

**REGULAR BOARD MEETING
GONZALES COUNTY UNDERGROUND WATER CONSERVATION DISTRICT
MEETING OF THE BOARD OF DIRECTORS**

The Directors of the Gonzales County Underground Water Conservation District will meet in a public session immediately following the **public hearing on October 10, 2023**, scheduled at 5:30 p.m. at the Gonzales County Underground Water Conservation District office at 522 Saint Matthew Street, Gonzales, Texas.

Note: Members of the public wishing to comment must attend the meeting in-person. However, any person may view or listen to the meeting via audio and video conference call. No participation or public comments will be allowed via video or conference call. The Audio and Video Conference Opens 5 minutes before the 5:30 p.m. beginning of the meeting.

GCUWCD October 10, 2023 Public Hearing Draft Rules, Public Hearing Draft Management Plan, and Board Meeting
Oct 10, 2023, 5:30 – 8:00 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.

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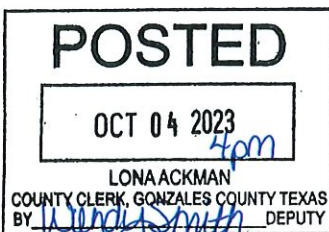
The agenda is as follows:

1. Call to Order.
2. Public Comments. Limit to 3 minutes per person.
3. Consent Agenda (Note: These items may be considered and approved by one motion of the Board. Directors may request to have any consent item removed from the consent agenda for consideration and possible action as a separate agenda item):
 - a. Approval of minutes of September 13, 2023 Public Tax Rate Hearing.
 - b. Approval of minutes of September 13 2023 Public Hearing Well Permit.
 - c. Approval of minutes of September 13, 2023 Regular Board Meeting.
 - d. Approval of the Financial Report.
 - e. Approval of the District's bills to be paid.
 - f. Approval of the Mitigation Fund bills to be paid.
 - g. Approval of District Manager, Administrative Staff, Board Member, Field Technician, and Mitigation Manager Expenses.
 - h. Approval of Manager's Report (monthly report, transporter usage, water levels, drought index).
 - i. Approval of Well Mitigation Manager's Report (well mitigation progress).
 - j. Approval of Field Technician's Report (well registrations, water levels, water quality).
4. Discuss and possibly take action on any item removed from Consent Agenda.
5. Discussion on the September water level results.
6. Discuss and possibly take action on a resolution for approval of the 2023 tax roll for Caldwell Co. (Section 26.09(e) Texas Property Tax Code).
7. Discuss and possibly take action on a resolution for approval of the 2023 tax roll for Gonzales Co. (Section 26.09(e) Texas Property Tax Code).
8. Discuss and possibly take action on the review and amendment of the Personnel Policy
9. Discuss and possibly take action on amendments of GCUWCD Rules and calling of a public hearing.
10. Discuss and possibly take action on approval of the GCUCW Management Plan resolution.
11. Presentation of legislative/legal updates from legal counsel.
12. Discussion of other items of interest by the Board and direction to management based on the items set forth above.
13. Adjourn.

The above agenda schedule represents an estimate of the order for the indicated items and is subject to change at any time. These public meetings are available to all persons regardless of disability. If you require special assistance to attend the meeting, please call 830.672.1047 at least 24 hours in advance of the meeting to coordinate any special physical access arrangements.

At any time during the meeting and in compliance with the Texas Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated, the Gonzales County Underground Water Conservation District Board may meet in executive session on any of the above agenda items or other lawful items for consultation concerning attorney-client matters (§ 551.071); deliberation regarding real property (§ 551.072); deliberation regarding prospective gift (§ 551.073); personnel matters (§ 551.074); and deliberation regarding security devices (§ 551.076). Any subject discussed in executive session may be subject to action during an open meeting.

POSTED THIS THE 4th DAY OF OCTOBER 2023 AT _____ O'CLOCK by _____.



Gonzales County Underground Water Conservation District
Minutes of the Board of Directors
September 12, 2023
Public Hearing – Proposed Tax Rate

The Board of Directors of the Gonzales County Underground Water Conservation District (the District) held a public hearing for the purpose of receiving comments on the Proposed Tax Rate for the District. Present for the meeting were directors: Mr. Bruce Tieken, Mr. Barry Miller, Mr. Kermit Thiele, Mr. Mark Ainsworth, and Mr. Mike St. John. Also present for the meeting was District General Manager, Ms. Laura Martin, and legal counsel Greg Ellis. Other Attendees included: (See Attached List)

Call to order.

President of the Board to make comments.

Mr. Bruce Tieken, Board President and Presiding Officer, called the Public Hearing for the Gonzales County Underground Water Conservation District Proposed Tax Rate to order at 6:06 p.m. He made opening comments and called for comments from the attendees.

Receive comments from the public on the proposed tax rate of the District.

Ms. Sally Ploeger, landowner, Mr. Donald Barfield, landowner, and Mr. Mark Ploeger, landowner, made a public comment. A recording of the board meeting and comments received are filed at the District office, and on the District website.

Adjourn:

A motion was made by Mr. Kermit Thiele to adjourn the public hearing and Mr. Mike St. John seconded the motion. The motion passed unanimously and the meeting adjourned at 6:14 PM.

Approved By:

October 10, 2023

HS

Gonzales County Underground Water Conservation District
Minutes of the Board of Directors
September 12, 2023
Public Hearing – Permit Amendment for Canyon Regional Water Authority

Call to Order

The Board of Directors of the Gonzales County Underground Water Conservation District (the District) called a public hearing for a permit amendment for Canyon Regional Water Authority. The hearing was called to order at 5:30 PM. Present for the hearing were directors: Mr. Kermit Thiele, Mr. Barry Miller, Mr. Mark Ainsworth, Mr. Mike St. John, and Mr. Bruce Tieken. Also present for the meeting was GCUWCD General Manager, Laura Martin, and legal counsel, Greg Ellis. Other Attendees included: (See Attached List)

Public comments on contested case request. Limit to 3 minutes per person

Mr. Donald Stehle, landowner, Mr. Mark Ploeger, landowner, Mr. Ben Buhler, Ms. Sally Ploeger, landowner, Mr. Phil Barfield, landowner, and Ms. Michele Bear made a public comment. Ms. Ploeger read a written comment received from Mr. Ted Boriak, landowner on his behalf. A recording of the board meeting and comments received are filed at the District office, and on the District website.

Adjourn

A motion was made by Mr. Mark Ainsworth to adjourn the public hearing, and Mr. Barry Miller seconded the motion. The motion passed unanimously. The meeting adjourned at 6:06 PM.

Approved By:

October 10, 2023

HS

**Gonzales County Underground Water Conservation District
Minutes of the Board of Directors
September 12, 2023
Regular Board Meeting**

The regular meeting of the Board of Directors of the Gonzales County Underground Water Conservation District (the District) was called to order. Present for the meeting were directors: Mr. Bruce Tieken, Mr. Barry Miller, Mr. Kermit Thiele, Mr. Mark Ainsworth, and Mr. Mike St. John. Also present for the meeting was General Manager, Laura Martin, and legal counsel Greg Ellis. Other Attendees included: (See Attached List)

Call to Order.

The President of the Board, Mr. Tieken called the meeting to order at 6:14 PM. after the Public Hearings.

Public Comments. Limit to 3 minutes per person.

Ms. Sally Ploeger, landowner, Mr. Mark Ploeger, landowner, and Mr. Ben Buhler made a public comment. A recording of the board meeting and comments received are filed at the District office, and on the District website.

Consent Agenda (Note: These items may be considered and approved by one motion of the Board. Directors may request to have any consent item removed from the consent agenda for consideration and possible action as a separate agenda item):

Approval of minutes of August 08, 2023 Workshop

Approval of minutes of August 08, 2023 Regular Board Meeting.

Approval of the Financial Report.

Approval of the District's bills to be paid.

Approval of the Mitigation Fund bills to be paid.

Approval of District Manager, Administrative Staff, Board Member, Field Technician, and Mitigation Manager Expenses.

Approval of Manager's Report (monthly report, transporter usage, drought index).

Approval of Well Mitigation Manager's Report (well mitigation progress).

Approval of Field Technician's Report (well registrations, water levels, water quality).

The consent agenda was reviewed by the Board of Directors and Mr. Mark Ainsworth made a motion to approve the consent agenda. Mr. Barry Miller seconded the motion. The motion passed unanimously.

Discuss and possibly take action on any item removed from Consent Agenda.

None.

Discuss and possibly take action on setting the tax rate for the 2023 – 2024 fiscal year.

The Board then discussed and took action on setting the tax rate for the District. Mr. Miller made a motion to adopt a 2023-2024 Fiscal Year proposed tax rate of \$0.003174 of each \$100.00 value for the District. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. Mr. Mike St. John seconded the motion. The motion passed unanimously.

Discuss and possibly take action on revisions to the District's fiscal year 2022 – 2023 budget.

The next item on the agenda was to discuss and take action on revisions of the District's fiscal year 2022-2023 budget. Mr. Miller made a motion to approve the amended District's fiscal year 2022-2023 budget. Mr. Kermit Thiele seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the District's fiscal year 2023 – 2024 Budget.

The next item on the agenda was to discuss and take action on the 2023-2024 Fiscal Year Operating Budget for the District. The Board of Directors and Ms. Martin discussed line items of the District Budget. Also discussed

was a donation given to the Gonzales County Under Groundwater Conservation District by the DeWitt-Gonzales River Association. There were suggestions to use said donation for water quality sampling. Mr. Ainsworth made a motion to approve the 2023-2024 District Operating Budget as presented, with the exception of the water quality parameters in the Water Fair Project.

Discuss and possibly take action on the District's Western Mitigation Fund fiscal year 2023 – 2024 budget.

The next item on the agenda was to discuss and take action on the 2023-2024 Fiscal Year Operating Budget for the Western Mitigation Fund. The directors and Ms. Martin discussed line items of the Budget. Mr. Miller made a motion to approve the 2023-2024 Western Mitigation Budget. Mr. Ainsworth seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the District's Eastern Mitigation Fund fiscal year 2023 – 2024 budget.

The next item on the agenda was to discuss and take action on the 2023-2024 Fiscal Year Operating Budget for the Eastern Mitigation Fund. The directors and Ms. Martin discussed line items of the Budget. Mr. Thiele made a motion to approve the 2023-2024 Eastern Mitigation Budget. Mr. St. John seconded the motion. The motion passed unanimously.

Discuss and possibly take action on setting a date for public hearing for District Rule amendments.

The next item on the agenda was to discuss and take action on setting a date for public hearing for District Rule amendments. Mr. Ainsworth made a motion to set the public hearing date for District Rule amendments on October 10, 2023 at 5:30 PM. Mr. St. John seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the Groundwater Management Area (GMA13) budget share.

The next item on the agenda was to discuss and take action on the Groundwater Management Area (GMA13) budget shares. Mr. Miller made a motion to approve the Groundwater Management Area (GMA13) budget share. Mr. Thiele seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the permit amendment for Canyon Regional Water Authority.

No action taken at this time.

Executive session pursuant to § 551.074 Government Code for personnel matters.

No action taken at this time.

Discuss and possibly take action on the review and update of the Personnel Policy.

This item was tabled for next month's meeting. No action taken at this time.

Discuss and possibly take action on the permit renewal request for a Wilcox irrigation permit for Mr. Jose Cruz.

Next, the Board of Directors discussed and took action on the permit renewal request for Mr. Cruz. Mr. Miller made a motion to approve the permit renewal for Mr. Cruz. Mr. St. John seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the permit renewal request for a Queen City irrigation permit for Mr. Jordan Beeman.

The next item on the agenda was to discuss and possibly take action on the permit renewal request for a Queen City irrigation permit for Mr. Beeman. Mr. Miller made a motion to approve Mr. Beeman's permit renewal. Mr. Ainsworth seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the contract renewal with Halff Associates, Inc.

Next, the Board discussed and took action on the contract renewal with Halff Associates Inc., the District's

website database host. Mr. St. John made a motion to approve the contract renewal with Halff Associates Inc. Mr. Thiele seconded the motion. The motion passed unanimously.

Discuss and possibly take action on the Come and Take It sponsorship.

Next, the Board of Director discussed and took action on the Come and Take It sponsorship. Mr. St. John made a motion to donate two hundred fifty dollars for the sponsorship. Mr. Ainsworth seconded the motion. The motion passed with four board members in favor of the vote. Mr. Miller voted against the motion.

Presentation of legislative/legal updates from legal counsel.

Gregory Ellis, legal counsel, presented legislative/legal updates.

Discussion of other items of interest by the Board and direction to management based on the items set forth above.

No action at this time.

Adjourn:

A motion was made by Mr. Thiele to adjourn the meeting and Mr. St. John seconded the motion. The motion passed unanimously. The meeting adjourned at 7:26 PM.

Approved By:

October 10, 2023

**Gonzales County Underground Water Conservation District
Investment Report
October 10, 2023**

CD Information - District Funds							
Account	Place	Purchase Date	Purchase Value	Interest Rate	Maturity Date	As of	Amount
CD #11	Sage Capital Bank	8/4/2023	\$152,818.77	5.15%	2/4/2025	9/30/2023	\$170,872.73
CD #365	Randolph Brooks	3/28/2023	\$271,523.86	4.50%	9/28/2024	9/30/2023	\$271,589.47
CD #49	Sage Capital Bank	8/14/2023	\$250,000.00	5.15%	8/14/2024	9/30/2023	\$271,240.98
Total CD's to Date							\$713,703.18

Market Comparisons				
	Tex Pool		5.35%	10/2/2023
	6 Mo. Treasury Yield		5.32%	10/2/2023

Banking Information - District Funds				
Account	Place		As of	Amount
#59 Money Market	Sage Capital Bank		9/30/2023	\$1,297,669.65
#61 Operating	Sage Capital Bank		9/30/2023	\$25,775.06
#356 Savings	Randolph Brooks		9/30/2023	\$1.00
Total Cash to Date				\$1,323,445.71

Banking Information - Western Mitigation Fund				
Account	Place		As of	Amount
#35 Money Market	Sage Capital Bank		9/30/2023	\$60,900.07
#70 Operating	Sage Capital Bank		9/30/2023	\$769.59
Total Cash to Date				\$61,669.66

Banking Information - Eastern Mitigation Fund				
Account	Place		As of	Amount
#64 Money Market	Sage Capital Bank		9/30/2023	\$319,226.66
#98 Operating	Sage Capital Bank		9/30/2023	\$1,870.69
Total Cash to Date				\$321,097.35

Weighted Average Maturity (WAM) \$2,419,915.90

Using the Current Date and Maturity Date: Weighted Average Maturity (WAM) =

The overall sum of each security's par amount multiplied by its number of days to maturity, divided by the total of all investments.

Security Description	Investment Amount	CD Start Date	Reprting Period Date	Mat. Date	Mat. in Days (DTM)	WAM	CD Term
Sage Capital CD #11	\$170,872.73	8/4/2023	9/30/2023	2/4/2025	493	118.033	18 mo
Randolph Brooks CD #365	\$271,589.47	3/28/2023	9/30/2023	9/28/2024	364	138.515	18 mo
Sage Capital CD #49	\$271,240.98	8/14/2023	9/30/2023	8/14/2024	319	121.235	12 mo
CD Total	\$713,703.18					377.783	
#59 Money Market	\$1,297,669.65				1	0.761	
#61 Operating	\$25,775.06				1	0.015	
#365 Savings	\$1.00				1	0.000	
#35 Money Market	\$60,900.07				1	0.036	
#70 Operating	\$769.59				1	0.000	
#64 Money Market	\$319,226.66				1	0.187	
#98 Operating	\$1,870.69				1	0.001	
Fund Total	\$1,706,212.72					1.000	
Grand Totals	\$2,419,915.90					WAM 378.783	

The portfolio of the Gonzales County Underground Water Conservation District is believed to be in compliance with the District's Board approved Investment Policy, State law, and the Investment Strategy.

Signed: 
Laura Martin, Investment Officer

Dated: 10/02/2023

GCUWCD BILLS TO BE PAID**October 10, 2023**

GVTC (Local & Long Distance & Internet)-Paid	\$279.23
City of Gonzales (Utilities)-Paid	\$349.16
Ricoh (Copier Rental)-Paid	\$207.93
GoDaddy (Annual Domain Renewal)-Paid	\$69.51
H-E-B (Office supplies)-Paid	\$58.50
Evergreen Underground Water Conservation District (GMA 13 projects & studies)	\$5,767.50
Daniel B. Stephens & Associates, Inc. (Consultant)	\$2,160.45
Texas Ground Water Association (Membership)-Paid	\$100.00
GoToMeeting (Monthly Telephone Fee)-Paid	\$4.64
Half & Associates (Web Hosting Fee)	\$5,500.00
Come & Take It (Sponsorship)-Paid	\$250.00
G.M. Ellis Law Firm, PC (Legislative Services)	\$30,000.00
OuttaCyTE Technologies, LLC	\$469.50
State Office of Administrative Hearings	\$822.38
Reese's Print Shop (Office supplies)	\$99.98
Intuit QuickBooks-Paid	\$48.71
Immense Impact (Annual website)-Paid	\$457.00
ESRI (ArcGIS Desktop)-Paid	\$1,108.25
Texas Municipal League Intergovernmental Risk Pool (Worker's Comp Insurance)	\$3,623.06
Greg Sengelmann (Consultant Water Levels)	\$2,566.25
Total	\$53,942.05

GCUWCD WMF BILLS TO BE PAID

October 10, 2023

TOTAL

\$0.00

GCUWCD EMF BILLS TO BE PAID
October 10, 2023

TOTAL

\$0.00

**Gonzales County Underground Water Conservation District
Expense Report**

Laura M. Martin

Nature of Trip/Date	From	To	Beginning Mileage	Ending Mileage	Total Miles
					0
				Total Miles	0
				Current Rate X	0.655
			Mileage X Rate	Subtotal	\$0.00
Caldwell County Posting					\$6.00
Telephone					\$70.00
Period Covered September 1-30, 2023 Approved By: Date: October 10, 2023				Total Due	\$76.00

**Gonzales County Underground Water Conservation District
Mitigation Fund
Expense Report**

Link Benson

Nature of Trip/Date	From	To	Beginning Mileage	Ending Mileage	Total Miles
9/4 Hendershot	Home	Harwood	124,014	124,052	38
9/12 Hendershot	Home	Harwood	124,144	124,182	38
9/14 Hendershot	Home	Harwood	124,238	124,276	38
9/21 Hendershot	Home	Harwood	124,397	124,435	38
9/27 Hendershot/Wagener's Well Service	Home	Harwood	124,517	124,555	38
9/30 Wagner's Well Service	Home	Harwood	124,622	124,684	62
				Total Miles	252
				Current Rate X	0.655
				Mileage Subtotal	\$165.06
Expenses					
Phone					\$70.00
September 1-30, 2023 Approved By: Date: October 10, 2023				Total Due	\$235.06

**Gonzales County Underground Water Conservation District
Field Technician
Expense Report**

James Benedict

Nature of Trip/Date	From	To	Beginning Mileage	Ending Mileage	Total Miles
9/5 Water levels	Home	Caldwell Co.	56,880	56,957	77
9/8 Inspection of Zavala Drilling	Home	FM 713	56,977	57,013	36
9/11 Water levels	Home	N.E. Gonzales Co.	57,071	57,152	81
9/13 Water levels/Walker	Home	HWY 304	57,186	57,199	13
9/13 Water levels	Home	E. Gonzales Co.	57,199	57,280	81
9/14 Water levels/Palmer & CR 151	Home	CR 151	57,280	57,304	24
9/14 Water levels/Meeting w/ Mr. Zavala/ Fairchild & Repondek	Home	S. Caldwell Co.	57,304	57,343	39
9/15 Zavala 2nd inspection	Home	FM 713	57,343	57,366	23
9/19 Water levels	Home	S.W. Gonzales Co.	57,615	57,757	142
9/20 Water levels	Home	C. Gonzales Co.	57,757	57,844	87
9/21 Inspection/Water levels	Home	CR 401	57,844	57,885	41
9/26 Water levels/Williams & Bar T Inverted	Home	S. Gonzales Co.	57,945	58,057	112
				Total Miles	756
				Current Rate X	0.655
				Mileage Subtotal	\$495.18
Expenses					
Period Covered: September 1-3 2023				Total Due	\$495.18
Approved By:					
Date: October 10, 2023					

**Gonzales County Underground Water Conservation District
Manager's Report
September 2023**

On September 07, 2023 Mrs. Sharron Vrana, Gonzales County landowner called the GCUWCD to report a flex line running from a frac pond on CR 401 into Fayette County. I called and emailed field technician Mr. Jim Benedict to inspect the flex line, and determine ownership of the well and pond. He was not available until the following Monday to inspect.

