

LOST PINES GROUNDWATER CONSERVATION DISTRICT

**Board Meeting
Wednesday, May 20, 2026 – 3:30 p.m.
317 E Hempstead St
Giddings, TX 78942**

FILED

May 13, 2026

Krista Bantel
Bastrop County Clerk

HYBRID IN-PERSON/TELEPHONIC/VIDEO CONFERENCE MEETING

**IN-PERSON AND REMOTE ATTENDANCE OPTIONS
INSTRUCTIONS FOR REMOTE PARTICIPATION ARE ATTACHED**

AGENDA

The subjects to be discussed or considered, or upon which any formal actions may be taken, are listed below. Items may or may not be taken in the same order as shown on the meeting notice.

- 1) Call to Order:
 - a) Establish Quorum
 - b) Welcome and Introductions
 - c) Pledge of Allegiance
 - d) Texas Pledge
- 2) Public Comments*: Note: Board directors will not ask questions or take action during this item. Regarding comments on items not on today's agenda, responses from board directors are limited to factual statements, recitation of existing District policy, or request for the subject to be placed on a future agenda per Tex. Gov't Code § 551.042.
 - a) Non-Agenda Items
 - b) Agenda Items
- 3) Consent Agenda:

Consent agenda items are routine and will be enacted by one motion. There will be no separate discussion or action on these items unless requested by a board director.

 - a) Minutes of the April 15, 2026 regular Board meeting.
 - b) Financial report through April 30, 2026.
 - c) Invoices received and payments greater than \$15,000.
- 4) Regular Agenda:
 - a) Announcements.
 - b) Discussion, consideration, and possible action on mitigation application appeal.
 - c) Discussion, consideration, and possible action on updates to employment manual.
 - d) Legislative update.
 - e) Discussion, consideration, and possible action regarding potential appointment of Lee County board member.
 - f) Education and Outreach Coordinator's report. No action will be taken.

FILED AND RECORDED

MAY 13 2026



Sharon Blasig
SHARON BLASIG
COUNTY CLERK, LEE COUNTY, TEXAS

- g) General Manager's report. No action will be taken.

Statistics Exempt Wells:

LPGCD Form 100's Drilling Permits received

March 1st through March 31 2026 (29)

LPGCD Form 300's Certificate of Registrations received

March 1st through March 31 2026 (0)

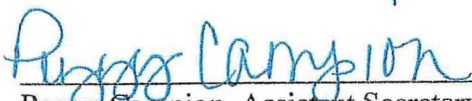
1. GMA 12 met on April 16 and April 27th. POSGCD voted against most of the PS4-2v8 proposed DFCs at the April 27th meeting, despite having voted for this model run at the April 16th meeting. The final GMA12 official model run is still PS4-2v8. The proposed DFCs selected by the LPGCD are consistent with PS4-2v8. POSGCD asked the TWDB about not providing a model run and only providing proposed DFC values. LPGCD disagrees with this strategy and believes that a GAM model run is necessary to be provided to the TWDB.
2. Spring 2026 well watch monitoring is still underway and mostly finished.
3. New Aqua non-exempt permit application (near Red Rock).
4. Exempt domestic well, property line spacing variance request.
5. Upcoming meetings
Proposed DFC public hearing
- h) Consideration of future agenda items.
- i) Set date and location of next meeting.

5) Executive Session:

- a) Executive Session of the Board pursuant to Tex. Gov't Code section 551.071, or any closed session permitted by law, regarding the District's pending or contemplated litigation.
- b) Executive Session of the Board pursuant to Tex. Gov't Code section 551.071, or any closed session permitted by law, regarding Groundwater Management Area 12.
- c) Executive Session of the Board pursuant to Tex. Gov't Code section 551.071, or any closed session permitted by law, regarding potential appointment of Lee County board member.

Adjourn.

Date: May 13, 2024


Peggy Champion, Assistant Secretary

Note: The Board may recess into Executive Session to consult with its attorneys regarding any posted matter in which the Board may seek the advice of its attorneys under Government Code 551.071 or for any action on the agenda for which a closed session is permitted by law, and will reconvene in open session for any appropriate action on any matter considered in Executive Session.

*Note on Public Comments: The Board will receive comments from the public on any matters within the jurisdiction of the Lost Pines Groundwater Conservation District. However, the Board will not hear public comments related to any contested case hearing or other litigation matter that is subject to a prohibition on ex parte communications (including a contested permitting matter) between the

conclusion of the public hearing for such matter and the date the Board considers a proposal for decision or renders a final decision on the matter. The Board will not take action on public comments, but may request that matters addressed during public comments be placed on a future agenda for consideration.

Persons with disabilities who plan to attend the District's agenda and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print, or Braille are requested to contact Peggy Campion, Assistant Secretary, at 512-360-5088 at least two (2) work days prior to the agenda, so that appropriate arrangements can be made. Persons who desire the assistance of an interpreter in conjunction with their oral presentation at this district agenda are requested to contact Peggy Campion, Assistant Secretary, at 512-360-5088 at least five (5) days prior to the agenda so that appropriate arrangements can be made.

INSTRUCTIONS FOR REMOTE PARTICIPATION IN THE MEETING FOLLOW

LOST PINES GROUNDWATER CONSERVATION DISTRICT

Board Meeting

Wednesday, May 20, 2026 – 3:30 p.m.

INSTRUCTIONS FOR REMOTE ATTENDANCE VIA THE PUBLICLY ACCESSIBLE WEB LINK OR TELEPHONE CONFERENCE CALL

Information on how to participate in the public meeting remotely is provided below. The agenda for this board meeting immediately precedes these instructions for participation. You can provide written public comment in advance of the meeting to lpgcd@lostpineswater.org or live during the meeting via the web link or conference call number provided below.

INSTRUCTIONS FOR MEETING PARTICIPATION AND ATTENDANCE

The Meeting will begin at 3:30 PM

Participation via the audio and video conference will be allowed in the board meeting during public comment or any posted agenda item. If you plan to make public comment during any portion of the meeting, please do the following:

1. **Contact the District at 512-360-5088 or lpgcd@lostpineswater.org to register as a speaker during public comment or on any agenda item by 5:00 pm on Monday, May 18th.** Please indicate whether you would like to speak during public comment and/or a specific item on the agenda. Any person participating in the meeting must be recognized and identified by the presiding officer before they speak.
2. Log in to the Zoom video conference *OR* dial in to the conference call using the **information** below:

Zoom Meeting Link:

<https://us06web.zoom.us/j/83861067997?pwd=Tqm99WrLYt9NwKgx2aqRiWOeKOgV6x.1>

Meeting ID: 838 6106 7997

Passcode: 471423

To join by phone:

1-346-248-7799

Passcode: 471423#

3. Persons with disabilities who plan to attend the District's meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print, or Braille are requested to contact Peggy Campion, Assistant Secretary, at 512-360-5088 at least two (2) workdays prior to the meeting, so that appropriate arrangements can be made. Persons who desire the assistance of an interpreter in conjunction with their oral presentation at this district agenda are requested to contact Peggy Campion, Assistant Secretary, at 512-360-5088 at least five (5) days prior to the agenda so that appropriate arrangements can be made.

Subject to revisions
Lost Pines Groundwater Conservation District

Board of Directors Agenda Minutes

Wednesday, April 15, 2026

The Board of Directors convened an in-person/telephonic/video conference meeting at 3:30 p.m. pursuant to public notice having been given at the Lost Pines Groundwater Conservation District meeting room in Giddings, Texas. The following members of the Board were present in person: President Nick Textor, Vice-President Thomas Arsuffi, Secretary-Treasurer Herbert Cook, Directors Melissa Cole, Patricia Jacobs, and Debra Phillips. Director Nancci Phillips-Burgess joined via Zoom.

Staff members present: Elvis Hernandez, General Manager, Peggy Campion via Zoom, and Claire Marks.

Consultants present: Natasha Martin, Attorney and Dr. Gretchen Miller, Hydrogeologist.

1. *Call to Order.* President Textor called the meeting to order.

a. President Textor established a quorum.

b. President Textor welcomed the public.

c. The Pledge of Allegiance was recited.

d. The Texas Pledge was recited.

2. *Public Comments.* The Board received public comments from Andy Weir.

3. *Consent Agenda:*

a. *Minutes of the March 18, 2026 regular Board meeting.*

b. *Financial report through March 31, 2026.*

c. *Invoices received and payments greater than \$15,000.00.*

Director Cole moved to approve the consent agenda as presented. Secretary-Treasurer Cook seconded the motion, which carried unanimously.

4. *Regular Agenda:*

a. *Announcements.* General Manager Hernandez announced that the LCRA 2 lawsuit had been dropped. President Textor made an announcement regarding board member email use.

b. *Discussion, consideration, and possible action on mitigation application appeal.* General Manager Hernandez reported to the Board that an individual had applied for a mitigation

reimbursement, which was subsequently denied. The applicant decided to appeal the Decision, however they did not appear at the Board meeting. General Manager Hernandez stated that no evidence was found to substantiate the claimed impacts to the well regarding groundwater production. General Manager Hernandez responded to questions from the Board.

c. Discussion, consideration, and possible action on the District's annual 2025 financial audit. Elias Tristan with Singleton Clark and Company presented the 2025 District annual audit. Director Phillips moved to approve and accept the District's annual audit. Director Cole seconded the motion, which carried unanimously

d. Presentation by Spheros Environmental regarding PS4-2 modified groundwater availability model. Dr. Gretchen Miller, District hydrogeologist, presented the draft final results of the PS4-2 modification to the Board and answered questions. Dr. Miller recommended that the PS4-2_v8.wel file be used as the final well file for PS4-2 model simulations.

e. Discussion, consideration, and possible action on Groundwater Management Area 12 joint planning, WestWater Research socioeconomic study and upcoming proposed Desired Future Conditions preliminary vote and public hearing. General Manager Hernandez provided an update on GMA 12 desired future conditions process. General Manager Hernandez outlined the current status and the process moving forward, he also answered questions from the Board.

f. Update regarding new board member search. Secretary-Treasurer Cook of Lee County, reported that he is recommending Hollye Fain. Ms. Fain presented remarks to the Board and answered questions from board members. Ms. Fain serves as the public relations and communication director for Aqua Water Supply Corporation. The Board heard from Natasha Martin, District Counsel, regarding the recusal process in the event of a conflict of interest with an agenda item.

g. Education and Outreach Coordinator's report. Claire Marks presented the Education and Outreach report. Please see attached. Ms. Marks answered questions from the Board regarding upcoming education and outreach events.

h. General Manager's report. President Textor recognized General Manager Hernandez to present the General Manager's report. General Manager Hernandez presented the report to the Board, answered questions and received comments from the Board regarding the report.

i. Consideration of future agenda items. Items for next month's agenda include a legislative update, potential approval of a new board member and employment manual updates.

j. Set date and location of next meeting. The next meeting of the Board of Directors will be on May 20, 2026, Lost Pines GCD District Office, 317 E Hempstead St., Giddings, TX 78942 at 3:30 p.m.

5. Executive Session:

a. Executive session of the Board pursuant to Tex. Gov't Code section 551.071, or any closed session permitted by law, regarding the District's pending or contemplated litigation.

The Board did not go into executive session.

President Textor adjourned the meeting at 4:52 p.m.

Approved:

G. Nicholas Textor, President

Herbert Cook, Jr., Secretary-Treasurer

LOST PINES GROUNDWATER CONSERVATION DISTRICT
LPGCD FINANCIAL REPORT 2026

FUNDING	2026	2026	JAN	FEB	MAR	APR
4000	FUNDING	FEES TO DATE				
4950 Interest Income	\$ -	\$ 50,131.57	\$ 17,293.00	\$ 15,912.17	\$ 16,926.40	\$ -
4025 User Fee Funds Req.	\$ 1,901,656.32	\$ 636,665.16	\$ 249,528.12	\$ 142,473.23	\$ 142,473.23	\$ 102,190.58
	\$ -	\$ -				
TOTAL FUNDING MO.		\$ -	\$ 266,821.12	\$ 158,385.40	\$ 159,399.63	\$ 102,190.58
TOT. REVENUE	\$ 1,901,656.32	\$ 686,796.73				
% OF TOTAL						

EXPENSES	2026		FUNCTION BAL.	JAN	FEB	MAR	APR
5000 LABOR	BUDGET						
5001 Staff	\$ 338,161.00	\$ 102,055.19	\$ 236,105.81	\$ 24,586.72	\$ 25,680.50	\$ 26,222.23	\$ 25,565.74
5325.3 401A Match	\$ 15,000.00	\$ 3,160.06	\$ 11,839.94	\$ 1,127.79	\$ 281.32	\$ 609.65	\$ 1,141.30
5325.1 Health Insurance	\$ 41,000.00	\$ 16,620.00	\$ 24,380.00	\$ 3,324.00	\$ 3,324.00	\$ 3,324.00	\$ 3,324.00
8136 Directors Comp.	\$ 75,000.00	\$ 10,400.00	\$ 64,600.00	\$ -	\$ -	\$ 10,400.00	\$ -
5425 FICA	\$ 30,000.00	\$ 8,454.94	\$ 21,545.06	\$ 1,861.65	\$ 1,966.82	\$ 1,918.72	\$ 2,707.75
5000 TOTAL	\$ 499,161.00	\$ 140,690.19	\$ 358,470.81	\$ 30,900.16	\$ 31,252.64	\$ 42,474.60	\$ 32,738.79
% OF TOTAL	31%	28%					

6000 SUPPLIES							
6570 Office Supplies	\$ 5,250.00	\$ 1,500.67	\$ 3,749.33	\$ 456.08	\$ 58.72	\$ 695.61	\$ 290.26
6626 Postage	\$ 5,250.00	\$ 575.81	\$ 4,674.19	\$ 146.04	\$ 78.00	\$ 78.89	\$ 272.88
6571 E/O Program	\$ 10,000.00	\$ 2,196.70	\$ 7,803.30	\$ 323.00	\$ 88.20	\$ 435.50	\$ 1,350.00
6000 TOTAL	\$ 20,500.00	\$ 4,273.18	\$ 16,226.82	\$ 925.12	\$ 224.92	\$ 1,210.00	\$ 1,913.14
% OF TOTAL	1%	21%					

7000 PROF. SERVICES							
7315 Hydro/Geologist	\$ 300,000.00	\$ 23,444.00	\$ 276,556.00	\$ 16,069.00	\$ -	\$ 7,375.00	\$ -
7450 Legal	\$ 550,000.00	\$ 87,249.08	\$ 462,750.92	\$ 46,129.35	\$ 27,262.96	\$ 13,856.77	\$ -
7270 Governmental Relations.	\$ 32,000.00	\$ 13,000.00	\$ 19,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
7500 Special Proj/Water Test	\$ 15,000.00	\$ 35.00	\$ 14,965.00		\$ 35.00		
7040 IT Management	\$ 15,000.00	\$ 4,673.95	\$ 10,326.05	\$ 1,135.96	\$ 1,179.33	\$ 1,179.33	\$ 1,179.33
7036 Audit Expense	\$ 16,000.00	\$ 9,680.00	\$ 6,320.00	\$ -	\$ -	\$ -	\$ 9,680.00
7000 TOTAL	\$ 928,000.00	\$ 138,082.03	\$ 789,917.97	\$ 65,934.31	\$ 31,077.29	\$ 25,011.10	\$ 13,459.33
% OF TOTAL	58%	15%					

8000 OPERATING EXP.							
8344.1 Auto Expense	\$ 2,000.00	\$ 633.36	\$ 1,366.64	\$ 112.79	\$ 179.24	\$ 176.97	\$ 164.36
8344.2 Insurance	\$ 15,000.00	\$ 650.00	\$ 14,350.00	\$ 150.00	\$ -	\$ 500.00	\$ -
8100 Cleaning/Lawn Services	\$ 5,000.00	\$ 1,400.00	\$ 3,600.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
8601 Payroll Processing Fees	\$ 3,000.00	\$ 860.27	\$ 2,139.73	\$ 205.82	\$ 215.91	\$ 205.82	\$ 232.72
8768 Telephone	\$ 7,500.00	\$ 1,725.11	\$ 5,774.89	\$ 380.78	\$ 535.67	\$ 402.23	\$ 406.43
8006 Legal Notice	\$ 9,000.00	\$ 373.00	\$ 8,627.00	\$ 75.00	\$ 123.00	\$ 100.00	\$ 75.00
8795 Travel	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
8795.2 meals	\$ 3,000.00	\$ 394.61	\$ 2,605.39	\$ 61.85	\$ 11.90	\$ 320.86	\$ -
8795.1 lodging	\$ 8,000.00	\$ 2,856.66	\$ 5,143.34	\$ 231.82	\$ 15.00	\$ 2,609.84	\$ -
8795.3 mileage reimbursement	\$ 10,000.00	\$ 3,520.47	\$ 6,479.53	\$ 240.70	\$ 396.07	\$ 2,883.70	\$ -
8690 registration fees	\$ 6,000.00	\$ 4,133.00	\$ 1,867.00	\$ 4,133.00	\$ -	\$ -	\$ -
8790 training fees	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
8156 Dues/Subscriptions	\$ 3,000.00	\$ 613.00	\$ 2,387.00	\$ -	\$ 115.00	\$ 498.00	\$ -
8694.1 office equipment	\$ 13,500.00	\$ 2,243.35	\$ 11,256.65	\$ 415.11	\$ 629.15	\$ 634.23	\$ 564.86
8694.2 office furniture	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
8694.4 venue	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
6840 utilities	\$ 6,000.00	\$ 1,575.95	\$ 4,424.05	\$ 335.26	\$ 195.30	\$ 499.90	\$ 545.49
repairs	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
8500 Contingency	\$ 15,000.00	\$ 4,000.00	\$ 11,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
8600 Website/Database	\$ 22,000.00	\$ 33,687.70	\$ (11,687.70)	\$ 2,200.00	\$ -	\$ -	\$ 31,487.70
8000 TOTAL	\$ 153,500.00	\$ 58,666.48	\$ 94,833.52	\$ 8,892.13	\$ 2,766.24	\$ 9,181.55	\$ 37,826.56
% OF TOTAL	10%	38%					

9000 DEBT SERVICE							
9000 TOTAL							
% OF TOTAL							
TOT. BY MO.	\$ 341,711.88	\$ 106,651.72	\$ 65,321.09	\$ 77,877.25	\$ 85,937.82		

TOT. ALL FUNCT. \$ 1,601,161.00

Operating Fund Balance	\$219,910.80
TexPool Fund	\$5,443,756.36

[illegible]

Lost Pines Groundwater Conservation District

4/30/2026 1:30 PM

Register: 1010 · Checking - First National Bank

From 04/01/2026 through 04/30/2026

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2026	8863	Civicplus	8600 · Website	Inv. 365942	6,128.64			248,189.95
04/01/2026		Recharge Water LP	1200 · Accounts Recei...				26,125.00	274,314.95
04/02/2026	8864	Charles and Tami Kn...	8400 · Mitigation Fund...	Mitigation Rei...	41,013.76			233,301.19
04/02/2026	8865	Graves Dougherty H...	7000 · Professional Ser...		27,262.96			206,038.23
04/02/2026	8866	City of Giddings	8000 · Operating Expe...	utilities	222.78			205,815.45
04/02/2026	8867	Alliance Benefit Gro...	5000 · Labor:5325 · E...	Invoices 19165...	524.00			205,291.45
04/02/2026	8868	Claire Marks	-split-	March expenses	561.46			204,729.99
04/02/2026	8869	Kristina Turner	8000 · Operating Expe...	cleaning	350.00			204,379.99
04/07/2026	8870	Sharp Business Syste...	8000 · Operating Expe...	Inv. 596515942	396.63			203,983.36
04/07/2026	8871	Alliance Benefit Gro...	5000 · Labor:5325 · E...	Inv. 190839V	125.00			203,858.36
04/07/2026	8872	Singleton, Clark & C...	7000 · Professional Ser...	Inv. 2823	9,680.00			194,178.36
04/07/2026	8873	Mark Morrow-Rainw...	7503 · Rainwater Harv...	Rainwater Harv...	3,850.00			190,328.36
04/07/2026	8874	Tom Arsuffi	8000 · Operating Expe...	1st qtr mileage	189.23			190,139.13
04/07/2026		Rambo Materials	1200 · Accounts Recei...				211.09	190,350.22
04/07/2026		Lee County WSC	1200 · Accounts Recei...				4,180.00	194,530.22
04/08/2026			2225 · Payroll Liabilities		5,081.64			189,448.58
04/08/2026			5000 · Labor:5325 · E...		140.66			189,307.92
04/08/2026			5000 · Labor:5325 · E...		351.64			188,956.28
04/08/2026		Tom Arsuffi	5000 · Labor:5025 · G...	DD	1,697.83			187,258.45
04/08/2026		Peggy Campion	5000 · Labor:5025 · G...	DD	2,528.03			184,730.42
04/08/2026		Melissa Cole	5000 · Labor:5025 · G...	DD	856.38			183,874.04
04/08/2026		Herbert Cook	5000 · Labor:5025 · G...	CK 12529	2,202.08			181,671.96
04/08/2026		Dana Goertz	5000 · Labor:5025 · G...	DD	741.87			180,930.09
04/08/2026		Elvis Hernandez	5000 · Labor:5025 · G...	DD	4,577.82			176,352.27
04/08/2026		Patricia Jacobs	5000 · Labor:5025 · G...	DD	1,265.66			175,086.61
04/08/2026		Claire Marks	5000 · Labor:5025 · G...	DD	2,288.67			172,797.94
04/08/2026		Fred Meijerling	5000 · Labor:5025 · G...	DD	453.50			172,344.44
04/08/2026		Debra Phillips	5000 · Labor:5025 · G...	CK 12530	1,490.57			170,853.87
04/08/2026		Nancci Phillips-Burg...	5000 · Labor:5025 · G...	DD	645.45			170,208.42
04/08/2026		Nick Textor	5000 · Labor:5025 · G...	DD	2,952.95			167,255.47
04/08/2026			5000 · Labor:5325 · E...		328.33			166,927.14
04/15/2026	8875	Halff Associates, Inc.	8600 · Website	Inv. 10163051	6,000.00			160,927.14
04/15/2026			8000 · Operating Expe...		129.81			160,797.33
04/15/2026	8877	Civicplus	8600 · Website	Inv. 365942	5,760.00			155,037.33
04/15/2026	8878	Civicplus	8600 · Website	Inv. 367112	13,599.06			141,438.27
04/15/2026	8879	Landon Harper	6571 · E/O Program	Student Art Co...	100.00			141,338.27
04/15/2026	8880	Camila Chaverria	6571 · E/O Program	Student Art Co...	75.00			141,263.27
04/15/2026	8881	Addison Cash	6571 · E/O Program	Student Art Co...	50.00			141,213.27
04/15/2026	8882	Kennedy Henry	6571 · E/O Program	Student Art Co...	25.00			141,188.27
04/15/2026	8883	Xephenia Lopez	6571 · E/O Program	Student Art Co...	100.00			141,088.27

