incentive that shall include an acknowledgment of the violations to be signed by the Respondent, a reduced penalty amount, and a commitment to all necessary compliance requirements. The option for early resolution shall only be available if the acknowledgment is signed and the penalties are paid within the 30-day response time. ~~This requirement will be included in proposed rule-making.~~

Upon receipt of the NOAV, the Respondent has the option to accept the conditions of the early resolution offer and resolve the case or to contact staff and arrange a meeting for the purpose of discussing the alleged violations. If a meeting is scheduled, staff may modify the original NOAV as necessary based on the discussions or may defer to a public hearing for a Board decision on the matter. If no response is received within the response time, the case will default to a public hearing for a Board decision on the matter. Pursuant to Rule 3-8.2, the public hearing (Show Cause Hearing) is a hearing where the Respondent will be cited to appear before the Board to show cause why an enforcement action should not be initiated.

3.4.2 Notice of Violation – for Overpumpage Violations and Enforcement

At the end of each fiscal year, the District will determine which permittees overpumped their annual authorized permitted volume. After the District reviews monthly production reports to determine when actual production volume exceeds annual authorized volume, the General Manager shall determine whether a Notice of Violation (NOV) is warranted based on the enforcement criteria outlined in Section 4.2 and the overpumpage enforcement calculation (Appendix A, Section 2.5). The NOV documents the permit violation for over pumping, the amount over pumped, and the amount of daily penalties that may be assessed for each day of over pumping as determined using the penalty methodology (Appendix A, Section 2.6)

3.5 Show Cause Hearing

A Show Cause Hearing ~~may~~**shall** be conducted 1) for all cases not resolved after the issuance of an NOAV, and 2) for all cases where no response to the NOAV was received before the expiration of the response timeframe. At the hearing, staff shall provide the investigation report, pertinent documentation, and testimony to the Board to substantiate the alleged violations. A Show Cause Hearing will follow the contested hearing rules, including notice requirements, under Bylaw 4-9. The Respondent will also have an opportunity to participate and present evidence to show cause to the Board why an enforcement action should not be initiated. The enforcement action(s) by the Board that may result from a show-cause hearing include both seeking of civil penalties to be assessed by a court and/or authorizing other enforcement mechanisms ~~sanctions~~ for permittees including written warnings, reprimands, suspension, or revocation of a permit.

If a Variance is sought by the Respondent, the Respondent must request the Variance in advance of hearing and also satisfy all of the specified criteria in accordance with Rule 3-1.25 or 3-7.940 to obtain a Variance.

On the basis of evidence presented at the hearing, the Board may: 1) dismiss the NOAV because it determines that no violations have occurred; 2) grant a Variance to the District rules; 3) issue an order that amends, revokes, suspends, or otherwise modifies the permit; or 4) file a lawsuit seeking civil penalties and injunction. ~~If a Variance is sought by the Respondent, the Respondent must request the Variance in advance of hearing and also satisfy all of the specified criteria in accordance with Rule 3-1.25 or 3-7.10 to obtain a Variance. The Board may also~~ or 5) request additional information and reconsider the additional information once received at a subsequent Show Cause Hearing at a later date.

3.6 Board Order/Civil Suit

If the Board determines that an enforcement action should be initiated, a Board Order will be issued that outlines the findings and either initiates a lawsuit or specifies the appropriate penalties, compliance requirements, and/or enforcement mechanisms other than civil penalties ~~sanctions~~ resulting from the Show Cause Hearing. In the latter instance, if the Board Order is violated, the District will send a Notice of Intent to Sue to initiate legal proceedings against the Respondent in District Court. The lawsuit will generally seek civil penalties, court costs, attorney's fees, and/or injunctive relief. Once a lawsuit is initiated, the parties may at that point negotiate a settlement. If a settlement is not negotiated, the lawsuit will go forward in civil court.

4.0 Violations and Penalty Assessment Guidelines

The District may pursue enforcement penalties in addition to other District compliance efforts and options. Pursuant to Section 3-8.9 of the District's Rules, the District may assess penalties for each act of violation and for each day of violation, and each day a violation continues may be considered a separate, specific violation. Multiple violations of District Rules may result in the assessment of multiple penalties. In determining the amount of a civil penalty to be assessed within the ranges presented, the District will consider the factors in Section 4.2. Pursuit of a penalty outside of the penalty matrix may be permitted only with the express approval of the Board when circumstances warrant a departure from these Guidelines. Penalties assessed under these Guidelines may be waived or reduced by the District Board, based on factors outlined in Section 4.2.

4.1 Violations by Type and Penalty Ranges

The violations and associated ranges of penalties in the subsections below, including the tiers of non-compliance with drought provisions shown in ~~the~~ Appendix B for targeting enforcement activities, ~~will be included in proposed rule-making.~~

4.1.1 General Violations: Violations of District Rules not covered by other penalty categories, including but not limited to the following specific Rules:

§ 3-1.1: failure to register wells;

§§ 3-1.11.A.5,

~~3-1.15,:~~ failure to timely report or failure to report accurate pumpage reports and water-quality reports for non-exempt wells;

§ 3-1.11.A.6: failure to provide access to well site during normal business hours or emergencies, or the failure to cooperate fully in any reasonable inspection of the well site or in any well monitoring or sampling by the District;

- § 3-1.16(C): non-payment of fees following past due notice by District;
- § 3-5.1: failure to register abandoned, open or uncovered well; and
- § 3-6.7: failure to prepare, adopt or implement a user conservation plan.

Penalty Range: \$50-\$250 per violation per day

4.1.2 Well Violations: Violations of District Rules relating to the drilling and operation of wells, including but not limited to the following specific Rules:

- §§ 3-1.2,
3-1.4, 3-4.1: constructing a well, drilling a well, modifying a well, completing a well, changing type of well use, performing dye tracing operations on a well, plugging a well, abandoning a well or altering well size without District authorization or advance notice;
- § 3-1.3: pumping from or operation of non-exempt wells without a permit;
- § 3-2.1: failure to employ water meter where required;
- § 3-4.4: failure to drill or complete a well in accordance with State well construction standards, District Rules, and/or District Well Construction Standards
- § 3-4.5: installation of pump and /or equipment on wells not registered with the District; and
- § 3-5.3: failure to plug or cap abandoned, open or uncovered wells in accordance with District Rules and Well Construction Standards; and
- § 3-8.9 failure to pay water production fees.

Penalty Range: \$250-\$500 per violation per day

4.1.3 Falsification/Tampering Violations: Violations of District Rules relating to the falsification of information provided to the District regarding pumping from and monitoring of the groundwater, including but not limited to the following specific Rules:

- § 3-1.11.A.7 falsifying information in application for well registration, permits, or well drilling or modification authorization;
- § 3-2.4: false reporting or logging of meter reading, intentionally tampering with or disabling a meter, or similar actions to avoid accurate reporting of groundwater use and pumpage; and,
- § 3-2.5: tampering with, altering, damaging, or removing a water meter seal or tag.

Penalty Range: \$500 – \$1,000 per violation per day

4.1.4 Waste/Pollution Violations: Violations of District Rules relating to the sealing of abandoned, open or uncovered wells, the wasteful use of groundwater, and the pollution of the groundwater, including but not limited to the following specific Rules:

- § 3-3.1,
3-3.2, 3-3.5: producing or using groundwater in such a manner or under such conditions as to constitute waste;
- § 3-3.3: causing or allowing the introduction of saline-water pollutants or other deleterious matter from another stratum, from the surface of the ground, or from the operation of a well;
- § 3-3.4: causing or allowing pollutants to enter the groundwater reservoir through recharge features, whether natural or manmade; and,

§ 3-5: failure to properly plug or cap an abandoned, open, or uncovered well allowing pollutants to enter the groundwater reservoir through an improperly sealed or capped well.

Penalty Range: \$500 - \$1,000 per violation per day

4.1.5 Overpumpage Violations: Violations of District Rules relating to exceeding the annual production volume amounts, specific to Rule:

§ 3-8.5, 3-8.8: exceeds the volume amount authorized to be withdrawn in accordance with the Production Permit issued by the District based on permittee's meter readings.