Mr. Benedict reported back:

I went to the new Frac pond site on CR 401. They are pumping into the pond, but not out of it at this time. A transmission pipe is laid coming out of the pond that goes as far as CR 401, then ends. The pipe sections are not connected along the way. According to a field hand I saw there, the new operator is Baytex Energy who bought out ROCC Oil and Gas.

On September 18, 2023 I received a phone call from Mr. David Van Dresar, Fayette County GCD General Manager had received reports of the same 8-10" flex line and he was in the area to inspect. Attached are the photos from his findings. Then, I contacted Mr. Russell Cook, Rocc Oil & Gas to request information about the well site on CR 401. Mr. Cook informed me that the flex line had been ran from Mr. Michael Durrett's 12-acre Yegua frack pond to a frack pond location in Fayette County. This water well is considered exempt for production in GCUWCD because it is perforated below the 350' depth in the Yegua. No production had occurred, only a test in the line according to Mr. Cook. I explained the difference between a production permit and a transport permit and he acknowledged understanding. He did not want to pursue a transportation permit due to time restraints in the administrative process. He stated the will contact his landmen to remove the line and would not produce any water over the county line. I attempted to contact Mr. Durrett to inform him of the same information. He attempted to return contact. I have not been able to reach him, but left a detailed message on his voicemail. Jim Benedict, GCUWCD Field Tech and I will observe the area ore frequently in the next few weeks. Mr. Van Dresar, Fayette County GCD General Manager was in integral part of the investigation process and I am thankful for his quick and through response to the problem. I am thankful for his aid.

On September 21st, I met virtually with Mr. Ryan Neighbors, Synergisdic to discuss the migration of the cloud files into the new format.

SSLGC's September production was about 1,527ac-ft which is about 95% of the monthly allowable production.

CRWA's September production was about 628 ac-ft which is about 102% of the monthly allowable production.

SAWS September production was about 852 ac-ft which is about 88% of the monthly allowable production.

AQUA's August production was about 115 ac-ft which is about 48% of the monthly allowable production.


GBRA's September production was about 0 ac-ft which is 0 % of the monthly allowable production.

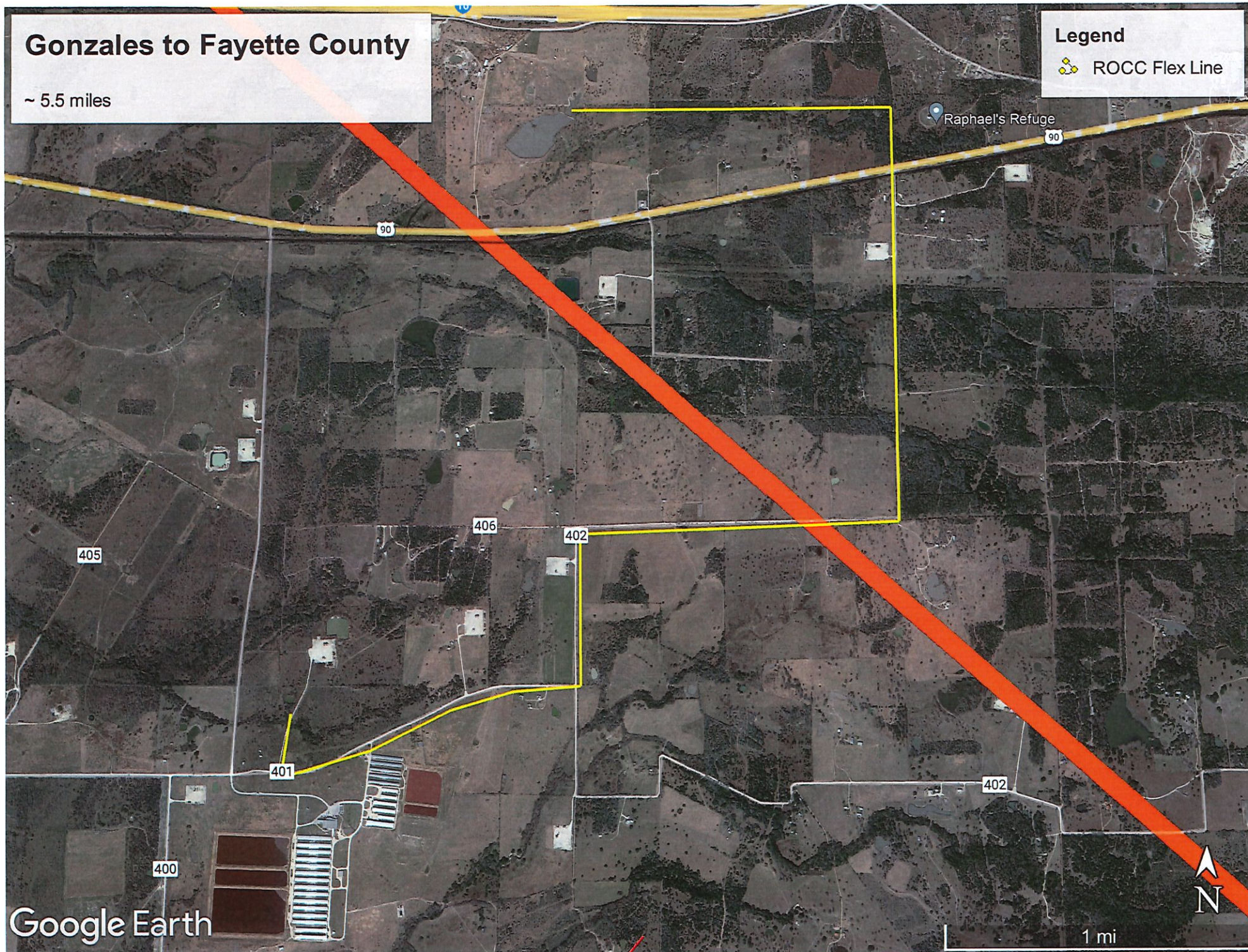
The Palmer Drought Index, as of September 26, 2023, indicates that the District is currently under D3, extreme drought conditions.

Gonzales to Fayette County

~ 5.5 miles

Legend

 ROCC Flex Line









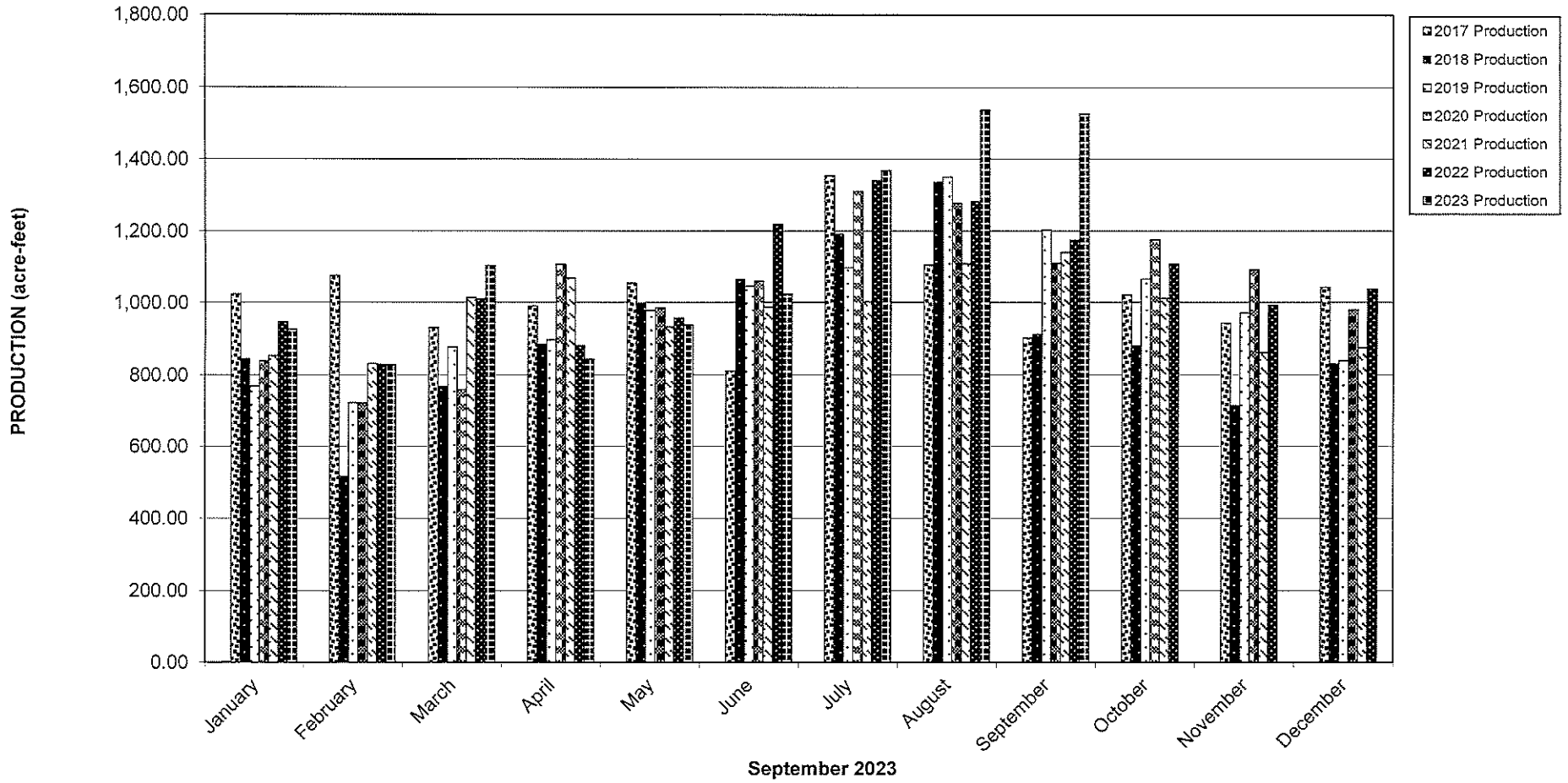


Schertz-Seguin Local Government Corporation
 Meter Reading - Usage
 2023

Date	P007 Well #1		P008 Well #2		P009 Well #3		P010 Well #4		P011 Well #5		P012 Well #6		P016 Well #7		P017 Well #8		P031 Well #9		P032 Well #10		P033 Well #11		P034 Well #12		B/W	Fees		
	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage				
Jan	542,671	3,872	287,534	0	401,618	25,444	930,626	0	943,658	51,718	67,168	1,740	14,233	16,785	168,387	42,589	2,484,272	65,416	1,868,728	44,844	2,811,645	49,291	4,179,396	0	6709	\$7,374.75		
Feb	548,796	6,125	287,534	0	414,799	13,181	935,069	4,443	986,099	42,441	81,522	14,354	14,233	0	185,753	17,366	2,532,681	68,409	1,917,346	48,618	2,866,473	54,828	4,179,396	0	6,270	\$6,587.38		
Mar	549,642	846	287,534	0	465,118	50,319	984,239	49,170	4,045	17,946	100,688	19,166	14,233	0	216,112	30,359	2,617,898	85,217	1,964,730	47,384	2,925,918	59,445	4,179,396	0	7,443	\$8,810.23		
Apr	552,387	2,745	287,534	0	490,780	25,662	16,595	32,356	36,356	32,311	124,925	24,237	14,233	0	244,732	28,620	2,667,960	50,062	1,992,253	27,523	2,977,291	51,373	4,179,396	0	5,351	\$6,738.45		
May	572,457	20,070	287,534	0	512,797	22,017	41,932	25,337	80,144	43,788	163,295	38,370	14,265	32	283,309	38,577	2,717,624	49,664	2,019,000	26,747	3,016,296	39,005	4,179,396	0	8,467	\$7,378.50		
June	612,935	40,508	287,534	0	543,998	31,201	80,579	38,647	115,586	35,442	212,044	48,749	38,940	24,675	321,728	38,419	2,728,086	10,462	2,056,446	37,446	3,044,216	27,920	4,179,488	92	9,730	\$8,095.78		
July	654,880	41,915	287,534	0	589,731	45,733	126,096	45,517	180,268	44,682	267,210	55,166	93,382	54,442	373,152	51,424	2,741,311	13,225	2,110,805	54,359	3,083,876	39,660	4,179,488	0	18,588	\$10,688.38		
Aug	695,809	40,929	287,534	0	631,114	41,383	169,953	43,857	213,360	53,092	321,291	54,081	135,013	41,631	425,777	52,625	2,765,937	24,826	2,179,263	68,458	3,132,330	48,454	4,211,514	32,026	19,822	\$12,033.50		
Sept	739,995	44,186	287,534	0	674,032	42,918	211,250	41,297	265,347	51,987	375,124	53,833	174,195	39,182	475,927	50,150	2,806,938	41,001	2,231,553	52,290	3,141,744	9,414	4,282,961	71,447	19,819	\$11,947.15		
Oct																												
Nov																											\$0.00	
Dec																											\$0.00	
Total Gallons*	201,196	0	297,858	0	280,624	373,407	309,696	176,747	350,129	408,082	407,669	379,390	103,565	3,288,363														
Total acft	617.45	0.00	914.09	0.00	861.20	1145.94	950.42	542.42	1074.51	1252.36	1251.09	1164.31	317.83	10091.62														
Current Mo. Production in acft	1527.40																											
% of monthly allowable for current mo.	94.69																											
Total acft for yr	10091.62				52.12																							
% of prod. for year																												
Total Dollars																												\$79,654.10

gallons in thousands

SSLGC Monthly Production

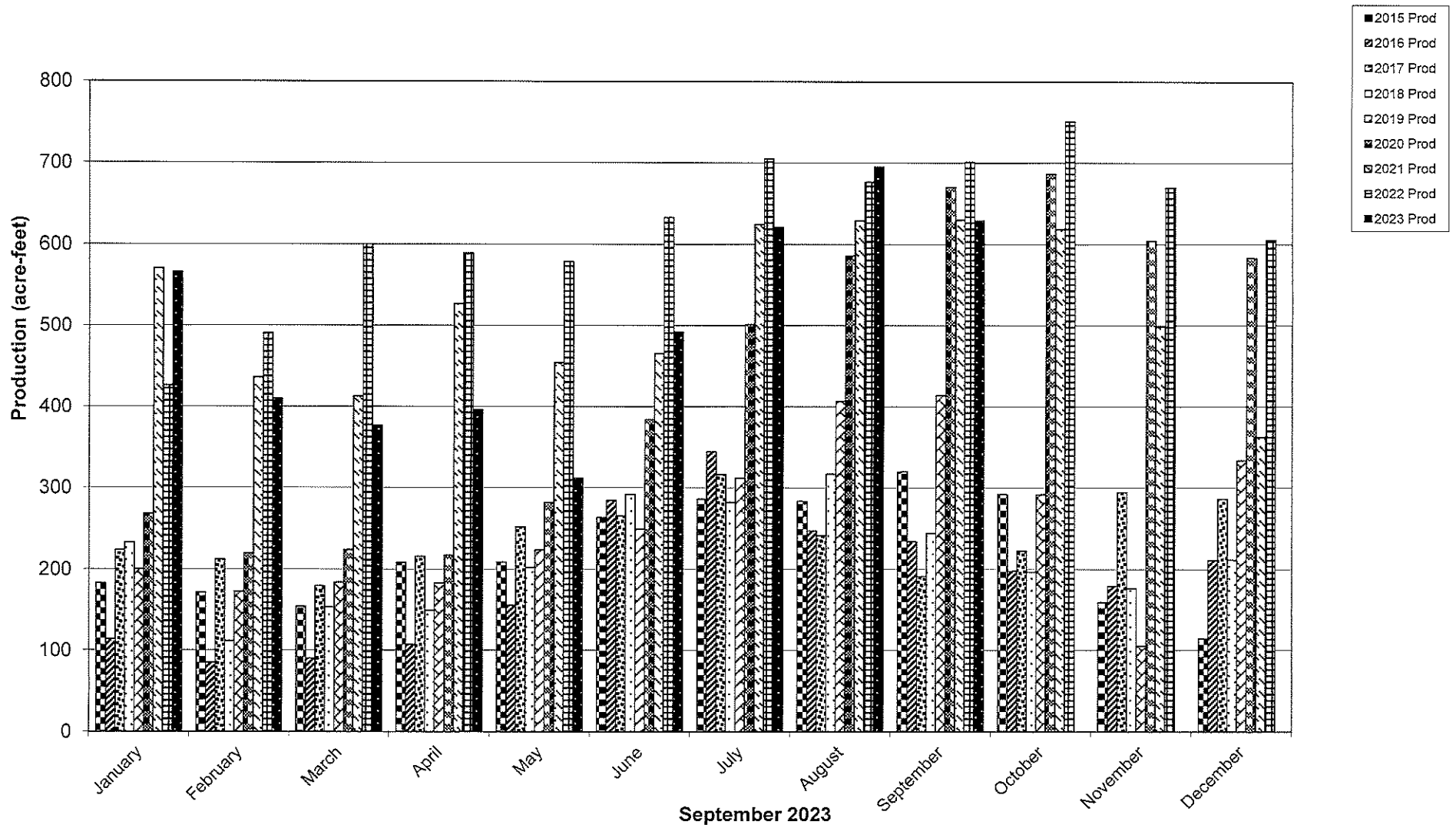


**Canyon Regional Water Authority
Wells Ranch Water Meter Reading - Usage**

Date	2023																			
	P030 Well #12		P029 Well #11		P028 Well #9		P027 Well #1		P086 Well #8		L188 Well #5		L189 Well #13		L190 Well #14		L191 Well #15		L192 Well #16	
	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage
Jan	1,197,368	14,757	1,386,451	17,444	1,923,007	21,051	1,566,047	2,141	553,068	23,113	865,453	27,534	695,629	2,966	772,506	22,718	1,342,880	42,776	341,413	10,155
Feb	1,205,681	8,313	1,398,338	11,887	1,938,191	15,184	1,556,047	0	569,152	16,084	887,449	21,996	713,127	17,498	788,506	16,000	1,401,650	16,770	351,245	9,832
March	1,212,778	7,097	1,410,923	12,585	1,954,878	16,687	1,556,047	0	577,659	8,507	912,036	24,587	733,115	19,988	807,567	19,061	1,403,532	1,882	363,440	12,195
April	1,223,080	10,302	1,423,239	12,316	1,972,332	17,454	1,556,047	0	595,760	18,101	934,191	22,155	750,825	17,710	827,186	19,619	1,403,549	17	374,705	11,265
May	1,230,891	7,811	1,432,742	9,503	1,985,602	13,270	1,556,047	0	610,510	14,750	947,591	13,400	766,033	15,208	845,518	18,332	1,403,549	0	384,191	9,486
June	1,242,053	11,162	1,446,373	13,631	2,003,685	18,083	1,556,047	0	632,420	21,910	960,544	12,953	787,395	21,362	870,380	24,862	1,426,405	22,856	397,625	13,434
July	1,254,803	12,750	1,461,543	15,170	2,024,798	21,113	1,556,047	0	657,783	25,363	982,770	22,226	811,159	23,764	895,939	25,559	1,466,264	39,859	413,981	16,356
Aug	1,272,500	17,697	1,481,676	20,133	2,047,463	22,665	1,556,047	0	683,354	25,571	1,010,032	27,262	837,513	26,354	922,016	26,077	1,510,072	43,808	430,778	16,797
Sept	1,289,086	16,586	1,499,733	18,057	2,067,717	20,254	1,556,047	0	702,447	19,093	1,036,477	26,445	863,450	25,937	946,782	24,766	1,549,288	39,216	445,149	14,371
Oct																				
Nov																				
Dec																				
Total Gallons*		106475		130726		165761		2141		172492		198558		170787		196994		207184		113891
Total AC/FT		326.76		401.18		508.70		6.57		529.36		609.35		524.13		604.55		635.82		349.52
Current Month Production in AC/FT				628.28																
Percentage of monthly allowable for current mo.						101.83														
Total AC/FT for yr		4495.95						60.76												

