

Minutes of Meeting  
October 14, 2004 - 4:00 P.M.  
PVGCD OFFICE  
Cuero Plaza Mall-Suite 1129  
Cuero, TX 77954

**BOARD MEMBERS PRESENT:** Errol John Dietze (Chairman), Bob McCurdy (GM), Bob Davis, Gary Colman and Bubba Steen (later in the meeting).

**CALL TO ORDER:** A quorum being present, and all notices having been properly posted, the meeting was called to order at 4:00 P.M. by the Chairman, Errol John Dietze.

**APPROVAL OF MINUTES:** Minutes of the September 7<sup>th</sup> meeting were presented in the Board packet. With no corrections, Bob Davis made a motion to accept the minutes as presented, second by Gary Colman; the motion carried unanimously.

**ADOPTION OF TAX ROLL:** Bob McCurdy read the adoption form for the tax roll. Gary Colman made a motion that we accept the tax roll as submitted by the County tax assessor, second by Bob Davis; the motion carried with 3 ayes and 0 nays.

**POSTED OFFICE HOURS AND PERMITTING DAYS:** Bob McCurdy informed the Board that the office hours are posted on the front door indicating that the office will be available to the public Monday through Friday, from 8:00 P.M. to 4:00 P.M, with the exception 11:30 P.M. – 12:30 P.M. closed for lunch. He also informed the Board that a letter was sent to the drillers informing them that on-site GPS and permitting of wells will be done on Mondays and Thursdays. Kay will work on Mondays and Thursdays allowing Bob to be away from the office to make the on-site visits.

**REGULARLY SCHEDULED BOARD MEETINGS:** As discussed in previous Board meetings, the need for regularly scheduled Board meetings was discussed and a schedule for proposed meeting dates was presented to the Board for approval. After initial input from all the Board members, it was decided that the Board will meet the first Tuesday of every other month. Following is the adopted schedule: December 7<sup>th</sup>, February 1<sup>st</sup>, April 5<sup>th</sup>, June 7<sup>th</sup> and August 2<sup>nd</sup>. A meeting time was discussed, and 4:00 P.M. was determined to be a good time for all. Kay asked the Board if it would help to have the minutes and agenda sent to them prior to the meetings and they agreed that it would be very helpful.

**VOLUNTARY REGISTRATION OF HISTORIC WELLS:** Bob McCurdy presented a proposed registration form and article to be placed in the newspapers requesting the voluntary registration of wells. Discussion followed as to changes that need to be made to the form. Kay will make the changes and prepare it for publication. Bob McCurdy told the Board that a quarter page ad in the Cuero and Yorktown publications will cost \$225.22 for the two papers, and \$160.65 for the Yoakum newspaper. A certificate of verification of historic/exempt/grandfathered wells was also presented to the Board. Landowners will have to come into the office to receive the certificate and at that time we can identify the location of the historic wells.

**PROCESSING FEE FOR APPLICATIONS:** Bob McCurdy said that taking into consideration the time and materials necessary to process a permit application, we should assess a processing fee. A fee schedule from Goliad GCD was presented as a model, and it was decided that we would adopt the same schedule. There will be **no fee for Grandfathered wells**, a \$10 processing fee for applications of new exempt wells, registration and permitting of non exempt wells with a capacity of 50 gpm - \$100, 100 gpm - \$500, 250 gpm - \$1,000, 500 gpm - \$1,500 and 1000 gpm - \$2,000. Gary Colman made a motion that we adopt the fee schedule as presented, second by Bob Davis; the motion carried unanimously.

**EMPLOYEE STATUS FOR 2005 FISCAL YEAR:** Discussion, and a decision made, to put Bob McCurdy on the payroll system effective this month, the beginning of our fiscal year. Prior to this, Bob has been on a contractual

basis and the situation that supported that status no longer applies. Bubba Steen made the motion to put Bob on the payroll system, second by Gary Colman; the motion carried unanimously.

**NEED FOR COMPANY VEHICLE:** Bob McCurdy discussed the wear and tear on his vehicle when doing on-site GPS permitting of wells. He also said that it would be helpful to have a vehicle with the District name on it for easier identification when calling on landowners, most of whom do not know him. Bubba Steen said that he did not feel that we could financially accommodate that proposal at this time. It was suggested that Bob get magnetic signs for his truck for identification purposes.

**WEB PAGE:** Kay is currently working on a web page for the District. It will contain the Management Plan, Rules, Meeting Minutes, Calendar of Regularly Scheduled Board Meetings, listing of the Directors and Staff, and other topics of interest and information.

**FINANCIAL STATEMENT:** The financial statement was presented in the Board packet. Bubba Steen made a motion to accept the financial statement as presented, second by Bob Davis; the motion carried unanimously.

**OFFICE MANAGEMENT AND STAFF OBLIGATIONS:** The need for a job description for the positions of General Manager and Office Assistant were discussed. The Board asked Bob to create a job description for Gen. Manager and to help Kay create one for Office Assistant. The Board asked that the job descriptions be sent to them prior to the next scheduled meeting so that they can have time to review it before the meeting. This will help define job performance obligations and provide a standard for future employees.

**ADJOURNMENT:** The Chairman called for a motion to adjourn; Bubba Steen made the motion, second by Bob Davis and the meeting was adjourned at 5:15 P.M.

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Sec/Gary Colman

Recorded: Kay Wild/Office Asst/PVGCD