Penalty Range: \$50 - \$1,000 per violation per day as provided in table below

Table 1

TIER 1		Daily Penalties for percent pumped in excess of permitted volume					
		<10%	≥10% and <25%	≥25% and <50%	≥50% and <100%	≥100% and <150%	≥150%
Annual Permitted Amount in million gallons per year (mgv)	< 4 mgv	\$50	\$55	\$60	\$65	\$70	\$80
	≥4 and <8 mgv	\$55	\$60	\$65	\$70	\$75	\$90
	≥8 and <12 mgv	\$60	\$65	\$70	\$75	\$80	\$100

TIER 2		Daily Penalties for percent pumped in excess of permitted volume				
		<10%	≥10% and <25%	≥25% and <50%	≥50% and <100%	≥100%
Annual Permitted Amount in million gallons per year (mgv)	≥12 and <25 mgv	\$100	\$125	\$150	\$195	\$260
	≥25 and <50 mgv	\$105	\$130	\$155	\$200	\$265
	≥50 and <100 mgv	\$110	\$135	\$160	\$205	\$270
	≥100 and <120 mgv	\$115	\$140	\$165	\$210	\$275

TIER 3		Daily Penalties for percent pumped in excess of permitted volume			
		<10%	≥10% and <25%	≥25% and <50%	≥50%
Annual Permitted Amount	≥120 and <240 mgv	\$200	\$400	\$600	\$900
	≥240 and <360 mgv	\$250	\$450	\$650	\$950
	≥360 mgv	\$300	\$500	\$700	\$1,000

4.1.6 Drought Violations: Penalties for the violations of District Rules §§3-1.11, 3-1.15, 3-2.4, 3-3, and 3-8.9 will be assessed in accordance with the ranges specified in Sections 4.1.1, 4.1.3, and 4.1.4 during Alarm Stage Drought and at twice that amount during Critical Stage and Exceptional Stage Drought. Violations of District Rules relating to the implementation of user drought contingency measures and other drought related violations, including but not limited to the following specific rules shall be assessed penalties as follows:

§3-7.5: Failure to implement measures of the user drought contingency plan

Penalty Range: \$250 - \$500 per violation per day and at twice the amount during Critical Stage Drought

§3-7.6, 3-7.7: Failure to reduce pumpage during District declared drought in accordance with monthly pumpage limits of the UDCP

Penalty Range: Penalties for violations of 3-7.6 shall be determined on a monthly basis, with each day of the month constituting a new violation. Daily penalties shall be assessed according to the following penalty matrices:

Table 2

Daily Penalties During Alarm Stage Drought Rule 3-7.6.B(1)			
Permitted Pumpage	Overpumpage Level		
	Level A	Level B	Level C
Tier 1	\$50-\$100	\$100-\$200	\$200-\$400
Tier 2	\$200-\$400	\$400-\$800	\$800-\$1,600
Tier 3	\$800-\$1,600	\$1,600-\$3,200	\$3,200-\$5,000

Daily Penalties During Critical Stage and Exceptional Drought Rule 3-7.6.B(2)			
Permitted Pumpage	Overpumpage Levels		
	Level A	Level B	Level C
Tier 1	\$100-\$200	\$200-\$400	\$400-\$800
Tier 2	\$400-\$800	\$800-\$1,600	\$1,600-\$3,200
Tier 3	\$1,600-\$3,200	\$3,200-\$6,400	\$6,400-\$10,000

Where:

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%

4.2 Penalty Assessment and Enforcement Criteria

In determining the appropriate level of enforcement and whether a violation is warranted, the District will consider the factors below. Furthermore, in determining the amount of a civil penalty to be assessed within the ranges presented, the District will consider the following factors:

- 1) The severity, seriousness, or magnitude of the violation;
- 2) Whether the violation was willful, intentional, or could have been reasonably anticipated and avoided (i.e., culpability);
- 3) Whether the violator adequately responded and communicated with the District and acted in good faith to avoid or mitigate the violation, or to correct the violation after it became apparent and compensate those affected;
- 4) Whether the violation was during a District declared drought;
- 5) Whether similar violations have been committed in the past (i.e., compliance history);
- 6) Any other matter that justice may require.

The Board may also choose to assess enforcement mechanisms other than civil penalties including permit suspension or revocation, based on the consideration of these factors.

~~Provisions of this subsection will be included in proposed rule-making.~~

~~The Barton Springs/Edwards Aquifer Conservation District (the District) may pursue enforcement penalties in addition to other District compliance efforts and options. Pursuant to Section 3-8.9 of the District's Rules, the District may assess penalties for each act of violation and for each day of violation, and each day a violation continues may be considered a separate, specific violation. Multiple violations of District Rules may result in the assessment of multiple penalties. Pursuit of a penalty outside of the penalty matrix may be permitted only with the express approval of the Board when exceptional circumstances warrant a departure from the Guidelines. Penalties assessed under these Guidelines may be waived by the District Board, following completion by the violator of one or more conservation projects approved by the District. Provisions associated with assessment and pursuit of penalties will be included in proposed rule-making.~~

~~**4.1 Penalty Assessment Criteria— for General Violations:** In determining the amount of a civil penalty to be assessed within the ranges presented, the District will consider the following factors:~~

- ~~(1) — The severity or seriousness of the violation;~~
- ~~(2) — Whether the violation was willful, intentional, or could have been reasonably anticipated and avoided;~~
 - ~~— Whether the violator acted in good faith to avoid or mitigate the violation in a timely and reasonable fashion or to correct the violation after it became apparent;~~
- ~~(3) — Whether the violator acted in good faith to avoid or mitigate the violation, or to correct the violation after it became apparent and compensate those affected;~~
 - ~~— Whether there was economic gain obtained by the violator through the violation;~~
- ~~(4) — The economic gain obtained by the violator through the violation;~~
 - ~~— Whether similar violations have been committed in the past or there is history of non-compliance;~~
- ~~(5) — Whether similar violations have been committed in the past;~~

- ~~Whether the amount is necessary to deter future violations; and~~
(6) ~~The amount necessary to deter future violations;~~
(7) ~~Any other matter that justice may require;~~

~~The Board may also choose to assess sanctions, including permit suspension or revocation, based on the consideration of these factors. Provisions of this subsection will be included in proposed rule-making.~~

4.3 Penalty Adjustments

Penalties assessed may be waived or reduced by the District Board, following assessment of the following factors:

- Compliance History (maximum 30%)
 - No compliance issues (of a similar nature) or violations (NOAV/NOV) that occurred in the last 5 years (Reasonable compliance record) – reduce penalty by up to 10%
 - No compliance issues (of a similar nature) or violations (NOAV/NOV) that occurred in the last 6-10 years (Satisfactory compliance record) – reduce penalty by up to 20%
 - No compliance issues (of a similar nature) or violations (NOAV/NOV) that occurred in the last 11 or more years (Above-satisfactory compliance record) – reduce penalty by up to 30%
 -
- Culpability (maximum 30%)
 - If the permittee could not have reasonably anticipated or avoided the violation – reduce penalty by up to 30%
- Good Faith Effort to Comply (maximum 40%)
 - Corrective actions are completed immediately after receiving courtesy notices -- reduce penalty by up to 40%
 - Corrective actions are completed immediately after pre-enforcement meeting and before an NOAV/NOV is issued – reduce penalty by up to 30%
 - Corrective actions are completed after issuance of the NOAV/NOV but before a Board Agreed Order is issued, – reduce penalty by up to 10%

and/or

- Voluntary Resolution Conditions or Projects Approved by Board (reduce by up to 20-100%) including but not limited to:
 - Voluntary on-site compliance assessment or water audit;
 - Voluntary supplemental environmental projects;
 - Voluntary conservation projects; and/or
 - Any other resolution conditions related to the specific violation.

The penalty reduction will depend on the quality and extent of the conditions or project – reduce by 20% to 100%

Calculation of Reduction Amount – Multiply the original penalty amount by the total percentage of penalty adjustments.

Ex. Permittee 1 had an original penalty of \$ 5,000 but did not have any violations in the last 10 years (20% reduction) and completed corrective actions as soon as receiving a courtesy notice (40% reduction). $\$5,000 \times 60\% = \$3,000$ reduction. 40% of penalty still due is \$2000.

Appendix A

Overpumpage of Annual Production Permit Production and Enforcement Process

1.0 Enforcement Strategy

The District's approach to a permittee's annual production permit exceedance is described here and is consistent with District Rule 3-8.5 and 3-8.8. This procedure describes the appropriate implementation mechanisms, permittee notification efforts, and permittee performance monitoring and assessment requirements. The compliance and enforcement efforts specified below, elaborate on District Rule 3-8.5 and 3-8.8 with a focus on assessment of permittee performance on a monthly and annual basis which is used to identify the level of non-compliance.

2.0 Implementation Mechanisms and Enforcement Procedures

The protocols and procedures for notifications relating to permittee overpumpage are depicted in Figure 2. Enforcement Procedures and Process for Annual Overpumpage Violations.