Lost Pines Groundwater Conservation District

4/30/2026 1:30 PM

Register: 1010 · Checking - First National Bank

From 04/01/2026 through 04/30/2026

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/15/2026	8884	Audrie Perez	6571 · E/O Program	Student Art Co...	75.00			141,013.27
04/15/2026	8885	Liam Kinney	6571 · E/O Program	Student Art Co...	50.00			140,963.27
04/15/2026	8886	Daisy Gorostieta	6571 · E/O Program	Student Art Co...	25.00			140,938.27
04/15/2026	8887	Olivia Medina	6571 · E/O Program	Student Art Co...	100.00			140,838.27
04/15/2026	8888	Harli Hernandez	6571 · E/O Program	Student Art Co...	75.00			140,763.27
04/15/2026	8889	Aileen Rodriguez	6571 · E/O Program	Student Art Co...	50.00			140,713.27
04/15/2026	8890	Alexis Robertson	6571 · E/O Program	Student Art Co...	25.00			140,688.27
04/15/2026	8891	Ariel Kunz	6571 · E/O Program	Student Art Co...	50.00			140,638.27
04/15/2026	8892	Jenna Rice	6571 · E/O Program	Student Art Co...	50.00			140,588.27
04/15/2026	8893	Aubrey Marquette	6571 · E/O Program	Student Art Co...	100.00			140,488.27
04/15/2026	8894	Stephanie McCarty	6571 · E/O Program	Student Art Co...	50.00			140,438.27
04/15/2026	8895	Natalie Frerich	6571 · E/O Program	Student Art Co...	200.00			140,238.27
04/15/2026	8896	Joshua Workman	6571 · E/O Program	Student Art Co...	50.00			140,188.27
04/15/2026	8897	Kayla Stanley	6571 · E/O Program	Student Art Co...	100.00			140,088.27
04/15/2026	8898	Texas Alliance of Gr...	8500 · Contingency	2026 Summit S...	4,000.00			136,088.27
04/15/2026			8000 · Operating Expe...		72.76			136,015.51
04/15/2026		Manville WSC	1200 · Accounts Recei...				13,525.44	149,540.95
04/15/2026		Manville WSC	1200 · Accounts Recei...				14,602.37	164,143.32
04/15/2026		City of Bastrop	1200 · Accounts Recei...				29,736.52	193,879.84
04/15/2026		Hunters Crossing	1200 · Accounts Recei...				210.06	194,089.90
04/15/2026		Aqua WSC	1200 · Accounts Recei...				40,600.34	234,690.24
04/15/2026		Lincoln WSC	1200 · Accounts Recei...				496.38	235,186.62
04/15/2026		LCRA	1200 · Accounts Recei...				6,792.50	241,979.12
04/15/2026		LCRA	1200 · Accounts Recei...				8,360.00	250,339.12
04/16/2026	8899	Graves Dougherty H...	7000 · Professional Ser...		13,856.77			236,482.35
04/20/2026	8900	ZochNet	8000 · Operating Expe...	Inv. 517779	249.95			236,232.40
04/20/2026			2225 · Payroll Liabilities		2,987.81			233,244.59
04/20/2026			5000 · Labor:5325 · E...		140.66			233,103.93
04/20/2026			5000 · Labor:5325 · E...		351.64			232,752.29
04/20/2026		Peggy Campion	5000 · Labor:5025 · G...	DD	2,528.03			230,224.26
04/20/2026		Dana Goertz	5000 · Labor:5025 · G...	DD	688.87			229,535.39
04/20/2026		Elvis Hernandez	5000 · Labor:5025 · G...	DD	4,577.82			224,957.57
04/20/2026		Claire Marks	5000 · Labor:5025 · G...	DD	2,288.68			222,668.89
04/20/2026	8901	Spheros Environmental	7000 · Professional Ser...	Inv. 33711	7,375.00			215,293.89
04/20/2026	8902	Cynthia Raney	8400 · Mitigation Fund...	Mitigation Rei...	22,354.15			192,939.74
04/20/2026		Lincoln WSC	1200 · Accounts Recei...				496.38	193,436.12
04/20/2026		Bastrop County WCI...	1200 · Accounts Recei...				1,798.45	195,234.57
04/20/2026		City of Lexington	1200 · Accounts Recei...				1,410.75	196,645.32
04/20/2026		Bastrop County WCI...	1200 · Accounts Recei...				337.54	196,982.86
04/20/2026		Casey Shawhan	1200 · Accounts Recei...				2,600.00	199,582.86

Lost Pines Groundwater Conservation District

4/30/2026 1:30 PM

Register: 1010 · Checking - First National Bank

From 04/01/2026 through 04/30/2026

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/20/2026	8903	Christopher Toth	7503 · Rainwater Harv...	Rainwater Harv...	550.00			199,032.86
04/22/2026	8904	TX Health Benefits P...	5000 · Labor:5325 · E...	May	4,464.84			194,568.02
04/22/2026	8905	GM Ellis Law Firm	7000 · Professional Ser...	May	2,600.00			191,968.02
04/22/2026			8000 · Operating Expe...		72.76			191,895.26
04/22/2026	8906	Strattmont Group	7040 · IT Management	Inv. 4364	1,179.33			190,715.93
04/25/2026			8000 · Operating Expe...		102.91			190,613.02
04/27/2026	8907	Graybar Financial Se...	8000 · Operating Expe...	Inv. 20169642	111.20			190,501.82
04/27/2026	8908	Sharp Business Syste...	8000 · Operating Expe...	Inv. 15170813	168.23			190,333.59
04/28/2026	8909	Constance Evora	8400 · Mitigation Fund...	Mitigation Rei...	7,824.99			182,508.60
04/28/2026			8000 · Operating Expe...		1,097.73			181,410.87
04/28/2026		GPA Elgin Properties	1200 · Accounts Recei...				62.70	181,473.57
04/28/2026			2280 · Customer Depo...	Deposit			2,600.00	184,073.57
04/28/2026		Avara Ranch LLC	1200 · Accounts Recei...				463.98	184,537.55
04/29/2026		City of Giddings	1200 · Accounts Recei...				3,971.00	188,508.55
04/29/2026		SLR Property I, OP	1200 · Accounts Recei...				12,069.75	200,578.30

Lost Pines Groundwater Conservation District

4/30/2026 1:30 PM

Register: 1032 · TexPool

From 01/01/2026 through 04/30/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/10/2026			4000 · Income:4900 · I...	January Interest			16,997.25	5,411,550.65
03/12/2026			4000 · Income:4900 · I...	February Interest			15,279.31	5,426,829.96
04/15/2026			4000 · Income:4900 · I...	March Interest			16,926.40	5,443,756.36

Well Producers 2026 YTD BASED ON PERMITTED VOLUME																			
PRODUCER & PERMIT TOTAL		January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTALS	ACRE FT	% of TOT. Pmt.	% of PERMIT	MO. AVG. AF	
Aqua WSC																			
39,053.0 Gal/1000		312504.09	262006.64	327244.25	0	0	0	0	0	0	0	0	0	901754.98	2767.38	1.76%	7.1%	922.5	
Export vol.		24170.761	21737.755	25503.947	0	0	0	0	0	0	0	0	0	71412.463					
Bastrop Co. WCID #1																			
323.0 Gal/1000		380	1016.7	1132.9	0	0	0	0	0	0	0	0	0	2529.6	7.76	0.00%	2.4%	2.6	
Bastrop Co. WCID #2																			
1,721.0 Gal/1000		13634.74	11032.16	16160.071	0	0	0	0	0	0	0	0	0	40826.971	125.29	0.08%	7.3%	41.8	
City of Bastrop																			
13,067.0 Gal/1000		60557	42665	53421	60904	0	0	0	0	0	0	0	0	217547	667.53	0.43%	5.1%	166.9	
City of Elgin																			
6,137.0 Gal/1000		40691	37702	45490	0	0	0	0	0	0	0	0	0	123883	380.18	0.24%	6.2%	129.7	
Export vol.		18005	8312	8989	0	0	0	0	0	0	0	0	0	32382					
City of Giddings																			
3,600.0 Gal/1000		29368	26387	30382	0	0	0	0	0	0	0	0	0	86137	264.34	0.17%	7.0%	88.1	
City of Lexington																			
1,350.0 Gal/1000		5568	4224	5701	0	0	0	0	0	0	0	0	0	15493	47.55	0.03%	3.5%	15.8	
City of Smithville																			
3,925.0 Gal/1000		17900	7368	0	0	0	0	0	0	0	0	0	0	25268	77.54	0.05%	2.0%	38.8	
Gatehouse																			
16,500.0 Gal/1000		0	0	0	0	0	0	0	0	0	0	0	0		0.00	0.00%	0.0%	0.0	
Export vol.		0	0	0	0	0	0	0	0	0	0	0	0						
Marling Ingredients																			
224.0 Gal/1000		5753	5916	6198	6832	0	0	0	0	0	0	0	0	24699	75.80	0.05%	33.8%	18.9	
City of Hutto																			
3,360.0 Gal/1000		33101.85	35398.694	11556.28	0	0	0	0	0	0	0	0	0	80056.824	245.69	0.16%	7.3%	61.4	
Export vol.		33101.85	35398.694	11556.28	0	0	0	0	0	0	0	0	0	80056.824					
Manville WSC																			
12,943.0 Gal/1000		6878	36192	55963.334	0	0	0	0	0	0	0	0	0	99033.334	303.92	0.19%	2.3%	101.3	
Export vol.		6005.985	35394.983	55299.668	0	0	0	0	0	0	0	0	0	96700.636					
Lee Co. WSC																			
4,000.0 Gal/1000		32043.468	26385.996	28321.859	25078.297	0	0	0	0	0	0	0	0	111830.62	343.20	0.22%	8.6%	85.8	
Export vol.		3925.81	4339.97	3460.13	4823.46	0	0	0	0	0	0	0	0	16549.47					
Lee Co. FWSD																			
100.0 Gal/1000		803	648	825.819	740.439	0	0	0	0	0	0	0	0	3017.258	9.26	0.01%	9.3%	2.3	
Lincoln WSC																			
475.0 Gal/1000		2305	2421	2168	0	0	0	0	0	0	0	0	0	6894	21.16	0.01%	4.5%	7.1	
LCRA LPPP																			
6,500.0 Gal/1000		81819	73878	133376	103329	0	0	0	0	0	0	0	0	392402	1204.24	0.77%	18.6%	301.1	
LCRA Griffith																			
8,000.0 Gal/1000		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00%	0.0%	0.0	
Hunters Crossing																			
67.0 Gal/1000		442	346	306	0	0	0	0	0	0	0	0	0	1094	3.36	0.00%	5.0%	1.1	
BLR / ALCOA WELLS, Info only																			
3,850.0 Gal/1000		60710.4	45458.6	52917.4	48232.8	0	0	0	0	0	0	0	0	207319.2	636.24	0.41%	16.5%	159.1	
Luminant (quarterly)																			
Gal/1000		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00%	#DIV/0!	0.0	
Recharge																			
25,000.0 Gal/1000		0	0	51577	0	0	0	0	0	0	0	0	0	51577	158.28	0.10%	0.6%	158.3	
Export Vol.				51577										51577					
Thomas Turfgrass																			
2,200.0 Gal/1000		14624	23489	28983	5450	0	0	0	0	0	0	0	0	72546	222.64	0.14%	10.1%	65.7	
Thomas - 8 springs																			
1,800.0 Gal/1000		15439	31710	49121	16194	0	0	0	0	0	0	0	0	112464	345.14	0.22%	19.2%	86.3	
Avara Ranch																			
444.0 Gal/1000		0	0	24.82	0	0	0	0	0	0	0	0	0	24.82	0.08	0.00%	0.0%	0.0	
Rambo																			
202.0 Gal/1000		44736.8	0	2374.539	3871.22									50982.559	156.46	0.10%	77.5%	39.1	
Total Monthly Gallons/1000		734521.55	642534.79	851809.73	266761.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2496340.78					
Operating Permit Total AF																			
157,071.0 AFY			4.88%	YTD PUMPING % OF PERMITTED TOTAL															
														Acre ft. pumped YTD	7,660.99				
														Acre ft. exported YTD	911.71				

SPHEROS

ENVIRONMENTAL

May 12, 2026

Invoice No: 34130

Invoice Total: \$24,962.21

Elvis Hernandez
Lost Pines GCD
317 E. Hempstead St.
Giddings, TX 78942



Please Remit To:
Spheros Environmental
600 Round Rock West Dr. #601
Round Rock, TX 78681
(512) 300-0435
billing@LREwater.com

Invoice Email: elvis@lostpineswater.org, lpgcd@lostpineswater.org
Project No.: R26-00057-00
Project Name: On-Call Lost Pines Groundwater Conservation District Hydrogeological Services for 2026

Professional Services through April 25, 2026

Task 0001 Task 1: General Consulting Services

Professional Personnel

	Hours	Rate	Amount
Miller, Gretchen	6.00	220.00	1,320.00
Totals	6.00		1,320.00
Total Labor			\$1,320.00
Total this Task			\$1,320.00

Task 0002 Task 2: Monitoring

Professional Personnel

	Hours	Rate	Amount
Miller, Gretchen	.50	220.00	110.00
Nguyen, William	43.50	125.00	5,437.50
Wade, Kacey	34.50	150.00	5,175.00
Wong, Stephanie	1.00	176.00	176.00
Totals	79.50		10,898.50
Total Labor			\$10,898.50

Reimbursable Expenses

Travel - Mileage			
4/7/2026	Wade, Kacey	Field Work	247.23
4/8/2026	Wade, Kacey	Field Work	179.44
4/8/2026	Wade, Kacey	Field Work	171.47
Total Reimbursables			598.14 \$598.14

Total this Task \$11,496.64

Task 0003 Task 5: GMA-12 Support (Non-ER)

Professional Personnel

	Hours	Rate	Amount	
Darling, Wallace	48.25	174.00	8,395.50	
Miller, Gretchen	15.25	220.00	3,355.00	
Wong, Stephanie	2.00	176.00	352.00	
Totals	65.50		12,102.50	
Total Labor				\$12,102.50

Reimbursable Expenses

Travel - Mileage				
3/20/2026	Miller, Gretchen	Attend GMA-12 Meeting	43.07	
	Total Reimbursables		43.07	\$43.07

Total this Task **\$12,145.57**

Total this Invoice **\$24,962.21**

Billing Backup

Tuesday, May 12, 2026

Spheros Environmental

Invoice <Draft> Dated 5/12/2026

11:08:09 AM

Task 0001 Task 1: General Consulting Services

Professional Personnel

			Hours	Rate	Amount
10281	000:000 - Miller, Gretchen	4/1/2026	1.00	220.00	220.00
10281	000:000 - Miller, Gretchen	4/6/2026	.50	220.00	110.00
10281	000:000 - Miller, Gretchen	4/15/2026	4.50	220.00	990.00
	Totals		6.00		1,320.00
	Total Labor				\$1,320.00

Total this Task \$1,320.00

Task 0002 Task 2: Monitoring

Professional Personnel

			Hours	Rate	Amount
10281	000:000 - Miller, Gretchen	4/7/2026	.50	220.00	110.00
10428	000:000 - Nguyen, William	4/8/2026	11.00	125.00	1,375.00
10428	000:000 - Nguyen, William	4/16/2026	2.00	125.00	250.00
10428	000:000 - Nguyen, William	4/20/2026	1.00	125.00	125.00
10428	000:000 - Nguyen, William	4/21/2026	1.00	125.00	125.00
10428	000:000 - Nguyen, William	4/22/2026	10.50	125.00	1,312.50
10428	000:000 - Nguyen, William	4/23/2026	8.00	125.00	1,000.00
10428	000:000 - Nguyen, William	4/24/2026	10.00	125.00	1,250.00
10238	000:000 - Wade, Kacey	4/6/2026	2.00	150.00	300.00
10238	000:000 - Wade, Kacey	4/7/2026	12.00	150.00	1,800.00
10238	000:000 - Wade, Kacey	4/8/2026	11.50	150.00	1,725.00

10238	Kacey 000:000 - Wade, Kacey	4/9/2026	9.00	150.00	1,350.00	
10211	000:000 - Wong, Stephanie	4/22/2026	.50	176.00	88.00	
10211	000:000 - Wong, Stephanie	4/23/2026	.25	176.00	44.00	
10211	000:000 - Wong, Stephanie	4/24/2026	.25	176.00	44.00	
	Totals		79.50		10,898.50	
	Total Labor					\$10,898.50

Reimbursable Expenses

Travel - Mileage

EX	000000008539	4/7/2026	Wade, Kacey / Field Work	247.23	
EX	000000008539	4/8/2026	Wade, Kacey / Field Work	179.44	
EX	000000008539	4/8/2026	Wade, Kacey / Field Work	171.47	
	Total Reimbursables			598.14	\$598.14

Total this Task \$11,496.64

Task 0003 Task 5: GMA-12 Support (Non-ER)

Professional Personnel

			Hours	Rate	Amount
10232	000:000 - Darling, Wallace	3/31/2026	9.00	174.00	1,566.00
10232	000:000 - Darling, Wallace	4/1/2026	8.50	174.00	1,479.00
10232	000:000 - Darling, Wallace	4/7/2026	5.00	174.00	870.00
10232	000:000 - Darling, Wallace	4/8/2026	2.50	174.00	435.00
10232	000:000 - Darling, Wallace	4/9/2026	6.75	174.00	1,174.50
10232	000:000 - Darling, Wallace	4/10/2026	4.50	174.00	783.00
10232	000:000 - Darling, Wallace	4/13/2026	6.50	174.00	1,131.00
10232	000:000 - Darling, Wallace	4/15/2026	3.50	174.00	609.00
10232	000:000 - Darling, Wallace	4/16/2026	2.00	174.00	348.00
10281	000:000 - Miller,	3/31/2026	3.00	220.00	660.00

	Gretchen					
10281	000:000 - Miller, Gretchen	4/1/2026	4.00	220.00	880.00	
10281	000:000 - Miller, Gretchen	4/2/2026	3.00	220.00	660.00	
10281	000:000 - Miller, Gretchen	4/8/2026	.75	220.00	165.00	
10281	000:000 - Miller, Gretchen	4/9/2026	.50	220.00	110.00	
10281	000:000 - Miller, Gretchen	4/13/2026	.50	220.00	110.00	
10281	000:000 - Miller, Gretchen	4/16/2026	3.25	220.00	715.00	
10281	000:000 - Miller, Gretchen	4/24/2026	.25	220.00	55.00	
10211	000:000 - Wong, Stephanie	4/1/2026	2.00	176.00	352.00	
	Totals		65.50		12,102.50	
	Total Labor					\$12,102.50

Reimbursable Expenses

Travel - Mileage

EX 000000008706 3/20/2026	Miller, Gretchen / Attend GMA-12 Meeting	43.07
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Total Reimbursables	43.07	\$43.07
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Total this Task	\$12,145.57
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Total this Project	\$24,962.21
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Total this Report	\$24,962.21
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April 16, 2026

