

Refugio Groundwater Conservation District Meeting Notice and Agenda

Notice is hereby given in accordance with the Open Meetings Act, Chapter 551, Government Code and Section 36.064 of the Texas Water Code that the Refugio Groundwater Conservation District Board of Directors will hold a meeting on September 10, 2024, at 6:00 PM at 708 Commerce Street, Refugio, Texas 78377.

AGENDA

1. Call the meeting to order and welcome guests.
2. Receive public comments.
3. Consideration of and possible action on matters related to groundwater management including the efforts and activities of the District regarding permitting, complaints, investigations, violations, and enforcement cases associated with permitting.
4. Consideration of and possible action on matters related to groundwater protection including complaints, investigations, violations, and enforcement cases related to groundwater contamination and waste.
5. Consideration of and possible action on matters related to groundwater monitoring.
6. Consideration of and possible action on matters related to groundwater conservation.
7. Consideration of and possible action on matters related to groundwater resource planning including Groundwater Management Area 15 Joint Planning and regional water planning.
8. Consideration of and possible action on matters related to groundwater policy including the Management Plan of the District and the Rules of the District.
9. Consideration of and possible action on matters related to administration and management including the minutes of previous meetings, the annual budget of the district, bank accounts, investments, financial reports of the district, bills and invoices of the district, management goals and objectives of the district, administrative policies, staffing, consultant agreements, interlocal cooperation agreements, support services provided to and from other groundwater conservation districts, and contracts related to the 2024 election and the potential cancellation of the 2024 election.
 - a. Budget recommendation for Fiscal Year 2025
 - b. Tax rate for Tax Year 2024.
 - c. Certified tax roll for Tax Year 2024.
10. Consideration of and possible action on matters related to legal counsel report.
11. Adjourn.

The Refugio Groundwater Conservation District may close the meeting, if necessary, to conduct private consultation with legal counsel regarding matters protected by the attorney-client privilege pursuant to Section 551.071 of the Government Code or to discuss matters regarding personnel pursuant to Section 551.074 of the Government Code. The Refugio Groundwater Conservation District will return to open meeting, if necessary, to take any action deemed necessary based on discussion in closed meeting pursuant to Section 551.102 of the Government Code.

In Accordance with Title III of the Americans with Disabilities Act, the District invites all attendees to advise us of any special accommodations due to disability. Please submit your request as far as possible in advance of event you wish to attend.

Small Taxing Unit Notice

The Refugio Groundwater Conservation District will hold a meeting at 6:00 PM on September 10, 2024 at 708 Commerce Street, Refugio, Texas 78377 to consider adopting a proposed tax rate for tax year 2024. The proposed tax rate is 0.01374 per \$100 of value.

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

RGCD - Meeting Packet - 20240910

Item 1.0 - Convene Meeting


Management Discussion:

Staff completed all necessary public notification requirements for the meeting.

Public Notices:


See: [Public Notice - 20240910 - Board Meeting](#)

RGCD - Meeting Notice - 20240910 - Final.pdf

 [Untitled Attachment](#)

See: [Public Notice - 20240910 - Small Taxing Unit Notice](#)

RGCD - Small Taxing Unit Notice - TY2024 - 20240910.pdf

 [Untitled Attachment](#)

Management Recommendation:

Call the meeting to order and call the roll of representatives:

Precinct 1: Mr. John Snyder, Treasurer: _____ .

Precinct 2: Mr. Carroll Borden, President: _____ .

Precinct 3: Ms. Cynthia Rose: _____ .

Precinct 4: Mr. Fredric Biery, Secretary: _____ .

At Large: Vacant: _____ .

General Manager: Mr. Tim Andruss: _____ .

General Counsel: Mr. James Allison: _____ .

Item 2.0 - Receive Public Comment

Management Discussion:

None.

Management Recommendation:

Offer to accept public comment from attendees.

Item 9.0 - Report regarding Administration and Management

Previous Consideration by the Board:

Meeting Packet - 20240715

Management Discussion:

Regarding Election Coordination for CY2024.

See: Item 9.5 - Election Matters

Regarding Financial Audit for FY2023.

No report.

Regarding Investment Management for FY2024.

No report.

Regarding Financial Record Processing and Reporting for FY2024.

No report.

Regarding Budget Development for FY2025.

See: Item 9.1 - Tax Rate for Tax Year 2024

See: Item 9.2 - Appraisal Roll for Tax Year 2024

See: Item 9.3 - FY2025 Budget Amendment and Authorizations

See: Item 9.4 - Bills and Invoices

See: Item 9.6 - Office Consolidation and Surplus Equipment

See: Item 9.7 - Investments in Texpool

Regarding Asset Tracking for FY2024.

