

Concho Water Master Advisory Committee – Meeting Minutes
July 17, 2024

Meeting was called to order by Mayor Brenda Gunter at 10:33 a.m. at which time roll call was conducted.

Everyone including Concho WAC members, TCEQ staff, and visitors introduced themselves.

In attendance included:

CWM Committee Members

Brenda Gunter
Tom Thompson
Tommy Hiebert
Daniel Valenzuela
Eddie (Jack) Pool
Scott McWilliams
Stuart Seidel
Billy D. Gassiot
Todd Schwertner
Steven Hoelscher

Visitors

Chase Clark
Jarrett Louder

Absent

Shane Kelton
Brad Dannheim
James Furr

TCEQ Staff

Kim Nygren
Jose Davila
Angela Sander
Iliana Spaeth
Larry Butler
Laura Padgett

A quorum was present.

Review of previous meeting minutes from July 19, 2023 was conducted. Tom Thompson made a motion to approve the previous meeting minutes. Billy Gassiot seconded, none opposed and previous meeting minutes were approved.

Review of amended by-laws from last meeting was conducted. Steven Hoelscher made a motion to approve the amended by-laws. Daniel Valenzuela seconded, none opposed and amended by-laws were approved.

Review of FY25 proposed budget was conducted by Jose Davila and Angela Sander. Jose Davila discussed the current fund balance of \$180,307.24 and projects the fund balance at the end of FY24 to be \$128,000 due to the purchase of a vehicle replacement to current Concho Watermaster fleet.

Scott McWilliams asked how the fund balance is built up. Kim Nygren stated over time it is from salary savings from vacancies incurred or unused operating funds. The goal is to have at least

six months operational balance to cover September through February since assessments are billed in October and not due until January.

Jose Davila continued with FY25 proposed budget stating an increase in salaries due to the 88th legislative bill being passed which approved salary increases totaling 10% (5% in September 2023 and 5% in September 2024). Salaries increased 7.2% which includes targeted salary increases.

A question was raised as to what is percent of salaries in relation to total budget. Salaries represent 82% of the total budget.

Jose Davila explained the increase for "Professional/Temp Services" is related to the development and maintenance of the Texas Watermaster Accounting System database.

Angela Sander explained the decrease for "Travel In-State" and "Training" was from projected rollover funds from FY24.

Angela Sander explained the increase for "Phone/Utilities" was for a full year of service on iPads used by Watermaster staff when in the field. Last FY did not include a full year of service.

Angela Sander explained the decrease for "Supplies - Consumables" and "Fuels/Lubricants" was from projected rollover funds from FY24.

Angela Sander explained the increase for "Facilities, Furniture & Equip" was to purchase equipment for the new truck to ensure it is ready for the field. There is also some projected rollover funds from FY24.

Jose Davila wrapped up the FY25 operating budget by reviewing the total FY25 budget needs of \$259,717.37 based on a 100% collection rate putting the municipal rate for FY25 at \$0.9238 per acre-foot.

Mayor Gunter asked for a motion from the WAC members on the proposed FY25 assessment rate. Scott McWilliams made a motion to approve the assessment rate. Tom Thompson seconded, none opposed so the FY25 assessment rate was passed.

Mayor Gunter asked for a motion from the WAC members on the proposed FY25 budget. Daniel Valenzuela made a motion to approve the budget. Scott McWilliams seconded, none opposed so the FY25 budget was passed.

New Business:

Jose Davila stated Concho WAC members need to vote on Upper Ditch Company President Chase Clark's self-nomination to serve as the non-voting member of the South Texas Advisory Committee as per Texas Water Code Section 11.556.

Mayor Gunter asked Chase Clark to introduce himself and give a brief overview of himself. Tom Thompson made a motion to approve Chase Clark as the non-voting member of the South Texas Advisory Committee. Steven Hoelscher seconded the motion, none opposed so motion was passed.

Adjourn:

Mayor Gunter asked for a motion to adjourn the meeting. Tom Thompson made a motion to adjourn. Tommy Hiebert seconded the motion, none opposed and meeting was adjourned at approximately 11:35 a.m.

THESE MINUTES WERE READ AND APPROVED ON THIS, THE 23 DAY OF
July, 2025.

Thomas N. Thompson, Co-Chair

Steve Halsch, Co-Chair

Girdel, Secretary