Invoice No: 33728

Invoice Total: \$15,143.89

Elvis Hernandez
Lost Pines GCD
317 E. Hempstead St.
Giddings, TX 78942



Please Remit To:
Spheros Environmental
600 Round Rock West Dr. #601
Round Rock, TX 78681
(512) 300-0435
billing@LREwater.com

Invoice Email: elvis@lostpineswater.org, lpgcd@lostpineswater.org
Project No.: R26-00057-00
Project Name: On-Call Lost Pines Groundwater Conservation District Hydrogeological Services for 2026

Professional Services through February 28, 2026

Task 0001 Task 1: General Consulting Services

Professional Personnel

	Hours	Rate	Amount
Furnans, Jordan	1.00	275.00	275.00
Miller, Gretchen	12.50	220.00	2,750.00
Totals	13.50		3,025.00
Total Labor			\$3,025.00
Total this Task			\$3,025.00

Task 0002 Task 2: Monitoring

Professional Personnel

	Hours	Rate	Amount
Miller, Gretchen	1.25	220.00	275.00
Wade, Kacey	10.00	150.00	1,500.00
Totals	11.25		1,775.00
Total Labor			\$1,775.00

Reimbursable Expenses

Travel - Mileage			
2/17/2026	Wade, Kacey	Travel for field work	118.83
Equipment			
2/24/2026	Wong, Stephanie	Sampling bottles and bailers	37.64
Total Reimbursables			156.47 \$156.47

Total this Task \$1,931.47

Task	0003	Task 5: GMA-12 Support (Non-ER)
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Professional Personnel

	Hours	Rate	Amount	
Darling, Wallace	41.75	174.00	7,264.50	
Miller, Gretchen	3.00	220.00	660.00	
Totals	44.75		7,924.50	
Total Labor				\$7,924.50

Reimbursable Expenses

Travel - Mileage				
1/23/2026	Miller, Gretchen	Multiple	42.67	
Total Reimbursables			42.67	\$42.67

Total this Task	\$7,967.17
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Task	0004	Task 6: Well Mitigation Cost Analysis
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Professional Personnel

	Hours	Rate	Amount	
Darling, Wallace	3.50	174.00	609.00	
Miller, Gretchen	1.50	220.00	330.00	
Nguyen, William	10.25	125.00	1,281.25	
Totals	15.25		2,220.25	
Total Labor				\$2,220.25

Total this Task	\$2,220.25
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Total this Invoice	\$15,143.89
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April 16, 2026

Invoice No: 33729

Invoice Total:	\$18,700.00
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Elvis Hernandez
Lost Pines GCD
317 E. Hempstead St.
Giddings, TX 78942

Please Remit To:
Spheros Environmental
600 Round Rock West Dr. #601
Round Rock, TX 78681
(512) 300-0435
billing@LREwater.com

Invoice Email: elvis@lostpineswater.org, lpgcd@lostpineswater.org
Project No.: R26-00057-00
Project Name: On-Call Lost Pines Groundwater Conservation District Hydrogeological Services for 2026

Professional Services through March 28, 2026

Task 0002 Task 2: Monitoring

Reimbursable Expenses

Laboratory Analysis

3/26/2026	Water Systems Engineering	Lab Report # 23604	1,980.00	
	Total Reimbursables		1,980.00	\$1,980.00

Total this Task \$1,980.00

Task 0003 Task 5: GMA-12 Support (Non-ER)

Professional Personnel

	Hours	Rate	Amount	
Darling, Wallace	82.50	174.00	14,355.00	
Miller, Gretchen	10.75	220.00	2,365.00	
Totals	93.25		16,720.00	
Total Labor				\$16,720.00

Total this Task \$16,720.00

Total this Invoice \$18,700.00



From: Stephen Iselt <iseltspumpandwaterwellservice@gmail.com>

Date: Sunday, February 1, 2026 at 8:06 PM

To: [Mr Guinn](mailto:elvis@lostpineswater.org), Elvis <elvis@lostpineswater.org>

Subject: [EXTERNAL] Guinn mitigation estimate
Elvis,

Customer is Brandon Guinn

Well log and receipt is attached as Mr Guinn had them from the original land owner from when the well was drilled. I do not believe the well was registered with the district by the previous landowner. Well is 780 feet deep and telescopes at about 620 feet. The borehole tool indicates this to be the Simsboro aquifer. As the estimate explains, water level has fallen drastically from 156 feet in '17 to 306 ft currently. Just filling the pressure tank a 10 ft drawdown was observed and the water level was still falling at the time of cut off pressure. Seeing as this was a 15 gpm series 3HP per the invoice the only way to match original production is to go with a 5 hp.

Electrical coming into the pump house is adequate for a 5HP. Pressure tank system is not.

Please note that the well is in the middle of a pump house and will require extra time and labor to pull and set the replacement pump.

--

Stephen Iselt
Iselt's Pump & Water Well Service, LLC
979 884 0125
Mobile: 979 716 4487

On Feb 2, 2026, at 11:14 AM, Elvis <elvis@lostpineswater.org> wrote:
Hello Mr Guinn,

Can you please give me a call to discuss the groundwater mitigation program and details about your well issues. Or, please provide me with your phone number and I can give you a call to discuss.

Thank you,

Elvis Hernandez
General Manager
LPGCD
512-360-5088

From: Elvis <elvis@lostpineswater.org>
Date: Tuesday, February 3, 2026 at 3:40 PM
Subject: RE: [EXTERNAL] Guinn mitigation estimate

I have been researching the groundwater production in the Camp Swift/2336 area and have reached out to Aqua to ask if their production in this area has changed. Currently, there is very little large scale groundwater production in the Herron Trail/2336 area. The closest Aqua water well is 2 miles away over by Hwy 290 and the Camp Swift Aqua well field (by Hwy 95 and Pershing) is over 3 miles away.

The Lost Pines GCD mitigation program is set up to assist well owners affected by groundwater level declines due to large scale groundwater production and I need to establish evidence showing that the well issues are due to groundwater production in the area.

Clearly this well is having issues, but so far I can't tie these issues back to any large scale production in the area - cause there isn't much groundwater production going on in this area... yet.

The Lost Pines GCD also has 2 Simsboro monitoring wells nearby Herron Trail. One monitoring well is 2 years old and is about 2 miles away on 2336 just north of Herron Trail. This past year this Simsboro monitoring well has shown zero water level decline. This well monitors water levels on a daily basis.

The other Simsboro monitoring well is about 2 miles east in the GLR Boy Scout Ranch. This well has been monitored since 2010 and there has been about 30' of water level decline in this Simsboro well since 2019.

If there were widespread issues in this area, with 150' water declines in the Simsboro, there should be other wells experiencing issues and I have no indication that any other Simsboro wells are having issues in this area.

It is possible that this individual well is having issues? Perhaps the well is leaking or is cracked?

I would like to schedule a time to meter this well. In the meantime I have reached out to Aqua to see if their production has increased in this area. At this time it would appear that this well is experiencing issues independent of groundwater production in the area. The monitoring wells in the area do not support a 150' decline in the Simsboro.

Thanks,

Elvis Hernandez
General Manager
LPGCD

From: Elvis <elvis@lostpineswater.org>
Date: Monday, February 9, 2026 at 9:57 AM
To: Mr. Guinn
Subject: Re: [EXTERNAL] Guinn mitigation estimate

Mr. Guinn,

Unfortunately, this well does not qualify under the terms of the Lost Pines GCD (LPGCD) mitigation program. See attached.

Page 5, item (2) states, "Decline in water level causing the need for mitigation of the well must be directly tied to production of groundwater and not factors, such as drought, or changes in precipitation;"

Currently, there is no groundwater production (non exempt permitted wells) in your area (see attached map). The closest production, by the Camp Swift Aqua WSC wells, is over 3 miles away and those production amounts are quite small and have been fairly constant for years. The production causing impacts around Lexington, TX is over 30 miles away in Burleson County and it is highly unlikely that has caused any significant impacts into Bastrop County.

Sincerely,
Elvis Hernandez
General Manager
LPGCD

From: Brandon Guinn
Date: Monday, March 9, 2026 at 10:42 AM
To: Elvis <elvis@lostpineswater.org>
Cc: Stephen Iselt <iseltspumpandwaterwellservice@gmail.com>
Subject: APPEAL Request Re: [EXTERNAL] Guinn mitigation estimate

Dear Mr. Hernandez,

I am writing to formally request an appeal to the Board of Directors regarding the denial under the mitigation program.

Based on my understanding of the program materials, Page 10, Section 9 provides for an appeal to the Board, provided it is submitted within 30 days of the denial. I would like to move forward with that appeal and present this matter for the Board's review.

In preparing for the appeal, I found an LCRA drawdown map that does not appear to align with the information available on the water district's website. I believe this discrepancy is significant and warrants further review. I also believe there is a reasonable basis to argue that the decline is not drought-related, even if a single definitive source cannot yet be identified.

I am also concerned that the limited map radius used in the current review may be too narrow to fully evaluate the potential causes. There appear to be broader factors that should be considered.

Additionally, I understand there may be several large-producing wells in the Simsboro Aquifer, east and south of our property, that could reasonably be considered as possible contributing factors. I believe that information should be included in the Board's review. I would also like to include the Mullen well as part of the appeal, as it appears to indicate that the previous general manager recognized there was a legitimate concern.

Thank you for your time and consideration. Please let me know the next steps.

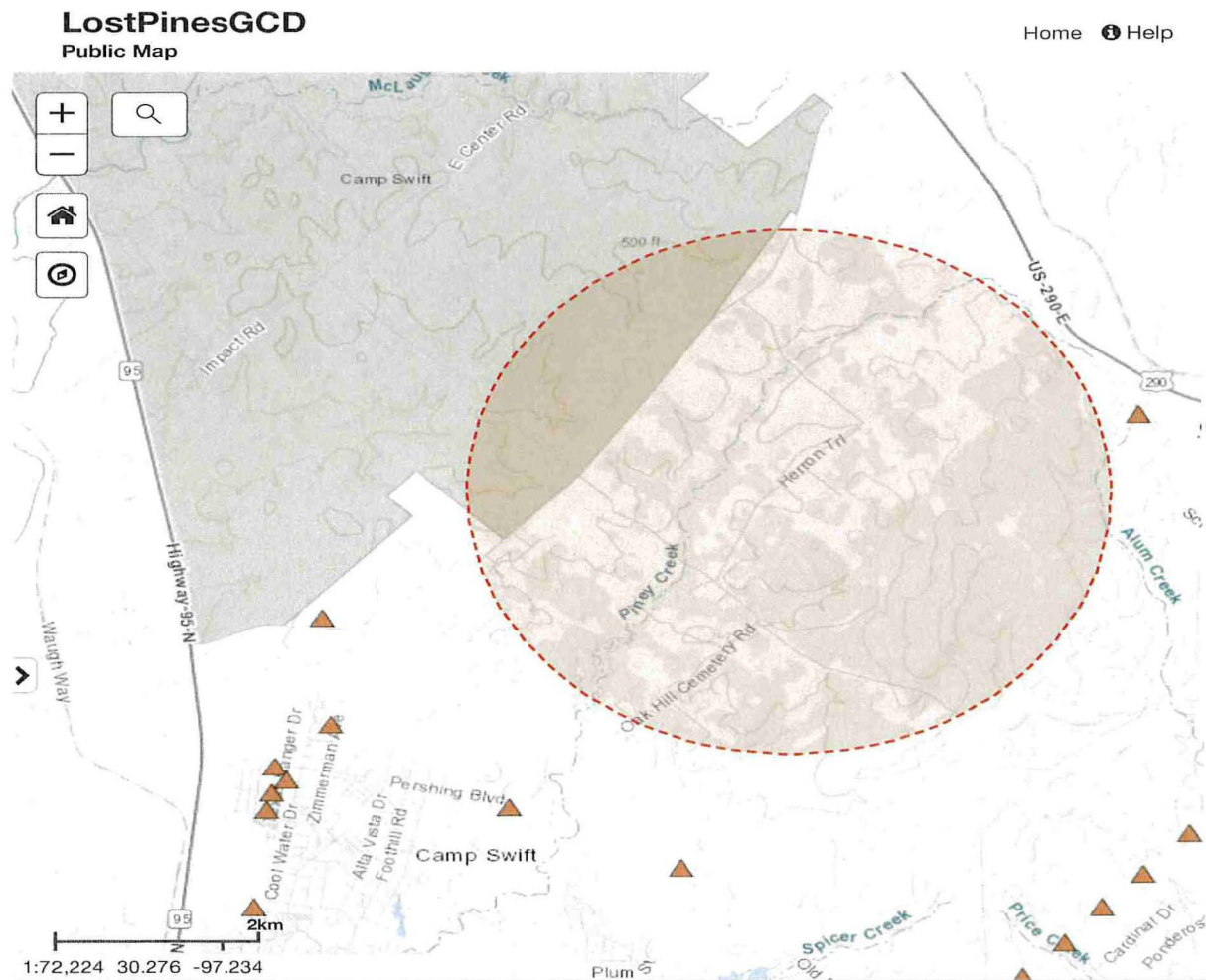
Sincerely,

Brandon Guinn

Figure 1. All non-exempt wells within 2 miles

There is no non-exempt groundwater production within 2 miles.
Public Web Map

<https://lostpinesgcd.test.halff.com/Map/Public>



Mr Guinn's Simsboro well was drilled in 2017 and the Static Water Level (SWL) was 156', according to the State Well Report. The current SWL is 306'.

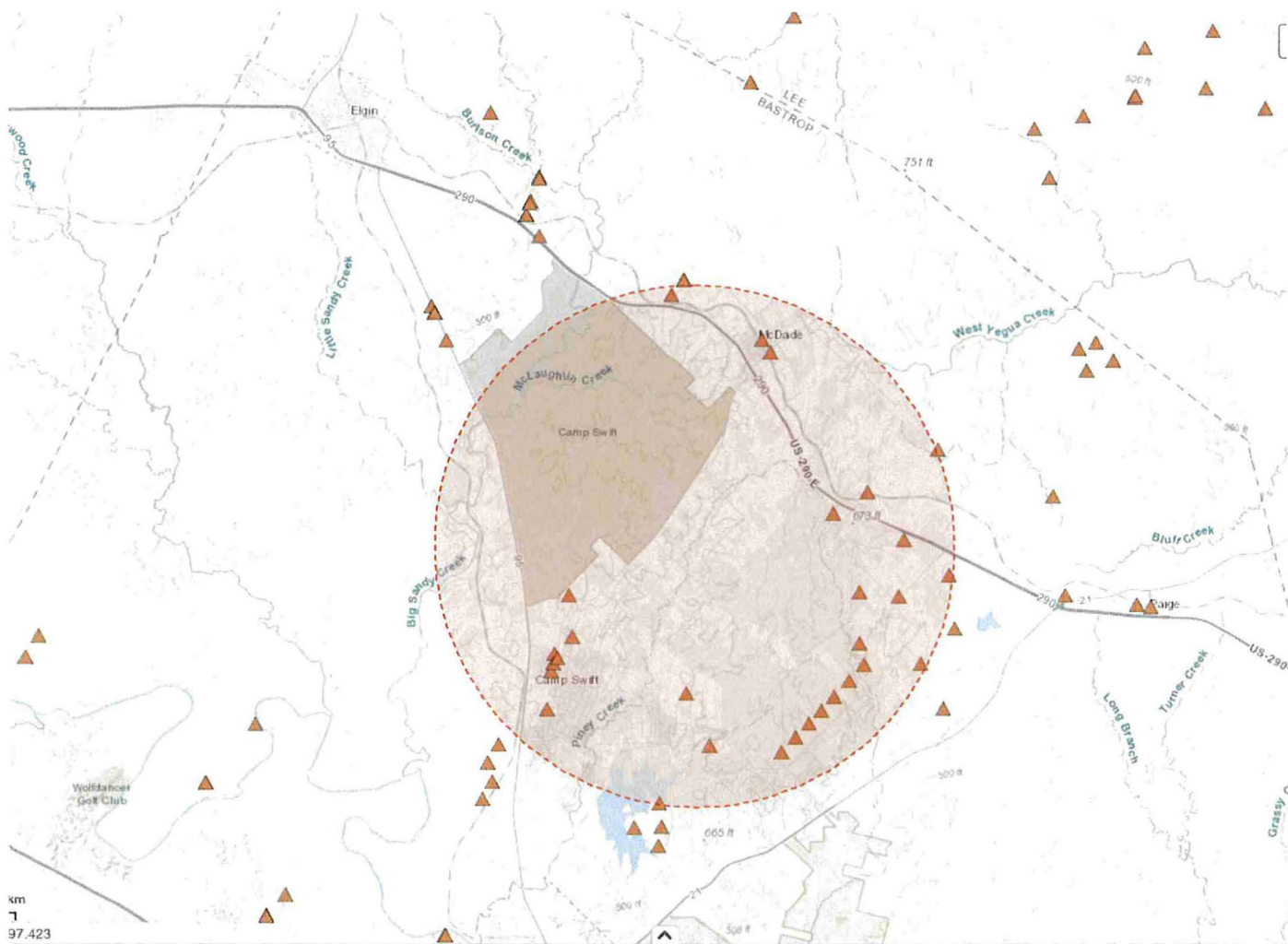


Figure 2. All non-exempt production wells within 6 miles. Most of the wells to the east are not yet in production (LCRA and Recharge).

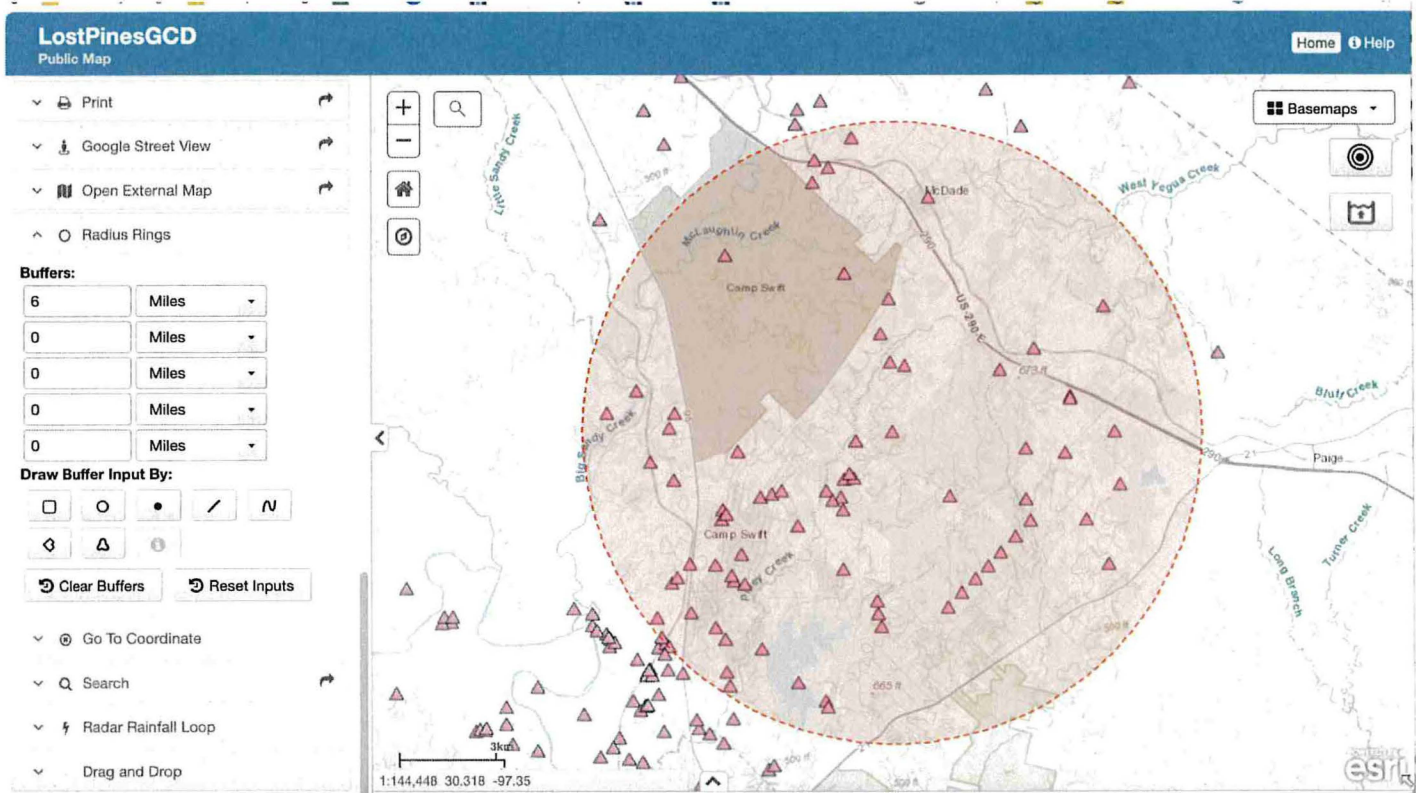


Figure 3. All Simsboro Wells (exempt and non-exempt) within 6 miles. If there were a 150' Simsboro drawdown widespread in this area, within the past 8 years (since 2017), many of these wells would also be having issues.

