

**Minutes**  
**Plateau Water Planning Group**  
**REGULAR MEETING**  
**Initiated and Chaired at**  
**Guadalupe Basin Natural Resources Center (GBNRC)**  
**125 Lehmann Drive - Classroom**  
**Kerrville, Texas**  
**February 22, 2024**  
**10:00 AM**

Notice having duly been given the Plateau Water Planning Group (PWPG) conducted a Regular Meeting on Thursday, February 22, 2024, beginning at 10:00 A.M. The meeting was initiated and chaired at GBNRC, 125 Lehmann Drive, Classroom, Kerrville, TX 78028. **Present in person:** Jonathan Letz, Kerr County; Tara Bushnoe, Kerr County; Charlie Wiedenfeld, Kerr County; Scott Loveland, Kerr County; Gene Williams, Kerr County; David Mauk, Bandera County; David Jeffery, Bandera County; Jess Erlund, Kerr County; Brian Leiker, Kerr/Edward/Bandera; Matthew Wilkinson, UGRA (hosted the meeting); Jody Grinstead, Admin. Asst.; and Quinn Carter. **Present via Zoom:** Max Martin, Edward/Val Verde/Kinney County; Feather Wilson, Bandera County; Dell Dickinson, Val Verde County; Jennifer Jackson (Herrera), Carollo Engineering; Lann Bookout, Texas Water Development Board; and Gage Brown.

**I. Call to Order, Roll Call, Certification of Quorum in Compliance with Texas Open Meetings Law.**

It was determined that a quorum was present.

**II. Public Comments.**

No public comments were received.

**III. Approval of minutes from the October 26, 2023 Regular Meeting and January 11, 2024 Special Meeting.**

**Motion by David Jeffery to approve the minutes from the October 26, 2023 meeting and the January 11, 2024 meeting; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**

**IV. Reports.**

**a. Report from Chair.**

Mr. Letz stated that as of January 31, 2024 the balance in the account is \$10,705.07.

**b. Report from Secretary.**

No report was given.

**c. Report from Political Entity.**

Ms. Bushnoe gave the following updates:

--In October amended contracts with TWDB and WSP to bring in additional tasks and funds were executed.

--The contract with WSP has been terminated (based on the decision made by the Planning Group in January). One more invoice needs to be reviewed.

--A RFQ was released for a new technical consultant and one response was received.

--The request for an extension for the Technical Memorandum was submitted and approved. The new due date is May 3, 2024.

**d. Report from Liaisons.**

Mr. Wilson gave a brief update on a research well that is due to be drilled in Regions K and L.

**e. Report from GMA representatives.**

Mr. Mauk stated that there would be an educational meeting at the co-op in Bandera on February 29<sup>th</sup> to show the public the process that is used to develop DFC's

- V. **Consider, discuss and take appropriate action to approve new and amended invoices.**  
**Motion by Gene Williams to approve the following invoices:**  
Amended Invoices:  
WSP (9/2/23 to 9/29/23) Original Amount \$10,182.65 – AMENDED Amount - \$10,299.92  
WSP (9/30/23 to 11/3/23) Original Amount \$11,272.00 – AMENDED Amount - \$11,325.80  
Original Invoices  
GMR Transcripts (10/26/23 meeting) - \$294.25  
Copies for 10/26/23 meeting - \$37.80  
GMR Transcripts (1/11/24 meeting) - \$41.25  
WSP (11/4/23 to 12/1/23) - \$3,777.43  
**Second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**
- VI. **Consider, discuss and take appropriate action to approve administrative expenses, and certify that the expenses are eligible for reimbursements and are correct and necessary.**  
**Motion by David Mauk to approve administrative expenses in the amount of \$1,355.97 (June - August 2023) and \$1,077.52 (September – November 2023); second by Tara Bushnoe. The motion passed by a unanimous vote.**
- VII. **Texas Water Development Board Updates.**  
Mr. Bookout reminded the group that TWDB is in the process of collecting water use data for 2023 which is due on March 1<sup>st</sup>.
- VIII. **Consider, discuss and take appropriate action to reappoint members whose terms expired 12/31/23.**  
**Motion by David Mauk to reappoint members whose terms expired 12/31/23 (Wes Robinson, Tully Shahan, Jess Erlund, Carlos Velarde, Jerry Simpton, Max Martin, Brian Leiker, Homer Simpton, and Roland Trees) for additional 5-year terms; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**
- A brief discussion ensued regarding 2 members that have not attended meetings regularly (Rene Villareal has not attended a meeting since 2019 and Roland Trees has not attended a meeting since 2020). **Motion by Tara Bushnoe to authorize Chairman Letz to send letters to Rene Villareal and Roland informing them that if they do not start meeting attendance requirements they will be removed from the planning group; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**
- IX. **Consider, discuss and take appropriate action to reimburse UGRA for legal fees to cancel contract with WSP in the amount of \$892.50; funds to come from administrative account held by Kerr County.**  
Mr. Letz informed the group that the attorney for UGRA assisted with reviewing the language in the contract with WSP that was approved to be terminated by the group. He stated that that expense is not eligible for reimbursement under the current contract with TWDB, but is not a cost that UGRA should incur. Mr. Letz suggested that UGRA be reimbursed for that cost using funds from the PWPG administrative account. **Motion by David Mauk to reimburse UGRA in the amount of \$892.50, using funds from the administrative account held by Kerr County; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**
- X. **Consider, discuss and take appropriate action to review Statements of Qualifications received, and select technical consultant to complete the 6<sup>th</sup> cycle of planning.**  
Ms. Bushnoe stated that RFQ's were released with a due date of February 12<sup>th</sup>. One RFQ was received from Carollo Engineering. She noted that Jennifer Jackson now worked for Carollo Engineering. **Motion by David Mauk to select Carollo Engineering as the technical consultant to complete the sixth planning cycle; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**

XI. **Consider, discuss and take appropriate action to authorize the political subdivision (UGRA) to enter into a contract with technical consultant.**

Ms. Bushnoe stated that the contract with WSP must be complete (all invoices must be paid) before executing a contract with Carollo Engineering. She said there was one outstanding invoice that needed to be paid and we needed to receive the December progress report from WSP. Once those things were done they will execute the new contract with Carollo Engineering. **Motion by Charlie Wiedenfeld to authorize UGRA to enter into contract with the technical consultant, Carollo Engineering, subject to approval of the December invoice and payment of same and transmission of that to the Water Development Board; second by David Jeffery. The motion passed by a unanimous vote.**

XII. **Consider, discuss and take appropriate action to ratify and confirm amended contract with TWDB for 60-day extension for the Technical Memorandum.**

Mr. Letz said this had already been done, but we needed the record to reflect that it had been done. The new due date is May 3, 2024. **Motion by Gene Williams to ratify and confirm amended contract with TWDB for 60-day extension for the Technical Memorandum; second by Charlie Wiedenfeld. The motion passed by a unanimous vote.**

XIII. **Set next meeting date.**

Mrs. Jackson suggested that the next meeting be held on April 25<sup>th</sup> which would allow them time to prepare all the needed material and allow for the required 14-day notice and public comment period. **The next meeting was set for April 25, 2024.**