* gallons in thousands

CRWA Monthly Production

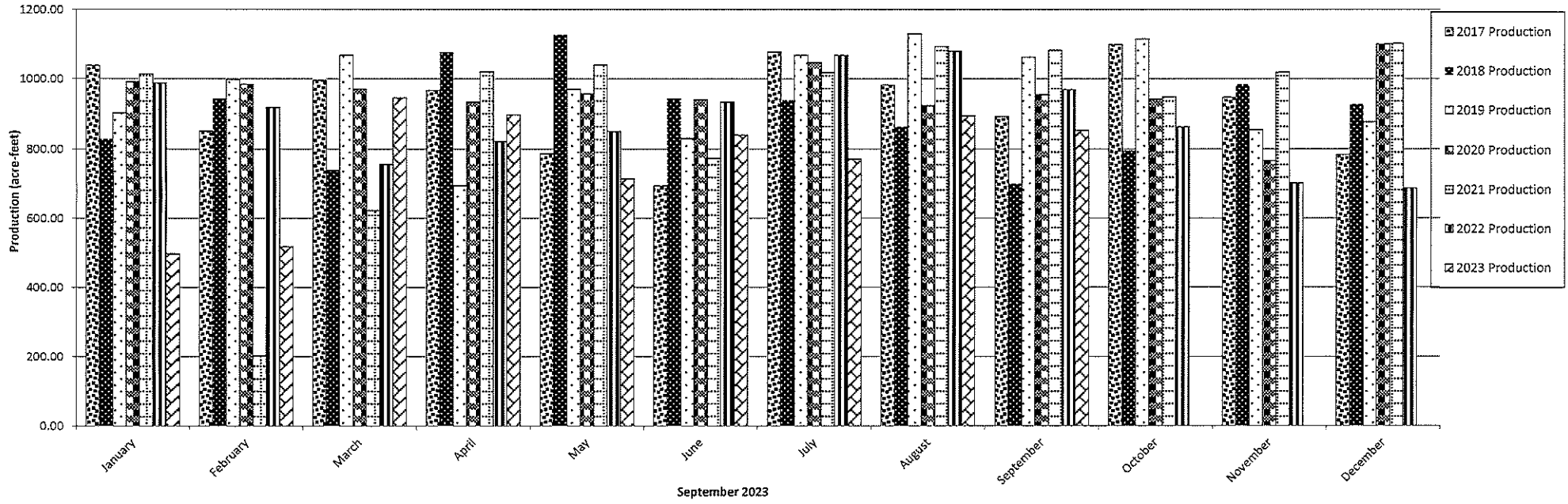


**San Antonio Water System
Meter Reading - Usage
2023**

Date	P036 Well WG-2		P039 Well WG-5		P040 Well WG-6		P041 Well WG-7		P042 Well WG-8		P043 Well WG-9		P044 Well WG-10		P047 Well WG-14		P048 Well WG-15		B/W	Fees
	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage		
Jan	2,529,400	2,606	2,671,288	0	4,074,058	26,247	173,589	18,727	4,233,418	25,102	3,966,583	30,939	2,940,011	0	4,158,410	30,306	3,091,462	28,158	3604.4	\$3,961.98
Feb	2,554,795	25,395	2,671,280	0	4,102,292	28,234	194,350	20,760	4,235,131	1,714	4,001,522	34,938	2,940,011	0	4,191,776	33,366	3,115,531	24,069	3,916	\$4,114.01
Mar	2,602,164	47,370	2,671,290	2	4,150,349	48,057	229,079	34,729	4,235,134	3	4,061,580	60,059	2,940,011	0	4,249,219	57,443	3,175,777	60,245	6,369	\$7,538.44
Apr	2,663,968	61,803	2,671,290	0	4,181,622	34,228	261,681	32,602	4,235,134	0	4,118,509	58,929	2,940,011	0	4,298,772	49,553	3,232,757	56,980	5,686	\$7,160.25
May	2,716,280	52,313	2,671,290	0	198,306	16,684	291,476	29,795	4,235,134	0	4,169,150	50,641	2,940,011	0	4,331,120	32,349	3,283,568	50,811	6,486	\$5,652.64
June	2,770,067	53,786	2,701,696	30,406	4,198,307	1	322,464	30,988	4,235,134	0	4,224,368	55,218	2,940,011	0	4,383,624	52,503	3,335,368	51,800	8,013	\$6,667.23
July	2,812,605	42,538	2,750,611	48,915	4,198,475	168	350,018	27,554	4,325,134	0	3,140,839	51,089	2,940,011	0	4,419,156	35,533	3,380,443	45,074	10,453	\$6,010.48
Aug	2,852,467	39,862	2,808,290	57,680	4,223,453	24,978	382,631	32,612	4,235,134	0	3,201,083	60,244	2,940,011	0	4,435,157	16,001	3,440,306	59,863	11,519	\$6,993.03
Sept	2,913,412	60,945	2,863,312	55,021	4,241,645	18,191	412,292	29,662	4,235,134	0	3,665,600	58,538	2,940,011	0	4,479,797	44,640	3,451,022	10,716	11,059	\$6,666.33
Oct																				\$0.00
Nov																				\$0.00
Dec																				\$0.00
Total Gallons*	386,618		192,023		196,788		257,430		26,818		458,595		0		351,693		387,717			2,257,681
Total ac/ft	1186.49		589.30		603.92		790.02		82.30		1407.38		0.00		1079.30		1189.86			6,928.57
Current Month Production in ac/ft			852.27																	
% of monthly allowable for current month					87.50															
Total ac/ft for year	6928.57								59.28											Total Dollars \$54,764.39

gallons in thousands

SAWS Monthly Production

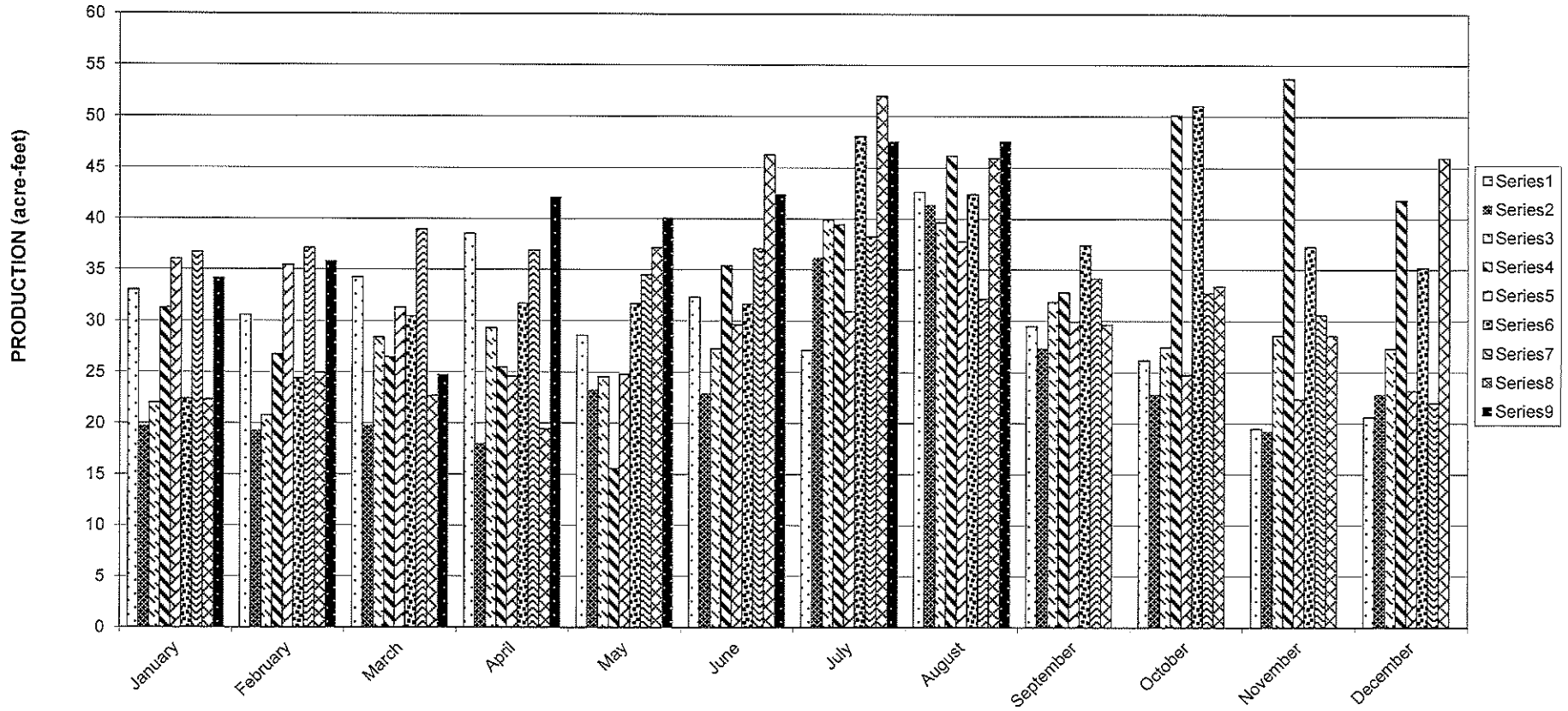


**AQUA Water Supply Corporation
Meter Reading - Usage
2023**

Date	F255 Delhi #1			F256 Delhi #2			Hinton Well			Fees
	Meter	Usage	Transported	Meter	Usage	Transported	Meter	Usage	Transported	
January	692,110,400	3,136.60		860,502,000	8,002.00		0.00	0.00		
February	692,130,600	20.20	2,714.54	872,152,000	11,650.00	6,925.26	0.00	0.00	0.00	\$ 241.00
March	692,133,500	2.90	18.11	880,228,000	8,076.00	10,444.24	0.00	0.00	0.00	\$ -
April	696,960,700	4,827.20	2.33	889,128,000	8,900.00	6,500.55	0.00	0.00	0.00	\$ 162.57
May	703,618,900	6,658.20	4,372.52	895,540,000	6,412.00	8,061.69	0.00	0.00	0.00	\$ 310.86
June	710,672,200	7,053.30	5,788.19	902,909,000	6,769.00	5,574.16	0.00	0.00	0.00	\$ 284.06
July	718,579,500	7,907.30	5,729.09	909,900,000	7,591.00	5,498.16	0.00	0.00	0.00	\$ 280.68
August	726,294,600	7,715.10	6,484.59	917,702,000	7,802.00	6,225.20	0.00	0.00	0.00	\$ 317.74
September			6,223.49			6,293.59			0.00	\$ 312.93
October										\$ -
November										\$ -
December										\$ -
Total Gallons*		37,321			65,202			0		
Total AC/FT		114.53			200.10			0.00		
Current Month Production in AC/FT			47.62							
Percentage of monthly allowable for current month					11.42					
Total AC/FT for year		314.63					6.29			Total Dollars \$2,171.39

*gallons in thousands

AQUA Monthly Production



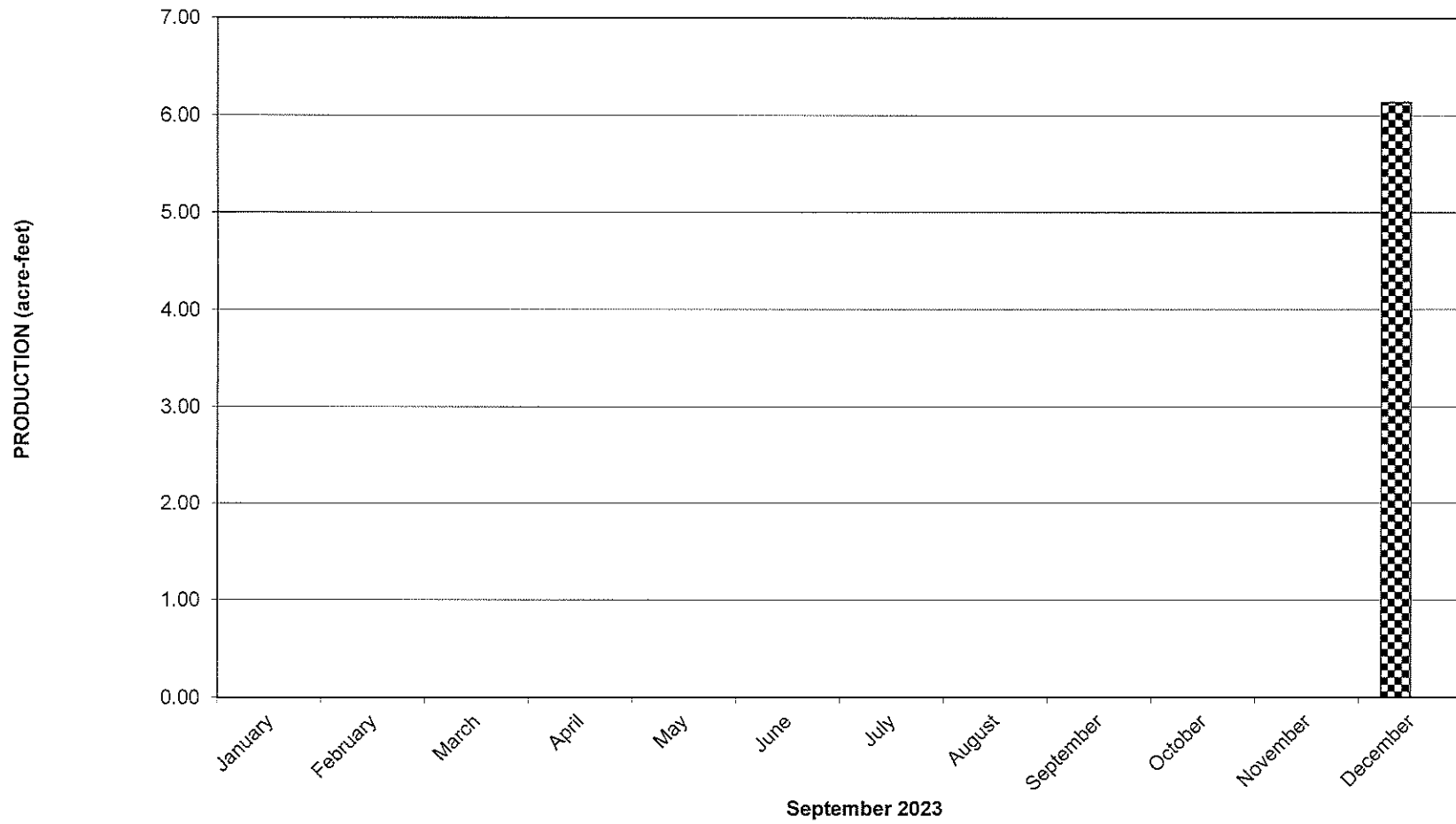
August 2023

**Gudalupe-Blanco River Authority
Meter Reading - Usage
2023**

Date	P059 Well #1		P060 Well #2		P061 Well #3		P062 Well #4		P063 Well #5		P064 Well #6		P065 Well #7		B/W	Fees
	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage	Meter	Usage		
Jan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Feb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Apr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Aug	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Sept	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Oct																\$0.00
Nov																\$0.00
Dec																\$0.00
Total Gallons*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ac/ft	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Mo. Production in ac/ft		0.00														
% of monthly allowable for current mo.					0.00											
Total ac/ft for yr	0.00							0.00								\$0.00

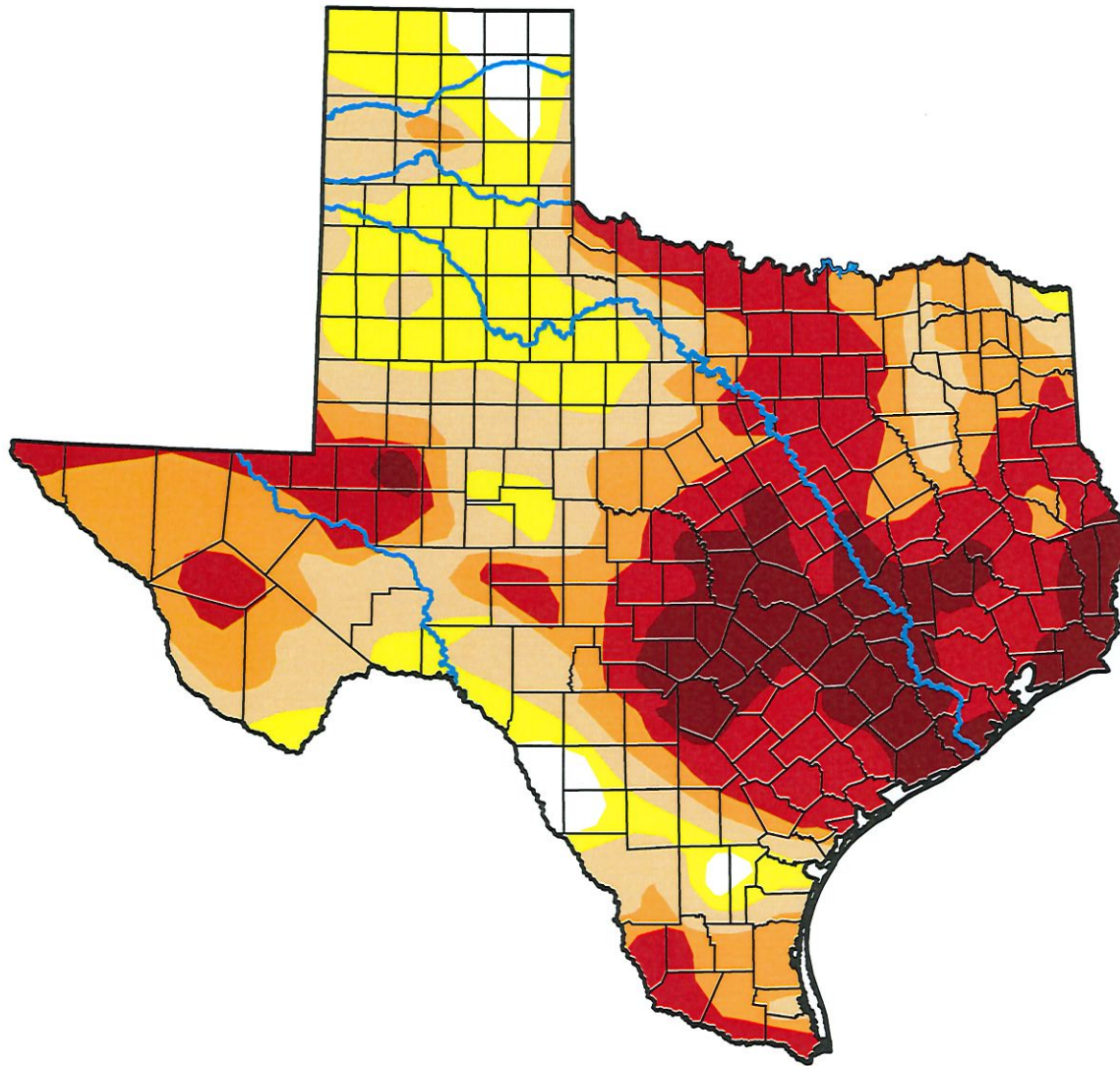
gallons in thousands

GBRA Monthly Production



U.S. Drought Monitor Texas

September 26, 2023
(Released Thursday, Sep. 28, 2023)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	3.03	96.97	80.64	59.66	38.06	12.68
Last Week <i>09-19-2023</i>	3.03	96.97	81.91	61.33	40.76	16.02
3 Months Ago <i>06-27-2023</i>	30.71	69.29	24.38	6.05	1.37	0.29
Start of Calendar Year <i>01-03-2023</i>	28.84	71.16	49.90	26.60	7.41	1.60
Start of Water Year <i>09-27-2022</i>	14.96	85.04	61.36	31.61	8.82	1.06
One Year Ago <i>09-27-2022</i>	14.96	85.04	61.36	31.61	8.82	1.06