No report.

Regarding Public Funds Training for FY2024.

No report.

Regarding Website Improvements.

No report.

Regarding Public Notice and Meeting Coordination for FY2024.

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

No report.

Regarding Performance Audit for FY2023.

No report.

Regarding Project Management for FY2024.

No report.

Regarding Administrative Policy Review for FY2024.

No report.

Regarding Transparency Reporting for FY2024.

No report.

Regarding Cybersecurity Training for FY2024.

No report.

Regarding Consultant Review for FY2024.

No report.

Regarding Open Government Training for FY2024.

No report.

Regarding District Liability Insurance Review and Renewal for FY2024.

No report.

Regarding Digital Record Archiving for FY2024.

No report.

Regarding Physical Record Archiving for FY2024.

No report.

Management Recommendation:

None.

Item 9.1 - Tax Rate for Tax Year 2024

Previous Consideration by the Board:

None.

Management Discussion:

The District completed the public notice requirements related to the required public hearing regarding the proposed tax rate for tax year 2024.

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

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

RGCD - TNT Worksheet - 2024 Tax Rate Calculations.pdf

 Untitled Attachment

RGCD - Order Adopting Tax Rate for Tax Year 2024.pdf

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Management Recommendation:

Management Recommendation 1: open the public hearing regarding the proposed tax rate.

Management Recommendation 2: move to close the public hearing after accepting public comment regarding the proposed tax rate.

Management Recommendation 3: move to approve and adopt the No-New-Revenue Tax Rate as the adopted tax rate by order.

Item 9.2 - Appraisal Roll for Tax Year 2024

Previous Consideration by the Board:

None.

Management Discussion:

RGCD - Appraisal Roll - TY2024.pdf

 Untitled Attachment

RGCD - Order Approving 2024 Appraisal Roll.pdf

 Untitled Attachment

Management Recommendation:

Move to accept and approve the appraisal roll for Tax Year 2024 and adopt the Order Approving the 2024 Appraisal Roll..

Item 9.3 - FY2025 Budget Amendment and Authorizations

Previous Consideration by the Board:

None.

Management Discussion:

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

RGCD - Annual Budget - Fiscal Year 2024-2025, Version - Management Recommendation (5yr ILA).pdf

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In order to efficiently administer the operations of the district, the board has granted limited authority to the general manager to spend funds on certain expenses that are referred to regular and routine expenses within the constraints of the approved budget. This authorization applies to expenses such as subscription services, lease payments and so on.

Other expenses require board consideration and explicit authorization from the board to pay such as invoices from technical consultants and contractors. Regardless of the procedure under which authorization is obtained to spend funds, all expenditure transactions (as well as revenue transactions) are presented to the board for review and oversight within the meeting packets of regular meetings.

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

However, in some instances, this procedure proves to be inefficient and hinders managements ability to administer the projects of the district designed to achieve the operational objectives of the district. This circumstance frequently arises in instances where the district seeks to sponsor external activities such as proposals to promote water conservation or have a technical matter addressed by a consultant.

Management Recommendation:

Move to 1) adopt the draft revision of the FY2025 Budget, 2) authorized general manager to engage and pay consultants under the agreements approved by the board, and 3) authorize the general manager to award sponsorships and pay the corresponding expenses in accordance with the approved operational budget of the district.

Item 9.4 - Bills and Invoices

Previous Consideration by the Board:

Meeting Packet - 20240715

Management Discussion:

ACCTP-20240910-01 - \$250.00 - Carroll Borden - September Meeting

ACCTP-20240910-02 - \$250.00 - John Snyder - September Meeting

ACCTP-20240910-03 - \$250.00 - Fredric Biery - September Meeting

ACCTP-20240910-04 - \$250.00 - Cynthia Rose - September Meeting

ACCTP-20240910-05 - \$157,000.00 - VCGCD - FY2025 - Interlocal Agreement

ACCTP-20240910-06 - \$1,020.00 - Allison, Bass & Magee, LLP

Management Recommendation:

Management Recommendation 1: move to authorize the General Manager to pay the outstanding bills and invoices for goods and services received by the District.

Management Recommendation 2: move to authorize the General Manager to pay the invoice from the Victoria County GCD for the Regular and Routine Fees for FY2025 and the Office and Equipment Fees for FY2025 - FY2029.