2.1 Meter Readings/Unusual High Monthly Production

Meter readings shall be submitted monthly to the District and recorded by the Administration team into the pumpage database for review. Once reviewed, any unusual high monthly usage will prompt a courtesy email and a courtesy phone call from the staff.

2.2 Alert Notice for 80% of Permit Usage

- Once a permittee's allotted production permit meets or exceeds 80% of the allotted production amount staff shall send the permittee a written notice.
 - This notice will serve as notification to the Permittee that the Permittee has reached 80% of the annual production amount and that the user should be cautious of future pumping that may cause them to exceed their annual authorized production volume.
 - This letter will be the first step of documentation for potential enforcement actions.

- A notice does not have to be sent to a permittee if the permittee does not show a trend of potentially exceeding the total annual authorized production volume by the end of the fiscal year.

2.3 Notice of Offence for 100% of Permit Usage /Notice of Offense

- Notice of Offense letters will only be issued and provided to Permittees if the staff has documented that the permittee has exceeded annual authorized production volume before the end of the fiscal year.

- If the staff determines that a permittee has met or exceeded its total annual production amount prior the end of the fiscal year, the Administration team will notify the Regulatory Compliance team.
- The staff will then send a Notice of Offense letter via certified mail and email to the Permittee.
 - This notice will serve as notification to the permittee that they have met or exceeded their total annual production amount and that the excess production amounts may result in an assessment of overpumpage penalties.
 - This notice will also make it the responsibility of the permittee to correspond with staff to discuss reasons as to why over pumping is occurring and how to monitor the over pumping during remaining fiscal year.

2.4 Determination of Overpumpage Violation by General Manager

- Once the fiscal year has ended, a determination of an occurrence of a violation will be made by the General Manager and will be based on an evaluation of the enforcement assessment criteria in Section 4.2 of this plan. In determining the appropriate level of enforcement and whether or not to issue a NOV, the General Manager will consider the criteria outlined in Section 2.5.

2.5 Criteria for Determining a NOV and Enforcement

In determining an enforcement action, the General Manager will sum the total enforcement points and any permittee with an enforcement calculation total over 11 points will result in the General Manager issuing a NOV and pursuing enforcement. Additionally, the matter will be referred to the Board for action and assessment of penalties.

<u>Enforcement Points</u>	
<u>10</u>	<u>Magnitude of violation: Permittee overpumpage greater than 15%</u>
<u>10</u>	<u>Compliance history: permittee had an overpumpage compliance issue or violation in previous 5 years (2 points for each violation in previous 5 years)</u>
<u>5</u>	<u>Good faith effort: Permittee did not correct and overpumped for more than 90 days and/or did not timely respond to District request</u>
<u>1</u>	<u>Permittee Communication: Permittee did not notify the District of an issue</u>
<u>1</u>	<u>Drought: overpumpage occurred during a District declared drought</u>

2.6 Penalty Methodology:

- Permittees that are issued an NOV will be assessed penalties based on permitted volume and percentage over pumped in accordance with Section 4.1.5. and the matter will be sent to the

Board for action on the penalty amount. These penalties will be assessed in addition to the excess base fee as described in the fee schedule. Permittees that are not issued an NOV will only be assessed excess base fee in accordance with the fee schedule.

- In determining penalty amounts, the District will review monthly production reports to determine when actual production volume exceeds authorized volume. After the District determines that a permittee's actual production for any month, except August, exceeds annual permitted volumes, each day of additional production after the month that permit volume is exceeded is considered overpumpage and a separate violation subject to the penalties in the table 1 and enforcement mechanisms available to the District.
- For the month of August, if the permittee exceeds the authorized annual permitted amount to be withdrawn under the Production Permit, based on the August meter reading, the permittee's production for the month of August will be divided by the number of days in August to find a daily average equivalent production volume. The daily equivalent production volume will then be added incrementally to each day in August in order to determine which day in August that production exceeded the authorized permitted volume.
- Once a permittee is found to have exceeded the annual production amount, and be in violation, the permittee will issued an NOV and be notified by certified mail and email of the following:
 - The District has documented a permit violation for over pumping;
 - The amount over pumped; and
 - The amount of daily penalties that may be assessed for each day of over pumping as determined using the tables and methodology above.
- Should the GM issue an NOV, the matter will be set on the Board's regular meeting agenda for possible Board action. Staff shall prepare the appropriate materials to be provided with the backup for the board meeting to include the relevant information and GM's recommendations on any penalty adjustments and/or conditions.
- Penalties recommended by the GM shall be determined in accordance with Section 4 *Violations and Penalty Assessment Guidelines*. The GM could recommend a reduced penalty associated based on penalty adjustments outlined in Section 4.3.
- Following Board action, the permittee shall then be sent a 30-day notice to pay the penalties. If the permittee is non-responsive or refuses to pay the GM shall exceed with a show cause hearing as outlined in Section 3.5.

2.7 Site Inspection

If the permittee does not contact the District within the time specified in the District's written request, a site inspection may be required. A site inspection may be required depending on the amount of over pumpage or if the permittee requests a site inspection. Site Inspections are authorized by District personnel under rule 3-8.3.

Example 1. Permittee (A) has an Annual Production amount of 2,000,000 gallons per year. According to the monthly meter reading submitted on May 1st(for April Pumpage) the permittee exceeds its annual production amount during the month of April. From May 1st through August 31st there are a total of 123 days. By Sep 1st the permittee accumulated a total annual overpumpage amount of 1,093,000 gallons over its permitted amount of 2,000,000 gallons. The percentage of annual overpumpage exceedance is 54.65%. Permittee (A) would be assessed penalties in Tier 1, at a penalty rate of \$120/day. Penalty amount = \$14,760. Excess Base Fee = \$185.81.

Example 2. Permittee (F) has an Annual Production amount of 12,875,000 gallons per year. According to the monthly meter reading submitted on Aug 1st (for July pumpage) the permittee had accumulated 11,968,000 gallons produced through July 31st. According to the monthly meter reading submitted on Sep 1st, the permittee used 1,014,000 during the month of August, exceeding its annual production amount by 107,000 for a total annual pumpage of 12,982,000 gallons. In the month of August there are a total of 31 days.

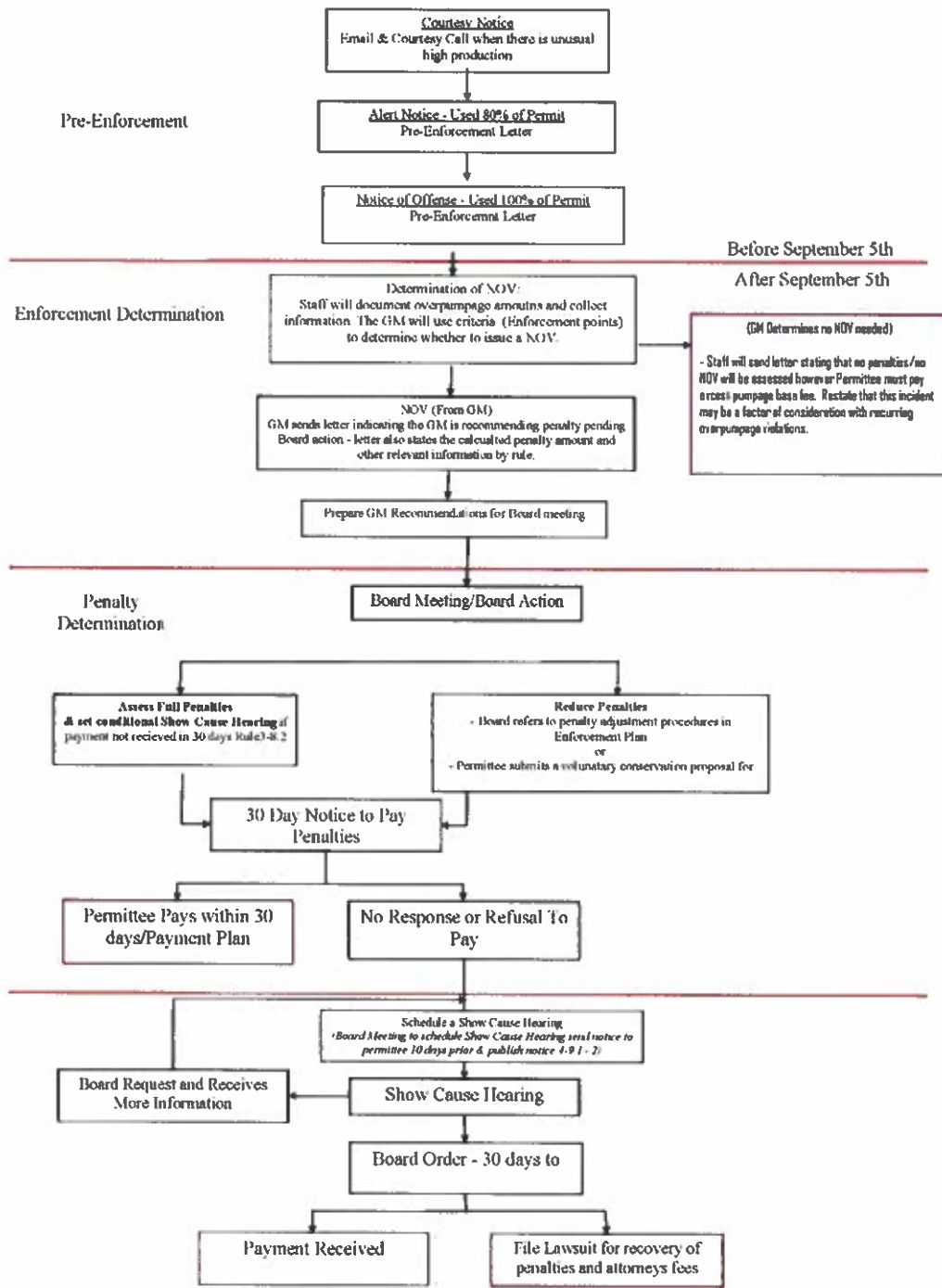
- 1,014,000 gallons produced in August + 31days = 32,709 daily equivalent
- The Aug 1st beginning production amount is 11,968,000 gals
- Add the daily equivalent amount to each day of August production until the amount exceeds 12,875,000 gallons*