Intensity:



The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:
Richard Heim
NCEI/NOAA



droughtmonitor.unl.edu

**RESOLUTION #09152023:
UPDATE GROUNDWATER AVAILABILITY MODEL**

THE STATE OF TEXAS

§
§
§
§
§

GROUNDWATER MANAGEMENT AREA 13

GROUNDWATER CONSERVATION DISTRICTS

WHEREAS, Texas Water Code § 36.0015(b) states that groundwater conservation districts are the preferred method of groundwater management in Texas and requires groundwater conservation districts to use the best available science in the conservation and development of groundwater;

WHEREAS, Texas Water Code § 36.108(d) requires groundwater conservation districts to consider groundwater availability models and other data or information for the management area when proposing and adopting desired future conditions;

WHEREAS, the groundwater conservation districts located wholly or partially within Groundwater Management Area 13 (“GMA 13”), as designated by the Texas Water Development Board, as of the date of this resolution are as follows: Evergreen Underground Water Conservation District, Gonzales County Underground Water Conservation District, Guadalupe County Groundwater Conservation District, McMullen Groundwater Conservation District, Medina County Groundwater Conservation District, Plum Creek Conservation District, Uvalde County Underground Water Conservation District, and Wintergarden Groundwater Conservation District (collectively hereinafter “the GMA 13 Districts”);

WHEREAS, the Texas Water Development Board contracted with GSI Environmental Inc. to complete a groundwater availability model update for the southern portion of the Queen City, Sparta, and Carrizo-Wilcox aquifers (version 3.01);

WHEREAS, the Texas Water Development Board, in a letter dated July 17, 2023 from Jeff Walker, Executive Administrator, to the General Manager of the Wintergarden Groundwater Conservation District, acknowledged that the high simulated hydraulic conductivity and transmissivity values in the La Salle County and other areas are recognized as model limitations in version 3.01 of the groundwater availability model;

WHEREAS, the groundwater conservation districts in Groundwater Management Area 13 recognize the limitations in version 3.01 of the groundwater availability model and have retained a consultant to recalibrate the model using new data sources to correct concerns that have been noted by Wintergarden Groundwater Conservation District and others in public comments received during model development;

WHEREAS, the Texas Water Development Board has published a guidance document (dated May 2023) related to obtaining approval for a model recalibration performed by a consultant;

WHEREAS, a written resolution adopted by two-thirds of groundwater conservation district representatives in the groundwater management area within the model boundary is one of the

requirements to obtain Texas Water Development Board approval for the updated groundwater availability model;

WHEREAS, at the September 15, 2023 Groundwater Management Area 13 meeting, after a motion was duly made and seconded, the groundwater conservation districts in Groundwater Management Area 13 adopted this resolution requesting the update to the groundwater availability model for use in the joint planning process.

NOW, THEREFORE, BE IT RESOLVED BY THE AUTHORIZED VOTING REPRESENTATIVES OF THE GROUNDWATER CONSERVATION DISTRICT IN GROUNDWATER MANAGEMENT AREA 13 AS FOLLOWS:

1. The above recitals are true and correct.
2. The groundwater conservation district in Groundwater Management Area 13 hereby support submitting an updated groundwater availability model of the southern portion of the Carrizo-Wilcox, Queen City, and Sparta aquifers to the Texas Water Development Board that adheres to the guidance document of May 2023.
3. The update to the groundwater availability model will be completed and submitted to the Texas Water Development Board after a draft of the model and documentation have been reviewed and approved by the groundwater conservation districts in Groundwater Management Area 13. The review of the draft is independent of the Texas Water Development Board public review process outlined in their May 2023 guidance document.
4. The groundwater conservation district in Groundwater Management Area 13 and their agents and representatives, individually and collectively, are further authorized to take all actions necessary to complete the model update and obtain Texas Water Development Board approval.


AND IT IS SO ORDERED.

PASSED AND ADOPTED on this 15th day of September 2023.

ATTEST:



Evergreen Underground Water Conservation District



Gonzales County Underground Water Conservation District




Guadalupe County Groundwater Conservation District



McMullen Groundwater Conservation District



Medina County Groundwater Conservation District



Plum Creek Conservation District



Uvalde County Underground Water Conservation District



Wintergarden Groundwater Conservation District



September 18, 2023

Groundwater Management Area 13 Joint Planning Meeting
Evergreen Underground Water Conservation District
110 Wyoming Blvd
Pleasanton, TX 78064

RE: GMA-13 Joint Planning Meeting – Public Comment from Vince Clause, hydrogeologist with LRE Water and representative for SE Legacy Development, LLC

Hello and Good Morning. My name is Vince Clause, and I am a hydrogeologist with LRE Water. I'm here today representing SE Legacy Development, LLC, a company striving to meet the water supply needs of the population of Webb County. Also in attendance is Tom Wendorf, Program Manager and District Engineer with SE Legacy Development, LLC. As you know, Webb County does not have explicit representation on the GMA-13 board, and recent legislative efforts to obtain such representation were unsuccessful. As such, I am here today to inform GMA-13 of the water needs within Webb County, and of SE Legacy Development's plan in place to meet those needs in the relatively near future.

SE Legacy Development has begun implementing an ambitious strategy to meet the water needs of Webb County through the development of groundwater from the Laredo-Sparta and Carrizo Aquifers. Water needs include those necessary to support:

1. Residential and lite Commercial Development on a 13,000 acre property within central Webb County along the I-35 corridor
2. Residential potable water supplies to various colonias throughout Webb County, which are not currently serviced by existing public water supply systems, and
3. Supplemental water supplies for the City of Laredo

SE Legacy Development has received support of the City of Laredo, Webb County, the USDA, and local landowners.

SE Legacy Development has requested to be recognized as a Water User Group for the purposes of regional water planning, and is in discussions with representatives of the Region M water planning group. We intend to be included within the developing 2026 Region M water plan and 2027 State Water Plan, and possibly to modify the 2022 State Water Plan. This may require amending the GMA-13 explanatory report, DFCs, and MAGs from the 3rd round of joint planning.

SE Legacy Development can provide GMA-13 with documentation of both the water needs we intend to meet, and our methods for satisfying these needs.

To date, we have completed two exploratory test wells into the Carrizo Aquifer in Webb County. Each well is capable of producing between 250 and 350 gallons per minute, and the water may be treated to TCEQ PWS standards using methods common to the water treatment industry. We have provided Dr. Bill Hutchinson with the locations of these wells, as well as our aquifer transmissivity and observed aquifer structural characteristics. We provided this information so the MODFLOW model used in joint planning for GMA-13 may include the most accurate information on aquifer properties in Webb County.

Throughout this 4th round of joint planning, it is our intention to work closely with the GMA-13 board and Dr. Hutchinson, so that the groundwater needs and planned uses for Webb County are accurately represented. We recognize that this information was previously presented too late within the GMA-13 planning cycle for the data to have been included in the 3rd round of joint planning.

We ask that during this 4th round of joint planning, groundwater needs for Webb County be modified to reflect the planned pumping by SE Legacy Development. We also ask that DFCs be defined on a county-by county basis, rather than as an average drawdown over the entire GMA extent. Defining DFCs on a county basis will better reflect the water usage needs of each county, and especially for Webb County.

Thank you,



Vince Clause, GISP
Texas Groundwater Team Leader
Vince.Clause@LREWater.com
(512) 906-8614
LRE WATER, LLC



**Gonzales County Underground Water Conservation District
Mitigation Fund Manager's Report
September 2023**

On September 4th, I met with Mr. Hendershot to discuss mitigation procedures.

On September 12th, I met with Mr. Hendershot to discuss mitigation.

On September 14th, I reviewed the Hendershot's well that was to be drilled.

On September 21st, I met with Mr. Hendershot to discuss mitigation options.

On September 27th, I met with Wagener's Well Service at the Hendershot's well to discuss work to be done.

On September 30th, I met with Wagener's Well Service to discuss mitigation work to be done.

DRAFT

Gonzales County Underground Water Conservation District
Field Technician Report
September 2023

On September 5th, I obtained water levels from wells in North Gonzales County and South Caldwell County.

On September 8th, I made a first attempt to inspect the Zavala Drilling well on FM 713. The driller had not started, as reported.

On September 11th, I obtained water levels on wells in Northeast Gonzales County.

On September 11th, I obtained water levels on wells in Northcentral and Eastern Gonzales County.

On September 13th, I obtained water levels on well on Eastern Gonzales County.

On September 14th, I obtained water levels on the Palmer and CR 151 wells. I met with Mr. Raul Zavala who is with Zavala Drilling, and is a new driller in the District. I reviewed the District's rules with him. He was drilling on FM 713, the Ferrani-Kile well. I observed good equipment, a water source, a good operator, etc. After, I obtained water levels on Fairchild and Respondek wells in South Caldwell County.

On September 15th, I made a second inspection on the Zavala/Ferrani-Kile well on FM 713.

On September 19th, I obtained water levels on wells in Southwest Gonzales Co.

On September 20th, I obtained water levels on wells in Central Gonzales County.

On September 21st, I inspected the frac pond and transmission line possibly going to Fayette County on CR 401. After, I obtained a water level on well I537.

On September 26th, I obtained water levels on the Williams and Bar T Inverted wells in South Gonzales County.

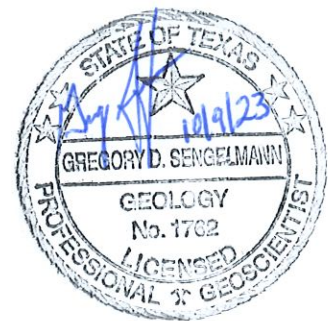
Gonzales County Underground Water Conservation District

September 2023 Water Level Report

District staff recently completed the September 2023 groundwater level monitoring event. Water levels were collected from a total of two hundred three (203) observation wells including: eighty-one (81) Carrizo Aquifer wells, thirteen (13) Wilcox Aquifer wells, thirty-two (32) Queen City Aquifer wells, twenty-one (21) Sparta Aquifer wells, fifty-two (52) Yegua-Jackson Aquifer wells and three (3) in other minor aquifers. The water level data for each of these wells is available to the public on the district's website through the linked Halff & Associates website map.

Water level results for select observation wells are summarized in the attached Table which shows the September 2023 water levels. Positive numbers indicate the water levels are artesian and negative numbers indicate below ground water level measurements.

For the Carrizo Aquifer, a drawdown map was produced to assess the change in water levels from the year 2000 (approximately two years before the large concentrated well fields began pumping on the southwestern side of the district) to the September 2023 measurements. The drawdown map shows a concentrated area of drawdown of approximately 20 to 30 feet on the northeastern side of the district between the City of Gonzales and the City of Waelder which is most likely attributed to the City of Gonzales and Gonzales County Water Supply Corporation public supply wells, EOG Frack wells, and irrigation wells. On the southwestern side of the district the map shows a concentrated area of drawdown of about 100 feet centered between the San Antonio Water Systems (SAWS) well field and the Schertz-Seguin Local Government Corporation (SSLGC) and Canyon Regional water Authority well fields.



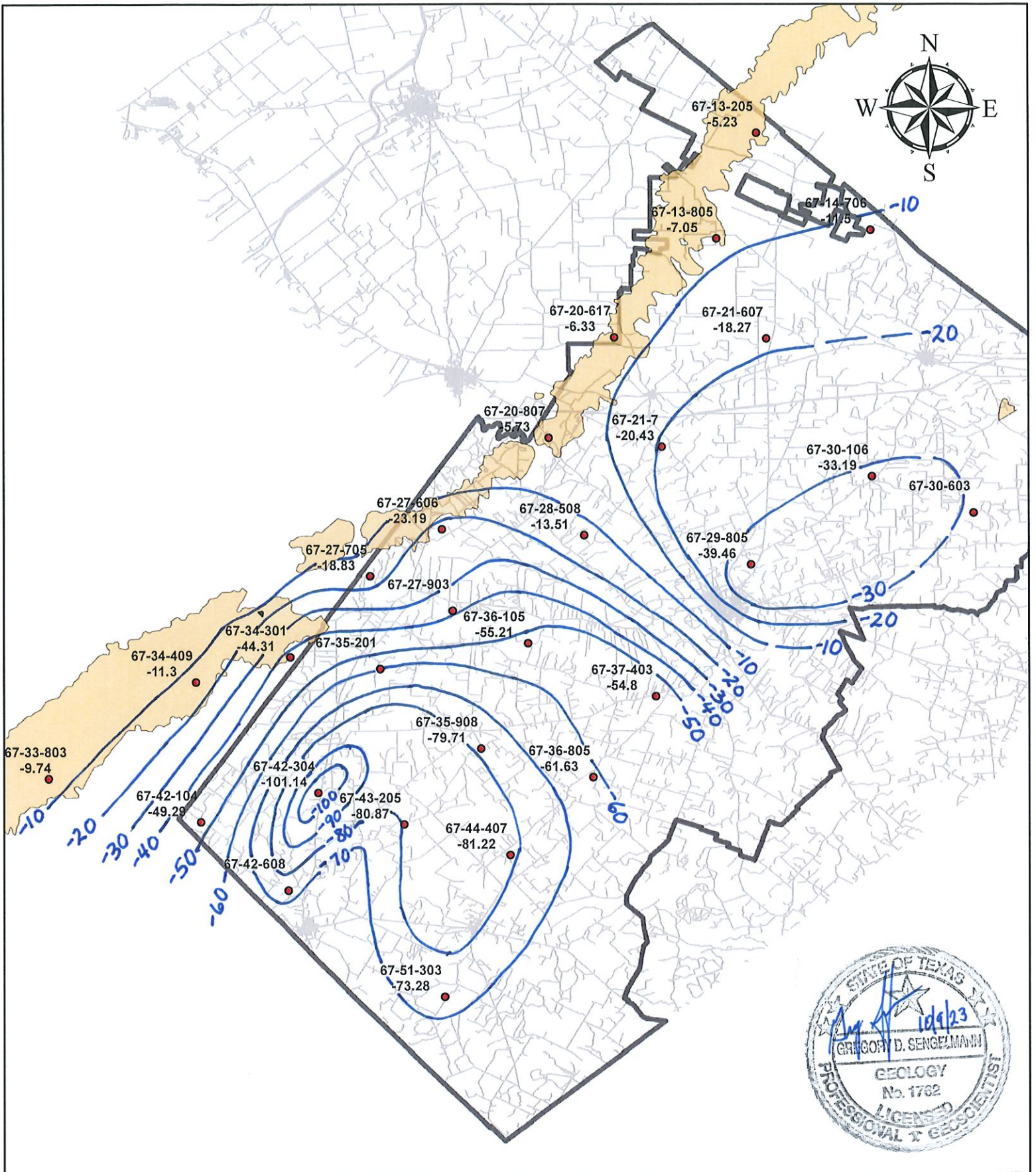
TWDB SWN	District Id	Aquifer	Latitude	Longitude	Measurement	Well Water
					Date	Level
6737403	A076	Carrizo	29.441389	-97.499306	09/11/2023	-58.75
6744407	A167	Carrizo	29.323383	-97.610201	09/11/2023	-57.95
6730509	B001	Carrizo	29.548139	-97.3065	09/19/2023	32.69
6736501	B036	Carrizo	29.436328	-97.545049	09/11/2023	-70.62
6727705	B041	Carrizo	29.530824	-97.714026	09/08/2023	-48.52
6730508	B069	Carrizo	29.581778	-97.317992	09/19/2023	-6.41
6734905	B072	Carrizo	29.381556	-97.751111	09/08/2023	-104.63
6729805	B099	Carrizo	29.539642	-97.427492	09/19/2023	-39.73
6727808	B107	Carrizo	29.528139	-97.686111	09/08/2023	-100.05
6728508	B145	Carrizo	29.561312	-97.553168	09/20/2023	-28.94
6729202	B178	Carrizo	29.620389	-97.424944	09/19/2023	-82.96
6734601	B184	Carrizo	29.450528	-97.7615	09/08/2023	-89.04
6736303	B186	Carrizo	29.488333	-97.502222	09/11/2023	-44.28
6743103	C029	Carrizo	29.366604	-97.744818	09/08/2023	-105.83
6735401	C054	Carrizo	29.450278	-97.74175	09/08/2023	-90.66
6730106	C070	Carrizo	29.604986	-97.337065	09/19/2023	-33.26
6729602	C100	Carrizo	29.558778	-97.404694	09/19/2023	-74.37
6735109	D062	Carrizo	29.497194	-97.738556	09/08/2023	-75.93
6742304	D089	Carrizo	29.368836	-97.753045	09/08/2023	-102.69
6742104	D121	Carrizo	29.348143	-97.841286	09/19/2023	-98.94
6733603	DFC001	Carrizo	29.429658	-97.901995	09/18/2023	-168.17
6733805	DFC002	Carrizo	29.400309	-97.954371	09/18/2023	-139.28
6727403	DFC003	Carrizo	29.546739	-97.720243	09/18/2023	-91.97
6727507	DFC004	Carrizo	29.578322	-97.668256	09/19/2023	-143.38
6720807	DFC005	Carrizo	29.633789	-97.579614	09/20/2023	-51.44
6713707	DFC006	Carrizo	29.766611	-97.4763	09/14/2023	-103.66
6726909	DFC007	Carrizo	29.502032	-97.76655	09/18/2023	-32.30
6734409	DFC008	Carrizo	29.452258	-97.845193	09/18/2023	-180.70
6720617	DFC009	Carrizo	29.701286	-97.519019	09/05/2023	-95.90
6713207	DFC010	Carrizo	29.846611	-97.440667	09/05/2023	-63.65
6734907	E043	Carrizo	29.39102	-97.782671	09/25/2023	-94.87
6744408	E082	Carrizo	29.313136	-97.623946	09/11/2023	-73.64
6743810	E083	Carrizo	29.263119	-97.681788	09/11/2023	-48.52
6721803	E114	Carrizo	29.650444	-97.438557	09/19/2023	-80.77
6736105	E117	Carrizo	29.480941	-97.595549	09/11/2023	-114.98
6743805	E143	Carrizo	29.279693	-97.706013	09/11/2023	-106.54
6727809	E202	Carrizo	29.526111	-97.701944	09/08/2023	-34.51
6743205	E206	Carrizo	29.347295	-97.688692	09/11/2023	-81.92
6736804	E214	Carrizo	29.390556	-97.582778	09/11/2023	-56.10
6743809	E242	Carrizo	29.271389	-97.681389	09/11/2023	-68.76
6736805	E249	Carrizo	29.381275	-97.546544	09/11/2023	-45.76
6743705	F021	Carrizo	29.250094	-97.720228	09/11/2023	-72.49
6751303	F192	Carrizo	29.218033	-97.658388	09/11/2023	-14.70
6727606	F221	Carrizo	29.565833	-97.66	09/19/2023	-141.64
6721607	F254	Carrizo	29.708346	-97.415411	09/05/2023	-52.28
6713805	G031	Carrizo	29.781806	-97.453219	09/19/2023	-65.74
6713619	G036	Carrizo	29.832222	-97.393056	09/19/2023	-127.94
6713205	G057	Carrizo	29.860556	-97.423056	09/19/2023	-134.18