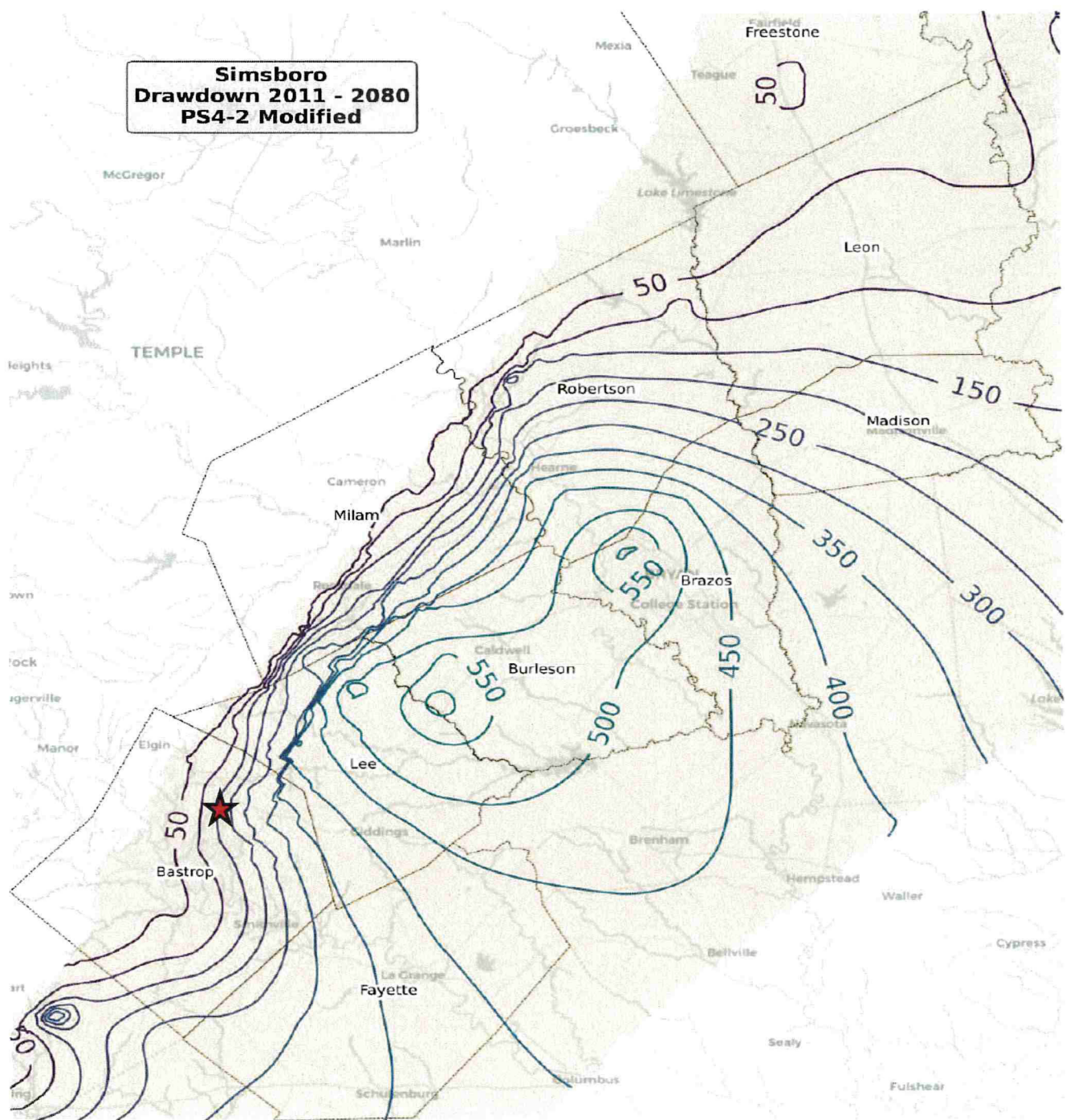


Figure 4. Predicted 2080 Simsboro drawdown – PS4-2mod

The predicted Simsboro drawdown, in the year 280, is ~ 150' near the Guinn property in Bastrop county.

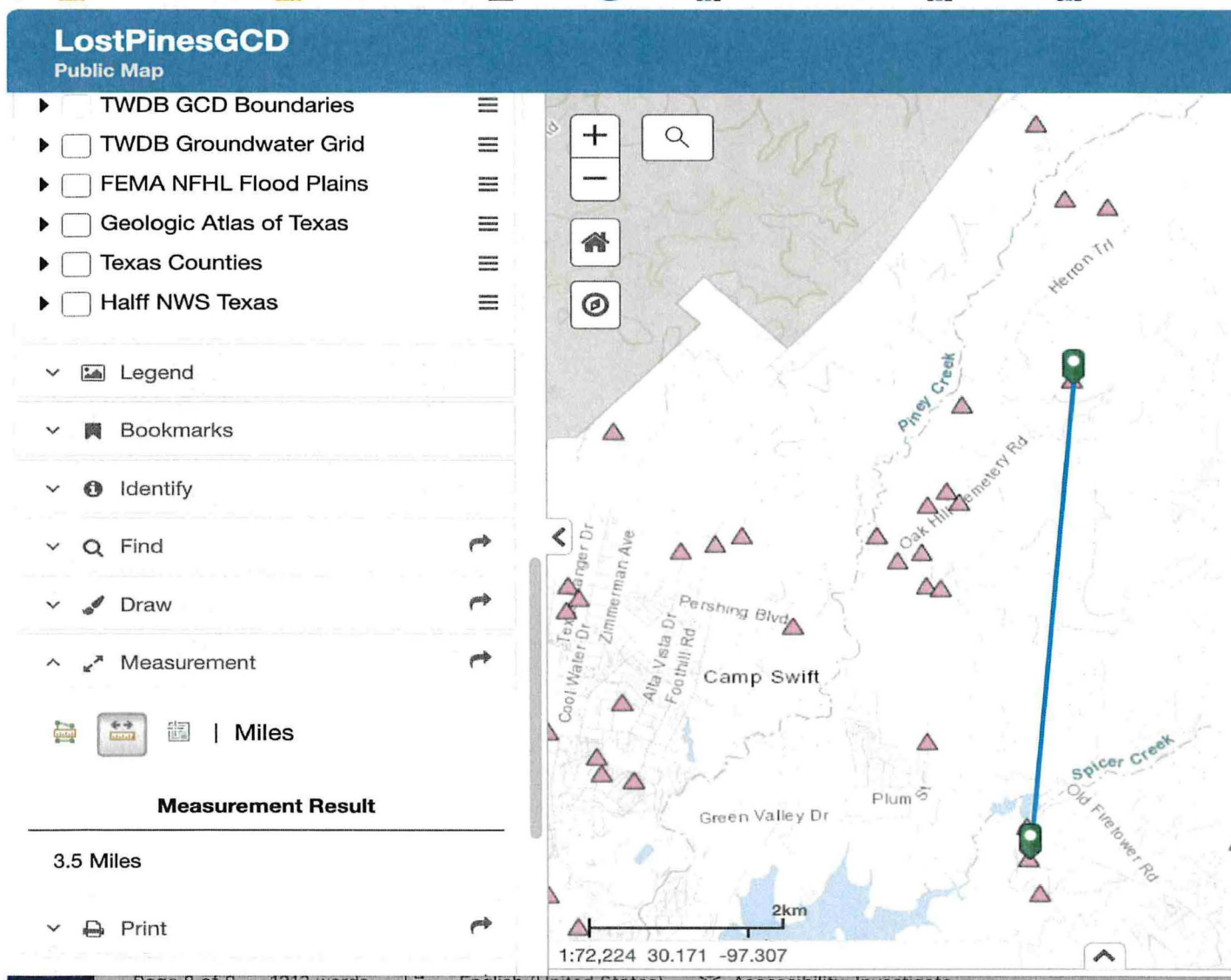
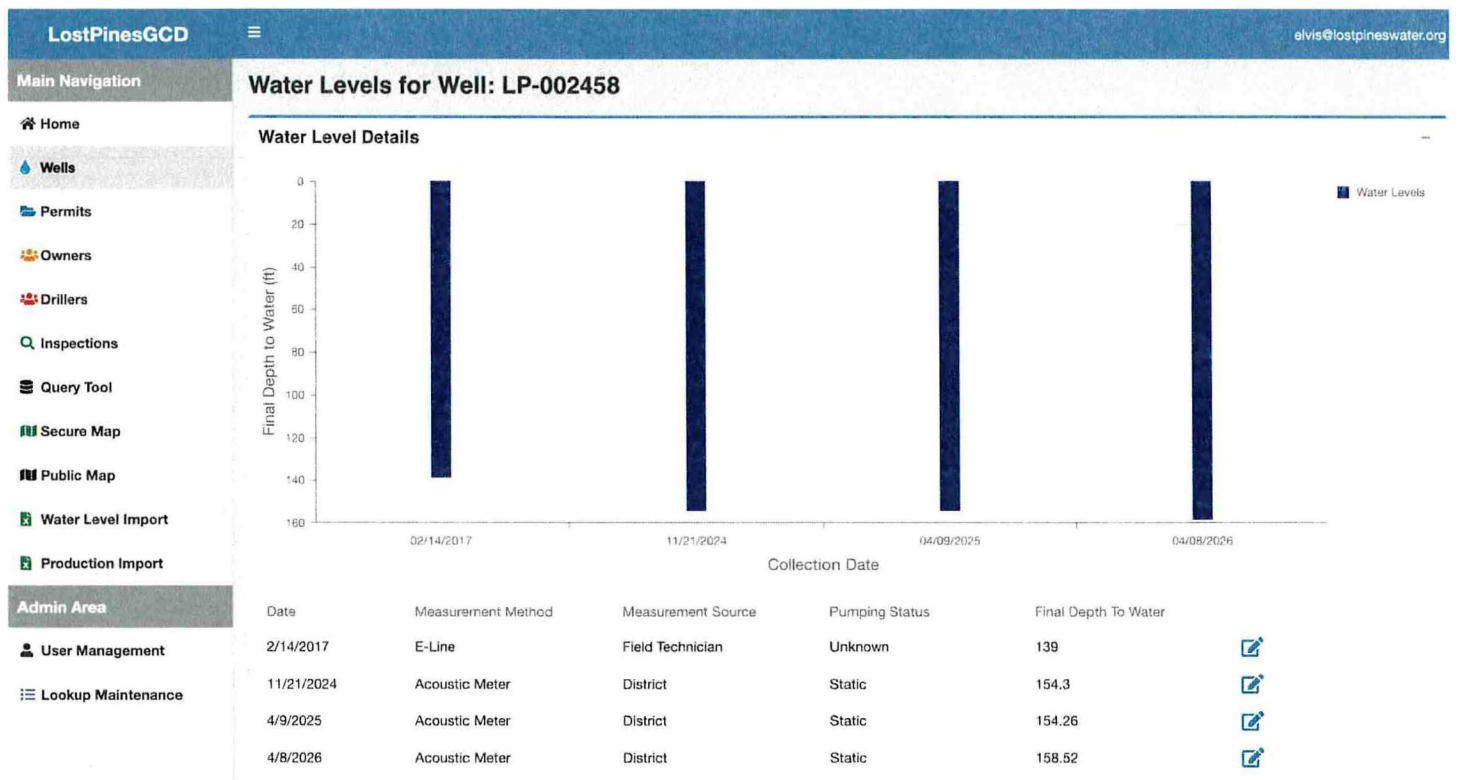


Figure 5. Comparison Simsboro exempt domestic wells 3.5 miles away. LP-002683 and LP-002458



Water levels increased by 14' since 2019



Water levels dropped by ~20' since 2017

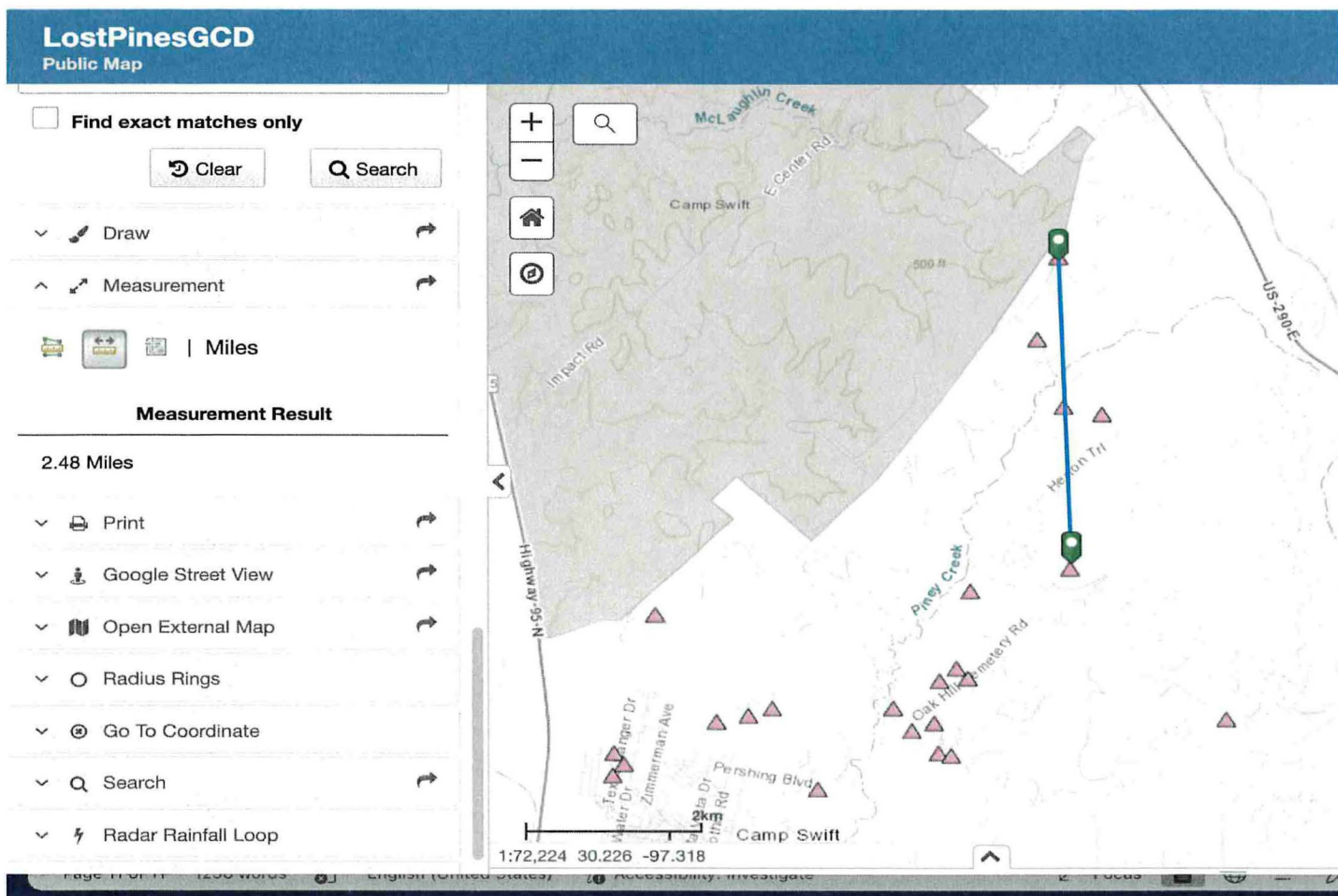
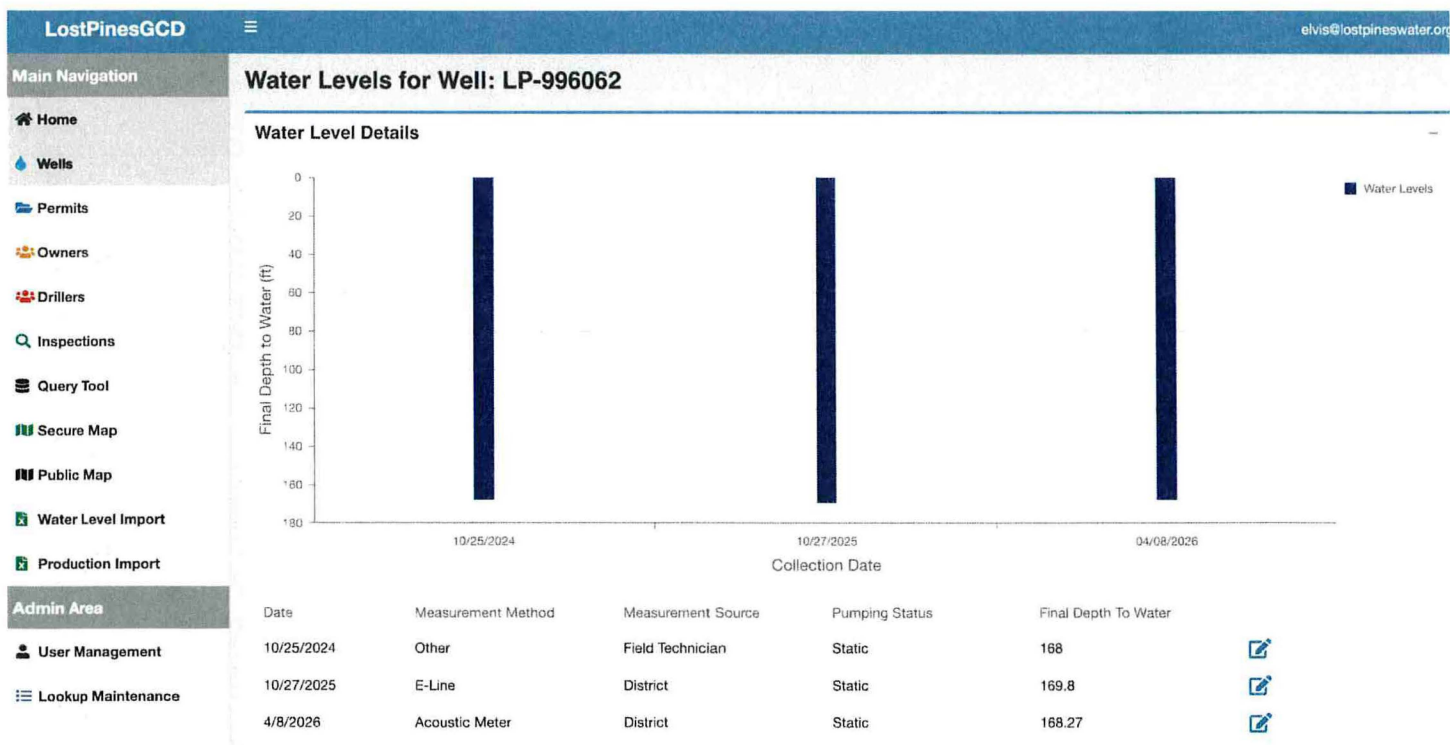


Figure 6. LPGCD Simsboro monitoring well 2.48 mi away. Continuously monitoring and recording of water levels since October 2024. LP-996062



Water levels dropped by 0.27' in the last year and a half.