*Internal staff calculator

The percentage of annual overpumpage exceedance is 0.83%. Permittee (F) would be assessed penalties in Tier 2, at a penalty rate of \$100/day. Penalty amount = \$300.00 Excess Base Fee = \$18.19

Example - Scenarios for Calculation of Overpumpage Penalties									
Permittee	Annual Permitted Volume	Overpumpage	Over %	Month Exceeded	Penalties begin on	Number Days in Penalty	Tier	Daily Penalty	Penalty Amount
A	2,000,000	1,093,000	54.65%	April	May 1	123	1	\$120.00	\$14,760.00
B	26,000,000	7,500,000	28.85%	January	Feb 1	212	2	\$155.00	\$32,860.00
C	180,000	95,710	53.17%	June	July 1	62	1	\$120.00	\$7,440.00
D	250,000,000	15,000,000	6.00%	July	Aug 1	31	3	\$250.00	\$7,750.00
E	100,000	59,700	59.70%	June	July 1	62	1	\$120.00	\$7,440.00
F	12,875,000	107,000	0.83%	August	*see calculation	3	2	\$100.00	\$300.00

Enforcement Procedure & Process for Annual Over Pumpage Violations



Appendix B **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–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 3-7.10 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 and stage of 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~~ may 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~~ Communications team.

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 notify permittees who have failed to report meter readings by the monthly reporting deadline that the District will obtain the meter readings at a fee per the Fee Schedule 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
- 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 [Section 4.0 Drought](#) 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 Drought Management Regulatory Fee for Non-compliance

In accordance with District Rule 3-7.8, the District will impose a [Drought Management Fee \(DMF\)](#) to individual permittees permitted for more than 2,000,000 gallons annually [and who exceed their monthly drought allocations](#) (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 UDGP 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 [outlined in the Fee Schedule](#) 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~~-full 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~~-full 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~~-full months of District declared drought, monthly assessment of non-compliance ~~will continue by the same criteria~~ for *Tier 2* and *Tier 3* permittees will include Level A/B/C 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 and possible action related to renewal of annual Production Permits for FY 2022 contingent on compliance with District rules and renewal requirements.

Formulas Audited 8/20/16, 7/20/17, 7/20/18, 6/20/19, 6/20/20 Revised with KRES Database on 1/19/2021 FY 2022 Permit Renewals	Historical		Conditional		Conditional (Edwards only)		DOLLARS		Water Use		
	Edwards		NOT MA		ASR		17 cent		Play		
	17 cent rate	Triply 17 cent rate	17 cent rate	44 cent rate	44 cent rate	44 cent rate	17 cent rate	44 cent rate	Annual Fee Total	Cycle	Annual Permit Fee
Annual Enterprises LLC		500,000									
Aqua Texas (Bear Creek)	12,056,000										
Aqua Texas - Bliss Spillar (was Chap. SW Copper Hills)	12,875,000	38,625,000									
Aqua Texas (Leisurewoods)	88,764,000										
Aqua Texas (Moonland)	6,000,000										
Aqua Texas (Onion Creek)	36,300,000										
Aqua Texas (Shady Hollow)	80,000,000	30,000,000									
Aqua Texas (Sierra West)	52,800,000										
Arroyo Doble Water System	400,000			400,000							
Barton Properties		1,600,000									
BGSIX Holdings LLC											
Bates Debbie											
Bear Creek Office Park	750,000				190,000						
Buck's Backyard (aka Lowden, Bob - The Painted Horse Pavilion)	1,000,000										
Buda / Kyle Church of Christ	200,119										
Byron Benoit & Co. (aka Associated Drilling)	2,000,000										
Center Materials, Inc.	214,291,000										
Cimarron Park Water Company	118,000,000										
City of Austin (Austin Water Utility)											
City of Buda	275,000,000										
City of Hays (Elliot Ranch)	45,000,000			9,450,000							
City of Hays Water Department	14,000,000		1,400,000								
City of Kyle - Water Use Fee (at 17 and 44 cents)	165,000,000		185,000,000								
City of Kyle - Transport Fee (350,000,000 gallons at 31 cents)											
City of Sunset Valley	18,590,000										
Cornal Tackle	843,750										
Cook Walden/Forest Oaks	5,000,000										
Comerstone (aka Trotter)		980,000									
Creedmoor-Mahta WSC	213,696,000										
Creekside Villas			21,369,600								
Driftwood Diesel											
Esikew Place, Ltd.				150,000							
Extra Space (aka Lockaway aka Tanglewood)	100,000			1,240,000							
Cypress Forest Residential Community aka Felder CND, LLC (irrigation)		1,000,000									
First Christian Church		1,200,000									
Forest Oaks (aka Texama Properties, Inc.)	1,649,250										
Frontier Communications (General Telephone Southwest - Verizon)		240,000									
Goebler, Matt											
Golom Special Utility District	350,900,000										
Grey Rock - COA											
Hays C.I.S.D. (Hays High School)	36,000,000										
Hays City Holdings (Travis Cox)		490,000									
Hays County Youth Athletic	4,620,550										
Hays Hills Baptist Church	300,000										
Home Tech Solutions - Kreichmar, Alta Mae* (agricultural irrigation)											
Home Tech Solutions - Kreichmar, Travis Cox	330,000										
Hunt Enterprises (Earl Hunt)	600,000										
Huntington Utility (now SWWC)	18,000,000										
Iglesia de Maranatha (aka Mision Cristiana, Maranatha)											

