



**MINUTES OF THE  
Hemphill County Underground Water Conservation District  
Board Meeting  
August 4, 2022, @ 5:30 P.M  
Hemphill County UWCD District Board Room**

The Hemphill County Underground Water Conservation District Board met with the following in attendance: Marty Carr, Elizabeth Light, Tom Isaacs, and Craig Cowden

Others Present: Janet Guthrie-General Manager

Members Absent: Spencer Hanes

### 1) ESTABLISHMENT OF A QUORUM

Following roll call President Marty Carr established a quorum of the Board was present and called the meeting to order at 5:39 p.m. on August 4, 2022

### 2)Public Comment

None

### 3) Consent Agenda

(a) Review and Approval of Minutes of Board Meeting held as follows

- June 27, 2022, Regular Board Meeting

Action: Motioned by Elizabeth Light and seconded by Tom Isaacs to approve Consent Agenda Item 3 (a)

Vote: 4-0 In Favor

### 4)Action Agenda-These items may not have been addressed in the order in which they are listed:

(a) Take Up, Consider and Take Action on proposal from Daniel B. Stephens & Associates and Allen R Standen LLC naming parts of Hemphill County as a potential pilot study area.

Action: The representative was not able to participate in the meeting and present the project description.

Vote: No action taken; no vote taken.

(b) Approve Management Report from General Manager, discussing recent meetings attended, well Registrations and permits acted on by the General Manager, status of any administratively incomplete applications, field and water quality lab activity report, activities related to District's Education program, rainfall information and quarterly drought report

Action: Motioned by Tom Isaacs and seconded by Craig Cowden to approve the management report for June and July 2022.

Vote: 4-0 In Favor

(c) Meet with Ray Brady to discuss and possible action on status report

Action: No Report No Action

Vote: No vote taken

**(d) Review Rules Regarding Waste**

Action: Motion by Tom Isaacs Second by Elizabeth Light to move the District propose no revision to the current rules regarding waste for fiscal year ending September 30, 2022

Vote: 4-0 in Favor

**(e) Approve June and July 2022 Financial Reports, Ratify Bills Paid for June and July 2022 and approve the June 30, 2022 Quarterly Investment Report**

Action: Motioned by Craig Cowden and seconded by Elizabeth Light for the board to approve the financial reports for June and July 2022, ratify the bills paid in June and July 2022 and approve the June 30, 2022 Quarterly Investment Report

Vote: 4-0 In Favor

**(f) Discuss and Take Action to Authorize a Memorial honoring former board member and president Mark Meek.**

General Manager, Janet Guthrie presented another sample of honorary plaque and price plans from one company. Mrs. Guthrie proposed that with an acrylic product the District could honor both past presidents, have a plaque with the brief history of facts regarding the District's creation. Mrs. Guthrie requested a budget for this project so that she can get the most for the money.

Action: Motion by Tom Isaacs and Seconded by Craig Cowden to move to authorize the general manager to seek proposal on a honorary plaque for two former board presidents with a maximum budget of \$1,500.00

Vote: 4-0 in Favor

**(g) Amend Budget for Fiscal Year October 1, 2021 thru September 30, 2022**

Following discussion and presentation of current income and expenditure reports, the general manager proposed the board amend the budget for fiscal year 21-22.

Action: General Manager Janet Guthrie reviewed the proposed amendments to the budget for the current fiscal year which included increasing the associated line item to allow the creating of the district website in the 21-22 fiscal year budget. Upon a motion by Elizabeth Light and seconded by Craig Cowden move the board amend the budget for fiscal year October 1, 2021 thru September 30, 2022 to increase revenues line items Interest Income by \$3,000 and Permit Fees by \$200.00 bringing the total revenues to \$364,192 and to increase and decrease various line items with no net effect on the total expenditure balance of \$338,954.00.