TWDB SWN	District Id	Aquifer	Latitude	Longitude	Measurement Date	Well Water Level
6713206	G064	Carrizo	29.836667	-97.417222	09/05/2023	-124.44
6714706	G065	Carrizo	29.788338	-97.337564	09/19/2023	-94.51
6727502	G204	Carrizo	29.545959	-97.675977	09/08/2023	-102.96
6727805	G206	Carrizo	29.514444	-97.693333	09/08/2023	-45.25
6721707	H033	Carrizo	29.666111	-97.499167	09/05/2023	-90.51
6735111	H110	Carrizo	29.473972	-97.726111	09/19/2023	-173.02
6705801	I041	Carrizo	29.87645	-97.45248	09/05/2023	-13.00
6728104	I146	Carrizo	29.597152	-97.599128	09/20/2023	-11.75
6735805	I153	Carrizo	29.389101	-97.676211	09/01/2023	-95.90
6735908	I154	Carrizo	29.4025	-97.631111	09/01/2023	-82.54
6743304	I155	Carrizo	29.344167	-97.659444	09/01/2023	-118.15
6743607	I156	Carrizo	29.325	-97.6375	09/01/2023	-80.77
67-13-909	I353	Carrizo	29.779722	-97.410556	09/13/2023	-114.26
6734301	J001	Carrizo	29.4706	-97.7747	09/08/2023	-151.83
6734504	J002	Carrizo	29.449793	-97.797889	09/06/2023	-105.20
6733602	J004	Carrizo	29.424211	-97.879389	09/19/2023	-123.35
6733803	J005	Carrizo	29.381048	-97.956268	09/19/2023	-157.68
6734709	J008	Carrizo	29.385406	-97.852584	09/18/2023	-148.51
6733907	J457	Carrizo	29.413811	-97.887355	09/18/2023	-146.87
6721107	K188	Carrizo	29.735923	-97.489045	09/14/2023	-80.25
6735113	L180	Carrizo	29.474639	-97.747298	09/08/2023	-164.30
6734304	L181	Carrizo	29.474201	-97.764849	09/08/2023	-145.52
6721706	N070	Carrizo	29.627206	-97.4946	09/19/2023	-97.73
67139	O045	Carrizo	29.784475	-97.399297	09/19/2023	-121.85
6730603	P003	Carrizo	29.577544	-97.262235	09/19/2023	5.00
6742914	P006	Carrizo	29.267863	-97.767166	09/01/2023	-134.87
6742609	P010	Carrizo	29.3275	-97.771389	09/08/2023	-119.92
6742609	P010	Carrizo	29.3275	-97.771389	09/08/2023	-122.92
6743907	P013	Carrizo	29.270127	-97.636881	09/11/2023	-49.81
6742205	P016	Carrizo	29.344111	-97.792166	09/08/2023	-203.84
6742205	P016	Carrizo	29.344111	-97.792166	09/08/2023	-200.84
6742915	P022	Carrizo	29.273833	-97.757611	09/01/2023	-130.84
6734612	P027	Carrizo	29.457182	-97.775855	09/06/2023	-133.30
6722301	G192	Cook Mtn	29.709	-97.264	09/01/2023	-79.21
6722304	H159	Cook Mtn	29.70875	-97.266444	09/11/2023	-88.85
6722305	H265	Cook Mtn	29.743611	-97.273333	09/11/2023	-98.25
6745204	B051	Jackson	29.372727	-97.42447	09/05/2023	-40.83
6730605	C004	Jackson	29.55704	-97.25695	09/13/2023	-131.60
6752202	H173	Jackson	29.235556	-97.548889	09/05/2023	-18.42
6745302	H341	Jackson	29.365583	-97.390233	09/05/2023	-61.92
6731202	I197	Jackson	29.60385	-97.19388	09/11/2023	-71.66
6731104	I306	Jackson	29.618412	-97.226372	09/11/2023	-50.78
6752519	I487	Jackson	29.181986	-97.564408	09/12/2023	-96.18
6723802	I492	Jackson	29.652067	-97.194432	09/11/2023	-75.65
6751902	I502	Jackson	29.156247	-97.650107	09/12/2023	-97.14
6752808	I826	Jackson	29.162833	-97.558071	09/26/2023	-37.54
6730902	J010	Jackson	29.50573	-97.25034	09/13/2023	-59.64
6746102	J033	Jackson	29.35836	-97.34586	09/05/2023	-89.08

TWDB SWN	District Id	Aquifer	Latitude	Longitude	Measurement Date	Well Water Level
6745904	J065	Jackson	29.274412	-97.410935	09/05/2023	-87.36
6738702	J090	Jackson	29.376	-97.345	09/05/2023	-103.91
6752303	J182	Jackson	29.215083	-97.519095	09/05/2023	-88.07
6731704	J183	Jackson	29.53315	-97.22775	09/13/2023	-44.58
6738203	J248	Jackson	29.477894	-97.303198	09/13/2023	-70.87
6723803	K314	Jackson	29.632842	-97.17016	09/11/2023	-56.91
6752408	K542	Jackson	29.172948	-97.613918	09/26/2023	-100.70
6752807	K565	Jackson	29.159997	-97.561736	09/26/2023	-198.24
6752701	K835	Jackson	29.151612	-97.604928	09/26/2023	-77.09
6737903	L014	Jackson	29.413816	-97.37649	09/05/2023	-38.28
6752702	N036	Jackson	29.139167	-97.620556	09/26/2023	-154.96
6752407	P056	Jackson	29.176389	-97.585278	09/12/2023	-63.73
6729203	A063	Queen City	29.6205	-97.418611	09/13/2023	-100.50
6734807	B077	Queen City	29.378924	-97.810164	09/19/2023	-54.96
6728509	B169	Queen City	29.560932	-97.556029	09/20/2023	-89.90
6728801	B173	Queen City	29.539583	-97.554722	09/20/2023	-95.54
6735705	C091	Queen City	29.406583	-97.745944	09/19/2023	-32.50
6743204	C129	Queen City	29.369278	-97.685417	09/19/2023	-25.87
6742310	E024	Queen City	29.346111	-97.7825	09/08/2023	-106.69
6735703	F230	Queen City	29.393328	-97.713771	09/19/2023	-55.56
6735303	G085	Queen City	29.466111	-97.664167	09/19/2023	-31.80
6714801	G130	Queen City	29.785556	-97.329444	09/19/2023	-42.18
6721206	G167	Queen City	29.723889	-97.417778	09/05/2023	-25.14
6728705	H021	Queen City	29.533667	-97.605	09/20/2023	-91.02
6728903	H092	Queen City	29.531333	-97.500306	09/20/2023	-27.70
6742503	H168	Queen City	29.330833	-97.804722	09/08/2023	-75.61
6729105	I147	Queen City	29.619668	-97.487601	09/20/2023	-58.65
6736601	I148	Queen City	29.448088	-97.536448	09/19/2023	-25.53
6742303	I152	Queen City	29.352173	-97.753287	09/08/2023	-77.07
6735804	I157	Queen City	29.389017	-97.676346	09/01/2023	-24.67
6735804	I157	Queen City	29.389017	-97.676346	09/01/2023	-24.67
6735907	I158	Queen City	29.402222	-97.630833	09/01/2023	-15.50
6735907	I158	Queen City	29.402222	-97.630833	09/01/2023	-15.50
6743303	I159	Queen City	29.344167	-97.659167	09/01/2023	-49.98
6743303	I159	Queen City	29.344167	-97.659167	09/01/2023	-49.98
6743606	I160	Queen City	29.327445	-97.639339	09/01/2023	-31.41
6743606	I160	Queen City	29.327445	-97.639339	09/11/2023	-31.41
6743409	I166	Queen City	29.325005	-97.745104	09/08/2023	-47.19
6742308	I167	Queen City	29.338611	-97.775278	09/08/2023	-66.13
6736403	I915	Queen City	29.457	-97.606222	09/19/2023	-101.21
6736202	K272	Queen City	29.474579	-97.581075	09/19/2023	-103.40
6743710	K301	Queen City	29.274234	-97.739025	09/12/2023	-66.22
6743506	L203	Queen City	29.296461	-97.707386	09/20/2023	-3.60
6721502	N013	Queen City	29.684336	-97.418582	09/19/2023	-19.60
6729304	B004	Sparta	29.621556	-97.3935	09/13/2023	-76.92
6729501	B139	Sparta	29.55575	-97.430861	09/13/2023	-67.75
6722701	C072	Sparta	29.656222	-97.334611	09/20/2023	-72.15
6743706	D067	Sparta	29.256694	-97.745111	09/12/2023	-53.12

TWDB SWN	District Id	Aquifer	Latitude	Longitude	Measurement Date	Well Water Level
6722202	E042	Sparta	29.726	-97.319	09/11/2023	-97.66
6714906	E207	Sparta	29.752778	-97.289444	09/11/2023	-40.69
6736201	H231	Sparta	29.481333	-97.556	09/20/2023	-34.92
6729806	H257	Sparta	29.524842	-97.44305	09/13/2023	-43.15
6743707	H266	Sparta	29.273333	-97.743333	09/12/2023	-73.12
6729403	H272	Sparta	29.577342	-97.468667	09/20/2023	-12.25
6736402	H274	Sparta	29.447	-97.6015	09/19/2023	-106.25
6736702	H283	Sparta	29.402433	-97.585083	09/19/2023	-50.95
6728904	H289	Sparta	29.512167	-97.523833	09/20/2023	-55.95
6735906	I161	Sparta	29.4025	-97.631111	09/01/2023	-22.78
6735906	I161	Sparta	29.4025	-97.631111	09/01/2023	-22.78
6743302	I162	Sparta	29.343889	-97.659167	09/01/2023	-75.85
6743302	I162	Sparta	29.343889	-97.659167	09/01/2023	-75.85
6743605	I163	Sparta	29.327445	-97.639312	09/01/2023	-58.64
6743605	I163	Sparta	29.327445	-97.639312	09/01/2023	-58.64
6743709	I381	Sparta	29.278	-97.731	09/05/2023	-64.17
6743708	I640	Sparta	29.2673	-97.70869	09/05/2023	-46.15
6719306	DFC011	Wilcox	29.720326	-97.664667	09/19/2023	-123.50
6712525	DFC012	Wilcox	29.822783	-97.557207	09/25/2023	-107.50
6704902	DFC013	Wilcox	29.888611	-97.524722	09/19/2023	-108.10
6725910	DFC015	Wilcox	29.518904	-97.887402	09/19/2023	-104.75
6719708	DFC016	Wilcox	29.657673	-97.726433	09/18/2023	-36.36
68-40-401	DFC018	Wilcox	29.447777	-98.095056	09/19/2023	-26.11
6720802	G129	Wilcox	29.66278	-97.57222	09/05/2023	-40.24
6727707	H302	Wilcox	29.525806	-97.721239	09/08/2023	-59.79
6705802	I042	Wilcox	29.87623	-97.45213	09/05/2023	-115.40
6721106	I922	Wilcox	29.749033	-97.481128	09/14/2023	-108.56
6727310	K155	Wilcox	29.596239	-97.665325	09/19/2023	-66.00
6713706	L113	Wilcox	29.791389	-97.467222	09/14/2023	-109.24
6712903	M113	Wilcox	29.756762	-97.504722	09/05/2023	-190.46
6744804	A023	Yegua	29.254209	-97.581526	09/05/2023	-30.77
6737804	B053	Yegua	29.413444	-97.457361	09/05/2023	-73.46
6723404	C088	Yegua	29.699417	-97.218667	09/11/2023	-63.98
6730107	C184	Yegua	29.608186	-97.333405	09/20/2023	-30.88
6744409	E108	Yegua	29.31695	-97.59382	09/19/2023	-30.98
6737902	H028	Yegua	29.422833	-97.3955	09/05/2023	-47.96
6722802	H082	Yegua	29.670053	-97.293749	09/11/2023	-60.50
6737404	H181	Yegua	29.447167	-97.482667	09/12/2023	-86.54
6729807	H307	Yegua	29.506442	-97.425536	09/13/2023	-35.40
6744702	H313	Yegua	29.286075	-97.62317	09/05/2023	-32.61
6730407	I151	Yegua	29.542751	-97.343666	09/13/2023	-21.80
6730406	I490	Yegua	29.547069	-97.344935	09/13/2023	-7.40
6730405	I491	Yegua	29.553069	-97.352102	09/13/2023	-57.90
6751203	I503	Yegua	29.225778	-97.698209	09/12/2023	-39.87
6723805	I537	Yegua	29.659056	-97.186333	09/21/2023	-101.23
6730302	I550	Yegua	29.604722	-97.271667	09/11/2023	-25.10
6730801	I554	Yegua	29.522459	-97.29195	09/13/2023	-26.43
6736904	I561	Yegua	29.388452	-97.538605	09/12/2023	-69.93

TWDB SWN	District Id	Aquifer	Latitude	Longitude	Measurement Date	Well Water Level
6730604	I566	Yegua	29.577244	-97.251572	09/19/2023	-48.40
6723703	I576	Yegua	29.6425	-97.245556	09/11/2023	-24.86
6744304	I619	Yegua	29.347614	-97.536722	09/05/2023	-20.46
6731103	K101	Yegua	29.617706	-97.227258	09/11/2023	-44.75
6744902	K604	Yegua	29.285945	-97.527643	09/05/2023	-27.05
6751602	K749	Yegua	29.208117	-97.663481	09/12/2023	-94.12
6745101	L002	Yegua	29.344167	-97.466389	09/05/2023	-22.24
6751304	L194	Yegua	29.225756	-97.627858	09/12/2023	-60.12
6745104	N011	Yegua	29.349455	-97.488731	09/05/2023	-78.45
6730110	Q113	Yegua	29.616438	-97.346532	09/20/2023	-63.10



GONZALES COUNTY
UNDERGROUND WATER CONSERVATION DISTRICT

Personnel Policy



Original Adopted: _____, 1989

**Original Adopted Revision 1.0: -1989
February 12, 2008**

Revision 1.0 March 10, 2020

Revision 2.0: August 0812, 2023

Gonzales County Underground Water Conservation District
Personnel Policy for Employees

The Gonzales County Underground Water Conservation District (GCUWCD, the District) was created by order of the Texas Commission on Environmental Quality (TCEQ), formerly the Texas Natural Resource Conservation Commission (TNRCC), on November 19, 1993. GCUWCD serves the areas of Gonzales County and the southeast portion of Caldwell County. The Gonzales County Underground Water Conservation District includes approximately 573,440 acres of Gonzales County and 77,440 acres in Caldwell County.

GCUWCD has fostered an environment of conservation, and preservation through data collection and the rule making process. The role staff of the GCUWCD staff roles is to support the Board of Directors in completion of the GCUWCD mission.

Our Mission

The mission of the Gonzales County Underground Water Conservation District is to conserve, preserve, protect, and prevent waste of groundwater resources. It shall be the policy of the Board of Directors that the most efficient use of groundwater in the District is to provide for the needs of the citizens and ensure growth for future generations.

Gonzales County Underground Water Conservation District
Personnel Policy for Employees

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Gonzales County Underground Water Conservation District
Personnel Policy for Employees

INTRODUCTION

It is the policy of the ~~Gonzales County Underground Water Conservation District (the District)~~ to maintain a Personnel Policy Manual to inform all employees of applicable policies and procedures and to help employees better understand their role in the organization.

Objectives

The objectives of the Personnel Policy Manual are as follows:

- to ~~to~~ ensure uniform understanding and application of the District personnel policies and procedures;
- to identify the authority and responsibility for administering personnel policies and procedures;
- to standardize the handling of recurring personnel administration matters; and
- to provide a basis for informing and counseling employees as well as training supervisors in personnel administration.

Official Policy

This manual contains the approved personnel policies and procedures for the District. The contents have been approved by the General Manager and Board of Directors. The manual is intended to serve as a primary medium of communication to inform management, supervisors, and employees concerning personnel matters.

Responsibilities

Employees are expected to read and understand the policies, and to direct any questions they may have to their supervisor or the General Manager.

Supervisors shall ensure employees are adequately informed of the policies and that the policies are administered in a consistent and impartial manner.

Reservation

The District retains the right to revise, cancel, or otherwise change any of the published or unpublished personnel policies and procedures at its discretion. Notices of changes are provided to employees through the usual channels of communication. The changes are effective immediately when the notice is given unless otherwise stated in the notice.

Disclaimer

The contents of the manual are to serve merely as a guideline with respect to uniform and consistent treatment of employees. Employment with the District is at will, and nothing contained in this manual is intended to create, nor should be construed as creating, an employee contract, a contractual right of continued employment, or any restriction on traditional prerogatives of the District in the management of its workplace. The contents of the manual are subject to revision at any time by the General Manager and Board of Directors.

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EMPLOYMENT AT WILL

Employees of the District have the right to terminate their employment at any time. The District reserves the same right to terminate the employment relationship at any time with or without notice or cause. Moreover, such an “at will” employment relationship may be modified only by a written document signed by both the General Manager and the affected employee.

EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, gender, pregnancy, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity or any other status or condition protected under the law.

The District recruits, hires, trains, disciplines, promotes, and demotes individuals in all job titles without regard to race, religion, color, sex, gender, pregnancy, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity or any other status or condition protected by law.

The District ensures that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, training, education, and social and recreational programs are administered without regard to race, religion, color, sex, gender, pregnancy, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity, or any other status or condition protected by law.

To the extent reasonably possible, the District will accommodate qualified individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all qualified employees and applicants, so long as the accommodation does not create an undue hardship for the District, and can be provided without posing a substantial or imminent safety risk. Disabled individuals requiring accommodations should notify the General Manager or their immediate supervisor. The District requests sufficient notice, when possible, to give time to arrange the accommodation.

If any employee has a suggestion, problem, or complaint with regard to equal employment, ~~he or she~~ should contact a supervisor or the General Manager. Employees will not be retaliated against for making a complaint about unlawful discrimination.

WORKPLACE HARASSMENT

The law prohibits workplace harassment on the basis of ~~to~~ race, religion, color, sex, gender, pregnancy, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity, or any other status or condition protected by law, including any form of unwelcome sexual advances or harassment, racial or ethnic slurs, religious intimidation, insults relating to any of the protected characteristics listed above. The

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District will investigate all charges or complaints of discrimination, and if warranted, appropriate disciplinary action will be taken.

No-Tolerance Policy for Harassment

Harassment must be severe and pervasive to be illegal under the law; however, the District prohibits all forms of harassment even if the conduct would not qualify as unlawful. The District will not tolerate harassment of its employees, whether committed by a fellow employee, a member of management, a vendor, an elected official, or a member of the public-client. Harassment is prohibited both during work hours and at any work-sponsored social function or other event. All employees, including supervisors and managers, will be subject to disciplinary action, up to and including termination, for any act of harassment. Harassment includes not only written or verbal comments, but any action over email, text message, or social media posting.

Definition of Sexual Harassment

- Sexual harassment, one form of harassment, is defined as unwelcome sexual advances, requests for sexual favors or ~~and~~ other verbal or physical conduct of a sexual nature when:
 - o Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, such as conditioning a raise in salary on the submission to sexual advances;
 - o Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, such as requiring a potential new hire to ~~date~~ go out with a supervisor prior to extending a job offer; or
 - o Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, such as frequent sexually -explicit comments directed at an employee.