FY 2022 Permit Renewals (Last Updated 7.8.2021) Budgeted Permit Renewal Pumpage assets for 2022	GALLONS				DOLLARS				Water Use Invoice Amount	Annual Permit Fee
	17 cent rate	17 cent rate	44 cent rate	44 cent rate	17 cent rate	44 cent rate	17 cent rate	44 cent rate		
Independence Park				3,700,000				\$1,628.00	\$1,628.00	\$75
Industrial Asphalt (Westward Environmental/Austin Materials, LLC)								\$1,020.00	\$1,020.00	\$75
Johnson, Gilbert C.	5,500,000	6,000,000	4,000,000					\$935.00	\$2,695.00	\$75
Jump Creek		1,000,000						\$170.00	\$170.00	\$75
Jumping Jack Dog Ranch								\$396.00	\$396.00	\$75
Ladybird Montessori School								\$66.00	\$66.00	\$75
LBJ Wildflower Center								\$1,139.00	\$1,139.00	\$75
Las Lomas HOA		6,700,000						\$17.00	\$17.00	\$75
Log Cabin Plaza		100,000						\$340.00	\$340.00	\$75
McCoy Corporation	2,000,000	2,000,000						\$20.40	\$20.40	\$75
Manchaca Baptist Church	120,000							\$102.00	\$102.00	\$75
Manchaca Bible Fellowship Church	600,000							\$17.00	\$17.00	\$75
Manchaca Optimist Youth Sports Complex	4,232,000	4,232,000						\$719.44	\$719.44	\$75
Marbidge	26,730,000							\$4,544.10	\$4,544.10	\$75
Monarch Utilities - production fee	224,400,000		100,000,000					\$38,148.00	\$38,148.00	\$75
Monarch - Transport fee for partial permit (50,000,000)								\$15,500.00	\$15,500.00	\$75
Mountain City, Texas - City of	43,164,000							\$7,337.88	\$7,337.88	\$75
Mystic Oak Water Co-op	7,700,000							\$1,309.00	\$1,309.00	\$75
Nash, Chuck		2,000,000						\$340.00	\$340.00	\$75
Nature Center - CoA										\$75
Needmore Ranch (ag)								\$887.15	\$887.15	\$75
Neuro Institute	5,825,000							\$956.25	\$956.25	\$75
Oak Forest Water Supply Company	7,000,000	16,500,000	2,000,000					\$4,876.00	\$4,876.00	\$75
Onion Creek Club	47,593,250	127,410,000						\$29,748.85	\$29,748.85	\$75
Onion Creek Inn (aka Sagle Inn)	1,300,000							\$221.00	\$221.00	\$75
Onion Creek Kennels	466,838		383,182					\$168.59	\$168.59	\$75
Onion Creek Memorial Park, Inc. (Journey Group)	590,825							\$100.41	\$100.41	\$75
Park Hills Baptist Church	420,000							\$71.40	\$71.40	\$75
Plant at Kyle, The		1,005,000						\$170.85	\$170.85	\$75
Porter Company/The	500,000							\$85.00	\$85.00	\$75
Professional Contract Services, Inc. (PCS)	585,000		1,331,000					\$99.45	\$99.45	\$75
Random Austin Company								\$30.60	\$30.60	\$75
Rolling Oaks Inc.		180,000						\$170.00	\$170.00	\$75
Ross, Benjamin (and wife Theresa Andrada)	1,000,000							\$10,115.00	\$10,115.00	\$75
Ruby Ranch Water Supply Corporation	24,200,000	20,300,000	7,800,000					\$318.75	\$318.75	\$75
Ruby's Country Store	1,875,000							\$306.00	\$306.00	\$75
Schoenberg (Matthew Schoenberg Trust)		1,800,000						\$396.00	\$396.00	\$75
Schuwecht, Glen		438,117						\$74.14	\$74.14	\$75
Selders, Roy								\$97.98	\$97.98	\$75
Sellman Enterprises (aka Sosebee)	517,500							\$220.00	\$220.00	\$75
Shoal Creek Properties								\$3,301.84	\$3,301.84	\$75
Slaughter Creek Acres Water Company	10,586,725	400,000	500,000					\$68.00	\$68.00	\$75
Southern Hills Church of Christ		200,000						\$34.00	\$34.00	\$75
Southwest Pentecostal Church of God (5.17.2021 increase)	400,000							\$95.63	\$95.63	\$75
St. Alban's Episcopal Church	562,500		3,413,275					\$2,720.00	\$2,720.00	\$75
St. Andrew's School		16,000,000						\$85.00	\$85.00	\$75
St. John's Catholic Church	100,000	500,000						\$17.00	\$17.00	\$75
St. John's Presbyterian		1,000,000						\$170.00	\$170.00	\$75
St. Mark's Episcopal Church		750,000						\$127.50	\$127.50	\$75
St. Stephen's Episcopal Church								\$25.50	\$25.50	\$75
Stripes LLC #1548 (aka Sac-N-Pac)	150,000							\$25.50	\$25.50	\$75

FY 2022 Permit Renewals (Last Updated 7 & 2021) Budgeted Permitted Pumpage 2022 for 2022	GALLONS				DOLLARS				Water Use		
	17 cent rate	17 cent rate	44 cent rate	44 cent rate	17 cent rate	44 cent rate	17 cent rate	44 cent rate	Pay Cycle	Invoice Amount	Annual Permit Fee
	rs19	rs19	rs19	rs19	rs19	rs19	rs19	rs19	Total	Amount	Fee
Budgeted Permitted Pumpage 2022 for 2022											
Texas-Lehigh Cement (Plant)	54,750,000								\$9,307.50	\$2,326.88	\$75
Texas-Lehigh Cement (Spectrum)	825,000								\$140.25	\$35.06	\$75
Texas-Lehigh Cement Co (Hewe)	1,500,000								\$255.00	\$63.75	\$75
Texas Old Town		10,000,000							\$1,700.00	\$1,700.00	\$75
Texas State University Freeman Ranch		2,000,000							\$340.00	\$340.00	\$75
Todd Restaurant Group LLC (aka Hays City Store)		800,000							\$136.00	\$136.00	\$75
Travis County (aka Manchaca Firehall)	600,000		900,000						\$496.00	\$496.00	\$75
Travis County Emergency Services District #5				200,000					\$88.00	\$88.00	\$75
Trinity Episcopal School		4,200,000							\$714.00	\$714.00	\$75
Twin Creek Park (bought by Creedmoor in 2019)	12,000,000								\$2,040.00	\$170.00	\$75
Twin Oaks Ranch Church Camp	1,000,000								\$170.00	\$170.00	\$75
Uplifting Properties (aka Carlitz Chang & Chang)	397,889				602,111				\$57.64	\$332.57	\$75
2410 Vance Lane LLC		460,000							\$76.20	\$76.20	\$75
V.F.W. Post No.3377	180,000								\$30.60	\$71.40	\$75
Village of San Leanna	29,013,600								\$5,380.70	\$1,345.18	\$75
Weatherford, Thomas	5,000,000					2,837,600			\$850.00	\$212.50	\$75
White Knight (aka Thames, Michael Custom Homes (Office))	100,000								\$17.00	\$17.00	\$75
Wimberley Glassworks		1,000,000							\$170.00	\$170.00	\$75
Whittington, Keith (aka Dr. Milton Otto)	300,000			200,000					\$51.00	\$139.00	\$75
									\$86.00	\$129.00	\$75

Item 4

Board Discussions and Possible Actions

d. Discussion and possible action related to enforcement against Aqua Texas -Bliss Spillar for noncompliance with District Drought Rules and its Permit.

Item 4

Board Discussions and Possible Actions

e. Discussion and possible action related to the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including transition plans related to the resignation of the General Manager.

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 options to conduct Board meetings in person, by telephone and video conference.**
- b. Update on personnel matters – Hybrid phase of remote/in person operations.**
- c. Review of Status Report and update on team activities/projects.**
- d. Upcoming events of possible interest.**
- e. Update on drought management fees for permittee noncompliance during the drought period of October 8, 2020 – July 8, 2021.**

**STATUS REPORT UPDATE
FOR THE AUGUST 12, 2021 BOARD MEETING**

Summary of Significant Activities – Prepared by Staff Leads

Upcoming Dates of Interest

- Texas Groundwater Summit (Texas Alliance of Groundwater Districts) – August 31-September 2, (San Antonio)
- Texas Rainmaker Award Dinner – September 14 (Austin)
- Texas Water Development Board (TWDB) “Water for Texas” 2021 Conference – September 27-29 (Austin)
- Geogulf 2021 – October 27-29 (Austin)
- National Cave and Karst Management Symposium – November 1-5 (San Marcos)
- GMDA Annual Conference – January 18-20, (San Antonio)

DROUGHT MANAGEMENT

Drought Status and Water-Level Monitoring (Justin)

No Drought was officially declared at the July 8, 2021, Board meeting after 8 to 11 inches of rain between May 1 and July 1 had reversed the downward trend of aquifer levels and spring flow. On August 5, 2021, the Lovelady well had a level of 489.4 ft msl, 11 ft above the drought trigger level. On August 5, 2021, Barton Springs was flowing at 76 cfs (10-day average), well above the drought trigger point. An additional 6 inches of rain between July 2nd to August 5th, 2021 has produced recharge continuing to raise aquifer level and spring flow. Area creeks are flowing including Onion Creek, providing recharge to Antioch Cave and the Edwards Aquifer.

Drought Communication (David, 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. Written permittee notifications and public notice of non-drought conditions were mailed and emailed out. 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/>

DISTRICT PROJECTS

GMA Joint Planning

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

The next GMA 10 meeting will be held on August 10, 2021, at the Caucus Room, Edwards Aquifer Authority 900 E. Quincy, San Antonio, Texas 78215 location. More information can be found at www.gma10.org On April 20, 2021 the GMA took action to approved adopting proposed DFCs.

