Board Minutes of The

Permian Basin Underground Water Conservation District

March 25, 2021

**Agenda 1 -** The President will call the regular meeting to order via video/teleconference.

Board President Richie Tubb called the regular meeting to order at 7:08 p.m. Also in attendance: Board Members Brandon Borgstedt and Brad Tunnell, General Manager Dallen Skinner, and consultants for the District Ray Brady and Amy Bush.

**Agenda 2 -** Public Comment (Limited to 5 minutes and may speak on any agenda item)

There were no public comment registrations emailed to the District nor were there public comments made at the time of meeting.

**Agenda 3 -** The Board will consider approval of the minutes of the board meeting of February 4th, 2021 and February 25th, 2021.

Brad Tunnell then made motion to approve the minutes of February 4th. It was seconded by Brandon Borgstedt and passed unanimously. Mr. Borgstedt then motioned to approve the minutes of February 25th; this was seconded by Brad Tunnell.

**Agenda 4 -** The Board will consider approval of a report from the manager on the financial status of the PBUWCD and of the bills incurred by the District since the last Board meeting.

* The financial statements and bills for February 2021 were reviewed. Dallen reported that the district had not received a few checks from CNB of Stanton as scheduled and was working to discover the issue.
* Motion to approve February 2021 financial statements and bills – Brad Tunnell,. Second – Brandon Borgstedt. All approved.

**Agenda 5 -** -The Board will consider approval of applications, extensions, and amended permits received since the last Board meeting.

Motion to approve – Brad Tunnell, Second – Brandon Borgstedt. All approved.

**Agenda 6 –** Manager’s Report

* Dallen informed the board that the 2019 truck mentioned last month was not a lemon and that no action should be taken unless it has another engine malfunction. He then showed the employee policy to board in response as to what employees shall receive a reimbursement for cell phone usage. The employee policy states that the manager and the field tech will receive a fifty dollar reimbursement each month. The policy also includes a section referring to reimbursement for approved out of pocket expenses for any employees. This was left as is and not changed. Dallen also reported that in his search for paperwork, he discovered several positions that has no job description. He intends to write this up so that they are on file. Dallen then informed the board that the Rainwater Harvest Seminar would be held on May 6th, at 5:30p.m. Scholarship essay deadline is at the end of the month. Dallen said he has volunteered to be a judge, this way the district can be more involved. A new IT service provider has been decided on. Dallen mentioned that it would be more expensive than the last IT service tech, but that it was the best option. Changes will need to be made to the budget later in the year.

**Agenda 7 -** The Board will consider approval of employment contract with John Dallen Skinner.

* A formal contract agreement between Dallen Skinner and PBUWCD was reviewed. Motion to approve was made by Brandon Borgstedt and was seconded by Brad Tunnell.

**Agenda 8 -** The Board will consider approval of a new hiring policy for the district.

* Interest was shown but more information needs to be brought forth by the manager. A draft policy will be brought forth at next month’s board meeting.

**Agenda 9 -** The Board will consider adjourning into Executive Session in accordance with the Open Meeting Act, Texas Government Code 551.074 (A) (1) 1.

* 1. Adjourn to Executive Session to discuss personnel matters.
* No action was taken.

**Agenda 10 –** The Board will reconvene in Open Session.

* Since the board did not adjourn into Executive Session, no action was taken on Agenda 10.

**Agenda 11 -** The Board will consider approval of adding John Dallen Skinner, Michelle Flores, Horace Richie Tubb, and Raymond Straub Jr. to bank accounts.

* This agenda item no longer needed action because it was handled in the minutes from the February 25th meeting.

**Agenda 12 -** The Board will consider approval of a new policy regarding checks and signing authorization.

* Interest was shown but more information needs to be brought forth by the manager. A draft policy will be brought forth at next month’s board meeting.

**Agenda 13 -** The Board will discuss and may take action on items discussed in Executive Session.

* No action was needed

**Agenda 14 –** Adjourn

* Motion to adjourn was made by Brandon Borgstedt. Second made by Brad Tunnell. The meeting was adjourned at 8:38 p.m.