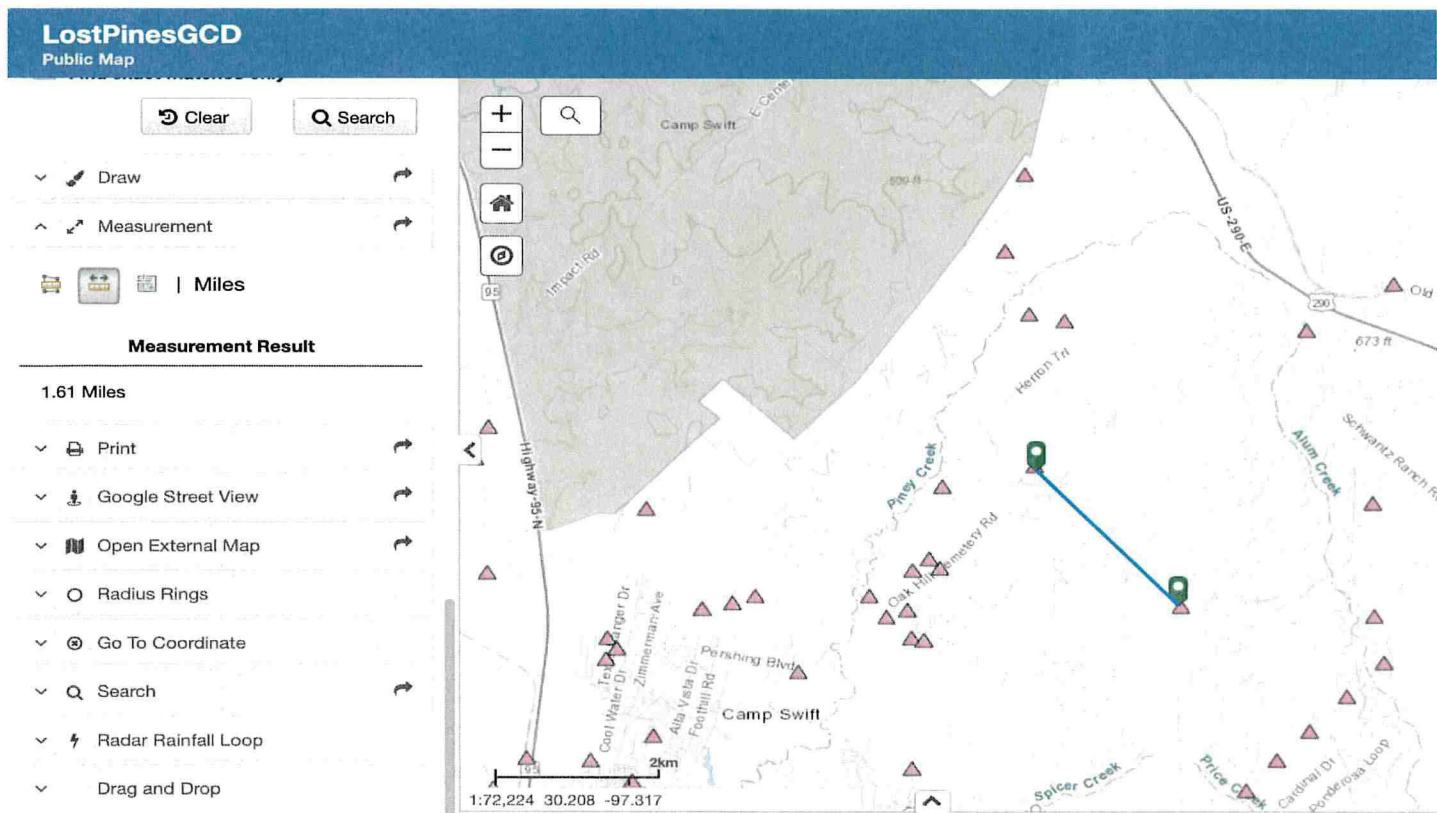


Figure 7. Simsboro GLR boy scout monitoring well 1.6 miles away. LP-002980. ~32' drawdown since 2019.

Water Levels for Well: LP-002980

Water Level Details



Date	Measurement Method	Measurement Source	Pumping Status	Final Depth To Water
12/27/2010	Other	Unknown	Unknown	334.78
1/2/2013	Other	Unknown	Unknown	310.19
2/5/2013	Other	Unknown	Unknown	310.03
5/31/2013	Other	Unknown	Unknown	312.78
7/17/2013	Other	Unknown	Unknown	316.87
8/1/2013	Other	Unknown	Unknown	316.86
9/1/2013	Other	Unknown	Unknown	317.59
9/30/2013	Other	Unknown	Unknown	316.37
11/1/2013	Other	Unknown	Unknown	314.59
12/1/2013	Other	Unknown	Unknown	313.78

The Simsboro GLR boy scout monitoring well has declined by ~32 since 2019 and by ~81 since 2010.

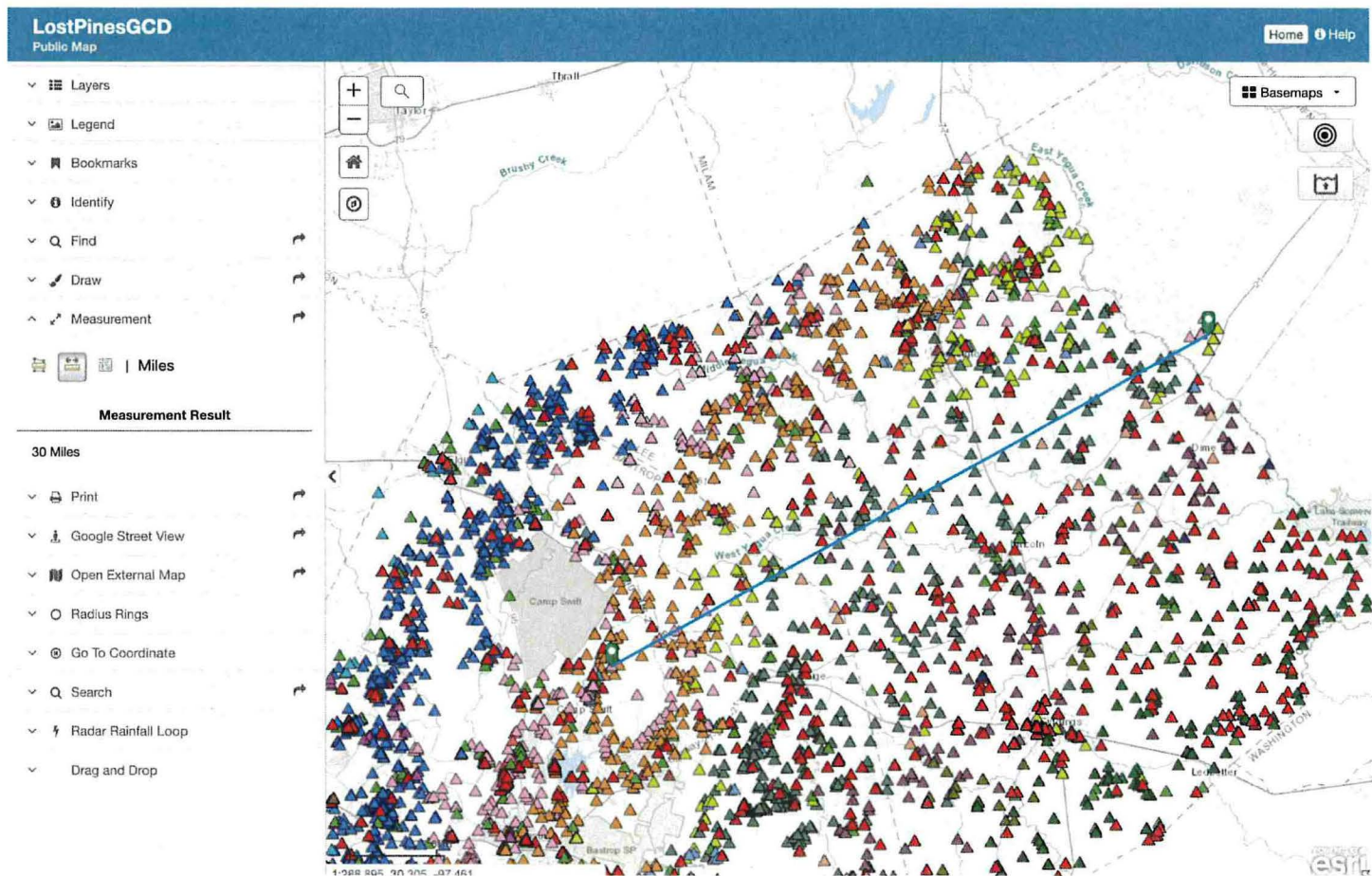


Figure 8. Vista Ridge is 30 miles away.

No. 202~~63-04XX~~-01

RESOLUTION ADOPTING REVISED EMPLOYEE MANUAL
LOST PINES GROUNDWATER CONSERVATION DISTRICT

WHEREAS, the Lost Pines Groundwater Conservation District (the "District") was created in 1999 by Senate Bill 1911, 76th Texas Legislature, pursuant to Section 59, Article 16 of the Texas Constitution and Article 7880-3c, Texas Civil Statutes (now Chapter 36, Texas Water Code); ratified by the 77th Texas Legislature in 2001; and confirmed by voters in Bastrop and Lee counties in November 2002;

WHEREAS, the District Board of Directors ("Board") is responsible for the management of all the affairs of the district pursuant to Tex. Water Code §36.057;

WHEREAS, the Board adopted the Employee Manual at its April 20, 2022 board meeting and now seeks to amend the previously adopted Employee Manual as proposed; ~~and~~

WHEREAS, the Board ~~revised the Employment Manual at its April 19, 2023 board meeting and now seeks to amend the previously adopted Employee Manual pursuant to Tex. Water Code §36.057; reviewed the Revised Employee Manual at its April 19, 2023 meeting and seeks to adopt this manual pursuant to Tex. Water Code §36.057.~~

~~WHEREAS, the Board reviewed the Revised Employee Manual at its [DATE], 2026 meeting and seeks to adopt this manual pursuant to Tex. Water Code §36.057.~~

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lost Pines Groundwater Conservation District that the Revised Employee Manual as attached is adopted and that a copy of this resolution be posted on the District website.

PASSED AND EFFECTIVE ON _____, 202~~63~~.

LOST PINES GROUNDWATER
CONSERVATION DISTRICT

By: _____
~~Elvis Hernandez~~Nick
Textor, President Board of
Directors

ATTEST:

By: _____
~~Mike Simmang~~Herbert Cook, Secretary-Treasurer
Board of Directors

Statement of Affirmation: I acknowledge that I have received a copy of this Revised Employment Manual. I also acknowledge that the provisions of the Employment Manual are part of the terms and conditions of my employment and that I agree to abide by them.

This Revised Employment Manual shall become effective as of ~~May 20~~April 19, 2026~~3~~.

Signature of Employee: _____
Printed Name: _____
Date: _____

REVISED EMPLOYMENT MANUAL of the Lost Pines Groundwater Conservation District

This Revised Employment Manual (the "Manual") contains the policies of the Lost Pines Groundwater Conservation District (the "District") that govern the behavior and duties of the District's employees and Board of Directors. The term "employees" as used throughout this document excludes all Directors on the Board of Directors (the "Board"), excepting that a Director shall be an "employee" for only those purposes described under Section 36.060 of the Texas Water Code.

Employment with the District is on an at-will basis as defined under Texas law. This means that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law, or for no reason at all. Nothing contained in this manual should be construed as a guarantee of continued employment or of any particular policy or benefit. The policies, programs, and benefits described in this manual may be eliminated, added to, subtracted from, or otherwise amended at any time without advance notice or cause. Interpretations of this policy are reserved to the Board.

1) **EEO Policy.** This Section of this Manual shall be adopted as the District's Equal Employment Opportunities Policy (the "EEO Policy").

- a. Equal Employment Opportunity. The District is committed to complying with all federal, state, and local laws providing equal employment opportunities (EEO) and is committed to fair and equal treatment of all employees, and fair and equal consideration of all prospective employees, without regard to race, color, age, religion, sex, sexual orientation, ~~transgender~~gender identity, ~~marital status, status,~~ancestry, ~~Vietnam~~or disabled veteran status, national origin, genetic make-up, or disability. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, at all levels of employment.

a:

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- b. Discrimination and Harassment Prohibited. The District maintains a work environment free of harassment or discrimination because of sex (including pregnancy, sexual orientation, gender, transgender status), ~~sexual orientation, gender (including transgender status)~~, race, religion, color, national origin, physical or mental disability, genetic information (including family medical history), marital status, age (40 and older), sexual orientation, AIDS/HIV status, military service, veteran status, or any other status protected by federal, state, or local laws. The District will conduct a prompt and thorough investigation of all allegations of any violation of this EEO Policy in a confidential manner. The District will take appropriate corrective action, if and where warranted. All forms of discrimination or harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.
- c. Sexual Harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- d. Reporting Discrimination or Harassment. If an employee feels that they have witnessed or have been subjected to any form of discrimination or harassment, the employee shall immediately notify their supervisor. The District prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. The District will promptly and thoroughly investigate any claim and take appropriate action where the District finds a claim has merit. If the District determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. The District may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy. Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge/termination.
- e. Accommodations. The District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Family and Medical Leave Act, and all applicable state and local employment laws regarding disabilities. The District will provide reasonable accommodations to otherwise qualified individuals with a disability, where appropriate, to allow the individual to perform the essential functions of the job unless doing so would create an undue hardship on the District. Employees may request an accommodation when their religious beliefs cause a deviation from the District dress code or the individual's schedule, basic job duties, or other aspects of employment. The District will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law.

2) Personnel Records.

- a. The District maintains a personnel file for each employee. All information is kept confidential to the extent allowed by law, with only authorized personnel having access to it. The employee's individual personnel records are available for review upon employee's request during ~~work~~business hours~~time~~. Employees may also make copies of their personnel records.
- b. Under Section 552.024 of the Texas Government Code (the Public Information Act), the employee may request that his/her home address, home telephone number, emergency contact information, social security number, or information that reveals whether the

employee has family members be kept confidential. This election must be made in writing within the first 14 days of employment or within 14 days of termination of employment with the District. If the election is not timely made, all or part of this information will be subject to disclosure in response to a request for public information.

3) **Employment.**

- a. Recruitment of Employees. Job openings for Regular positions are posted in a manner designed to be available to a wide range of applicants, both internal and external. The posting will include the job title, any required qualifications, the method for applying, and any applicable application deadlines. Depending upon the position sought, an applicant may be required to consent to a criminal background check, a check of the applicant's references, a check of the applicant's driving records, and a credit check. Some job offers are made contingent upon the applicant successfully~~applicant~~ passing a medical examination that is job-related and consistent with business necessity.
- b. Offers to Potential Employees.
 - i. Any offer to a potential employee will be made by a written offer letter that identifies the potential employee's employment as "at will" and describes the employee's title, job duties, and whether the employee is to be full-time, part-time, or have a temporary position.
 - ii. Offer letters may include a reference to a "restrictive covenants agreement" to be executed by the applicant upon the acceptance of a job offer. This agreement may contain provisions related to confidentiality of information, assignment of work product, and no solicitation of other employees post-employment.
- c. Work Week. Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- d. Employee Classifications.
 - i. Regular Employee. A Regular Employee is an employee who is hired into a non-temporary position without a predetermined end date and works regularly scheduled hours per week.
 - ii. Exempt Employee. Exempt employees are Regular employees who are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are therefore not entitled to overtime pay.
 - iii. Nonexempt Employee. Nonexempt employees are Regular employees and subject to the minimum wage and overtime provisions of the FLSA. Nonexempt employees must be compensated for each hour worked and at one and a half times their regular rate of pay for any hours worked over 40 hours in a single work week.
 - iv. Full-Time Employee. A full-time employee is a Regular employee expected to work a minimum of 30 hours each week. Full-time employees are entitled to receive all of

the benefits offered by the District. The full-time employee can either be exempt or nonexempt.

v. Part-Time Employee. A part-time employee is a Regular employee working less than 30 hours per week. Part-time employees must be paid for each hour worked. Part-time employees are not eligible for the District's benefit programs.

vi. Temporary Employee. A temporary employee is defined as an employee who is hired for a specific period of time or for a specific task or project. Temporary employees are not limited in the number of hours they can work by week, pay period, or annually. Temporary employees are not eligible for the District's benefit programs or for paid time off. Temporary employees are paid overtime at a rate of time-and-one-half their hourly pay rate for hours they work in excess of 40 hours per work week. Temporary employees are not Regular employees.

vii. Intern. An intern is typically a student employee or volunteer for the District. An intern may or may not receive monetary compensation. If compensated, the intern is classified as a nonexempt temporary employee. Interns are not eligible for the District's benefit or for paid time off. If compensated, interns are paid overtime at a rate of time-and-one-half their hourly pay rate for hours they work in excess of 40 hours per work week. Offer letters for interns must expressly describe the nature of the internship and stipulate whether the internship will be paid or unpaid. Employees seeking to retain interns may only make offers for internships in writing and may not make an offer to the prospective intern until after notifying their supervisors for approval of the written offer letter.

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e. Conflicts of Interest. Conflicts of interest may create actual or potential job-related concerns. If there is any actual or potential conflict of interest between an employee and a competitor, supplier, distributor, or contractor to the District, the employee must disclose it to the Board. If an actual or potential conflict of interest is determined to exist, the Board will take such steps as it deems necessary to reduce or eliminate this conflict.

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f. Employment of Relatives. The District will not employ relatives in positions where actual conflicts of interest may arise.

g. Probationary Period. Every new employee shall undergo a ~~six-two~~ (26) month probationary period (the "Probationary Period") that shall commence upon their date of hire. Upon the completion of the Probationary Period, the employee shall be eligible for certain benefits as described in this Manual. The probationary period shall only apply to the following benefits: vacation sick leave, and retirement. The probationary period does not apply to healthcare benefits.

h. Requests and Reports to General Manager. Should the Board appoint a General Manager for the District under Section 36.056 of the Texas Water Code, employees shall deliver reports and requests under this Manual, such as reports under the Ethics Policy or leave requests (as described below), to the General Manager. Employees of the District shall directly report to the General Manager on all things job-related and shall work at the direction of the General Manager.

i. Confidential Information and Data.

- i. “Confidential Information” means all confidential and proprietary knowledge, data, or information so identified by the District, whether in electronic or physical form, including, but not limited to, documentation, financial statements, operational plans, forecasts, and budgets.
- ii. Employees will, during the course of their employment, have access to information and data considered “confidential” by the District. Employees will use their best efforts to maintain and protect the secrecy of this Confidential Information. Employees may not divulge any Confidential Information to any third party without the written approval of their direct supervisor. Employees shall not remove any Confidential Information (including any electronic devices containing Confidential Information) from the District’s premises, copy any Confidential Information, or delete any Confidential Information. Employees shall presume that all electronic devices owned by the District contain Confidential Information and shall be removed from the District’s premises unless the Employee’s supervisor agrees in writing.
- iii. Upon request by the District, including any request made at or after the time an employee receives notice that their employment shall cease, employees will promptly return all originals and all copies of all Confidential Information (including all tangible media, electronic devices, or other property embodying, storing, or holding Confidential Information) that an employee may have in their possession.

j. Annual Performance Evaluation.

- i. In ~~December-the Fall~~ of each year, ~~before the Board considers the Annual Performance Evaluation of the General Manager,~~ the General Manager shall complete an Annual Performance Evaluation for each employee. The Annual Performance Evaluation shall be of substantively the same form as the “Annual Performance Evaluation” attached as “Exhibit A” to this manual.
- ii. The General Manager shall submit the completed Annual Performance Evaluations to the Board. In the alternative, the General Manager shall provide qualitative assessments to the Board where such assessments describe the overall results of the Annual Performance Evaluations, including whether employees met or exceeded the expectations of their employment.

k. Annual Performance Evaluation of the General Manager. In ~~December-the Fall~~ of each year, the Board shall conduct the General Manager’s annual performance evaluation by:

- i. ~~e~~Each Board Director submitting a completed General Manager Performance Evaluation Form, attached as “Exhibit B” to this manual, to the Governance Committee.
- ii. Approving the final evaluation report, with any modifications adopted by the Board, and the proposed General Manager’s annual compensation, provided by the Governance Committee.
- iii. The Governance Committee shall, as directed by the Board:

- a. collect and compile the General Manager Performance Evaluations received from each Director;
- b. review the information included in each Director's individual General Manager evaluation form to determine whether the General Manager has fulfilled their responsibilities and to determine whether such responsibilities delegated to the General Manager should be modified or changed~~s~~ and whether additional responsibilities should be delegated to the General Manager;
- c. Create, and provide to the Board, a General Manager final annual evaluation report, which shall include a proposed annual compensation recommendation to be paid to the General Manager for the upcoming fiscal year.

- iv. All annual performance evaluation documentation collected to create the General Manager's final annual evaluation report, including each Director's individual evaluation, shall be maintained in the General Manager's personnel file.

4) **Ethics Policy.** The District is a political subdivision of the State of Texas and its employees are public servants. The Board and employees will comply with all state laws governing ethics and conflicts of interest. Because of potential conflicts of interest, ethical considerations, and liability matters, an employee must notify the Board before accepting any outside employment or engaging in any activities which may cause a conflict of interest or the compromise of the District's ethical or professional standards. Criminal penalties may apply for certain violations of Texas ethics laws.

- a. Prohibited Activities. This list is not all-inclusive. Violation of the public trust in any way is a violation of this Ethics Policy Section and may result in disciplinary action up to and/or including termination.
 - i. Employees may not use their official position to secure special privileges or exemptions for themselves or others.
 - ii. Employees may not grant any special consideration, treatment or advantage to any citizen, individual or group beyond those that are available to every other citizen, individual or group.
 - iii. Employees may not disclose, without proper authorization, confidential information that could adversely affect the property, management, or affairs of the District, or directly or indirectly use any information for their own personal gain or benefit, or for the private interest of others.
 - iv. Employees may not represent, directly or indirectly, or appear on behalf of private interests before the Board, nor shall they represent any private interest in any action or proceeding involving the District, nor shall they accept a retainer or compensation that is contingent upon a specific action taken by the District.

- v. Employees may not be directly or indirectly interested in any contract in which the District is a party, or solicit, accept, or agree to accept any benefit from a party known to be or likely to be involved in a transaction involving the District.
- vi. Employees may not solicit, accept, or agree to accept an honorarium in consideration for services that he or she would not have been requested to provide but for his or her official position with the District.
- vii. Employees may not solicit, accept, or agree to accept any benefit from a person and/or group the employee knows to be subject to regulation, inspection, or investigation by the District.
- viii. Employees may not provide to others gifts, entertainment, or services on behalf of the District that could not be accepted under this policy.
- ix. Employees may not engage in acts of misconduct or dishonesty, including, but not limited to:
 - 1. theft or other misappropriation of assets, including assets of the company, customers, suppliers or others with whom the District has a business relationship;
 - 2. misstatements and other irregularities in company records, including the intentional misstatement of the results of operations;
 - 3. forgery or other alteration of documents; and
 - 4. fraud and other unlawful acts.

b. Reporting Violations of this Ethics Policy.