GMA 10 is currently reviewing public comment from the public comment period that ended on July 22, 2021. BSEACD held a public hearing to approve proposed DFCs on June 10, 2021.

Since BSEACD serves as the GMA 10 chair, will guide the discussions and planning activities at the GMA 10. The primary activities of focus for the 2021 year 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. There is a GMA 10 meeting on August 10th.

➤ ***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. Currently, staff is in the internal review process of the Freshwater Edwards, Saline Edwards and the Trinity Explanatory Reports.

Trinity Aquifer Sustainable Yield Study & Planning

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

GM and staff are continuing to review research on sustainability goals, metrics and thresholds. Staff has met with our facilitator four times to discuss the project timeline, communication, and certain components of an Advisory Work Group. Staff has begun 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 recently met with the facilitator to discuss the process overview and is working to finalize the level of participant engagement. Staff is meeting internally to discuss how to work through the unreasonable impact factors and what data and information is needed to assess. This project effort has been put on pause while staff works through the transition period. Staff may have one final meeting with our facilitator to update her on the situation and finalize one task .

➤ ***Technical Evaluations (Brian, Jeff)***

Aquifer Science staff continue to collect data on the geology and hydrogeology related to the Trinity Aquifers. We are evaluating water-level data for a number of Trinity wells to look for long-term trends. We are working with Hays County to install Trinity monitor wells in the Jacob's Well area. A meeting with BSEACD and Hays County staff is scheduled for August 9 at Jacob's Well to determine well site location, discuss access agreements, and well drilling logistics. 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 converting the steady-state model into a transient model which will allow simulation of different pumping and drought scenarios over time. We have hired a consulting firm called GSI to assist us with progressing the model to transient, and had our project kick-off meeting with GSI staff on July 31. 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. Hays County has committed to providing \$500,000 to the project. This will allow for complete funding of the model. The Meadows Center is negotiating a contract with Southwest Research Institute to develop the model.

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 within Zilker Park and south of the pool. The Watershed Protection Department has offered to install monitoring equipment in Barton Springs Pool to measure dissolved oxygen as the springs experience wet to drought conditions. Those instruments will likely be deployed after the summer swim season.

Database Management System - Intera Inc (Michael, Kendall)

Intera continues to work on modules for completion and deployment. Staff had a meeting with Intera on May 4, 2021, to discuss the progress of the project which included scheduling changes and providing Intera with information regarding Drought and Query builder. Staff is currently working on the Permit/Production & Meter Reading sections of the Database mock-ups and has had multiple internal meetings. Staff is trying very hard to stay focused and wrap this up and an in-person meeting is being scheduled for August, with Intera, to wrap up the final stages of the Database. Staff will need to prioritize finalizing database mockups by early Nov. to hand off to Intera. Staff plans on meeting with Intera before end of August and will be working diligently to finalize.

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. Installation of these monitor wells should be completed by late summer 2021. These two ILAs are being extended until August 31, 2022. We are discussing with Hays County staff the location of one of the wells on Hays County park property.

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.

Region K Planning Activities (Michael)

Region K meet on July 21, 2021, to discuss resignation of the public interest representative and Counties representative. Region K made the motion to replace those representatives with their alternates until a new representative could be found. Region K also directed its Consultant Committee to proceed with negotiation with Blanton and Associates to become the new consultants for the Regional Water Plan Cycle.

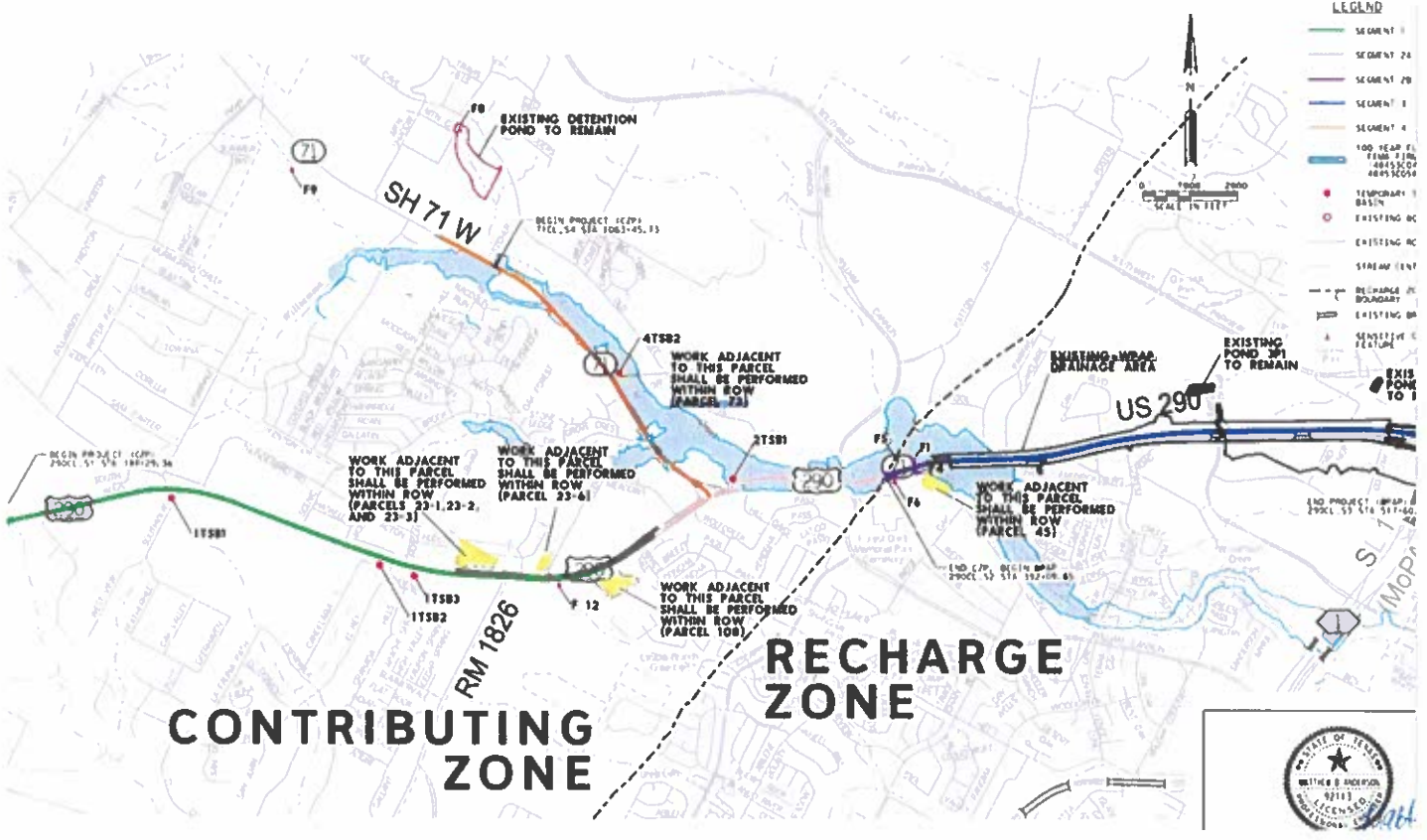
Strategic Planning Implementation (Vanessa):

Vanessa, David, Blayne, Christy held a debrief meeting on 6/25/21 with the facilitators to discuss the next steps of prioritization and developing an implementation plan. David and Vanessa will develop a summary and provide to the committee. A draft implementation plan will be prepared in early fall 2021.

WPAPs

Staff recently received the Oak Hill Parkway Project WPAP and CZP for Clearing and Grading Phase

Oak Hill Parkway project traverses both the Edwards Aquifer Recharge Zone and Contributing Zone. The project will be divided into 4 segments and an offsite detention pond.