Examples of sexual conduct violating this policy could include, but are not limited to:

- Unwelcome sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature, including jokes or stories;
- Graphic or suggestive comments about an individual's dress or body;
- Physical touching of a sexual nature;
- Sexually degrading words used to describe an individual;
- Sexually suggestive objects or pictures (whether printed out or on a personal or District device);
- Comments about one's sexual desirability or lack of desirability; or
- Gender stereotypes about men or women.

Non-Sexual Harassment

Examples of other types of workplace conduct that violate this policy include, but are not limited to: derogatory comments, jokes, stories, images, or writings about race, religion,

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color, sex, pregnancy, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity or gender expression, or any other status or condition protected by law; sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., via electronic communications ~~and~~ or on social media; or verbal, physical, written, or electronic conduct that is threatening, intimidating, bullying, or hostile.

How to Report Harassment to the Department

If an employee feels ~~that they are he/she is~~ being harassed, or if an employee has knowledge of workplace harassment, ~~they he/she~~ must immediately notify the General Manager. All reports will be promptly investigated in as confidential a manner as possible, while still conducting a prompt and thorough investigation. It is the District's expectation and requirement that, as an employee, you will participate in the investigation if asked for relevant information. Based on the findings of the investigation, the District will take prompt action to remedy any circumstances of workplace harassment.

Retaliation is Prohibited

Any individual making a report of workplace harassment will not be retaliated against for making such a report. If an employee feels ~~they have he/she has~~ been retaliated against for making a report or for participating in an investigation, ~~they he/she~~ should report it to the General Manager immediately. Anyone found to have retaliated against an employee for making a complaint of workplace harassment or for participating in an investigation will be subject to disciplinary action up to and including termination.

Failure of a supervisor to report allegations of harassment will lead to disciplinary action if it is determined that the supervisor had knowledge of the harassment but did not report the information immediately to the appropriate management.

Any questions regarding this policy or its enforcement should be directed to the General Manager.

I. PRE-EMPLOYMENT AND SELECTION POLICY

The ~~Gonzales County Underground Water Conservation~~ District (GCUWCD) is an equal opportunity employer and will not discriminate against any individual on the basis of race, color, sex, gender, pregnancy, religion, political affiliation, age, ~~or~~ national origin disability, genetic information, veteran status, sexual orientation, gender identity, or any other status, or any other condition protected by law in recruitment, selection, assignment, placement, promotion, transfer, or termination.

It is the policy of the District to recruit and select applicants for employment solely on the basis of job-related qualifications and ability to perform a job. The decision to employ is

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determined first by need, and second, by which applicant best meets the requirements for the open position. Policies regarding promotion and transfers are likewise based solely on job requirements, job performance, and qualifications.

Administrative Guidelines

- Applications are accepted at any time for all positions. Applications are considered for existing vacancies only. The specific position applied for must be entered on the application form.
- Applications are maintained in active status for 90 days, then kept on file in the District office indefinitely.
- Initial screening and interviews of applicants are conducted by the supervisor of the vacant position.
- The Board of Directors has final decision-making in all new hires.

Selection Procedures

Job Description

The supervisor must ensure that a job description for the vacant position is has been prepared and updated, if needed.

Recruitment

- The If the position is not filled from within the District, the supervisor will posts the vacancy notice internally for five working days. If there is no qualified applicant from within the District, the supervisor reviews applications on file that were submitted during the past 90 days.
- If no previously submitted applications are appropriate, the supervisor may advertise for the position and/or seek referrals from the Texas Employment Commission, local newspapers, and online resources.
- The supervisor may initiate an external search simultaneously with an internal search, if deemed appropriate.

Final Selection Determination

- The hiring supervisor interviews applicants in a timely manner and selects the most qualified applicant.
- The supervisor then submits the application forms to the General Manager along with documentation of their reasons for selecting the applicant.
- The supervisor conducts reference checks on the applicant and verifies the validity of licenses or certificates, if appropriate.
- After approval from the General Manager, the supervisor makes a conditional offer of employment to the applicant, subject to any applicable post-offer background checks, and schedules a time for completion of new-hire forms and a physical examination, if appropriate.

Conditions of Employment Eligibility

Employment Applications

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Applicants must complete an application form. Any material or intentional misrepresentation of facts or failure to report pertinent data on the employment application shall be grounds for termination of employment if discovered after hire. A pre-employment investigation will be conducted into the background of all candidates who have received a conditional job offer, including, where appropriate for the position, education, employment, driving, financial, and criminal history, and a pre-employment drug screen when deemed necessary.

An applicant is disqualified from employment by the District if the applicant does not meet the minimum requirements or qualifications of the position sought, knowingly misrepresents a statement on the application form, submits an incomplete application, commits fraud during the selection process, or is not legally permitted to hold the position. Continued employment is subject to maintaining minimum qualifications, such as a valid Texas driver's license and current certification, as required for the position.

Background Checks

The District does not automatically screen out candidates based on criminal history. If a criminal history check discloses a record of criminal activity, the appropriateness and desirability of the applicant or employee will be evaluated, taking into consideration the following factors:

- Nature and seriousness of the offense;
- Relevance of the offense to the individual's job responsibilities;
- Time elapsed since commission of offense;
- Age of individual when the offense was committed; and
- Final disposition of case.

All discretionary decisions made under this policy must be approved by the General Manager.

For positions where driving a vehicle is a documented job requirement, an offer of employment may be conditioned upon the satisfactory results of a review of the applicant or employee's driving record. Employees in a position with driving responsibilities must show a valid Texas driver's license and must be insurable by the District's vehicle insurance policy.

An offer of employment may be conditioned upon the satisfactory results of ~~for~~ a review of the applicant or employee's financial records for certain fiduciary positions or positions with access to sensitive information.

Medical Examination

For positions where physical capacity is a documented job requirement, an offer of employment may be conditioned upon the satisfactory results of a medical examination.

Drug Testing

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An offer of employment may also be conditioned upon the satisfactory results of a drug test for certain safety-sensitive positions. All post-offer, pre-employment physicals, and drug tests will be paid for by the District and will be performed by a doctor or clinic selected by the District. The expense of a subsequent drug test or re-test to determine re-hire qualifications will be borne by the employee. Applicants refusing to take a drug test will not be further considered for employment. Applicants will normally not be permitted to begin work until completion of drug testing with negative results.

Proof of Eligibility to Work

All new hires will be required to complete an I-9 form within three business days of employment. These documents must verify the new hire's identity as well as his/her legal status to work in the United States.

Eligibility of Minors

The District requires all employees to be at least 18 years of age to work.

GENERAL WORK RULES

Hours of Operation

Hours of operation are determined by the General Manager and generally extend from 8 a.m. on Monday to 5 p.m. on Friday each week, with the second Tuesday of every month reserved for monthly board meetings and may require extended work hours. Supervisors shall implement schedules to meet these general requirements and to provide for other specific requirements of the District. Individual employees may be directed by the General Manager to work special hours or shifts as required to ensure the successful completion of the District mission.

H. — Probationary Period

All full-time employees working 1804 hours per month or part-time employees working less than ~~1804~~180 hours per month will work on a probationary basis for the first six months of their employment with the ~~District-GCUWCD~~. Part-time employees are considered working less than 332 hours per week. -At the end of the six-month probationary period (or at any time during and up to the end of the six-month period), the employee's job performance will be evaluated to determine. ~~At this time,~~ the employee's continued employment with the ~~District-GCUWCD~~ will be determined.

Overtime

Employees are expected to work overtime when necessary, as determined by the supervisor. Supervisors shall notify employees of the necessity for overtime work in advance, if possible. During emergency situations, employees are expected to stay after normal work hours or to report to work after work hours without advance notification.

Attendance

Regular and prompt attendance is required of all employees. Employees are required to be at their workplace in accordance with the work schedules established by their

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supervisor. Employees are expected to be at their workplace or on official duty during scheduled hours or to be officially excused by their supervisor. Supervisors shall ensure that absences from duty and the reasons for the absences are recorded on time reports or other documents as needed.

Inclement Weather

If inclement weather circumstances prevent an employee from reporting to work as scheduled, the employee must notify the appropriate supervisor as soon as possible.

If District offices are to be closed due to inclement weather, official notice is made through SMS message ~~and~~/or direct call, and email. In the absence of an official closure notice, or a delayed opening notice, District offices are open for business.

An employee who does not report to work due to inclement weather on a day that District offices are otherwise open for business, must notify ~~their~~ ~~his/her~~ supervisor immediately. The employee must report the absence on ~~their~~ ~~his/her~~ timesheet for payroll purposes. Accrued vacation and personal leave may be used. Sick leave, however, may not be used, as it can only be used in the case of a bona fide illness. The General Manager may, ~~at their discretion,~~ grant paid administrative leave to an employee who is absent due to road conditions or other safety or practical considerations.

Work Conduct Guidelines

The District has established principles for employees to use as a guide for day-to-day interaction with other employees and the public. These core values are ~~listed below~~:

- **TEAMWORK.** ~~The District values~~ ~~We value~~ the varied skills and contributions of all employees, internally working together as a team every day to provide an efficient and highly functioning service to the community.
- **ACCOUNTABILITY.** ~~The District is~~ ~~We will be~~ accountable to its legislative mandate ~~to and~~ develop and enforce a properly vetted regulatory plan that is based on the best available science.
- **STEWARDSHIP.** Protecting all the District's resources ~~is the District's~~ ~~from the dangers of subsidence is our~~ primary mission, motivation, and ~~the~~ driving force in ~~all our~~ regulatory actions and plans.
- **INTEGRITY.** ~~The District regards~~ ~~We regard~~ all whom we interact with at the District with kindness, esteem, and dignity – treating everyone in a way that we would want to be treated and recognizing that actions express values.
- **DIVERSITY.** The District is committed to providing the best possible service to all those ~~who that~~ rely on water in the region while valuing and encouraging collaboration among the wealth of diversity inherent to our community.

To assist employees with understanding the District's expectations regarding employee conduct and to provide specific guidelines to assist in the smooth operation of the District's business, the following is a list of conduct that is not tolerated by the District.

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This list of conduct that is not tolerated is not intended to be all-inclusive, and employees may be disciplined or terminated for behavior that is not listed below:

- Violation of the District's Conflict of Interest policy; commission of any violation of law or regulation (regardless of criminal conviction), failure to report a criminal arrest, charge, indictment, or conviction, or performing acts of dishonesty.
- Conviction (including pleading guilty or nolo contendere) of a non-traffic related Class C Misdemeanor or above. If an employee is arrested, charged and/or indicted based on a criminal offense that the District does not believe the employee committed, then the employee will either be a) returned to work pending resolution of the charge, or b) placed on paid administrative leave if, in the General Manager's discretion, the employee's active employment status would create undue disruption to the operations of the District or harm its reputation.
- Excessive or unwarranted absenteeism or tardiness: failing to report to work without a satisfactory reason, or to notify the supervisor within a reasonable time period (usually 30 minutes before the start of shift), or leaving work early without authorization. Unscheduled absence without notification to the supervisor will result in automatic termination upon a two-day no-call/no-show.
- Falsification of District records, including failure to accurately record hours worked, falsifying time records, mileage records, expense reports, chronologies, applications, internal statements, and reports, or any other departmental documentation.
- Performing excessive personal work (personal phone calls, e-mails, texting, computer use, meetings) on District time or District equipment.
- Unsatisfactory appearance, hygiene, and dress for assigned duties.
- Lack of attention to job duties, wasting time, sleeping on the job, hindering others in the performance of their jobs, or leaving workstations without permission.
- Spreading rumors, misleading other employees, creating a hostile work environment, using abusive language toward another, or other disruptive behavior.
- Playing of practical jokes, engaging in horseplay, fighting, or otherwise causing a disruption in an inappropriate manner.
- Unauthorized possession or use of another's property.
- Disclosing confidential District information outside the District, or treating such information carelessly.
- Immoral, obscene, or indecent conduct on the District's premises, during working hours, or while using the District's systems or equipment.
- Violating the District's Harassment or Discrimination policies.
- Gambling on District premises.
- Refusing to follow lawful directions from supervisors or showing other forms of insubordination; ~~refusing refusal~~ to work overtime or be on call when required.
- Intentional or negligent damaging of District property.

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- Giving false statements or refusing to cooperate fully with any District investigation.
- Failing to maintain continued job competency or appropriate character.
- Violating the District's Drug and Alcohol-Free Workplace Policy.
- Failure to report known violations of District policies.
- Violating any other policies and procedures of the District, whether in place now or added at a later date, or acting in a manner considered detrimental or disruptive to District operations.

OUTSIDE EMPLOYMENT POLICY

Holding a position with the District is the primary employment for regular, full-time employees. Outside or secondary employment includes any job or position in which an employee provides goods or services in consideration of payment of any type.

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Considerations

Employees may be allowed to pursue outside employment only when the employment does not conflict with the operation and business of the District or create a Conflict of Interest with any permit applicant or permittee. Work requirements, including overtime and availability for emergency recall, have precedence over any outside employment. Requests for approval of outside employment are subject to the written, prior approval of the requesting employee's supervisor and the General Manager. Authorization to work at an outside job may be rescinded at any time by the supervisor or General Manager.

EMPLOYEE SAFETY POLICY

The commitment to safety is a condition of employment for all employees. Employees are expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of their work. All employees are responsible for:

- following safety procedures and protecting themselves, fellow workers, the public, equipment, and facilities;
- reporting all accidents, injuries, and illnesses, regardless of how slight, immediately to the responsible supervisor;
- reporting immediately to the responsible supervisor all unsafe conditions encountered;
- attending safety training meetings when requested;
- reporting to work free from the effects of drugs or alcohol;
- notifying the supervisor of the use of prescription drugs and any known side effects when use of such drugs inhibit the ability of the employee to perform his job safely;
and
- maintaining their work area and facility in a clean, orderly, and safe condition.

Responsibilities of all personnel are delineated in the District's Safety Program.

WORKPLACE VIOLENCE

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The District will tolerate no intimidation or threats of violence by or among employees. Even jokes about violence or threats of violence are strictly prohibited. Any employee who is a victim of threats or other intimidating or violent behavior, either from a coworker or others, shall *immediately* report the conduct to ~~their~~ their supervisor or the General Manager. In addition, any employee who is aware that others are being intimidated or receiving threats of violence must report the conduct immediately. In emergency situations, the employee should call the police by dialing 911.

POLICY ON USE OF EQUIPMENT AND PROPERTY

Employees may not operate any vehicle, piece of construction equipment, or machine unsupervised until they have attained the necessary skills and proficiency as determined by the responsible supervisors. Employees may use the equipment of the District only for its intended purpose. Users are responsible for the proper maintenance and treatment of the equipment. Employees may not use equipment, vehicles, tools, material, or other property of the District for personal use, either on the premises of the District or elsewhere. This prohibition does not include inconsequential use, such as accepting limited personal calls on District telephones. Equipment, vehicles, tools, materials, or other property of the District may not be removed or appropriated for the personal use or gain of an employee.

ELECTRONIC COMMUNICATIONS, COMPUTER, SOCIAL MEDIA, AND INTERNET POLICY

To facilitate business communications and work-related research, the District provides staff access to various types of electronic communications equipment, systems, and networks, including but not limited to the following: Internet access, telephones and voice mail, wireless devices, computers, and related equipment, email, texting, instant messaging and other communication means ("e-communications").

All materials, information, and software created, transmitted, downloaded, or stored on the District's e-communications systems and networks are the property of the District, and employees have no reasonable expectation of privacy in such information. The District has the ability and reserves the right, at its discretion, to monitor, access, retrieve, intercept, read, and delete any communication or information that is created on, received through, or sent from the system, regardless of any individual employee passwords. Additionally, any data created, sent, or received that involves conducting of District business, even on personal devices, ~~is are~~ the property of the District. Any information or communications regarding District business or on District devices is public information that is subject to the Public Information Act ~~open records~~ and the records retention laws and may result in disclosure to law enforcement or third parties.

Employees may access the Internet and use equipment for appropriate non-business purposes during breaks in accordance with the provisions of this policy. Any personal use of the District's communications systems or equipment must not interfere with the job

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duties of the employee or co-workers. Inappropriate use includes but is not limited to the following: transmitting, accessing, displaying, posting, recording, downloading, or distributing obscene, harassing, sexually explicit, racially offensive, or any other material that would violate the District's policies, and transmitting any confidential or proprietary information. Transmissions covered by this policy include email, text messages, instant messages, and online applications and postings.

Employees using the District's communication systems and equipment should not use those to send (upload) or receive (download) copyrighted materials, trade secrets, or similar materials without prior authorization from management.' Employees who post material on social media and other Internet sites, blogs, or other public forums must take extreme caution not to appear to be representing the District in any manner, whether during or after their working hours.

In accordance with the Statewide Plan for Preventing Use of Prohibited Technology in State Agencies, the District will not allow employees to download any of the technologies listed [as of January 23, 2023](https://dir.texas.gov/information-security/prohibited-technologies) at <https://dir.texas.gov/information-security/prohibited-technologies>.

Employee has the right to speak out as private citizens on matters of public concern, so long as the speech does not unduly disrupt the operations or mission of the District. Online behavior, whether on or off duty, must not otherwise disparage, reflect badly upon, or misrepresent the District or its interests in any manner. Using hate speech, harassing, bullying, defaming, or demeaning coworkers through online posting violates this policy. The District has the right to monitor such sites and protect its interests.

SOLICITATION POLICY

"Solicitation" means any oral or written communication that requests or encourages contributions of money, time, or other items of value for: any fund or collection.; participation in any organization.; or purchase of any merchandise or service. Unauthorized solicitations of employees by other employees on the premises of the District while either employee is on work time are prohibited. Solicitations for recognized charities, and other purposes designated by the General Manager, may be authorized by the General Manager. Soliciting by anyone outside the District is prohibited on the premises of the District.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The policy of the District is to eliminate drug and alcohol use at work in order to maintain a safe and healthful working environment for all employees. The use of drugs and other substances covered by this policy is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the ability of the District to operate effectively and efficiently. Specific purposes of this policy are to:

- establish and maintain a safe, healthy working environment for all employees;

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- ensure the reputation of the District and its employees within the community and industry at large;
- reduce the number of accidental injuries to persons or property;
- reduce absenteeism and tardiness in order to improve productivity;
- provide rehabilitation assistance for any employees who seek such help; and
- provide for a testing process.

This policy establishes expected standards of conduct for all employees, and it states the potential disciplinary actions that may be taken if the standards are violated. The District is also concerned with the prevention of drug abuse and will provide information and education on the dangers of such behavior.

The requirements of this policy extend to the use of alcoholic beverages, inhalants, marijuana, prescription drugs, and illegal drugs. Prohibited drugs include prescription drugs or over-the-counter drugs that are not being used as intended, or which were obtained under false pretenses, and prescription drugs that were not prescribed to the affected employee by a licensed healthcare provider.

Standards of Conduct

- All employees are prohibited from using, being under the influence of, or having in their system, alcohol, marijuana, intoxicating inhalants, or illegal/prohibited drugs during working hours, while driving a District vehicle, or while performing work duties.
- No alcoholic beverage will be brought or consumed on the premises of the District or in District vehicles.
- Employees using over-the-counter or prescription drugs that impair their work performance or adversely affect safety shall notify their supervisor upon reporting to work. The District reserves the right to limit, suspend, or modify the employee's work activity, or otherwise reasonably accommodate such adverse effect or risk.
- Reasonable and limited consumption of alcohol is permitted at certain duty-related social events, such as conference receptions. However, no employee in a work-related capacity may ever be impaired because of excessive use of alcohol, and all employee conduct expectations remain in effect at such functions.

