

Victoria County 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 Victoria County Groundwater Conservation District Board of Directors will hold a meeting on September 12, 2024, at 9:00 AM at the Dr. Pattie Dodson Health Center, 2805 N. Navarro St., Victoria, Texas.

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, office equipment and space, and contracts related to the 2024 election and the potential cancellation of the 2024 election.
10. Consideration of and possible action on matters related to legal counsel report.
11. Adjourn.

The Victoria County 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 Victoria County 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, we invite 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.

VCGCD - Adm - MM - Meeting Packet - 20240912

Item 1.0 - Convene Meeting

Management Discussion:

Staff completed the necessary public notification requirements for the meeting.

See: [Public Notice - 20240912 - Board Meeting](#)

VCGCD - Meeting Notice - 20240912 - Final.pdf

 Untitled Attachment

Management Recommendation:

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

Precinct 1: Mr. Jerry Hroch, Vice President : _____ .

Precinct 2: Mr. Thurman Clements, Jr., Director : _____ .

Precinct 3: Mrs. Barbara Dietzel, Secretary : _____ .

Precinct 4: Mr. Mark Meek, President : _____ .

At Large: Mr. Kenneth Eller, Director : _____ .

General Manager: Tim Andruss : _____ .

General Counsel: Jim 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:

[MFC-20240719-9.0 - Report regarding Administration and Management](#)

Management Discussion:

Regarding Employment Management for FY2024.

No report.

Regarding Employee Health Benefits Enrollment.

No report.

Regarding Employee Retirement Plan Review.

No report.

Regarding Election Coordination for CY2024.

No report.

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.

No report.

Regarding Asset Tracking for FY2024.

No report.

Regarding Public Funds Training for FY2024.

No report.

Regarding Website Improvements.

No report.

Regarding GIS Data Quality Control.

No report.

Regarding Public Notice and Meeting Coordination for FY2024.

No report.

Regarding Public Notice and GMA 15 Meeting Coordination for FY2024.

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.

No report.

Regarding Emergency Management Training for FY2024.

No report.

Regarding GCD Support 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 - Election Matters

Previous Consideration by the Board:

Meeting Packet - 20220819

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 Thurman Clements Jr.)
- Director, Precinct 4; (currently held by Mark Meek)
- Director, At-Large; (currently held by Kenneth Eller)

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

VCGCD - Certification of Unopposed Candidates

 Untitled Attachment

SOS Order of Cancellation - 13-2f.pdf

VCGD - Order of Cancellation

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As of September 10, 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 9.2 - FY2024 and FY2025 Budget Amendments

Previous Consideration by the Board:

N/A

Management Discussion:

With the execution of the interlocal cooperation agreements with with Calhoun County GCD, Refugio GCD, and Texana GCD, staff have drafted appropriate revision to the FY2024 and FY2025 budgets to accurately reflect the funds to be contributed before September 30, 2024 and the funds to be contributed during FY2025 by the cooperating districts.

VCGCD - GM Recommended Amendments to FY2024 Budget - 20240822.pdf

 Untitled Attachment

VCGCD - Annual Budget - Fiscal Year 2024-2025, Rev 20240823 (5yr ILA).pdf

 Untitled Attachment

Management Recommendation:

Move to approve the recommended amendments to the FY2024 Budget and the FY2025 Budget.

Item 9.3 - Office Consolidation and Equipment

Previous Consideration by the Board:

N/A

Management Discussion:

With the execution of the interlocal cooperation agreement for administrative services through September 30, 2029, with Calhoun County GCD, Refugio GCD, and Texana GCD, staff need to prepare for the consolidation of the cooperating GCD offices with the VCGCD office.

Staff is investigating options to relocate the office of the district to the office building at 311 E. Constitution St in Victoria (Old Victoria Advocate Building) which is owned by the County of Victoria. Staff estimate that the new office space would need to be approximately 2,300 sf in size to accommodate staff, storage, and a large meeting room for board meetings.

On September 10, 2024, the RGCD Board passed a motion to authorize 1) the sale of any office furniture and equipment to VCGCD for a fair market value as determined by VCGCD Board and 2) the donation of the remaining office and equipment to the Refugio County Animal Control Office on the condition that the office properly dispose of all unwanted and remaining furniture and equipment in the office, within the limits of the law. The RGCD possess two desks, 2 work tables, six chairs, and a office printer that would be of use to the district during the transition period.

On September 11, 2024, Mr. Allison informed me that transfer of assets from RGCD to VCGCD would require an interlocal cooperation agreement for that purpose.

Management Recommendation:

Move to authorize the general manager to under take the administrative consolidation of the offices of CCGCD, RGCD, and TGCD with the VCGCD office including the consolidation of phone lines and mailing addresses to a common post office box.

Item 11.0 - Adjourn Meeting

Management Discussion:

None.

Management Recommendation:

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