Phasing structure

Work Type	Work Elements	EAPP Permit to Include
Grading	<ul style="list-style-type: none"> • Clearing and grubbing • Grading/Excavation • Retaining Walls, Sound Walls • City of Austin Water and Wastewater Lines <p>Note: Wastewater line within Recharge Zone will go thru EAPP SCS application approval process.</p>	<ul style="list-style-type: none"> • WPAP & CZP plans • Right to possess and use of ROW • TCEQ Site Plan <p>Note: Plan sheets related to Impervious Cover will not be provided.</p>
Offsite Detention Pond	<ul style="list-style-type: none"> • Clearing and grubbing • Construction of earthen dam/berm up to 20 ft high, 700 ft long with concrete spillway • Site access and maintenance pad 	<ul style="list-style-type: none"> • CZP Exception plan • Right to possess and use of ROW • Signed and sealed plans for full construction • Plan sheets related to Impervious cover and Permanent BMPs
Wastewater Line in Recharge Zone	<ul style="list-style-type: none"> • City of Austin wastewater line within Recharge Zone • Wastewater line that is extended from Recharge Zone to the next manhole in Contributing Zone 	<ul style="list-style-type: none"> • SCS plan • Right to possess and use of ROW • Signed and sealed plans for full construction • Plan sheets for temporary BMPs
Full Construction (Final Design)	<ul style="list-style-type: none"> • Final Pavement, Bridges, Drainage Structures • Permanent BMPs 	<ul style="list-style-type: none"> • WPAP and CZP plans • Right to possess and use of ROW • TCEQ Site Plan

WPAP – RZ

This phase of construction will include clearing, grubbing, grading, and water lines. Temporary BMPs include rock filter dams, silt fences soil retention blankets and inlet protection. Permanent BMPs and water quality basins will not be constructed during this phase are not included in this WPAP. Water quality basins will be roughly graded and serve as temporary sediment and hazardous material traps during construction. A final permit phase will be provided at a later date when impervious cover and permanent water quality ponds and BMPs will be permitted. The GA identified 13 features and 4 were identified as sensitive (F-1, F-4, F-5, F-6). All sensitive features seem to have a 50 ft no-construction buffer as protection.

CPZ – CZ

This phase of construction will include clearing, grubbing, grading, and permanent wall construction and water and wastewater lines. Temporary BMPs will be same as in WPAP. F-12 has been identified and will have 50 ft no-construction buffer and 200 ft watershed catchment.

Training, Presentations, and Conferences (All Teams):

- *Aquifer Science:*
- *Regulatory Compliance: NA*
- *Administration: NA.*
- *Communications and Outreach: NA*
- *General Manager: NA*
- *All Staff: NA*

New Maps, Publications, or Reports:

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

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

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

LITIGATION AND LEGISLATION

Litigation and SOAH Activities (Vanessa)

- **Electro Purification Production Permit:**

Current Activity: No further actions have been taken and no new updates are available as of August 6, 2021.

Recent Background: On April 14th the GM and counsel met with EP to discuss their desired requests relating to amending their permit application request. We discussed administrative processes and options relating to their permit request as well as the GM's current position statement.

On March 9th the GM issued a letter to EP returning the July 17, 2017 application of Electro Purification LLC and explaining that there is no further action that the GM intends to take in connection with the remand. On March 11th the applicant, EP, responded to the GM's 3/9 letter, stating that they interpret the EP application to still be active and necessitating Board Action.

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.

RULEMAKING, PERMITTING, AND ENFORCEMENT

Rulemaking (Michael, Kendall)

The Board adopted the Rules and Fee Schedule on July 8, 2021. The Regulatory Compliance team has developed draft documents to amend the enforcement procedures that pertain to annual overpumpage. Staff will be bringing the Enforcement Plan to the full Board in August for approval.

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>
Aqua Texas – Bliss Spillar	Edwards	PWS	Board will be discussion further action at August Board meeting.

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>
IPP	Lower Trinity	Aqua Texas – Bliss Spillar	PWS	6,000,000
LPP	Lower Glen Rose	Hallam, Jerry	Domestic	500,000
LPP	Waiting on Paperwork	Mary Burton	Domestic	500,000
Change of Ownership	Edwards	James Stinson	Agricultural/Livestock	430,000
Change of Ownership	Edwards	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>
Exempt	Edwards	Crowell, David	Domestic	(Exempt)

AQUIFER STUDIES **(Brian)**

Permitting Hydrogeologic Studies:

- Aqua Texas Inc- Aquifer Science staff has been involved with Aqua Texas as they are testing a Lower Trinity well in Chaparral Park. Aqua has submitted a hydro-report for the District for review.
- Aquifer Science staff have reviewed plans for a Trinity well at Ski Quest east of IH-35, but we don't know if Ski Quest intends to install the well.

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.
- Kinder Morgan Permian Highway Pipeline – WQ Workgroup: A meeting was held in May with various parties interested in conducting some form of groundwater monitoring related to the pipeline. Overall, the parties were supportive of some type of monitoring of petroleum hydrocarbons in the Trinity Aquifer. We will draft a work plan and present it to the group in a future meeting.

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:

- BRATWURST Modeling- Waiting for Meadows Center to give SWRI the go-ahead to start the model. This should start by late July now that funding for the project has been completed.
- In-house model- Working to transition the steady-state model into a transient model and looking for an advisor to guide us through the transition process.
- DSS Tool -A small project is underway by a consulting company in Nebraska to develop a Groundwater Evaluation Tool (GET) for the Trinity Aquifers using the District's in-house model. This work is being paid for by a grant from the Environmental Defense Fund. A demonstration of GET was conducted on June 3 for District staff.

COMMUNICATIONS AND OUTREACH

(David Marino)

July 2021

Website: During the month of July, the drought lifted press release was posted in the BSEACD newsroom, under District Spotlights, under press releases, and a banner was added to the top of the website page. The drought education section of the website was updated, and the drought monitor blog was updated. “The Aquifer Zone” newsletter was posted under spotlights, a banner was added to the top of the website page, it was added to the newsletter page of the website and was added to the BSEACD Newsroom. Added Spikes in Turbidity, Residential Limited Production Permitted Wells Meter Readings Information to District Spotlights. The press release on Precinct 3 Director Blake Dorsett resigning went posted on the website under spotlights, press releases, and on the BSEACD newsroom page. The *BSEACD Newsroom* page was also updated with latest press releases, upcoming meetings, videos, etc. <https://bseacd.org/publications/bseacd-newsroom/>

Website Analytics 2021			Top Website Pages Visited		
Month	Total Page Views	Unique Page Views	May	June	July
March	3,386	2,608	Homepage 732	Homepage 719	
April	3,782	2,846	Drought Status 184	Drought Status 276	
May	2,822	2,358	Maps 164	Maps 144	
June	2,689	2,278	About the Aquifers 88	About Us/Staff 76	
			About Us/Board 77	About the Aquifers 70	

Press Releases:

Dorsett Resigns as Secretary of Barton Springs/Edwards Aquifer Conservation District; District Solicits Interest in Filling Precinct 3 Vacancy

<https://bseacd.org/uploads/Dorsett-Resigns-as-Secretary-of-Barton-Springs-Edwards-Aquifer-Conservation-District-District-Solicits-Interest-in-Filling-the-Precinct-3-Vacancy-.pdf>

Aquifer District Lifts Drought Declaration, Reminds Permittees of Water Conservation Period; District Approves Changes to Rules & Bylaws

<https://bseacd.org/uploads/Aquifer-District-Lifts-Drought-Declaration-Reminds-Permittees-of-Water-Conservation-Period-FINAL-3.pdf>

Media Coverage:

BSEACD board position open after director resigns – July 12, 2021 – Hays Free Press

<https://haysfreepress.com/202/07/12/bseacd-board-position-open-after-director-resigns/>

Dorsett resigns as Secretary of BSEACD; District solicits interest in filling precinct 3 vacancy – July 15, 2021 – San Marcos Corridor News

<https://smcorridornews.com/dorsett-resigns-as-secretary-of-bseacd-district-solicits-interest-in-filing-precinct-3-vacancy/>

Aquifer District removes drought restrictions – July 9, 2021 – Hays Free Press

<https://haysfreepress.com/2021/07/09/aquifer-district-removes-drought-restrictions/>

La Nina Returning in fall – July 12, 2021 – Austin American-statesman

<https://www.statesman.com/story/weather/2021/07/12/central-texas-ok-drought-wise-but-what-happens-when-la-nina-returns/7915364002/>

Media Requests: Hays Free Press reached out for more information on Blake Dorsett's resignation. After seeing the press release, all their questions were answered. Spectrum News Austin reached out for a picture of Blake Dorsett. I sent them the picture from our website and told them that I did not have a traditional headshot of him.

TAGD (Texas Alliance of Groundwater Districts) GCD Index Audit: Communication & Outreach Manager is part of TAGD's Information & Education Committee. Provided feedback on TAGD Communications Toolkit. Also had a lunch meeting with Julia Stanford, Programs and Operations Manager.

Communications and Outreach Plan – Made changes to Communications and Outreach plan based on suggestions from Communications Committee (Dan Pickens, Christy Williams, Vanessa Alvarado). The latest draft was submitted to General Manager. General Manager requested a few additional changes.

Region K Meeting: Attended virtual Region K Meeting.