Any employee who violates these standards will be subject to disciplinary action, including termination. The sale, possession, transfer, or purchase of illegal drugs on District property or while conducting business for the District is strictly prohibited. Such action will be reported to the appropriate law enforcement officials.

Treatment

Any employee who feels he or she has developed an addiction to or dependence on alcohol, inhalants, or drugs is encouraged to seek assistance.

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While the District does not sponsor or endorse any specific drug and alcohol treatment programs, such programs are available through public and private health-care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents may provide limited coverage for expenses related to drug and alcohol treatment programs.

All inquiries about treatment assistance will be kept strictly confidential and will be disclosed only to those persons who have a legitimate business need to know the information. To avoid disciplinary action or termination for drug or alcohol use, an employee must voluntarily come to seek treatment BEFORE the District discovers the employee has violated this Policy. An employee who is being treated for an alcohol or other drug problem may be placed on medical leave of absence by the District and will be subject to all rules, policies, and procedures governing such leaves of absence. These guidelines apply only to one requested leave of absence. Any request for additional leaves of absence for drug or alcohol treatment will be handled on a case-by-case basis and granted only at the sole discretion of the District and as required by law.

The District does not offer, nor require participation in drug and alcohol abuse education and training programs. However, various public and private facilities in the area offer such programs, and affected employees are encouraged to seek assistance.

Testing

Confidential drug testing may occur at these times:

- Pre-employment physicals or pre-job drug tests, for certain qualifying positions.
- Following a workplace accident where medical treatment is required.
- When there is reasonable suspicion of a violation of this policy.

If an employee's behavior or performance or other credible evidence creates a reasonable belief that ~~they are~~ he or she is in violation of this policy, the employee's supervisor, the General Manager, or in his absence a concurrence of two supervisors, may require a drug test.

If test findings are positive for drugs or alcohol, the employee will be subject to disciplinary action up to and including discharge. The District will select the tests to be performed and the doctor or clinic to perform the testing.

Employees who refuse to be tested or unreasonably delay testing following a workplace accident, or where reasonable suspicion or a special need is present, will be subject to disciplinary action up to and including discharge.

CONFLICT OF INTEREST POLICY

General

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Employees of the District are prohibited from seeking or obtaining personal gain in any manner that compromises the interests of the District or taking any other action that creates the appearance of impropriety by or on behalf of the District.

Personal Financial Interests

The following are examples of situations involving financial transactions of the District that create conflicts in interest. However, the below list is not intended to be all-inclusive, and employees may be disciplined or terminated for behavior that is not listed below:

- An employee or employee's family ~~with having~~ a financial interest in contractors or suppliers doing business with the District.
- Acquiring a financial interest in property in which the District has expressed an interest in obtaining.
- ~~Facilitating the purchase and/or re-sale of the District's groundwater credits to family members, friends, or other persons connected to an employee of the District whose relationship with the employee is such that the sale of credits creates the appearance of impropriety and/or frustrates the purpose of the District's Water Conservation Program.~~

Business Gifts and Entertainment

Employees should not accept gifts, other than token gifts of minimal value, such as key chains, pens, caps, and the like, from suppliers of goods and services or other organizations doing business with the District. A "gift" does not include a reasonable meal accepted as a guest.

Responsibilities

All employees are expected to adhere to the highest standards of conduct in the business affairs of the District. If an employee has any doubt about the appropriateness of any action or business relationship, the employee should discuss the situation with their supervisor. Employees should report to their immediate supervisor any action that appears to be in violation of policies.

WORK HOURS AND OVERTIME POLICY

Salary Statement

In regards to the General Manager, the salary shall be set by the GCUWCD Board of Directors.

~~Salary for In regards to other employees, salary shall be set by the GCUWCD Board of Directors.~~

The Fair Labor Standards Act (FLSA) requires that non-exempt employees be compensated at a rate of one and one-half their regular rate of pay for each hour actually worked over 40 hours in a designated seven-day work period. For purposes of calculating overtime, the District's designated work period is Saturday at 12:00 a.m. through Friday at 11:59 p.m.

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Employees may not work overtime without [advance](#) approval from their supervisor.

Administrative Guidelines

Supervisors may authorize overtime in accordance with established standards and directives from the General Manager. Generally, overtime should be authorized only to meet circumstances of a temporary, emergency nature. All overtime hours must be authorized in advance by the supervisor or ~~AND/OR~~ the General Manager. Nonexempt employees may not work overtime at their own initiative. Non-exempt employees who work overtime without prior approval will be subject to disciplinary action. This includes the employee checking voice mail and e-mail during non-working hours or during time off from work, work taken home, and weekend work, all of which must be pre-approved by the supervisor and the next level manager. Employees who work overtime without prior approval, and when no supervisor knows or should have known they were working, will not be compensated for the overtime worked.

Only time actually worked, not vacation and other paid or unpaid absences, are used in computing overtime pay.

Employees in designated exempt executive, administrative, or professional positions are not eligible for overtime pay.

Supervisors shall ensure that overtime hours are recorded on time reports and other documents as needed.

Compensatory Time

Compensatory time, issued at a rate of one- and one-half hours for each hour worked in excess of 40 hours in a seven-day work period, may be provided to all non-exempt employees in lieu of overtime payments. The use of compensatory time in lieu of overtime payment must be understood by the employee prior to the performance of the work. Compensatory time should be taken in the same pay period in which it is earned, to the extent this is possible. Employees are required to use compensatory time before using other types of leave.

The District will approve the use of compensatory time unless such use will have an unreasonable disruption to the operation of the District. For example, if too many employees wish to use compensatory time at the same time and District services [are would be](#) interrupted, then some of the leave requests will need to be postponed. The District may compel the use of compensatory time for scheduling or budgetary reasons.

Compensatory time must be recorded on time sheets when it is earned. Accrued, unused compensatory time will be paid out upon separation of employment at the employee's current rate. At any time during employment, at the District's discretion, all or part of the employee's accrued, unused compensatory time may be cashed out. If an employee is

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promoted from a non-exempt to an exempt position, any accrued compensatory time will be cashed out at the employee's rate prior to the promotion.

Nursing Women Breast Milk Expression (Pumping) Policy

The District supports the practice of expressing breast milk, and reasonably accommodates its employees who have a need to do so during working hours. Employees who are nursing women are allowed reasonable break time. If regularly scheduled breaks and meal times are not sufficient, nursing women may take additional time for a reasonable break. These additional breaks are not considered compensable working time and should be deducted from the total time worked. Employees may choose to use accrued paid leave for this purpose. Nursing women should notify their immediate supervisor or the General Manager of their need for this accommodation so that arrangements can be made to provide a private, comfortable break location.

DISCIPLINE POLICY

Observance of Rules and Policies

Employees who violate work rules or policies of the District are subject to disciplinary action, including possible termination. Disciplinary action may also be imposed for performance contrary to training or failure to carry out instructions. Discipline may also result from other unacceptable conduct or performance, even though not specifically prohibited by a particular work rule or policy.

Responsibilities

Supervisors are responsible for ensuring proper performance and conduct of employees under their supervision. The General Manager is responsible for monitoring disciplinary actions and assisting supervisors in handling and documenting situations that require more than a verbal warning.

General Procedure

When a supervisor determines that disciplinary action is needed, the supervisor shall conduct corrective an interview with the employee, when possible, for the following purposes.

- To allow the employee to explain their their-account of the circumstance(s) in question.
- To provide the employee with a clear understanding of the supervisor's observations and expectations.
- To proceed with disciplinary action, if warranted.

Forms of Disciplinary Action

The following steps are intended to provide a range of disciplinary actions that may be used to fit the circumstances of the violation. The steps will not necessarily be taken in the order listed, and the District may enforce any level of disciplinary action, including immediate termination. These are examples only, and the District may use other forms of disciplinary action if circumstances warrant.

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- **Initial Warning.** This step is intended to inform the employee that the violations of policy or other conduct are unacceptable. The immediate supervisor may deliver an initial warning without management approval. The supervisor then writes a memorandum documenting the circumstances and the action taken. The memorandum is sent to the General Manager, and a copy acknowledged by the employee is entered in the employee's personnel file.
- **Second Warning.** This is a formal notification that poor performance or violation of rules or policies has jeopardized the employee's status and that continuation of these practices may result in termination. The supervisor documents the questionable actions in as much detail as possible and consults with the General Manager prior to issuing the warning. The supervisor prepares a letter informing the employee of the seriousness of the situation and potential consequences. A copy of the letter acknowledged by the employee is placed in the employee's personnel file.
- **Suspension.** This is a short period of time off without pay to provide notice that the employee is facing a possible discharge if performance does not improve. If suspension is indicated, the supervisor consults with the General Manager. The General Manager reviews the case with the supervisor, who determines the amount of time for the suspension. The supervisor also prepares a letter of direct warning to the employee of the seriousness of the situation and potential consequences. A copy of the letter acknowledged by the employee is placed in the employee's personnel file.
- **Termination.** If a supervisor believes that termination is indicated, the supervisor may instruct the employee to leave work on paid administrative leave and await instructions. The supervisor reviews the circumstances and supporting documentation with the General Manager. When a decision has been reached, the General Manager formally notifies the employee of the decision in writing.

TERMINATION PAY POLICY

The final paycheck for terminating employees is issued not later than the next regularly scheduled payday following their termination. Termination pay for hourly employees is based on the number of hours worked in the pay period. Termination pay for salaried employees whose termination does not coincide with the end of a pay period is prorated by the number of days actually worked in the pay period. Termination pay includes any accrued compensatory time of nonexempt employees and accrued vacation.

III. — SALARY STATEMENT

In regards to the General Manager, salary shall be set by the GCUWCD Board of Directors.

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A. In regards to other employees, salary shall be set by the GCUWCD Board of Directors.

IV. ANNUAL LEAVE — Annual leave for full-time employees shall accrue at the following rates:

<u>TERM OF EMPLOYMENT</u>	<u>RATE</u>
6 mos.-1Yr.	1 Week (5 days)
Over 1Yr.	2 Weeks (10 days)
<u>1Yr.-3Yr.</u>	<u>2 Weeks (10 days)</u>
<u>4Yr.-5Yr.</u>	<u>2 Weeks + 1 Day (11 days)</u>
<u>5Yr.-6Yr.</u>	<u>2 Weeks + 2 Days (12 days)</u>
<u>6Yr.-7Yr.</u>	<u>2 Weeks + 3 Days (13 days)</u>
<u>7Yr.-8Yr.</u>	<u>2 Weeks + 4 Days (14 days)</u>
<u>8Yr.-+ (Max)</u>	<u>3 Weeks (15 days)</u>

An employee who has completed ~~their his/her~~ probationary period, ~~he/she~~ will have qualified for 5 days paid vacation (provided no vacation time was taken up to that point). At the end of the first ~~thru~~ third year the employee will qualify for 10 days paid vacation per year. Every year after ~~the~~ fourth (4) year anniversary will increase by one (1) day each year to a maximum of fifteen (15 days) or (3 Work Weeks) at the eighth (8th) year anniversary.

- In the event that a paid holiday falls within an annual leave period, the holiday will not be charged as annual leave.
- Annual leave may be accumulated and carried over from one year to the next. All employees are encouraged to take annual leave from the standpoint that everyone needs a break in their routine from time to time. Therefore, the accumulation of annual leave will be limited to a maximum of 10 days.
- If an employee is terminated or chooses to resign, the employee is entitled to receive payment for unused annual leave, except as such compensation must be charged to the employee to recover funds owed to the District GCUWCD by such employee.
- An employee is not entitled to take annual leave during the six-month probationary period unless approved by the General Manager and the Board of Directors or, in the case of the General Manager, approved solely by the Board of Directors.
- Part time and/or temporary employees do not receive annual leave.
- Annual leave must be approved by the General Manager.
- Employees must notify the General Manager of their intent to take annual leave no later than two weeks prior to the intended start date of the annual leave requested. The General Manager may shall have the right to deny an annual leave request if, by taking it at the time requested, the absence of the employee will ~~would~~ adversely affect the

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~~continuity and effectiveness of District operations.- In order to maintain continuity concerning District operations and effectiveness, the General Manager may shall have the right to~~ reschedule any approved annual leave.

- ~~Employees leaving the employ of the District GCUWCD will have deducted from their last salary check any unearned vacation leave taken.~~

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- A. ~~Annual leave may be accumulated and carried over from one year to the next.—All employees are encouraged to take annual leave from the standpoint that everyone needs a break in their routine from time to time. Therefore, accumulation of annual leave will be limited to 10 days.~~
- B. ~~If an employee is terminated or chooses to resign, the employee is entitled to receive payment for unused annual leave, except as such compensation must be charged to the employee to recover funds owed to the GCUWCD by such employee.~~
- C. ~~An employee is not entitled to take annual leave during the six month probationary period unless approved by the General Manager and the Board of Directors or, in the case of the General Manager, approved solely by the Board of Directors.~~
- D. ~~Part time and/or temporary employees do not receive annual leave.~~
- E. ~~Annual leave must be approved by the General Manager.~~
- F. ~~Employees must notify the General Manager of their intent to take annual leave no later than two weeks prior to the intended start date of the annual leave requested. The General Manager shall have the right to deny annual leave if, by taking it at the time requested, the absence of the employee would adversely affect the continuity and effectiveness of District operations. In order to maintain continuity concerning District operations and effectiveness, the General Manager shall have the right to reschedule any approved annual leave.~~
- G. ~~Employees leaving the employ of the GCUWCD will have deducted from their last salary check any unearned vacation leave taken.~~

V. — SICK LEAVE

Full time employees of the District GCUWCD shall accumulate sick leave at the rate of one day per month of employment.

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- Probationary employees are shall not be entitled to take sick leave until completion of 3 months of continuous service
- Part time and/or temporary employees do not receive sick leave benefits.
- ~~Sick leave may be carried over from year to year and shall be allowed to accumulate.~~
- The General Manager may shall have the right, on behalf of the GCUWCD, to request physician's verification (in writing) for proof of illness requiring sick leave. In the case of the General Manager, the Board of Directors may request the physician's verification. shall retain that right.

General

Paid sick leave may be taken when illness, injury, or pregnancy significantly impairs the employee's ability to function, when the employee is contagious, or when the employee has an appointment with a health care provider. An employee may also use sick leave to care for a person in the 1st degree of consanguinity or "Family Member"; defined as parent, child, spouse, spouse's spouse's child (stepchild), spouse's parent, child's spouse, parent's spouse (stepparent); ill or injured family members, or to take such family members to appointments with health care providers.

"Child" includes any child for whom the employee is primarily responsible at the time of the leave, and, if 18 years of age or over, lives in the employee's household and/or is dependent on the employee for care. A "parent" need not live with the employee or be otherwise dependent, but does not include in-laws unless living with the employee.

Employees may also use two days of sick leave as bereavement leave in the case of the death of an immediate family member. "Immediate family" for purposes of bereavement leave is defined as an employee's spouse, parents, stepparents, parents-in-law, children, stepchildren, grandchildren, brothers, sisters, nephews, nieces, uncles, aunts, or grandparents." Employees may request to use accrued vacation leave for additional days off beyond two days, subject to supervisory approval. Verification of the employee's relationship to the deceased may be requested at the supervisor's discretion.

Sick leave is not to be used for any other purpose than stated above.

Accrual of Sick Leave Beginning September 15, 2023

Beginning September 15, 2023, sick pay will be accrued per pay period, and employees will not receive a bulk accrual of hours at the beginning of the year. Employees should direct any questions about this new policy to the General Manager.

Regular full-time employees earn sick leave at the rate of four hours per pay period, and may accumulate up to 1,040 hours (130 days or/26 work weeks). Sick leave is accrued per pay period and is available for use upon accrual at the end of each pay period. A supervisor may authorize an advance of the current pay period's sick leave on a case-by-case basis. However, only the General Manager can authorize sick leave to be taken from

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a future month's accrual, and such a request will be considered on a case-by-case basis. Any sick leave advanced but unearned at separation from employment will be reimbursed by the employee.

An employee does not accrue additional sick leave once the ~~Once an~~ employee has reached the maximum of 1,040 hours/130 days. ~~he or she does not accrue additional sick leave~~ unless or until their sick leave account falls below the 130 days maximum. Regular part-time employees who work at least one-half time (20 hours per week or more) shall be eligible for sick leave to one-half the amount of a full-time employee. Temporary employees, whether full-time or part-time, do not earn sick leave.

Upon separation from District employment for any reason, no portion of unused sick leave will be paid out.

Required Sick Leave:

For the safety and protection of our workforce and customers, employees may not come to work while they are contagious. Employees are required to stay at home if they have symptoms of the flu or other contagious illnesses and should immediately alert their supervisor at the outset of their symptoms. Employees should not return to work until their symptoms have completely subsided and, if enacted by the General Manager, any mandatory quarantine period has expired. The District may require documentation from employees indicating that they may return to work.

If an employee comes to work showing symptoms of contagion, the employee will ~~shall~~ be sent home and required to use accrued sick leave if available. If an employee must take required sick leave and does not have accrued sick leave available, then the District will determine whether other leave or unpaid leave is available according to the District's policies. The District may allow employees an advance in sick leave or usage of sick pool leave to cover periods of contagion. If a healthcare provider immediately certifies that the employee was sent home in error, then the employee will be reimbursed for any leave time or pay lost.

HOLIDAYS

All District offices are closed, and every employee receives a paid regular holiday, according to their normal schedule, in observance of the following National holidays as specified in Texas Government Code Chapter 662 Section 662.003:

<u>New Year's</u>	<u>January 1st</u>
<u>Martin Luther King Jr. Day</u>	<u>3rd Monday in January</u>
<u>President's Day</u>	<u>3rd Monday in February</u>
<u>Memorial Day</u>	<u>Last Monday in May</u>
<u>Independence Day</u>	<u>July 4th</u>
<u>Labor Day</u>	<u>1st Monday in September</u>

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<u>Veteran's Day</u>	<u>November 11th</u>
<u>Thanksgiving Day</u>	<u>4th Thursday in November</u>
<u>Christmas Day</u>	<u>December 25th</u>

All District offices are closed, and every employee receives a paid regular holiday, according to their normal schedule, in observance of the following State holidays as specified in Texas Government Code Chapter 662 Section 662.003:

<u>Friday after Thanksgiving</u>	
<u>Christmas Eve</u>	<u>December 24th</u>
<u>Day after Christmas</u>	<u>December 26th</u>

MATERNITY LEAVE

VI. — EMERGENCY LEAVE

~~The Board of Directors recognizes that not all individual needs for emergency leave can be categorized or reduced to writing. The Board grants to the General Manager the authority to decide on requests for emergency leave on a case-by-case basis. Absence from the job may be granted with or without pay based on the circumstances, the amount of time off requested and whether or not the employee can show reasonable cause for~~

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~~needing time away from the job. Accrued vacation leave taken in connection with emergency leave should be approved by the General Manager prior to taking time off.~~

~~Death within the family or among close friends constitutes adequate need for emergency leave.~~

Eligibility Requirements for Maternity Leave

The District is exempt from the Family Medical Leave Act (FMLA). Full-time, part-time, or temporary employees may be eligible for Maternity Leave as long as they are on the payroll and meet the following requirements:

- The employee has worked for the District GCUWCD for at least 12 months at the time the leave began.
- The employee will work for the District GCUWCD for a minimum of 12 months upon return to work.

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Full-time employees are entitled to 12 weeks of maternity leave if they meet the above requirements and will be compensated at half the normal salary rate. Part-time employees are entitled to 6 weeks of maternity leave if they meet the above requirements and will be compensated at half the normal salary rate.

Qualifying Reasons for Leave

Eligible employees are entitled to non-paid, job-protected leave during a 6-month period for the following reasons:

- The birth and subsequent care of the employee's newborn child;
- Placement of a child with the employee for adoption or foster care, and to care for that child.