- i. It is the responsibility of every employee to immediately report suspected violations of this Ethics Policy. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.
- ii. After reports are made, the investigative team acting on the District's behalf will have free and unrestricted access to all company records and premises and the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow-up procedures. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws.
- iii. Care must be taken in reporting suspected violations of this Ethics Policy to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that a follow-up and investigation is underway, and to avoid making statements which could adversely affect the District, an employee, or other parties. Accordingly, the general procedures for investigation of reported incidents are as follows:

1. employees and others must immediately report all factual details as indicated above under this Ethics Policy;
2. do not communicate with suspected individuals about the matter under investigation;
3. neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively; and
4. All inquiries from an attorney or any other contact from outside of the District, including those from law enforcement agencies or from the employee under investigation, should be referred to the District's legal representative.

5) Benefits - Group Insurance Programs.

a. Health, Dental, Vision. Full-time ~~or part-time~~ employees are eligible for the District's group insurance program on the first day of the month following the employee's hire date, or sooner as permitted by the District's group insurance coverage completion of the employee's Probationary Period. Group insurance benefits are subject to change at any time. The District may alter the types of insurance offered, vary or eliminate the amount of premium that the District will pay, or eliminate group insurance benefits entirely.

i. At the discretion of the Board of Director's, ~~t~~The District may pay a percentage of the employee's premium, including a percentage of the employee's dependent coverage premium ~~(how much?)~~, of the District's current health, dental, or vision insurance providers. These percentages will be provided to the employee prior to employee's enrollment in any health insurance plan.

ii. The District may pay a percentage of the premium for basic employee life insurance coverage at a multiple of the employee's annual salary, up to a maximum level of coverage (the District's life insurance coverage includes short-term disability coverage, long-term disability coverage, and basic employee accidental death and dismemberment coverage). This percentage, multiple, and maximum level will be provided to the employee prior to employee's enrollment in any life insurance plan.

Commented [BS1]: Is this accurate?

Commented [EH1R2]: need to ask Peggy. I don't think anyone currently uses this

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b. ~~e.~~ Workers' Compensation Insurance Policy. Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work-related injuries. If an employee is injured on the job while working at the District, no matter how slightly, the employee shall report the incident immediately to ~~their~~ the General Manager. In the case of General Manager being injured,

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~~they shall report the incident immediately to the Board President.~~~~Team Leader.~~ Consistent with applicable state law, except in situations where the employee is incapacitated or unable to submit a report, failure to report an injury within a reasonable period of time (where such “reasonable period of time” shall not exceed twenty-four (24) hours) could jeopardize the employee’s claim for benefits. To receive workers’ compensation benefits, the employee will notify the General Manager ~~, or his/her designee,~~ immediately of the claim. If the injury is the result of an on-the-job accident, the employee must fill out an accident report. Required contents of the accident report are described below. The employee will be required to submit a medical release from a physician before they can return to work.

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- c. Employee Accident Report. Employees injured in the course and scope of their employment with the District shall submit an accident report to the General Manager. The contents of the accident report shall include but are not limited to: date of injury; time of injury; physical location where injury occurred; a brief description of the events which took place; description of injury sustained; and all medical treatment received regarding injury. In the event the General Manager is injured, their report shall contain the same details and shall be submitted to the Board President.

6) **Policy for a Drug-Free Workplace.** To ensure a safe and productive workplace, and to provide education and treatment to District employees, the following rules regarding alcohol and Controlled Substances in the workplace have been established. The policy applies to all employees of the District regardless of rank or position. Employees who violate this policy are subject to appropriate disciplinary action, up to and including termination.

- a. Violations. Any of the following actions constitute a violation of this Policy and may subject an employee to disciplinary action up to and including termination:
- i. Using, selling, purchasing, transferring, dispensing, distributing, possessing, manufacturing, or storing a Controlled Substance or Drug Paraphernalia, or attempting or assisting another to do so while in the course of employment or engaged in a District sponsored activity, on District premises, in District owned, leased or rented vehicles, or otherwise on District business.
 - ii. Working or reporting to work, conducting District business, being on District premises or in a District owned, leased or rented vehicle while under the influence of a Controlled Substance or alcohol, or while in an impaired condition.
 - iii. Possession and use of prescription drugs on District property is permitted only if the employee has a valid prescription from a doctor. Excessive, abusive, or hazardous use of either prescription or over-the-counter drugs on District property is prohibited.
- b. Definitions.
- i. “Controlled Substance” means any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. §812), as amended. In general, it is any drug or derivative thereof, of which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, local law or

regulation; any other drug including (but not limited to) a prescription drug, used for any other reason other than a legitimate medical reason; and inhalants used illegally.

- ii. “Drug Paraphernalia” means equipment, products, or materials that are used or intended for use in concealing an illegal drug, or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
- c. Drug Testing. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or an accident involving injury to a third party or damage to District property or the property of another if there is a reasonable suspicion of alcohol or drug use. Employees engaged in safety-sensitive job duties may be randomly tested for alcohol or drug use. Safety-sensitive duties are those which involve the safety of the employee or of third parties and include without limitation operation of any vehicle or equipment for which a commercial driver’s license is required.
- d. Mandatory Reporting of Convictions. Employees are required to provide written notice to the Board within five (5) calendar days of a conviction, deferred adjudication, or plea of nolo contendere for violation of any criminal offense beyond a Class C misdemeanor under the Texas Penal Code.
- e. Coordination with Law Enforcement Agencies. The District will report information concerning sale, possession, purchase, transfer, or use of any Controlled Substance or Drug Paraphernalia on District premises to law enforcement officials and will turn over to the custody of the law enforcement officials any such substances found during a search of an individual or property. Searches of lockers, desks or closets will only be conducted when based on reasonable cause. The District will cooperate fully in the prosecution and/or conviction of any violation of the law.
- f. Employee Assistance Program. The District will provide employees and their families with confidential, professional assessment and referral for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol or Controlled Substances. The cost of treatment, counseling or rehabilitation resulting from an Employee Assistance Program (EAP) referral will be the responsibility of the employee but may be partially covered under the District’s health insurance. When suspected or documented job impairment due to alcohol or Controlled Substance use has been observed and identified, the Board may recommend participation in the EAP. Self-referral by employees or family members is strongly encouraged. Self-referral will not be the basis for corrective actions but does not preclude the District’s use of corrective actions based on job performance. EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters regarding use of sick leave or comp time. Sick leave may be taken as needed.

7) Payment Policy.

- a. Pay Periods. The District will set paydays on either a bimonthly or biweekly basis. If a payday falls on a holiday, employees will be paid on the last working day prior to the holiday. The District requires “direct deposits” to employees’ bank accounts and will require employees to complete authorization forms for such direct deposits. Any payments

to members of the Board may also be made by direct deposits and will require completed authorization forms.

- b. Overtime. By law, the rate of compensation for overtime is dependent upon whether an employee's position is exempt or nonexempt, as reflected in their personnel file. Nonexempt Employees may not perform overtime work unless they receive written approval from the General Manager.
- c. Deductions. Certain deductions are made from employees' gross earnings: those required by law and those authorized by the employee. The law requires that regular amounts be deducted from an employee's pay and to be applied toward payment of the employee's federal income taxes, Social Security, and Medicare. If an employee wishes, they may have additional deductions taken for the employee optional insurance programs and/or other miscellaneous deductions upon written request. Improper deductions from the pay of Exempt Employees is prohibited. The Exempt Employee should immediately provide notice if the employee believes that an improper deduction from his/her salary has been made.
- d. Cost of Living Pay Increases. Cost of living pay increases may be given only after the completion of the Annual Performance Evaluation that will be placed in the employee's personnel file. Any cost of living pay increase must be approved by the Board. An employee is not eligible for a cost-of-living increase until after completion of one full year of employment with the District.
- e. Merit-Based Pay Increases. Merit-based pay increases may be given only after the completion of the Annual Performance Evaluation that will be placed in the employee's personnel file. Merit-based pay increases will only be given pursuant to documented exemplary performance as documented in the employee's Annual Performance Evaluation. Any merit-based pay increase must be approved by the Board. For the purposes of this Manual, "exemplary performance" refers to consistently outstanding work that exceeds the established expectations of the role. An employee demonstrating exemplary performance not only meets all job requirements with a high level of quality, accuracy, and professionalism, but also goes beyond them by showing initiative, accountability, and a strong commitment to the District's goals. A one-time discretionary bonus may also be considered a "merit-based pay increase" under this section.
- e.f. Bonuses. Bonuses are discretionary, performance-based payments that may be awarded to eligible employees in addition to their regular compensation. Bonuses are intended to recognize and reward exceptional performance, achievement of specific goals, contributions to the organization's District's success, or other meritorious factors as determined by the Company Board of Directors.

- 8) **Retirement Plan**. The District maintains a retirement program for its eligible employees after the first year of employment (see Lost Pines Groundwater Retirement Plan and Trust, Summary of Plan Provisions, for eligibility requirements). At the discretion of the Board of Directors, the District may deduct a percentage of the employee's salary from the employee's paycheck each pay period and then match a portion of such deduction with a District contribution. The employee portion and the District's contribution of the retirement funds are

then invested under the employee's name in a retirement plan approved by the Board. An employee may choose from among several different funds for the retirement plan. Upon entry into the program, eligible employees will be vested to a certain percentage with the District's contribution. This vested percentage may increase after a number of years of service with the District (to be determined by the Board). Note that this is a federal income tax-deferred program and only an applicable percentage of gross wages will be tax-deferred for federal income taxes only; not for Social Security or Medicare taxes. The District may alter the terms of its retirement plan or eliminate the plan at its discretion. Following an employee's separation from the District, the District will maintain the employees plan for three months before the employee will be removed from the District's plan.

9) Complaints.

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- a. The complaint process begins with preparing a written complaint, providing as many specifics about the issue as possible, and filing the complaint within a reasonable amount of time after the event. The complaint shall be filed with the General Manager. The District will consider the complaint, investigate if appropriate, and provide a written decision to the complainant within thirty (30) calendar days of receipt of the complaint.
- b. Complaints regarding discrimination or harassment are governed by the District's EEO Policy.
- c. The District will keep all matters pertaining to formal complaints confidential to the extent possible without jeopardizing the effectiveness of any required investigation.
- d. Retaliation is prohibited. Retaliation or any other negative action is prohibited against any employee who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- e. Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

10) Paid Time Off.

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- a. Vacation. Peggy told me that staff can't take half days, for example, and could only take a full PTO day. Not sure where she got that rule from.

- i. The amount of vacation time earned may be based on the length of employment with the District. All full-time employees will earn vacation time in accordance with guidelines adopted by the Board. The rate of accrual for vacation time shall be as follows:

- a. Less than 1 year of employment with the District = 1 week of vacation per year;

b. 1 year to 3 years of employment with the District= 2 weeks of vacation per year;

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c. 3 to 5 years of employment with the District= 3 weeks of vacation per year; and

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d. More than 5 years of employment with the District= 4 weeks of vacation per year.

Commented [BS2]: Here is a potential way of illustrating the tenure vs. weeks of vacation given per year.

- ii. All eligible employees ~~will begin to accrue~~ obtain vacation benefits after the end of their Probationary Period and are eligible to take vacation after the end of their Probationary Period. For calculating vacation eligibility, an employee's length of service is the continuous time spent in regular employment by the District, including time spent on military leave of absence but excluding leaves of absence for any other purpose, unless otherwise waived by the Board. Vacation does not accumulate during the time an employee is on a non-military related unpaid leave of absence.

Commented [EH2R2]: I think Peggy told me there were stages - 1; 5; and >5. we can ask peggy she knows what's currently being used

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- iii. All vacation requests must be submitted with reasonable advance notice for approval. Employees may only use accrued vacation leave and may not carry a negative leave balance.

- iv. The maximum amount of vacation time an employee may hold at any one time cannot exceed two times the annual rate for the year. For example, a six-year employee may accrue up to 120 hours of vacation time per year. That employee may hold a maximum of 240 hours of vacation leave at any one time. If an employee accrues ~~up to two times the applicable annual rate to two years vacation time~~, the employee will not be allowed to accrue ~~further additional~~ vacation time until the maximum ~~accrued allowable~~ accrued vacation time is reduced by taking ~~time vacation off~~.

- b. Voluntary Termination. If an employee voluntarily leaves the employment of the District and a minimum of two weeks' notice is given or the employee is terminated, the employee will be paid for any unused vacation to which they are entitled at the time of the separation.

- c. Personal Days. In addition to vacation days, full-time employees receive "personal days" as outlined in this Section. Personal days may be taken at the employee's discretion like vacation days but require explicit prior notice and approval. Employees become ineligible for using personal days upon giving notice of resignation. ~~There is no carry-over of unused~~ personal days ~~are not carried over~~ from fiscal year to fiscal year, and unused personal days are not compensated to the employee at any time including termination of employment. Employees are permitted to take half-days for personal days. The number of personal days available is dependent upon the level of the employee:

Commented [BS3]: Elvis comment-- Peggy told me that staff can't take half days, for example, and could only take full PTO day. Not sure where she got that rule from.

- i. During Probationary Period: no personal days available;
- ii. Staff-level employee: ~~one two~~ personal day per fiscal year;
- iii. Senior-level employee: ~~two four~~ personal days per fiscal year.

- d. Holidays. The District recognizes all federal holidays. Holidays which fall on Saturday will be observed on the preceding Friday, and those which fall on Sunday will be observed on the subsequent Monday. If a holiday occurs during an employee's vacation, the employee

will be paid for that holiday and will not be charged with using a vacation day for the day the holiday is observed.

11) Termination of Employment.

- a. Resignation. Employees are requested to give at least two weeks' notice in writing prior to voluntary termination. Two weeks' notice is required for payment of any accrued vacation time. At the option of the District, the employee may be required to take unused vacation during the termination notice period. Vacation and sick time will continue to accrue during the two-week notification period. All keys and District property must be returned before the last working day.
- b. Job Abandonment. If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three (3) consecutive days, the employee will be considered to have abandoned their job and voluntarily resigned from the District. Employees who do not return to work after approved leave will be considered to have abandoned the position, and their employment will be terminated immediately. An employee who fails to return to work after the expiration of approved leave will be required to reimburse the District of the District's portion of any health premiums paid during the leave, unless the reason the employee fails to return is a serious health condition which prevents the employee from performing their job, or if the circumstances are beyond the employee's control.
- c. Workforce Reductions (Layoffs). If necessary, based upon unexpected budget restrictions, the District may decide to implement a reduction in force (RIF). ~~We~~The District acknowledges that RIFs can be a trying experience for all involved, and the District will make its best effort to make sound business decisions while acknowledging the needs of its workforce. Any RIF will abide by applicable laws.
- d. Disciplinary Action. Violation of District policies, including violation of any policies or provisions in this Manual, may result in (but is not limited to) the following disciplinary action: oral reprimands, written reprimands, suspension with or without pay, probation, performance improvement plans, and/or employment termination. Generally, discussions with supervisors and attempts to remedy problems precede termination. However, immediate termination without prior discipline may result when the severity of the infraction or the best interest of the District requires such action.
- e. Exit Interview. An employee may be asked to participate in an exit interview when leaving the employ of the District. The purpose of the exit interview is to provide the District with greater insight into the employee's decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the District in developing effective recruitment and retention strategies. An employee's cooperation in the exit interview process is appreciated.
- f. Criminal Activity or Arrests. Involvement in criminal activity (including arrests) during employment, whether on or off the District property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a

review of all factors involved, including whether the action was work-related, the nature of the act, or circumstances that adversely affect attendance or job performance. Any disciplinary action taken is not dependent upon the disposition of any case in court and will be based on information reasonably available. This information may come from witnesses, police, or any other source the Board has reason to view as credible. Employees must immediately notify their supervisor if they are arrested, charged, indicted, or convicted of any felony or misdemeanor.

- g. Severance. A severance package is not legally required of employers. Severance packages are benefits, and with few exceptions, providing benefits is optional for employers in the United States. The District may offer severance packages to full-time employees who have worked at the District for at least one full year and that are terminated without cause.

12) Social Media Policy.

- a. Social media includes various means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, as well as any other form of electronic communication. District principles, guidelines, and policies apply to online activities just as they apply to other areas of work. The employee is subject to discipline, up to and including termination of employment, for any violation of this Manual resulting from the employee's use of social media.
- b. An employee will not use social media while on work time, unless it is work related as authorized or consistent with this Manual.
- c. The District cannot govern employee activity on social media during non-working time. All use of social media should be performed in accordance with the relevant terms of use or software license governing such social media platforms. An employee's personal posts and social media activity should not reflect upon or refer to the District.
- d. When posting information on social media, you may not disclose any confidential or proprietary information of or related to the District, or post information that indicates or identifies you as speaking on behalf of the District, or represent yourself as a spokesperson for the District.

13) Telecommuting.

- a. Definition. Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site. The District will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. If the employee is granted a telecommuting arrangement, the employee will be subject to the same performance standards as if they were working at the District office prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be granted as a reasonable accommodation.

- b. Considerations for Eligibility. ~~Telecommuting is generally not available during an employee's Probationary Period. Employees who are working during the Probationary Period may not be eligible for telecommuting.~~ Employees may be required to have achieved and maintained above average job performance ~~in order to~~ be eligible for telecommuting. Telecommuting may be approved only for those employees whose jobs include essential functions, as identified in the job description, that may be performed proficiently under a telecommuting arrangement. Jobs that require close supervision, timely use of District resources available only at the District's facilities, or timely interaction with staff, stakeholders, or the public may not be approved for telecommuting.
- c. Conditions for Telecommuting. Telecommuting employees must agree and ensure: that the telecommuting work area conforms to applicable regulations promulgated by the Occupational Health and Safety Administration (OHSA); that all time spent ~~in~~ telecommuting is accurately recorded and that any overtime hours are appropriately authorized; that confidential and privileged information is protected; and that all policies at the normal workplace also apply at the telecommuting ~~work place~~workplace.
- d. Telecommuting Arrangements. ~~Telecommunicating-Telecommuting~~ arrangements with the District may require:
- i. that even on an approved telecommuting ~~work day~~workday, if the employee is needed in the District's office or at another location on behalf of the District, the employee will be available on reasonable notice of not less than one hour to appear where needed;
 - ii. that the employee must have an effective work-space, including but not limited to a computer, phone and internet connection;
 - iii. that any equipment, services, and supplies to be furnished by the District for telecommuting must be used solely for District business purposes, and that the employee is responsible for maintenance of such equipment;
 - iv. the requirement that the employee use only a safe telecommuting work-space, and a commitment to report any injury to the telecommuting employee suffered during the telecommute period to the District, and the ~~specification~~acknowledgement of the right of the District and/or OSHA to enter the workplace premises to ensure the work-space is free of hazards that might cause injury and/or to investigate any such injury;
 - v. consent by the employee to reasonable periodic inspections of the telecommuting premises by the District to ensure proper maintenance of any District property and compliance with safety standards;
 - vi. the understanding that no reasonable expectation of privacy exists with respect to telephone and computer ~~used~~ in the telecommuting work-space location, and that they may be monitored for compliance with District policies, regardless of whether they are furnished by the District or the telecommuting employee;

- vii. the understanding that the telecommuting arrangement can be discontinued at any time for any reason by the ~~District~~General Manager;
- viii. employee acknowledgement that the security protections to be afforded and the restrictions on the existence of and access to confidential and proprietary information in the telecommuting workspace, and the recovery of such information upon termination of the telecommuting practice; and
- ix. acknowledgment and acceptance of the effect, if any, of providing the telecommuting workspace on the homeowner's insurance of the telecommuting employee.

14) **Reimbursements.** In addition to approved travel reimbursements, the District will reimburse expenses if they are pre-approved in writing by the District, including the following:

- a. Professional Registration Fees and Professional Societies. Professional employees may be reimbursed for one professional registration/certification at District expense so long as such registration or certification is a qualification for the employee's job with the District. The District may pay ~~for~~ membership fees and dues in professional societies in which the employee actively participates.
- b. Continuing Education. The District encourages employees to pursue training and development courses which would be of direct benefit to both the District and the employee in terms of improved knowledge and performance in the employee's present position or in preparation for future assignments. The District will reimburse these pre-approved expenses upon completion of the approved training or development course. This policy is not a college tuition reimbursement program. To be eligible for reimbursement, the employee must be employed with the District for a minimum of one year, must maintain full-time employment status with the District throughout the duration of the ~~elasscourse or training~~; and must submit proof of successful completion of the training or development course. An employee who has received a Continuing Education expense reimbursement must remain employed with the District for a minimum of one year after completion of the Continuing Education. A failure to do so will require the employee to repay the District for such expenses.

