

PBUWCD
Board of Directors Meeting
AGENDA

January 16, 2024

MINUTES OF THE REGULAR BOARD MEETING

1. The President will call the meeting to order.
Board President Richie Tubb called the meeting to order at 7:11pm. In attendance: Board President Richie Tubb, Vice President Raymond Straub, Jr., Director Brad Tunnell, Director Brandon Borgstedt, General Manager Angela Lance, upcoming Director Kristopher Alles, Hydrologist Amy Bush and Geologist Ray Brady.
2. Public Comment (Limited to 5 minutes and may speak on any agenda item).
No public in attendance.
3. The Board will consider approval of the minutes from the board meeting from November 30, 2023.
After the minutes were read thoroughly by each member, Brad Tunnell made a motion to approve the minutes as submitted. Brandon Borgstedt seconded the motion and all approved.
4. The Board will consider approval of a report on the district's financial status and bills incurred since the last meeting and sign necessary documents. **Raymond Straub, Jr. questioned what amount First National Bank of Stanton has the District insured for. Brandon Borgstedt asked if we had considered using a Pool for investments, and Amy Bush asked what odd small check amounts written to Western Bank were for. Angela Lance explained that she will search documents for Raymond's answer, present Pool options at the next meeting for Brandon's question, and explained the small checks to Western Bank were for the bank fees for the penalties of closing CD's prematurely to increase the investment revenue from .45% to 5.46%. Raymond made a motion to approve the financial reports and Brandon seconded the motion. Approval passed unanimously.**
5. The Board will consider approval of applications, extensions, and amended permits received since the last meeting. **Brad Tunnell asked where the Raney Farms permits were located. Angela Lance located them on ArcMap, as well as a few other locations that were questioned. Brandon Borgstedt made the motion to approve the permit applications. Brad Tunnell seconded the motion and all approved.**
6. The Board will review and take action on Employment Policy amendments.
Angela Lance presented suggested changes to the Employment Policy, including compensatory time regulations, vacation roll over and accrual cap tier, sick leave regulations and dress code. Raymond Straub, Jr. questioned which employees were salary and which were hourly, explaining the laws to each type of employee vary. The Board of Directors suggested that Angela reach out to legal counsel for clarification and tabled this item until further review. Brad Tunnell made a motion to table this item and Brandon Borgstedt seconded the motion. All were in favor.
7. The Board will discuss and take action on a possible repair for the purpose of maintaining a regularly monitored well. **Angela Lance presented photos and a map of an abandoned brick well, in which the District has forty-four years of data on. The well was inspected by Adam Foster of Texas Department of Licensing and Regulation, in which he suggested that the District attempt to contact the landowner to request permission to regularly access and maintain the well. Mr.**

Foster stated that, with landowner permission, the District can repair the well to be in compliance with the state rules. Angela explained that the District sent Certified Mail to the landowner on file with no return. Brandon Borgstedt will attempt to contact individuals with access to the land in hopes to reach the landowner. The Board of Directors approved a budget of \$5,000-\$7,500 with landowner's permission to repair the well for the purpose of continually monitoring and collecting data. Brad Tunnell made a motion to approve with landowner's permission. Brandon Borgstedt seconded the motion and all were in favor.

8. Accept for Consideration, Discuss, and Take Action on Petition for Annexation into PBUWCD by the Following:
 - **Kristopher Alles**
Due to a few uncertainties regarding land partnership explained by Mr. Alles, this item is tabled. Raymond Straub, Jr. made a motion to table the Petition for Annexation and Brandon Borgstedt seconded. All approved to table the Petition for Annexation for Kristopher Alles.
9. The Board will consider and take action to appoint Kristopher Alles to the Board of Directors. **This item follows the previous and is tabled until further notice. Raymond Straub, Jr. made the motion to table and Brandon Borgstedt seconded the motion. All approved.**
10. Discuss and adopt Order Calling Directors Election and Special Election to be held May 4, 2024 and authorize notice of election. **The Board of Directors called for Directors Election for the expiring seats as well as a Special Election for the vacant Howard County seat. Richie Tubb and Brad Tunnell completed the Applications For A Place On The Ballot For A General Election for the 2024 Election, and signed the Order of Elections. Raymond Straub, Jr. made a motion to authorize the Order and Brandon Borgstedt seconded the motion. The Orders of Elections was approved unanimously.**
11. The Board will discuss and take action on the process to remove broken equipment from an annually measured well. **Angela Lance explained that during the annual measuring process of a well, the measuring tape broke and fell into the well. Angela asked for the Board's guidance on how to proceed. Ray Brady expressed his opinion of repair and the Board agreed, suggesting that the District have the well repaired if the tape cannot be retrieved. Brandon Borgstedt motioned to approve and Raymond Straub, Jr. seconded. All members were in favor and the motion passed unanimously.**
12. The Board will conduct and take action on Angela Lance's 3-month review. **Angela Lance presented her original Employment Agreement and stepped out of the meeting room as the Board of Directors, Amy Bush and Ray Brady entered into Executive Session to discuss the review.**
15. The Board may consider adjourning into Executive Session in accordance with the Open Meeting Act, Texas Government Code 551.074 (A) (1) 1, if necessary.
 - a. **Adjourn to Executive Session to discuss personnel matters. Adjourned to Executive Session at 8:34pm**
 - b. **Adjourn to Executive Session for Legal Counsel – N/A**
16. The Board may reconvene in Open Session.
Open Session called back to order at 8:42pm.
17. The Board may take action on items discussed in Executive Session.
Brad Tunnell called Angela Lance back into the meeting room. The Board of Directors

discussed part of the review to Angela and offered a 3.2% raise. Raymond Straub, Jr. made the motion to approve the salary increase. Brad Tunnell seconded the motion. All approved.

13. Manager's Report.

- Angela Lance presented Wilma Stirl's Water Analysis from Martin Water Labs to the Director's. They discussed the high levels of Chloride, Magnesium and Nitrate, but that the levels are not historically steady. The Director's mentioned potential causes, but concluded with a plan to submit several water samples of nearby and municipal wells to Martin Water Labs for analysis.
- Angela reported that a transducer from the Kelley monitoring well failed to power on and had to be sent to In-Situ for repairs.

14. Hydrologist's Report.

Amy Bush reported that our annual measurements are down slightly, but not as drastically as the previous year. She mentioned the training efforts will start to focus on GMA2 with Angela Lance and mentioned the training programs and conferences that she and Angela will be attending.

18. The Board will schedule the date for the next meeting.

Meeting scheduled for Thursday, February 15th at 7pm.

19. Adjourn

Meeting adjourned at 10:01 pm with a motion made by Brandon Borgstedt and seconded by Brad Tunnell. All approved.



President, Richie Tubb

3-25-2024

Date



Board Member

3/25/2024

Date