Action: 4-0 in Favor

**(h) Budget Work Session.**

Action: GM Janet Guthrie discussed potential projects with the board and discussed various line items in the draft budget. Mrs. Guthrie discussed the category of professional fees and gave her suggestions on multiple project scopes and possible related expenses. Mrs. Guthrie discussed the line items that had a proposed increased or decrease and which items the board would need to take action on. The board did not discuss salaries. The board did review the new tax rate adoption procedures and language for the notice of proposed tax rate. Multiple rates were considered and discussed regarding the amount of revenues levied, any surplus funds generated, or deficits created and the estimated reserve balances for the end of the next fiscal year.

Vote: None Taken

**(i) Take Up, Consider and Take action on Proposals from Halff Associates, Inc., Michelle Sutherland LLC, Intera Inc. and Texas Water Development Board**

The board agreed to take action on each proposal individually.

Action: Motion by Elizabeth Light and seconded by Tom Isaacs move the board authorize the general manager to obtain formal proposal from for the following projects based on project description and estimates as proposed to the board on August 4: 2022: Texas Water Development Board, installation of one data logger North of the Canadian River with no estimated cost to the district.

Vote: 4-0 in Favor

**Action:** Motion by Craig Cowden and seconded by Elizabeth Light move the board authorize the general manager to obtain formal proposal from for the following projects based on project description and estimates as proposed to the board on August 4: 2022: Intera Inc. for Production Allocation review and a well spacing evaluation with an estimated cost of \$29,400.00.

**Vote:** 4-0 in Favor

**Action:** Motion by Elizabeth Light and seconded by Craig Cowden move the board authorize the general manager to obtain formal proposal from for the following projects based on project description and estimates as proposed to the board on August 4: 2022: Michelle A Sutherland with Envision Water for groundwater management area cross sections, update the HCUWCD 3D visualization model and provide training and support with an estimated total cost of \$10,000.00

**Vote:** 4-0 in Favor

**Action:** Motion by Elizabeth Light and seconded by Tom Isaacs move the board authorize the general manager to obtain formal proposal from for the following projects based on project description and estimates as proposed to the board on August 4: 2022: Halff Associates, Inc. for updates to the database including the dashboard component – permits coming due and the creation of bath production reporting for meters with an estimated cost of \$13,000.00

**Vote:** 4-0 in Favor

**(j) Take up, Consider and Take Action on Proposal from The Texas Network LLC for the development of a website**

**Action:** Upon a motion by Elizabeth Light and Seconded by Craig Cowden, move the board accept and execute the proposal from The Texas Network LLC for the web design and hosting and management support at a total cost of \$3,650.00

**Vote:** 4-0 in Favor

**(k) Contract from TICO Drill Color Inspection Field Contract for fiscal year 2022-2023**

**Action:** Motion by Elizabeth Light Second by Tom Isaacs move the board accept and execute the contract for technical services with TICO Drill Collar Inspection commencing October 1, 2022 and ending on September 30, 2023 with services not to exceed \$12,600.00

**Vote:** 4-0 in Favor

**(l) Adopt proposed tax rate for fiscal year October 1, 2022 thru September 30, 2023**

**Action:** Motion by Elizabeth Light adopt a proposed tax rate of 0.28 cents per hundred dollar valuation for tax year 2022. This proposed tax rate will increase taxes in Hemphill County UWCD by 13.19% due to lack of a second.

Motion by Tom Isaacs seconded by Craig Cowden to adopt a proposed tax rate of .0263 cents per hundred dollar valuation for tax year 2022. This proposed tax rate will increase taxes in Hemphill County UWCD by 5.3%

**Vote:** 4-0 in Favor

## **(5) Discussion Agenda**

**(a) Discuss Items for Future Board Meeting Agenda and Set Next Meeting Date and Time**

Action: following open discussion, the next meeting date will be August 25<sup>th</sup> at 5:30 pm.

## **6.) Adjournment**

Action: Motioned by Elizabeth Light and seconded by Tom Isaacs for the board to adjourn at 9 :20 pm.

Vote: 4-0 In Favor

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Marty Carr, President

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Elizabeth Light, Secretary