15) **Travel Policy.**

- a. Application. This Travel Policy applies to business trips that have one of the following criteria, examples of which include seminars, training, meetings, field trips, conferences, educational events, exhibitions, and expositions:
 - i. it deals specifically with subjects that would directly benefit the District or which are part of the District's activities;
 - ii. it has a direct bearing on the professional competence of District personnel or Board; or
 - iii. it involves matters of general interest to groundwater planning, management, protection, enhancement, conservation, and other subjects pertinent to the District's business and activities.

- b. Employee Responsibilities. The employee is responsible for being prudent to maximize economy and efficiency when incurring expenses while traveling on District business. The employee is responsible for booking and/or verification of reservations and other travel arrangements, keeping receipts, and applying for timely reimbursement. The traveling employee is responsible for their own safety and incidental personal belongings while traveling on District business and for the expenses of their accompanying spouse, child, or any companion who is not employed by the District nor on the Board.
- c. Approval and Reimbursements. All major expenses of travel must be pre-approved by the employee's supervisor and will be reimbursed after the travel is complete upon employee's submission of an expense report. The District will supply form expense reports to the employees. The expense report shall include receipts and documentation of expenses. Requests for expense reimbursement that are older than three months, absent extreme circumstances, will not be reimbursed.
- d. Booking Policies. All bookings for flights, lodging, or any other items requiring advance booking should be made as early or as timely as possible and should involve the lowest or most reasonable prices on the market. Booking expenses should be refundable or exchangeable whenever practical.
- e. Tax Exemptions. Where possible, all eligible tax exemptions should be utilized. The District will supply employees with tax exemption certificates to be used during their travel.
- f. Travel Expenses Eligible for Reimbursement. The following expenses, including other direct costs related to travel for ~~the~~ District's business, will be reimbursable:
 - i. Transportation. Actual expenses and approved documentation required for transportation expenses incurred in District related business (e.g., taxi, uber, bus, air, car rental, gasoline, etc.), including parking meters, garages, and lots where receipts are available.
 - ii. Lodging. Hotels, AirBnB rentals, etc., for out-of-town trips and other District business.
 - iii. Meals and Gratuities. The District may authorize a per diem while on District business or traveling based on IRS Federal Per Diem rates for the destination city, or the closest city to the travel destination. Otherwise, actual expenses for food and non-alcoholic beverages while traveling on District business. Any per diem authorized by the District will be subject to revisions and changes over time.
 - iv. Business Services. Services related or required for District business, such as photocopying, printing, binding, etc.
 - v. Costs related to seminars, conferences, and conventions. Registration costs, books, supplies, etc.
 - vi. Mileage. Milage calculations shall be Bbased on the then-current year's IRS Standard Mileage Reimbursement Rate. Whenever practical, an employee should make arrangements to use ~~the~~ District vehicles, especially for local and same-day travel.

g. Hours Worked During Travel.

- i. Exempt Employees. Exempt employees traveling on business may include travel time as regular work hours, but the inclusion of travel time may not exceed a normal eight-hour daily total. Any travel exceeding the number of hours in the exempt employee's normal workday is not chargeable time. The normal commute time between an Employee's residence and the District office or other workplace for District duties are not chargeable under the travel policy under any circumstances.
- ii. Nonexempt Employees.
 1. Nonexempt employees are not allowed to travel such that recorded time would ~~be in excess of~~ exceed a normal eight-hour daily total without prior approval by the General Manager. Time spent commuting to and from work are not "hours worked." The normal commute time between an Employee's residence and the District office or other workplace for District duties are not chargeable under the travel policy under any circumstances. Any time spent traveling on District business during an employee's normal workday is "hours worked."
 2. When a nonexempt employee makes an overnight trip for the District, time spent traveling to and from the airport or other means of public transportation as well as time spent as a passenger in traveling on an airplane, train, boat, bus, or automobile ~~will does not constitute~~ not count as "hours worked" unless the time spent is during the employee's normal ~~work day~~ workday. If an overnight trip requires a nonexempt employee to travel on a Saturday or Sunday, hours spent in travel during what would be the employee's normal working hours ~~will be~~ is considered "hours worked."
 3. If a nonexempt employee requests ~~to be able to~~ drive a personal vehicle instead of taking public transportation when requested to travel away from home, the District will count as "hours worked" the same amount of time that would have been counted as "hours worked" if the employee had taken the public transportation.
 4. If a nonexempt employee makes an overnight trip to a destination ~~for which there is nowhere~~ public transportation is not available, time spent driving to and from the destination that is outside the employee's normal workday will be counted as "hours worked." Time spent traveling as a passenger in a personal automobile is not counted as "hours worked" unless the hours are within the normal workday.

16) **Absence due to Illness or Weather Emergency.**

a. Sick Leave.

- i. The District recognizes that there will be times when an employee will be unable to work because of personal illness or injury, regular medical or dental appointments, or because of an emergency or illness involving their immediate family. In this context, immediate family is defined as spouse, children, spouses of children, parents, brother, sister, father-in-law, mother-in-law, grandparents and grandchildren, ~~step-~~

~~children~~stepchildren, ~~step-parents~~stepparents, step-brother, step-sister, step-grandparents and step-grandchildren.

- ii. All ~~full-time~~ employees will receive a sick leave credit of ~~ten-eight~~ hours per month (~~120-96~~ hours per calendar year) after the ~~end-completion~~ of their Probationary Period. All part-time employees will receive sick leave credit on a prorated basis by the number of hours worked in a regular work-week relative to a 40-hour week.
 - iii. Sick leave credits are granted by the District for the sole purpose of giving employees income protection when they are absent from work for the reasons described in this policy. Unused sick leave will be banked in the employee's name and may be drawn on for extended periods of illness or injury.
 - iv. The maximum amount of sick time an employee may hold at any one time cannot exceed 600 hours. If an employee accrues 600 hours of sick time, the employee will not be allowed to accrue further sick time until the maximum accrued time is reduced by taking sick time off.
 - v. Sick leave is not considered hours worked for purposes of calculating overtime. Employees may only use accrued sick leave and may not carry a negative leave balance.
- b. Inclement Weather. Inclement weather is defined as any weather emergency that precludes an employee from performing their normally scheduled duties. These

conditions can include, but are not limited to, immediate or residual effects from dangerous driving conditions due to snow, sleet or ice, flooding, or other severe weather. The District offices will officially delay opening or be closed, and inclement weather administrative leave will be authorized, at the General Manager's discretion, when local school districts are also closed for inclement weather. The office closure notwithstanding, employees should use ~~their own~~ good judgment ~~about regarding~~ whether it is safe ~~for them~~ to commute from their homes to work and back. Employees concerned about their own or their family's safety during inclement weather conditions in which the office remains open should notify the District so that administrative leave might be authorized on an individual basis.

17) Leaves of Absence.

a. Requests.

- i. ~~Regardless of duration, a Leave of Absence (LOA) request requires two weeks written advance notice of the request from the employee to the General Manager. Emergency circumstances requiring leaves of absence in which two weeks notice are not prudent shall be evaluated on a case by case basis. (How much in advance?) Leaves of absence (LOA) by employees of any duration requires, at a minimum, advance notice of the request for a LOA provided by the employee to the General Manager. An LOA request that is two weeks or shorter (14 days and below) in length requires prior approval from the General Manager. requested leave of absence for two weeks or less, the employee must obtain prior approval for the leave from the General Manager. If the LOA is for longer than two weeks (over 14 days). In excess of two weeks, the employee will request and obtain prior approval for the leave from the Board. Generally, an LOA will not be approved for more than 12 weeks. A longer period LOA, up to a maximum of six months, may be approved if the need is substantiated to and approved by the Board. Leave extensions must also be approved by the Board.~~
 - ii. All requests for LOA and extensions must be supported by documentation that will enable the General Manager or the Board to make a decision to grant or deny the request. No LOA, including any extension may exceed six months unless otherwise required by law. This policy will be administered consistently with the District's obligations under the ADA, if applicable, and state and federal military leave laws. A LOA will not be authorized unless there is a reasonable expectation that the employee will return to employment with the District at the end of the approved leave period. Extended LOA may reduce an employee's participation in the group insurance program.
- b. Use of All Other Available Leave. All accrued paid leave (unused vacation and personal days) must be exhausted before ~~the an~~ employee will be authorized unpaid LOA. Accrued sick leave may be used only in connection with a LOA based on medical necessity. After ~~the~~ exhaustion of all paid leave, the remaining LOA, ~~if any, shall be is~~ unpaid and no paid leave benefits ~~shall~~ accrue during ~~the time of the an~~ unpaid LOA. The six-month maximum absence includes all paid and unpaid days of leave.

c. Eligibility/Criteria.

- i. To be eligible for an LOA that exceeds an employee's accrued paid leave, a regular full-time employee of the District must (1) have completed a term of employment past the end of the employee's Probationary Period, and (2) have worked at least 1,250 hours during the immediately preceding 12-month period. A regular part-time

employee must (1) have completed a term of employment past the end of the employee's Probationary Period, and (2) have worked at least 625 hours during the immediately preceding 12-month period. In calculating such eligibility, hours worked do not include time off for holidays, paid sick leave, personal days or vacation time, or any period of paid or unpaid leave.

- ii. While the District ~~would strives to strive to~~ grant any meritorious request for an LOA, the District must ensure granting of the LOA will not create operational hardships, and that all essential obligations of the District are able to be met with the staff available for the duration of the LOA. Factors considered by the District in granting an LOA include:
 - 1. the reason for the leave;
 - 2. the anticipated duration of the leave;
 - 3. the documents submitted to substantiate the need for the leave (e.g., medical certification ~~or other extenuating circumstance~~);
 - 4. the frequency with which the employee requests approval for leaves of absence; ~~and~~
 - 5. the number of other District employees who are out on extended leave at the time of request.

d. Reasons for LOA. A LOA may be considered in the following circumstances, although other circumstances may be considered on a case-by-case basis and at the sole discretion of the General Manager, or, at the General Manager's request, the Board:

- i. Extended illness, injury, or temporary disability and recovery therefrom for the employee (medical necessity). Incapacitating pregnancy, the recovery from childbirth, and the neonatal and postnatal care of either a natural-born or a newly adopted infant child are treated the same as any other medical condition for which paid sick leave may be used. Certain medical necessities will be eligible for additional terms under the Family Medical Leave Act ("FMLA").
- ii. Extended care for incapacitated or otherwise dependent immediate family members requiring special attention (i.e., spouse, children, parents, or other family member residing with the employee).
- iii. Educational purposes, including professional development, when successful completion will contribute to the work of the District.
- iv. Public service assignment.

e. Documentation. Requests for an LOA, or extensions thereof, must be made in writing to the General Manager, or his/her designee, as far in advance as possible prior to the requested leave date. The need for a medical LOA must be supported by documentation acceptable to the District, including but not limited to a doctor's explanation of why the employee cannot perform ~~his/her/their~~ duties, ~~when he/she is expected~~ date of return to return to work, and

periodic updates regarding the employee's ability or inability to return to work. No medical documentation is required in connection with an employee's own pregnancy unless the employee is seeking a LOA prior to childbirth for complications connected with her pregnancy. The General Manager, or his/her designee, may require that the employee on leave provide periodic reports on their condition or status. Before returning to work from a medical LOA, the employee may be required to submit a letter from their doctor stating that the employee is able to perform the essential functions of their job.

- f. Other Employment During Leave. Under no circumstances may an employee on an authorized LOA work another job unless expressly authorized in writing by the General Manager.
- g. Reinstatement. Employees returning from a LOA will be reinstated to their same position if the position is available. Reinstatement is not guaranteed unless required by state or federal law. If the employee's previous position is not available, the District will use its best efforts to place the employee in a position of similar pay and status. If the same job or one of similar pay and status is not available, reinstatement may, at the District's discretion, be deferred until a position is available. If an employee's same position or a position with similar pay and status is not available, the employee's job may be terminated with eligibility for rehire. An employee who fails to return to work at the conclusion of an approved LOA will be considered to have voluntarily resigned his or her employment with the District.
- h. Benefits/Premium Payments. Unless otherwise noted, all LOAs are unpaid except for any period in which accrued paid leave is used during the LOA. During the paid leave portion of any approved LOA, all benefits continue to accrue, and the District will continue to pay its portion of any employee and dependent insurance premiums that it normally pays on behalf of the employee. Vacation, sick leave, holiday pay, and other benefits do not accrue during any portion of an approved LOA that is unpaid. If an approved LOA contains any period of unpaid leave, the District will continue to pay its portion of any employee and dependent insurance premiums that it normally pays on behalf of the employee during the first 12 weeks of the LOA during a single 12-month period measured from the first day of the approved LOA. Employees who have group health or any other kind of insurance through the District continue to be responsible for paying their portion of the premiums while on a LOA. An employee's failure to pay his or her portion of insurance premiums during a LOA may result in cancellation of coverage, for which reinstatement after the LOA is not assured.
- i. Revocation. The General Manager, or his/her designee, may revoke an authorized LOA in writing at any time. Failure to return to work after the expiration of an authorized LOA or failure to provide required reports, physician's statements, or to contact the District per a required update schedule, may result in revocation of the LOA and/or disciplinary action up to and including dismissal.
- j. Military Leave. The District complies with state and federal laws governing an employee's absence from work for military training or duty. If an employee is called to or volunteers for active military duty or to Reserve or National Guard training, the employee should provide the General Manager with written notice and submit copies of their military orders as soon as

practicable. The District will pay full-time employees, who are members of the state military forces or a reserve component of the armed forces, their full salary for a period not to exceed 15 days in a fiscal year (the salary to be prorated for part-time employees) when such employees are engaged in authorized training or duty ordered or authorized by ~~the~~ proper authority. Paid time off for military leave need not be consecutive. An employee may use accrued paid time off during the unpaid military leave. Otherwise, a military leave of absence is unpaid leave. An employee's eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state law.

k. Parental Leave and Leave under the FMLA.

- i. Parental Leave. Parental Leave available to eligible employees under this Manual is ~~an unpaid~~ ~~unpaid~~ leave (excepting any compensation described in this Section) of up to twelve (12) weeks during any twelve (12) month period, where such leave is associated with the birth of an employee's own child or a placement of a child with the employee in connection with adoption.
- ii. Leave under the FMLA. Leave under the FMLA is an unpaid leave (excepting any compensation described in this Section) of up to twelve (12) weeks during any twelve (12) month period ~~that~~ is allowed for a serious health condition that makes the eligible employee unable to perform the essential functions of their job, or any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty. Military caregiver leave of up to twenty-six (26) weeks during any twelve (12) month period is allowed for an eligible employee to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin.
- iii. Eligible Employees. Eligible full-time and part-time employees for Parental Leave and leave under the FMLA are those who have been employed by the District for at least 12 months. Eligible full-time employees must have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin. Eligible part-time employee must have worked at least 625 hours during the immediately preceding 12-month period. In calculating eligibility, hours worked do not include time off for holidays, paid sick leave, or vacation time, or any period of paid or unpaid leave.
- iv. Health Insurance. Health insurance coverage will be maintained by the District during Parental Leave or leave under the FMLA on the same basis as if the employee were still working. The employee must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage.
- v. Use and Duration of Leave. Parental Leave must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within twelve (12) months of the birth or placement of the child; however, the employee may use parental leave before the placement of an adopted child to consult with attorneys, appear in court, attend counseling sessions, etc. Use of Parental leave is subject to the District's standard LOA policy, which allows for 12 weeks of unpaid leave

annually. Any paid leave under this policy will count toward the 12-week period. Employees can only utilize one paid parental leave benefit per fiscal year.

- l. Compensation under Parental Leave and Leave under the FMLA. For Parental Leave or leave taken under the FMLA, eligible employees may receive paid leave in an amount to be determined by the Board. Such amounts, if any, will be provided either by the District's short-term disability insurance coverage or funded by the District. To the extent that any part of this paid leave is not covered as a short-term disability benefit, the District will fund the remainder of the paid leave authorized herein. For employees entitled to leave under this policy who are not subject to the District's short term disability policy, the District may fund the leave. Vacation and sick time will accrue at a portion, to be determined by the Board, of their regular rate while an employee is on Parental Leave or Leave under the FMLA. Vacation and sick time will not accrue during any time of unpaid leave.
- m. Court Leave. When an employee receives a summons for jury duty or a subpoena or court order compelling attendance as a witness, he or she should immediately notify their supervisor. Regular employees will receive ~~his or her~~ regular pay, provided adequate proof is furnished. The employee must return to work for any reasonable time the court is closed during normal work hours. No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts.
- n. Bereavement Leave. Paid time off up to ~~three-fifteen (15)~~ days is available for ~~Regular-all~~ employees for a death in their immediate family. Immediate family include: spouse; children, step-children, and legal dependents; mother, father, step-mother, step-father, mother-in-law and father-in-law; siblings, step and half siblings and siblings-in-law; grandparents and grandparents-in-law; and grandchildren. Approval is required for time off for other relatives or associates. If approved, the employee may use any earned paid time off benefit for bereavement leave.
- o. Return to Work. Upon returning to work at the end of leave, the employee will be placed in their original job or an equivalent job with equivalent pay and benefits. However, if the employee has allowed any part of their health insurance coverage to lapse, coverage will be reinstated based upon policy requirements. The employee will not lose any benefits that accrued before leave was taken.

18) Other General Policies.

- a. Personal Appearance. All employees are representatives of the District. Employees are expected to maintain a neat appearance and wear appropriate attire to create a businesslike atmosphere and reflect a good image of the District and the employee.
- b. Professional Conduct. All employees are expected to conduct themselves in a professional, courteous, and respectful manner. ~~Professional-Personal~~ disagreements and personality conflicts should not escalate into unnecessary, antagonistic, aggressive, or argumentative behavior. The District views such actions as contrary to workplace harmony and should be avoided or addressed through the Formal Complaint Policy.

- c. Safety. Employees are expected to observe all applicable safety requirements and report immediately any unsafe or hazardous condition. Upon leaving work, the employee shall lock all doors protecting valuable or sensitive material in their work area and immediately report any lost or stolen keys, passes, or similar devices. Employees must refrain from discussing specifics regarding District security systems, alarms, passwords, etc. with those outside of the District. An employee shall immediately advise their supervisor of any known or potential security risks or breaches, and/or suspicious conduct of employees, customers, or guests of the District. If an employee is injured on-the-job-while-working-at the District while performing the duties or tasks of their District employment, the employee must immediately report the incident. If an employee is injured on the job, the employee must immediately report the injury because job-related injuries may be covered by the District's workers compensation insurance carrier. If an employee is involved in a business-related automobile accident, the employee must immediately report the accident to the District.
- d. Smoking. The District provides a smoke-free work environment. No smoking is permitted in the District buildings or vehicles. Smoking is only permitted in designated areas outside of the District office and vehicles. This prohibition on smoking includes "vapes" and other forms of "e-cigarettes."
- e. Searches. All furniture, fixtures, equipment, lockers, and storage facilities of any type provided for employee use by the District are District property, and employees have no reasonable expectation of privacy connected to the use of District property. The District may conduct unannounced searches or inspections of the work site, including but not limited to District property used by employees such as lockers, file cabinets, desks and offices, computers and electronic files, whether secured or unsecured or secured by a lock provided by the employee. The District may also conduct searches or inspections of the employee's personal property located on District premises, including vehicles parked on District parking lots if there is a reasonable basis to conclude that the search is necessary.
- f. Office Telephone Use. The District phones are principally for work-related communications. Unless there is an emergency, limit telephone calls to business purposes only. Casual conversation with friends and relatives during working hours is strongly discouraged.
- ~~g.~~ Workplace Violence. The District strives to provide a safe and secure working environment for its employees. Violence of any type is absolutely prohibited and will not be tolerated by the District. All types of threatening behavior, threats or acts of violence, and physical intimidation are prohibited under this Manual. All such conduct should be reported immediately. An immediate investigation will be conducted, and appropriate action will be taken if there is a finding of violent conduct.
- ~~g.~~
- h. Firearms.
- i. Employees who hold a license to carry a firearm or who lawfully possess firearms may possess or store their firearms in their privately-owned motor vehicles in the District's

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parking areas so long as the firearm is locked in the employee's vehicle. Firearms so stored should be secured in the privately-owned vehicle in a manner so that they are not observable to a person in the vicinity of the employee's vehicle.

- ii. Employees shall always adhere to generally accepted firearms safety guidelines when carrying, possessing, or storing firearms and, excepting possession or storage of firearms in privately owned vehicles, shall never leave firearms unattended.
- iii. Employees may not store any firearms in any vehicles owned or leased by the District.
- iv. Employees who hold a license to carry a firearm or who lawfully possess firearms may only use vehicles owned or leased by the District to transport firearms if the employee carries the firearm on their person or secures the firearm in such vehicle in a safe manner.

i. District Property, Vehicles, and Equipment.