Website Redesign: No updates this month. This is on hold until new General Manager comes in.

Videos (Uploaded to YouTube and Twitter/Facebook):

How to Learn More About BSEACD

<https://www.youtube.com/watch?v=5TAegYVzYi0&t=1s>

BSEACD Seeking Precinct 3 Director Candidates

<https://www.youtube.com/watch?v=Pk22aCXO4DY&t=1s>

Science in 60 Seconds – Turbidity

<https://www.youtube.com/watch?v=bs2ILaIRfek>

What is Dye Tracing and How Is It Used in Groundwater Research

<https://www.youtube.com/watch?v=sLAWwkV76g>

Antioch Cave Whirlpool

<https://www.youtube.com/watch?v=cHYZNdA3LBk>

Science in 60 Seconds: What is pH?

<https://www.youtube.com/watch?v=fjIqFZaXCuo>

The Aquifer Zone – July 2021 Newsletter
<https://www.youtube.com/watch?v=SSndCRTi6yQ>

Drought Declaration Lifted/Drought Outlook
<https://www.youtube.com/watch?v=eQzruGzv3ns>

Residential Limited Production Permitted Wells
https://www.youtube.com/watch?v=dtDflt_PBrl

Drought Monitor Blog
<https://www.youtube.com/watch?v=c5aD8piE-oE>

BSEACD Monthly Social Media Roundup/Groundwater News

Social Media Roundup (July 2021):
<https://bseacd.org/uploads/BSEACD-Social-Media-Roundup-July-2021.pdf>

Monthly Groundwater News (July 2021):
<https://bseacd.org/uploads/BSEACD-Monthly-Groundwater-News-Dates-of-Interest-July-2021.pdf>

Social Media (Twitter & Facebook): Here is everything we shared in July on social media: Edwards and Trinity Aquifer Monitoring, Antioch Cave Video, Water Wise Wednesday: Well Maintenance, TWDB Water Weekly Report, Weather Station 360 Photo, World Nature Conservation Day, Throwback Thursday: Jacob’s Well, Science in 60 Seconds: What is pH, Board Secretary Blake Dorsett submits resignation, Residential Limited Production Permitted Wells Meter Readings, Spikes in Turbidity, TWDB Water Weekly Report, Board of Directors Precinct 3 Opening, Subscribe to BSEACD YouTube Channel, Austin Water Prescribed Burn, Drought Video, Aquifer Zone promo video, Snake Found, Science in 60 Seconds: Turbidity Video, Austin Water Controlled Prescribed Burn, Karst Aquifer, Monday Afternoon Downpour Video, Precinct 3 Opening Video, TWDB Water Weekly Report, Water Wise Wednesday: Native & Adapted Plants for Central Texas, Throwback Thursday Bluebonnet Photo, How to Learn More About BSEACD Video, Fun Fact Friday: Dye Tracing, Do It Yourself Rain Barrels, Karst Features, TWDB Water Weekly Report, District Gardens, July 4th Office Closure, Water Wise Wednesday: Self Irrigation Audit, Sinkholes and Karst, Throwback Thursday: Goat Cave, Shorten Your Shower Time, Smart Irrigation Month, Karst Features.

The top performing post on Facebook for the month of July was Science in 60 Seconds: What is pH and it reached 180 people and had 36 engagements. The top performing video on Facebook was “District Coming Out of Drought” with 955 views. The top tweet on Twitter for the month of July was a post on a prescribed burn that was planned on 210 acres of Water Quality Protection Lands. It had 1,315 impressions. The top performing video on YouTube for the month of July was the “Drought Declaration Lifted” and it had 17 views.

GENERAL ADMINISTRATION
(July 3 – August 8, 2021)

Accounts Receivable/Permittee Cycle Billings

On July 16, invoices went out for August monthly production fee billings (this is the last billing cycle for FY 2021), and includes the DMFs assessed for the October 2020 – June 2021 drought period.

DMF invoices for the year going out with the August monthly production fee billings are due on August 5, and considered late on August 16.

FY 2022 initial billings, which is the largest billing cycle of the year because not only does it include the September monthly billing cycle and the 1st quarter billing cycle, it also includes the annual paying permittees, the two transport fees, and the annual permit fees (that have been increased from 50/per permit to 75/permit in the recent Fee Schedule change), will be mailed out on August 16.

Drought Assessments - DMFs (Drought Management Fees)

DMFs were assessed in July to apply to June pumpage.

Total DMFs invoiced to date = \$4700. Total payments of \$2500 have been received.

Financial Reporting – Website Transparency Section (Texas Comptroller’s Office)

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 July 2021 have been posted on the District website.

Retirement Plan - Distribution of participant-required annual notices

To all Eligible participants, regardless if they are currently contributing or not, terminated participants with an account balance and beneficiaries with an account balance.

Miscellaneous

Master Services Contracts (MSCs) process of five-year renewals (2022-2026) to be addressed at August board meeting for Board approval of “Approved Vendors” list. Endo year book closing. Audit preparation. Records Management and Disposition.

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, payroll, bi-weekly payroll journal updates, directors’ compensation, pre-pays, DMFs, posting public meetings, preparing meeting backups, 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 extraordinary tasks outside of our routine tasks, but support all other teams.

Premiere	Total Promoted Gallons	DMF Fee	Monthly DMF Assessments FY 2021												Total Accrued	Total Remaining Balance	
			(Jan DMF)	(Mar DMF)	(Apr DMF)	(May DMF)	(June DMF)	(Jul NONE)	(Aug NONE)	(Sep NONE)	(Oct NONE)	(Nov NONE)	(Dec NONE)				
Aqua Texas - Bliss Spiller	51,500,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Bear Creek	12,095,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Leisurewoods	88,764,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Mooreland	6,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Onion Creek	36,300,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Sturdy Hollow	88,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Aqua Texas - Sierra West	34,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Arroyo Double Water System	52,800,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Centex Materials, Inc	214,291,000	\$500	500	0	500	500	500	500	500	500	500	500	500	500	500	500	0
Compton Park Water Company	118,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
City of Buda	275,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
City of Hays - Elbow Ranch	54,450,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
City of Hays Water Department	15,400,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
City of Kyle	358,000,000	\$500	500	0	500	500	500	500	500	500	500	500	500	500	500	500	0
City of Sunset Valley	18,596,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Cook-Walden/Forest Oaks	5,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Creedmore-Maha WSC	235,065,600	\$500	500	0	500	500	500	500	500	500	500	500	500	500	500	500	0
Goferth Special Utility District	358,900,000	\$500	500	0	500	500	500	500	500	500	500	500	500	500	500	500	0
Hays C.I.S.D. (Hays High School)	30,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Hays County Youth Athletic	4,820,550	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Huntington Utility (asw SWWC)	18,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Independence Park	3,780,000	\$100	100	0	100	100	100	100	100	100	100	100	100	100	100	100	0
Industrial Asphalt	4,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Johanson, Gilbert C.	9,500,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
J.L.B.J. Wildflower Center	6,700,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Manchaca Opusmax Youth Sports Complex	4,232,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Marbridge	24,720,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Monarch Utilities	324,400,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Mountain City, Texas - City of	43,164,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Mythic Oak Water Co-op	7,700,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Nature Center	16,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Nedmore Ranch (ag)	289,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Nicuro Institute	5,625,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Oak Forest Water Supply Company	25,500,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Onion Creek Club	174,993,250	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Ruby Ranch Water Supply Corporation (add ASR)	52,300,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Slaughter Creek Acres Water Company	14,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
St. Andrew's School	16,000,000	\$100	100	0	100	100	100	100	100	100	100	100	100	100	100	100	0
Texas Old Town	10,000,000	\$100	100	0	100	100	100	100	100	100	100	100	100	100	100	100	0
Texas-Lehigh Consent (Plant)	54,750,000	\$500	500	0	500	500	500	500	500	500	500	500	500	500	500	500	0
Trinity Episcopal School	4,200,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Twin Creek Park	12,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Village of San Leonas	31,651,200	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Weatherford, Thomas	5,000,000	\$250	250	0	250	250	250	250	250	250	250	250	250	250	250	250	0
Column Totals			\$1,350	\$0	\$1,350	\$750	\$500	\$500	\$750	\$750	\$500	\$750	\$750	\$500	\$750	\$4,700	\$2,200
Doublecheck																\$4,700	\$2,200
# of DMFs			6	11	5	3	2	3	1								

Should match QB 4318.0 (through 7.16.2021)
Should match QB 1200.1 (through 7.16.2021)

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