Item 9.5 - Election Matters

Previous Consideration by the Board:

[Meeting Packet - 20220906](#)

Management Discussion:

The the Secretary of State Office has published Election Advisory 2024-17. See [November 5, 2024 Election and December 14, 2024 Runoff Election Law Calendar \(state.tx.us\)](#). Within the advisory, a number of key dates are identified regarding the upcoming elections:

- Monday, August 19, 2024 (78th day before Election Day)
 - **Political Subdivisions Other Than Counties: 5:00 p.m.** — Last day for a candidate in a political subdivision (other than a county) to file an application for a place on the ballot for general election for officers for most political subdivisions, except as otherwise provided by the Texas Election Code. (Secs. 143.007(c), 144.005(d), Election Code; Sec. 11.055, Education Code; Chapter 286, Health & Safety Code). See [Candidacy Filing outline](#) for more details.
 - **Political Subdivisions Other Than Counties (General Election):** Deadline for political subdivisions to order a general election to be held on Tuesday, November 5, 2024. (Sec. 3.005).
- Friday, August 23, 2024 (74th day before Election Day)
 - **Political Subdivisions Other Than Counties: 5:00 p.m.** — Deadline for write-in candidates to file [Declarations of Write-In Candidacy \(PDF\)](#) for regular officers for city, school district, library district, junior college district, hospital district, common school districts, Chapter 36 and 49 Water Code districts, and other political subdivision elections, unless otherwise provided by law. (Secs. 144.006(b), 146.054(b), 146.055, Election Code; Secs. 11.056, 11.304, 130.0825, Education Code; Secs. 326.0431, 326.0432, Local Government Code; Sec. 285.131, Health and Safety Code; Secs. 36.059, 49.101, 63.0945, Water Code). See [Candidacy Filing outline](#) and [Local Candidates' Guide](#) for more information.
- Monday, August 26, 2024 (71st day before Election Day)
 - **Political Subdivisions Other Than Counties:** Recommended first day that a general or special election must be cancelled if all filing deadlines have passed, each candidate for an office listed on the ballot is unopposed (except as discussed below), and write-in votes may be counted only for names appearing on a list of write-in candidates. The [Certification of Unopposed Candidates for Other Political Subdivisions \(PDF\)](#) may be used to certify candidates as unopposed. Also, see our [Sample Order of Cancellation \(PDF\)](#).

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

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

Example Election Documents:

- [Elections Form Index \(state.tx.us\)](#).
- Order of General Election for Other Political Subdivisions:
<https://www.sos.state.tx.us/elections/forms/pol-sub/1-3f.pdf>
- Certification of Unopposed Candidates for Other Political Subdivisions:
 - [13-1f.pdf \(state.tx.us\)](#).

SOS Certification of Unopposed Candidates - 20240821 - 13-1f.pdf

 Untitled Attachment

SOS Order of Cancellation - 13-2f.pdf

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

Management Recommendation:

Move to cancel the election for all positions by order.

Item 9.6 - Office Consolidation and Surplus Equipment

Previous Consideration by the Board:

None.

Management Discussion:

With the execution of the interlocal agreement with VCGCD for administrative services through September 30, 2029, staff need to prepare for the consolidation of the RGCD office with the VCGCD office.

Management Recommendation:

move to authorize the General Manager to:

1. transfer the permanent records and associated file cabinets of the district to VCGCD,
2. transfer the phone number of the district to VCGCD,
3. make the necessary revisions to documents, forms and website to reference the consolidated office addresses and phone numbers,
4. update all account information regarding the consolidated office address and phone number,
5. sell and transfer any office equipment or supplies to VCGCD or any other local government entity at the fair market value or depreciated value if known, dispose of any non-functional supplies or equipment possessed by the district,

6. dispose of any functional supplies or equipment possessed by the district if no other local governmental entity expresses purchases the equipment;
7. dispose of any functional supplies or equipment possessed by the district by offering to sell the equipment or supplies for the residual value,
8. take any necessary action to facilitate the closing of the RGCD office and consolidation with the VCGCD office.

Item 9.7 - Investments in TexPool

Previous Consideration by the Board:

Meeting Packet - 20231016

Management Discussion:

On September 3, 2024, staff successfully submitted a deposit request with TexPool. The 7 Day Net Yield was 5.30% on September 3, 2024. As of September 9, 2024, the 7 Day Net Yield was 5.28%.

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

Management Recommendation:

Move to authorize the General Manager to deposit the funds from CDs 2261118 and 67163 into TexPool upon maturity and deposit in the demand account of the district.

Item 11.0 - Adjourn Meeting

Management Discussion:

None.

Management Recommendation:

Move to adjourn the meeting after concluding all business of the District.