- i. All employees are required to observe safe work practices and lawful, careful, and courteous operation and use of the District's ~~items of~~ property, vehicles, and equipment. Employees are responsible for items they are authorized to use or which are formally issued to them by the District, as well as for items otherwise in their possession or control or used by them in the performance of their job duties. The improper, careless, negligent, destructive, or unsafe use or operation of ~~items of District~~ property, vehicles, or equipment will likely result in disciplinary action, up to and including termination of employment. Employees will be held financially responsible for any loss of or damage to District ~~items of~~ property, vehicles, or equipment resulting from an employee's negligence, lack of care in securing the District's ~~items of~~ property, vehicles, or equipment, or due to a deliberate act of destruction. Employees must notify their supervisors immediately if any ~~items of District~~ property, vehicles, or equipment appears to be damaged or defective, or is in need of maintenance or repair. District ~~items of~~ property, vehicles, or equipment may not be used for personal business.
- ii. District vehicles are to be used for District business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. The employee is responsible for all infractions or violations while driving a District vehicle. All restrictions, suspensions, or revocations against the employee's driver's license must be immediately reported by the employee. When a District vehicle cannot be operated, is unsafe for use, or has been damaged, the employee shall immediately report the issue.

j. Authorization for Use of Personal Vehicle; Licensure.

- i. If the employee uses their personal vehicle in the course and scope of employment, the employee shall not operate such vehicle while under the influence of Controlled Substances, alcohol, or any other substance that might impair judgment or ability to drive, and shall not use a cell phone or other handheld device without utilizing a hands-free device. State law requires all motorists to carry auto liability insurance. It is against the

law to drive without insurance. If the employee uses their own vehicle as a part of their employment duties, the employee must place a copy of their driver's license and proof of insurance coverage (such as an insurance statement or card) into their personnel file.

- ii. All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. The District may run a ~~Department of Motor Vehicles~~~~motor-vehicle department~~ check to determine the employee's driving record. It is the employee's responsibility to place a copy of their current driver's license and proof of insurance coverage (such as an insurance statement or card) into their personnel file. Any changes in the employee's driving record, including, but not limited to, driving infractions or changes to their insurance policy, must be reported to the District.
- k. Software. By using software licensed to, or proprietary to, the District, the employee assumes personal responsibility for their use and agrees to comply with the licenses (or other terms of use) governing such software. The employee shall only use such software in accordance with this Manual and city, state, and federal laws and regulations. The employee shall not illegally duplicate, copy, or transfer any software or related documentation. Unauthorized duplication of software may subject the employee and/or the District to both civil and criminal penalties under the United States Copyright Act and may result in disciplinary action up to and including termination of employment.
- l. No Solicitation. For purposes of this Manual, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization through verbal, written, or electronic means. The employee is prohibited from soliciting other employees during assigned working time. An employee may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, ~~so long as~~~~provided~~ the employee does so when the other employees are also on nonworking time. An employee may not distribute literature or other items that are not work-related in working areas at any time. Electronic distribution of such materials is prohibited during work time. Literature that violates the District's EEO and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. These restrictions are not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.
- m. Third Party Disclosures. Should the District become involved in news stories or potential or actual legal proceedings of any kind, then lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact ~~our current~~ employees to obtain information about the incident or the actual or potential lawsuit. If such a contact is received, the employee should not speak to these third parties on behalf of the District unless express authorized to do; instead, the employee shall notify their supervisor.

ATTACHED:

Exhibit A:

Lost Pines Groundwater Conservation District
Annual Performance Evaluation Form

Exhibit B:
Lost Pines Groundwater Conservation District
General Manager Annual Performance Evaluation Form

LOST PINES GROUNDWATER CONSERVATION DISTRICT
ANNUAL PERFORMANCE EVALUATION

For Evaluation Period Ending _____

Jim Totten

Name

General Manager

Title

Overall Purpose of the Position. (Attach job description if necessary.)

Responsible for planning, organizing, scheduling, and directing all programs of the District necessary to carry out groundwater and related hydro-geologic management activities.

Key Responsibilities	Evaluation of Performance
Office Administration: oversight of District office operations, supervision of staff, maintaining records, preparing reports, daily correspondence, submitting forms of District to State, Federal agencies, prepare for District board meetings. 15%	Exceeds Meets Does not meet
Financial: Maintain the District's financial records, prepare and monitor District budget, work with auditors, provide regular financial reports to the board, assist with District investments. 10%	Exceeds Meets Does not meet
Science/technical: Oversee aquifer monitoring system, measure water levels, collect samples, determine GW withdrawal & discharge. Supervision of professional/technical staff in various hydro geologic investigations; monitoring & inventorying potential hazards such as abandoned wells, sink holes, development and other hazards. 30%	Exceeds Meets Does not meet

LOST PINES GROUNDWATER CONSERVATION DISTRICT

ANNUAL PERFORMANCE EVALUATION

Key Responsibilities	Evaluation of Performance (select one)
Governmental liaison: Coordinate with various local, state, and federal agencies on agricultural, natural resource, conservation issues, including public and private officials and organizations. Serve as representative to GMA12, and TWDB Region K. 15%	Exceeds Meets Does not meet
Community outreach/education: Development of a public information program to schools, cities, organizations, publishing news articles, making presentations, etc. to publicize the work of the District & GW conservation. Coordinating with water well drillers and landowners to insure compliance with rules on well development, well spacing, GPS location. Working with farmers to achieve water efficiency. 10%	Exceeds Meets Does not meet
Board of Directors: Accept directives from board. Make recommendations on rules, regulations, legislation, water management plans and policies, including the balancing of the conservation and production of GW resources. Serve as a resource at regular, special & committee meetings. Provide guidance and perform other duties as needed for the board. 10%	Exceeds Meets Does not meet
Professional development: Participating in training sessions, conferences, seminars to continue to develop job skills, maintain awareness of current District issues to assure compliance with state requirements. Participate in local, regional, state or national water meetings, including making presentations at various conferences or meetings. 5%	Exceeds Meets Does not meet
Project management: Coordinate special projects with the current landlord, outside contractors and with possible recommendations from the board, such as new office renovations, monitoring well field development. 5%	Exceeds Meets Does not meet

LOST PINES GROUNDWATER CONSERVATION DISTRICT

ANNUAL PERFORMANCE EVALUATION

Overall Performance Evaluation
Guide for Evaluation: - o Performance exceeds expectations: Performance overall exceeds expectations. - o Performance meets expectations: Overall performance is good and solid. - o Does not meet expectations: Performance has not met key responsibilities.
In the space below, please provide a rating and summary of the employee's overall performance. In determining the overall rating, please consider the ratings in each key responsibility and, if applicable, the percent time or weight of each key responsibility. Please also note specific areas of performance where improvements can be made and describe the Performance Action Plan for addressing any performance deficiencies and the scheduled follow-up dates on the plan.
Overall Rating and Comments: (Attached additional sheets for comments if necessary.)

Evaluator Information

Name of Evaluator

Director

This performance evaluation was submitted on:

, 202⁶³ _____

Signature

--

LOST PINES GROUNDWATER CONSERVATION DISTRICT

ANNUAL PERFORMANCE EVALUATION

Management Review

In the space below, please enter any comments on this evaluation (optional). (Attach additional sheets for comments if necessary.)

Evaluator _____

Date _____

Signature _____

Employee Comments

In the space below, please enter any comments on this evaluation (optional). Your comments are part of the evaluation and will be included in your personnel file. (Attach additional sheets for comments if necessary.)

Comments provided on: (date)

Signature

LOST PINES GROUNDWATER CONSERVATION DISTRICT

Lost Pines Groundwater Conservation District

General Manager Job Description and Duties

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This position is responsible for planning, organizing, scheduling, and directing all programs of the District necessary to carry out groundwater and related hydrogeologic management activities. These activities include, but are not limited to:

- Responsible for the administration of the District Office. Supervising, training, and as necessary, cross-training District staff in operations including but not limited to: maintaining the District's records system, preparing reports, handling daily correspondence, submitting all forms having to do with District operation to appropriate State and Federal agencies, and Board meeting preparation.
- Oversee the hiring and training of an assistant General Manager within the first year of employment as General Manager.
- Supervise District staff. Perform evaluations as set out in the employment manual.
- Maintaining the District's financial records per accepted accounting standards and practices, entering deposits and expenditures, preparing and monitoring the District's annual budget, working with auditors of financial records, providing regular financial reports to the Board, and assisting with investment of District funds.
- Oversee and maintain an aquifer monitoring system, measurement of water levels and collection and analysis of water quality samples, determination of groundwater withdrawal and recharge.
- Supervising and directing subordinate professional and technical personnel in executing various geologic activities and hydrogeologic investigations.
- Supervising monitoring and inventorying of potential hazards such as abandoned wells, sinkholes, residential and commercial development, water well construction, and other potential hazardous activities.
- Working closely with the staff of various regulatory agencies including the TCEQ, TWDB, Texas Department of State Health Services, the Texas Legislature, City, County, and Resource Conservation governmental bodies

within the District, and Federal and State agricultural and resource conservation agencies, rural water authorities, and other elected and appointed officials.

- Participate in Groundwater Management Area 12 joint planning processes on behalf of the District.
- Developing recommendations to the Board for guidelines on the protection of groundwater and assuring the enforcement of rules and regulations regarding groundwater protection including water management plans and policies.
- Working with outside contract consultants on special projects.
- Working with private water well drilling companies and landowners to ensure compliance with all District rules regarding well development, including but not limited to, well spacing and GPS location.
- Oversee and supervise the Education Outreach Coordinator position.
- Participate in training sessions and seminars to develop job skills, maintain current knowledge of emerging issues related to groundwater management that may impact the District.
- Work with District committees appointed by the President as requested by attending meetings, responding to committee chair requests for assistance, including but not limited to facilitating meetings, obtaining and delivering information and data for meetings and any other appropriate Board requests.
- Performing other such duties as requested by the Board of Directors.

General Manager Job Identification:

This position is responsible for planning, organizing, scheduling and directing all programs of the District necessary to carry out groundwater and related hydro-geologic management activities. These activities include, but are not limited to:

- ~~Supervising District office and staff in operations, maintaining the District's records system, preparing reports, handling daily correspondence, submitting all forms having to do with the operation of the District to appropriate State and Federal agencies, prepare for District Board meetings.~~

- Maintaining the District's financial records, entering deposits and expenditures, preparing and monitoring the District's annual budget, working with auditors of financial records, providing regular financial reports to the Board, and assisting with investment of district funds.
- Oversee and maintain an aquifer monitoring system, measurement of water levels and collection and analysis of water quality samples, determination of groundwater withdrawal and recharge;
- Supervising and directing subordinate professional and technical personnel in executing various geologic activities and hydro-geologic investigations;
- Supervising, monitoring and inventorying of potential hazards such as abandoned wells, sink holes, residential and commercial development, water well construction and other potential hazardous activities;
- Working closely with the staff of the TCEQ, TWDB, State Health Department, the Texas Legislature, City, County and Resource Conservation governmental bodies within the District, and Federal and State agricultural and resource conservation agencies, rural water authorities, and other elected and appointed public officials;
- Interfacing with a wide variety of public and private organizations, actively participating in appropriate local, regional, state, and national water meetings;
- Developing recommendations to the Board for guidelines on the protection of groundwater and assuring the enforcement of rules and regulations regarding protection of groundwater, including water management plans and policies;
- Working with outside contract consultants on special projects;
- Working with private water well drilling companies and landowners to insure compliance with all District rules regarding well development, including but not limited to, well spacing and GPS location;
- Working directly with area farmer irrigators to assist in providing water efficiency;
- Carrying out a public information program to schools, organizations, cities, and agencies working throughout the state and nation, publishing news articles, giving talks, preparing displays and demonstrations, and using other opportunities to publicize ground water conservation issues;

LOST PINES GROUNDWATER CONSERVATION DISTRICT

- Participating in training sessions and seminars to develop job skills; maintain current awareness of water district issues; and assure compliance with state requirements and policies; and
- Performing other duties as requested by the Board of Directors;

Requirements:

This position requires a Bachelor's degree, preferably in business, public administration, agriculture, engineering or a related field, or prior experience involving local government finance and administration, skilled in public relations; financial management skills including budget coordination and supervision of accounting with automated systems; strong oral, written and organizational skills; basic knowledge of chemistry and lab procedures; a working knowledge of computers; a valid driver's license; ability to work with tools and equipment; ability to exercise initiative; independent judgment and responsibility; and ability to work outdoors in varying kinds of weather. Benefits include; vehicle allowance; salary plus stipend for insurance and retirement funding.

Lost Pines Groundwater Conservation District

317 E. Hempstead St
Giddings, TX 78942

MEMORANDUM

DATE: May 20th, 2026
TO: President and Board of Directors
FROM: General Manager & Staff
SUBJECT: May 2026 General Manager's Report

1. Statistics Exempt Wells:
LPGCD Form 100's Drilling Permits received
March 1st through March 31 2026 (29)
LPGCD Form 300's Certificate of Registrations received
March 1st through March 31 2026 (0)

Wells plugged: 0

Water quality test: 0

Wells gauged: 2

Drought Conditions: Drought conditions within the District have improved due to the April rains. The District is in D1 (Moderate drought), D2 (Severe drought) and D3 (Extreme drought conditions). Year to date rainfall for 2026 was below average (- 2.17 inches) in Bastrop County and (-1.78 inches) in Lee County. (Drought.gov).

	Bastrop County	Lee County
March	100% (D3) Extreme Drought	100% (D3) Extreme Drought
April	57.82% (D2) Severe Drought 42.18% (D3) Extreme Drought	42.14% (D1) Moderate Drought 57.86% (D2) Severe Drought

1. GMA 12 met on April 16 and April 27th. POSGCD voted against most of the PS4-2v8 proposed DFCs at the April 27th meeting, despite having voted for this model run at the April 16th meeting. The final GMA12 official model run is still PS4-2v8. The proposed DFCs selected by the LPGCD are consistent with PS4-2v8. POSGCD asked the TWDB about not providing a model run and only providing proposed DFC values. LPGCD disagrees with this strategy and believes that a GAM model run is necessary to be provided to the TWDB.
2. Spring 2026 well watch monitoring is still underway and mostly finished.
3. New Aqua non-exempt permit application (near Red Rock).
4. Exempt domestic well, property line spacing variance request.
5. Upcoming meetings
 - i. Proposed DFC public hearing

GMA12 Joint Planning



May 20, 2026

LPGCD board Meeting



GMA12 Modeling

BVGCD, POSGCD and LPGCD all limit production in the PS4-2 run.

BVGCD GMA12 Modeling

- BVGCD excluded 141,000 AF of granted permits in their model runs. GMA12 was told these permits were not included because they may not be drilled. 84,000 AF of permits may not be continued, tbd on September 14th, 2026. These permits must drill or begin to pay fees.
- BVGCD will not update their model run to include any continued permits.
- The UpWell permits consist of 107,717 AF/yr across 48 well locations. BVGCD included all 48 wells and limited production to 50,000 AF of the total 107,717 AF.
- 57,000 AF of the UpWell permits are not in question and not included in the BVGCD proposed model runs. This has not been communicated to the GMA12.

POSGCD GMA12 Modeling

- The goal of PS4-2 was to keep the drawdowns the same, or similar to the current adopted DFCs.
- Despite voting 3 times to keep the DFCs the same, POSGCD decided to increase their drawdowns in their PS4-2 run.
- At the April 16th GMA12 meeting, the GMA12 voted 4 to 1 that PS4-2v8 would be the final official GMA12 model run.
- At the April 27th GMA12 meeting POSGCD mostly voted against using the PS4-2v8 drawdowns as the proposed DFCs. POSGCD advocated for PS3-19 drawdowns, which is not the best available science.
- POSGCD asked TWDB about not submitting any model run and that State law doesn't require GMAs to submit a model run to the TWDB.

Existing DFCs in 2070 compared to *PS4-2mod drawdowns in 2080*

	Layer	BVGCD	FCGCD	LPGCD	METGCD	POSGCD
3	Sparta	53 56	43 54	22 21	25 22	32 46
5	Queen City	44 45	73 96	28 31	20 19	30 29
7	Carrizo	84 84	140 173	134 137	48 45	146 170
8	Calvert Bluff	111 114	NR	132 132	57 58	156 184
9	Simsboro	262 281	NR	240 257	76 85	278 365
10	Hooper	167 191	NR	138 150	69 77	178 234

POSGD Development of PS-4 series

Overarching Goals



- Maintain the same DFCs for 4th Planning Cycle
- Represent all permits in GAM pumping file

Rules for Adjusting Pumping File

- No change in Layer 1
- Removed all existing pumping below layer 1
- Added in permitted pumping multiplied by ramping the permit producing using:
 - 2025 - 2030: 25% 2050-2060: 60%
 - 2030 - 2050: 50% 2060-2080: 75%
- If **2024** reported pumping for a permit was greater than this “ramped” value, the reported pumping was used instead, where the reported volume was divided equally among the wells in the permits. For example, Vista Ridge was kept at a constant ~50,000 afy.

Results

	PS3-19	PS3-19*
	POSGCD	POSGCD
SP	32	45
QC	30	28
CZ	162	155
CB	158	156
SB	277	284
HP	176	179

Carrizo-Wilcox values for PA3-19* are within 3% of PS3-19

*with POSGCD pumping used for PS-4, PS-4mod, and PS4-mod2

Drawdown based on PS4-2_v8.wel

LPGCD proposed DFCs

Layer		BVGCD	FCGCD	LPGCD	METGCD	POSGCD
3	Sparta	57	57	22	22	46
5	Queen City	46	96	31	19	30
7	Carrizo	83	173	139	45	170
8	Calvert Bluff	119	184	141	58	189
9	Simsboro	283	276	261	85	369
10	Hooper	190	182	157	76	236

146.7 (2070)

Drawdown = $WL_{31Dec80} - WL_{01Jan11}$ (ft)

Grid file: czwx_v3_02_MFUSG_ModelGrid121823.intera.csv

DD Calculation Code: Spheros Python Script

LOST PINES GROUNDWATER CONSERVATION DISTRICT

REPORT FOR BOARD MEETINGS

Drilling Permits and Well Registration

PERIOD April 1, 2026 through April 30, 2026

APPLICANT NAME	Application Date	Form 100/300	Type of Well	Driller	County
Harry Burke	4/7/2026	100	Domestic	Reliant	Bastrop
Justin Gray	4/7/2026	100	Domestic	Brown	Bastrop
Samantha Perez-Garcia	4/7/2026	100	Domestic	Reliant	Bastrop
April Everingham	4/7/2026	100	Domestic	Brown	Bastrop
John and Kimberli Reimer	4/7/2026	100	Domestic	Jackson	Bastrop
Charles and Teri Koerth	4/10/2026	100	Domestic		Lee
Tim Cantrell	4/10/2026	100	Domestic	Jimmy	Lee
Natalie Paremski	4/10/2026	100	Domestic	Reliant	Lee
Marianne Liberman Well #1	4/14/2026	100	Domestic	Jackson	Bastrop
Juan and Imelda Gutierrez	4/14/2026	100	Domestic	TX Southern	Bastrop
Merrie Santana	4/14/2026	100	Domestic	Brown	Bastrop
Shane Worley	4/14/2026	100	Domestic	TX Southern	Lee
Virgil Roel	4/20/2026	100	Domestic	Reliant	Lee
Brady Vitrano	4/20/2026	100	Domestic	TX Southern	Bastrop
Marianne Liberman Well #2	4/20/2026	100	Domestic	Jackson	Bastrop
Rebecca Holden	4/20/2026	100	Domestic	Richter	Bastrop
Juan Puertas	4/20/2026	100	Domestic	TX Southern	Bastrop
Juan Puertas	4/20/2026	100	Domestic	TX Southern	Bastrop
Guadalupe Molina	4/20/2026	100	Domestic	Bluebonnet	Bastrop
Mason Blasig	4/20/2026	100	Domestic	JB Water	Lee
Colton Pannell	4/21/2026	100	Domestic	Jimmy	Bastrop
Christopher Johnson	4/21/2026	100	Domestic	Jimmy	Lee
Robert Cannon	4/21/2026	100	Domestic	Jimmy	Bastrop
Jay Johnson	4/23/2026	100	Domestic	Reliant	Lee
Jim Carpenter	4/23/2026	100	Test	Jimmy	Bastrop
Jorge Gorostieta	4/23/2026	100	Domestic	TX Southern	Bastrop
Rogelio Vences Hernandez	4/29/2026	100	Domestic	TX Southern	Bastrop
Eamonn Gibson	4/29/2026	100	Domestic	Jackson	Bastrop
Bennie Cardenas	4/29/2026	100	Domestic	Richter	Bastrop
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May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	Board Meeting 3:30 p.m.	20	21	22
24	25 Memorial Day Office Closed	26	27	28	29	30
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June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	Board Meeting 3:30 p.m.	17	18	19
21	22	23	24	25	26	27
28	29	30				