Board Minutes of The

Permian Basin Underground Water Conservation District

April 22, 2021

**Agenda 1 -** The President will call the regular meeting to order.

Board Vice President Raymond Straub Jr. called the regular meeting to order at 7:14 p.m. Also in attendance: Board Members Brandon Borgstedt, Brad Tunnell, Ed Miller, 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 comments brought forth.

**Agenda 3** – The Board will consider approval of the minutes of the board meeting of March 25, 2021.

* Motion to approve the minutes was made by Brad Tunnell. Brandon Borgstedt seconded the motion. All approved.

**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 April 2021 were reviewed. Dallen informed the board that any missing interest checks from last month had been received. All else was usual business.
* Motion to approve April 2021 financial statements and bills – Ed Miller., Second – Brad Tunnell. 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

* The District has received the new truck and has had the older one traded off. All new equipment is in (grill guard, steps, graphics, etc) and Shain is using it. The District recently discovered that the website builder is not supported and the website can’t be edited any longer. Dallen is now working with NetAscendant in order to re-build it. The recent freeze was hard on a few trees and the district may have an expense coming up. Over the last two months, a man filled permits out incorrectly or did not pull permits at all. Dallen has heard he is trying to drill more. The Board instructed Dallen to contact Mike Gershon in regard to drafting a letter about permit issues. Dallen reported he is having Mr. Gershon draft a resolution to ratify and allow auto-drafting.

**Agenda 7 -** RMBJ Geo Report - Consider publishing RFP for monitoring wells.

* Four monitoring well locations have been decided on and have signed contracts to go with them. Ray presented specs and requirements for well RFP. Raymond suggested to give the option of SDR17 with spline lock casing instead of restricting to threaded steel only, which would require considering cathodic protection if used. If wire wrapped screen is used and material analyzed; it would require this job to need two holes. Mr. Straub suggested we spec it out first and specify screen. He thinks we should still be able to do a pump test with transducers. The district decided to require a pump test at completion time and want it air developed and want a regular interval of WQ collected during process. USCS/Muncell will be used for logging. A conversation will be needed with the landowners about discharge water during pump tests. Final specs for these monitoring wells will come before the board next month.

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

* To include protection for the district regarding incidents related to drug use or intoxication, the district’s legal team included a “Drug and Alcohol-Free Workplace Policy,” to the hiring policy.
* Motion to approve was made by Ed Miller. – Second made by Brandon Borgstedt. All approved.

**Agenda 9 -** The Board will consider approval of a new check signing / writing policy for the district.

* The board approved of this new policy as amended to state that “only approved signatures may be used to sign checks.”
* Ed Miller made motion to approve. – Brad Tunnell seconded.

**Agenda 10 -**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.
  2. Adjourn to Executive Session for Legal Counsel

**Agenda 11 -** The Board will reconvene in Open Session.

**Agenda 12 -** The Board will discuss and may take action on items discussed in Executive Session.

* The Board did not adjourn into executive session; therefore no action was taken on agenda items 10-12.

**Agenda 13 –** Adjourn.

* Motion to adjourn was made by Brad Tunnell and was seconded by Ed Miller.
* Meeting adjourned at 9:34 p.m.

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President, Richie Tubb

Attest:

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Board Member, Brad Tunnell

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_