Work During Maternity Leave

Employees may choose to work during their maternity leave at a modified schedule agreed upon with the employee, their supervisor, the General Manager-general manager, or the Board of Directors board of directors of the District. Compensation of an employee on a modified work schedule during maternity leave will be determined by the Board of Directors-board of directors.

EMERGENCY LEAVE

The Board of Directors recognizes that not all individual needs for emergency leave can be categorized or reduced to writing. -The Board grants to the General Manager the authority to decide on requests for emergency leave on a case-by-case basis. -Absence from the job may be granted with or without pay based on the circumstances, the amount of time off requested, and whether or not the employee can show reasonable cause for needing time away from the job. Accrued vacation leave taken in connection with emergency leave should be approved by the General Manager prior to taking time off.

Death within the family or among close friends constitutes an adequate need for emergency leave.

The General Manager has the discretion to take the following actions in the event of a disaster or other emergency, as declared by the General Manager, the General Manager has the discretion to take the following actions:

- Adjust employees' schedules;
- Allow telecommuting for one or all employees; and/or
 - Direct employees to observe medical quarantines and not report to work based on the health and safety of the employees and/or the status of the District's buildings.

Examples of instances that may warrant Emergency Leave include, but are not limited to, natural disasters such as floods and tornadoes, public health emergencies, or any other situation where the General Manager believes it would be adverse to public health and/or safety for staff to work under their regular schedules.

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Benefits. The District will continue to provide employees on paid military leave with most employee department benefits.

Group Health

The District does not provide health insurance.

Other Benefits

While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. While on unpaid military leave, employees are generally ineligible for most District-provided benefits. Benefit accruals, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, they he/she will be treated as though they he/she was were continuously employed for purposes of determining benefits based on length of service, such as vacation accrual.

Returning from Leave.

Re-employment Rights. In most cases, employees who complete their military service will be re-employed in their previous position or a similar position with the District. Federal law requires that employees returning from military leave be rehired in the position they would have had with reasonable certainty if they had been continuously employed. Since most jobs and promotions in the District are not awarded based on seniority, it is impossible to know what job an employee might have had if they he/she had been continuously employed. This means most employees returning from military leave will typically be restored to the job they had at the time they left on leave.

Deadline to Notify District of Intent to Return to Work

The deadline for an employee to return to work and/or notify the District that they he/she intends to return to work following military leave depends upon how long the employee's military service lasted:

- For service of less than 31 days, employees have forty (40) hours following their return home from service to report for their next scheduled work period.
- For service between 31 days and 180 days, employees have 14 days following their release from service to apply for reemployment.
- For service of more than 180 days, employees have 90 days following their release from service to apply for reemployment.

These deadlines may be extended for two years or more when an employee suffers service-related injuries that prevent them him/her from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

Commented [GME1]: This may not work with the District's normal hours of operation.

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Paid Emergency Leave Available

The General Manager may grant paid administrative leave for time not worked (Emergency Leave), or may determine that affected employees must use accrued paid time off for time not worked if a qualifying disaster or emergency is declared, the General Manager may, at their sole discretion, grant paid administrative leave for time not worked (Emergency Leave), or may determine that affected employees must use accrued paid time off for time not worked. The District may require documentation from employees requesting Emergency Leave sufficient to justify the need to be absent from work.

Telecommuting Procedures

If telecommuting becomes necessary due to a declared disaster or emergency, the District will identify employees who are eligible to work remotely and provide those employees necessary technology and other resources for remote work. Employees are eligible to work remotely if they can perform the essential functions of their position from their home.

The District understands that in the event of a disaster or emergency, schools and daycares may close. To the extent that eligible employees with children are unable to remotely work their usual schedule, the General Manager will work with employees to modify schedules and/or workloads for the telecommuting period.

Exempt employees who that are eligible to telecommute will receive full pay during any mandatory telecommuting period. Employees will be required to work from home during these periods, unless they are sick. Non-exempt employees will only be paid for the time they are actually working remotely. Employees should be mindful to sign in and out of timekeeping systems accordingly.

Employees who that cannot work from home are not eligible for regular pay during mandatory telecommuting periods, but may use their accrued sick leave and/or vacation pay. Additionally, the General Manager may provide paid Emergency Leave at their their sole discretion during mandatory telecommuting periods. The District may allow employees an advance in sick or vacation leave to cover mandatory telecommuting periods.

Maximum Allowable Leave

With the exception of leaves of absence for military service or jury duty, employees absent for a six-month period will be terminated regardless of the reason for the absence. The District will comply with the Americans with Disabilities Act ADA when additional, limited time off is necessary to accommodate the employee's disability, such Such leave is for a specified, finite time period, the leave can be granted without undue hardship to the District, and the employee is otherwise qualified –for the position.

Military Leave

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The District complies with all state and national laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. The District supports its employees and their service in state and national military units and provides them with a number of military leave benefits. However, temporary employees who have brief or non-recurrent positions with the District and who have no reasonable expectation that their employment with the District will continue indefinitely or for a significant period of time are generally ineligible for reemployment rights under this policy.

This policy covers employees who serve in the state or federal uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time State or National Guard duty, the Reserves, state or federally authorized urban search and rescue teams, and covered service for the National Disaster Medical System. .

Notice to District of Need for Leave

Employees must provide as much advance written or verbal notice to the District as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to the District no later than 24 hours after the employee receives the military orders. To be eligible for paid military leave, employees must complete and submit the necessary documentation, including the official documents setting forth the purpose of the leave and, if known, its duration. This documentation must be given to the General Manager as far in advance of the leave as possible.

Paid Leave for Training and Duty.

Paid Leave for Up to 15 Days. Employees eligible for military leave under this policy are entitled under Texas law to 15 working days per fiscal year of paid military leave when engaged in authorized training or service. The paid leave days may be consecutive or scattered throughout the year.

Other Paid Leave. Employees who are not eligible for paid military leave or who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave) to cover their absence from work.

Unpaid Leave. After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay for up to five years.

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Required Documentation

To qualify to return to work, an employee returning from leave must provide documentation of the length and character of ~~their~~ his/her military service. Also, evidence of discharge or release under honorable conditions must be submitted to the District if the military leave lasted more than 31 calendar days.

Rights to Continued Employment

Employees who serve in the military for more than 6 months will not be discharged by the District without cause for one year following the date of their reemployment. Employees who serve for between one and six months will not be discharged without cause for six months following the date of their reemployment.

Employees who serve for 30 days or less are given no protection under federal law from discharge without cause.

Changed Circumstances. If the District's circumstances have changed to such an extent that it would be impossible or unreasonable to reemploy an employee, the District has no legal obligation to reemploy an employee following ~~their~~ his/her return from military leave. For example, a reduction-in-force that eliminates the position held by an employee returning from leave excuses the District from its obligation to reemploy the employee. In addition, the District is not required to make efforts to qualify returning employees for particular positions or to make accommodations for employees who suffered service-related disabilities when such efforts or accommodations would impose an undue hardship on the District.

ELECTION DAY VOTING

Employees are encouraged to exercise their right to vote in local, state and national elections. Employees whose work schedule does not permit sufficient time to vote outside of working hours on Election Day will be allowed additional paid time off (up to two hours) to vote. Employees are generally expected to vote either before or after work, but they will be given adequate time off to vote on Election Day if their schedules do not permit them to vote between 7:00 a.m. and 7:00 p.m. If necessary, for example where an employee is required to work overtime, paid time off is granted to the extent necessary (no more than two hours) by the supervisor.

BENEFITS POLICY

Employee Classifications

- **Regular.** Full-time employment in an annual budgeted position.
- **Regular Part-Time.** Employment in an annual budgeted position, but working at least less than 32 hours in an average week.
- **Temporary.** Employment in a position established for a specified period and seasonal employment. A temporary position may be either full-time or part-time.

Group Health Program

Commented [GME2]: Is par-time 20 hours or up to 32 hours?

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supervisor shall investigate and provide information to the person responsible for workers' compensation records and claims and to the safety. An employee returning to work from a lost-time injury must have a release from the attending physician. An employee who is off duty due to an occupational injury shall report by telephone at least once each week to their supervisor and keep the supervisor apprised of the employee's status.

X. — Accident Reporting Procedures

Should an employee of the District GCUWCD become injured in the course of their his/her duties and require medical attention, they he/she should notify the General Manager prior to obtaining medical attention. If the injury is of an emergency nature, the employee should seek medical attention and have someone contact the General Manager for him/her. At an appropriate time (either before or of shortly after seeking medical attention), the injured employee shall fill out all of the appropriate accident reporting forms. The In the case of the General Manager becoming injured, he/she shall notify a Board member of any injury or illness that requires immediate medical attention and proceed to seek medical attention. All injuries incurred on the job, whether or not they require medical attention, shall be reported, and proper documentation shall be affected.

XI. — JURY LEAVE

The District encourages its employees to fulfill their civic duty by serving on a jury if called. Employees may be authorized to be absent from work with pay when required to appear before a court for jury duty. District Employees of GCUWCD will be granted paid civic leave, up to a maximum of four weeks per year, to serve on a jury. Any regular, full-time employee who receives a notice to appear for jury duty or is subpoenaed as a witness should notify the General Manager immediately and provide proof of service. The employee will receive pay for the time spent serving on a jury during the employee's normal working hours up to the limit. If additional time is needed, the employee may use accrued paid leave, and then unpaid leave, all of which is protected. When an employee has completed jury service, the employee shall return to work for the remainder of scheduled working hours.

XII. — COMPENSATORY LEAVE

All hourly employees are expected to perform their assigned duties during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). However, at certain times and under certain situations, an employee may be required to work on weekends or

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before 8:00 a.m. or 5:00 p.m. Employees shall receive compensatory leave in such cases if and only if working during non-normal working hours is approved by the General Manager or, in the case of the General Manager, the Board of Directors.

Compensatory leave accumulated shall be considered in such cases as emergency leave requests, tending to personal business outside the District office during normal working hours, etc. Compensatory time must be used within the current pay period that it is accumulated.

~~XIII.~~ REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES

The District GCUWCD will reimburse employees for approved out-of-pocket expenses incurred for job-related activities on a per-cost basis for meals, parking, tips, air-fare, and miscellaneous items. Expenses must be documented with an original receipt and presented for reimbursement.

~~XIV.~~ BUSINESS HOURS

The business hours of the GCUWCD are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays approved by the Board of Directors.

RESERVATION

The District reserves the right to change or terminate any of the benefit programs or to require or increase employee premium contributions for any benefit program at its discretion and without cause or notice to employees.

Gonzales County Underground Water Conservation District
Personnel Policy for Employees

The District does not provide ~~the option of~~ health insurance.

Group Life Insurance Program

The District does not provide a term life and accidental death and dismemberment insurance policy.

— The following days shall be considered paid holidays for full time employees.

1. ~~New Year's Day~~
2. ~~Washington's Birthday (observed)~~
3. ~~Good Friday~~
4. ~~Memorial Day~~
5. ~~Independence Day~~
6. ~~Labor Day~~
7. ~~Thanksgiving Day~~
8. ~~Friday after Thanksgiving Day~~
9. ~~Christmas Eve Day~~
10. ~~Christmas Day~~

When an official holiday falls on a Saturday or a Sunday, the holiday will be observed on the previous Friday or following Monday, respectively.

VIII.—Retirement Benefits

The District ~~GCUWCD~~ provides 3% of the full-time employee's base salary to be deposited in to an approved retirement account in addition to social security on a monthly basis. The retirement fund is immediately vested, and should an employee decide to resign or be terminated, the money in the fund ~~is 100% vested in the employee~~ ~~are his/hers~~. The retirement fund will begin to accumulate funds after one year of full-time employment by the District. ~~Retirement benefits will begin on January 1, 1999. The employee will retain a policy and the financial services company of their choice.~~

IX.—~~WORKER'S WORKMAN'S~~ COMPENSATION INSURANCE

C—Coverage is provided as required by law. ~~The District GCUWCD provides all employees with workers' compensation insurance if a job-related injury or illness occurs.~~

An employee who suffers an occupational injury or illness, however minor, should report the incident to their supervisor as soon as possible after it occurs. The supervisor or other designated person shall ensure that emergency treatment is obtained for employees who may become injured or ill on the job. Upon notification of an injury, the immediate

Gonzales County Underground Water Conservation District
Personnel Policy for Employees

REMARKS _____

Employee Signature _____

Supervisor Signature _____

Gonzales County Underground Water Conservation District
Personnel Policy for Employees

**EMPLOYEE ACKNOWLEDGEMENT OF GCUWCD
EMPLOYMENT POLICIES**

I have read and understand the following:

1. PROBATIONARY PERIOD
2. SALARY STATEMENT
3. ANNUAL LEAVE POLICY
4. SICK LEAVE POLICY
5. EMERGENCY LEAVE POLICY
6. HOLIDAY POLICY
7. RETIREMENT BENEFITS
8. WORKMAN'S COMPENSATION STATEMENT
9. ACCIDENT REPORTING PROCEDURE
10. JURY LEAVE POLICY
11. COMPENSATORY LEAVE POLICY
12. REIMBURSEMENT POLICY
13. OFFICE BUSINESS HOURS

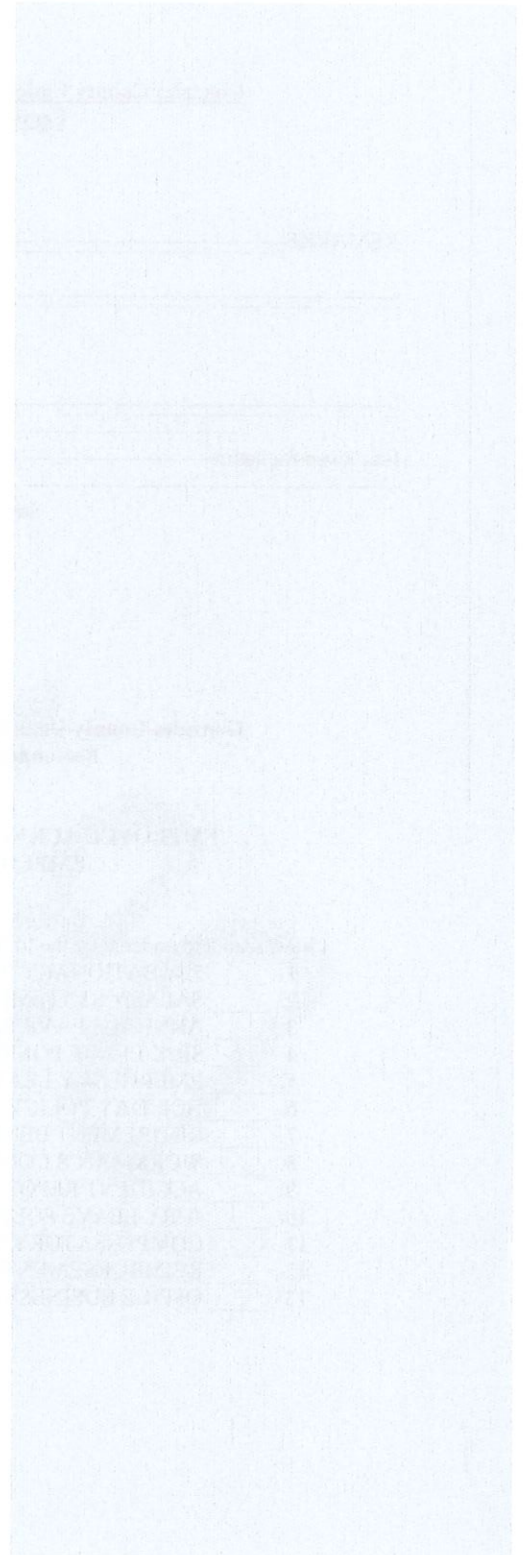
Gonzales County Underground Water Conservation District
Personnel Policy for Employees

Employee Signature

Supervisor Signature

Employee Name (Print)

DRAFT



**Gonzales County Underground
Water Conservation District**

**Board Resolution 2023-10-10b
Gonzales County**

WHEREAS, Section 26.09 of the Property Tax Code requires approval by the Board of Directors of the Gonzales County Underground Water Conservation District appraisal roll with tax amounts entered by the assessor, for the tax year 2023, and

WHEREAS, such roll was presented to the Gonzales County Underground Water Conservation District on October 10, 2023 and appears in all things correct as under the applicable laws of Texas, and

WHEREAS, said voted in open session to approve said roll.

IT IS HEREBY RESOLVED by the Gonzales County Underground Water Conservation District that the appraisal roll with amounts due totaling \$135,621.45 (subject to change as supplements to the tax roll are completed) for the year 2023 is approved and is the tax roll for the Gonzales County Underground Water Conservation District for a portion of Gonzales County for the year 2023.

Passed, adopted, and approved this the 10th day of October 2023.

Bruce Tielen, President
Gonzales County Underground Water Conservation District

Date _____

Barry Miller, Secretary
Gonzales County Underground Water Conservation District

Date _____

**Gonzales County Underground
Water Conservation District**

**Board Resolution 2023-10-10a
Caldwell County Tax Roll**

WHEREAS, Section 26.09 of the Property Tax Code requires approval by the Board of Directors of the Gonzales County Underground Water Conservation District appraisal roll with tax amounts entered by the assessor, for the tax year 2023, and

WHEREAS, such roll was presented to the Gonzales County Underground Water Conservation District on October 10, 2023 and appears in all things correct as under the applicable laws of Texas, and

WHEREAS, said voted in open session to approve said roll.

IT IS HEREBY RESOLVED by the Gonzales County Underground Water Conservation District that the appraisal roll with amounts due totaling \$9,320.67 for the year 2023 is approved and is the tax roll for the Gonzales County Underground Water Conservation District for a portion of Caldwell County for the year 2023.

Passed, adopted and approved this the 10th day of October 2023.

Bruce Tieken, President
Gonzales County Underground Water Conservation District

Date

Barry Miller, Secretary
Gonzales County Underground Water Conservation District

Date

**Gonzales County Underground
Water Conservation District**

Board Resolution 10-10-2023

Resolution Adopting the 2023 Management Plan

WHEREAS, §§36.1071 and 36.1073, Water Code, require the Gonzales County Underground Water Conservation District to develop and adopt a Management Plan that addresses the following management goals, as applicable:

- (1) providing the most efficient use of groundwater;
- (2) controlling and preventing waste of groundwater;
- (3) controlling and preventing subsidence;
- (4) addressing conjunctive surface water management issues;
- (5) addressing natural resource issues;
- (6) addressing drought conditions;
- (7) addressing conservation, recharge enhancement, rainwater harvesting, or brush control, where appropriate and cost-effective; and
- (8) addressing the desired future conditions adopted by the district;

WHEREAS, §36.1072(e), Water Code, requires each groundwater conservation district to review and re-adopt the Management Plan at least every five years; and

WHEREAS, after providing notice and holding a public hearing, the Board of Directors of the Gonzales County Underground Water Conservation District has developed a Management Plan in accordance with the statutory requirements and utilizing the best available science, attached hereto and incorporated herein for purposes.

NOW THEREFORE, BE IT RESOLVED:

1) The Board of Directors of the Gonzales County Underground Water Conservation District do hereby adopt the attached 2023 Management Plan pursuant to §36.1071, Water Code.

2) The General Manager is hereby ordered to file the adopted Management Plan with the Texas Water Development Board for certification as administratively complete.

3) The General Manager is hereby authorized to take any and all reasonable action necessary for the implementation of this resolution.

This Resolution shall become effective on _____.

Adopted this 10th day of October, 2023.

Bruce Tieken, President
Gonzales County Underground
Water Conservation District

Barry Miller, Secretary
Gonzales County Underground
Water Conservation District