

MENARD COUNTY UNDERGROUND WATER DISTRICT

Minutes of the Regular Meetings of the Board of Directors

December 10, 2025

Pursuant to notice posted in accordance with law, the Board of Directors of the Menard County Underground Water District held a meeting at 1:00 p.m. at the Menard County Courthouse, 206 San Saba, Menard, Texas. Directors Present were Dr. Sheridan Duncan, Jim Wright, Dick Winters, and Lisa Brown. Director Absent was Jay Kothmann. Staff Present was Meredith Allen and Lydia Damon. Guest present: Caroline Runge

1. Board President Dr. Sheridan Duncan called the meeting to order at 11:08 am after establishing a quorum.
2. No public comment was heard.
3. Following the review of the October 8, 2025 minutes, Dick Winters made a motion to accept the minutes as written, Jim Wright seconded the motion. The motion carried unanimously.
4. Lydia Damon presented the Financial Report. Jim Wright made a motion to approve the financial report. Dick Winters seconded the motion. The motion carried unanimously.
5. Lydia Damon presented the payment of the bills for the previous months. Jim Wright made a motion to approve the expenses, Dick Winters seconded the motion. The motion carried unanimously.
6. A motion was made by Dick Winters to approve the rate increase for Employer's Contribution Rate to Texas County & District Retirement System from 10.30% to 10.46%, in accordance with TCDRS plan assessment, effective January 1, 2026. The motion was seconded by Jim Wright. The motion carried unanimously.
7. Meredith Allen presented the rules violation addressing exporting water out of the District's boundaries and pumping from a nonexempt well. The recommendation is to enforce a fine of \$500 for the exportation of water from Menard County. The recommendation will also include the requirement of registering the well with the District as a nonexempt well. A motion was made by Lisa Brown to accept the recommendation. The motion was seconded by Dick Winter. The motion carried unanimously.
8. Dick Winters made a motion to set a hearing for nonexempt well permit for January 14, 2025 in reference to the well mentioned above. The motion was seconded by Jim Wright. The motion carried unanimously.
9. Meredith Allen presented a proposal to modify the MCUWD office hours, currently Monday, Wednesday from 8:00 am to 4:00 pm and Thursday, from 8:00 am to Noon to Tuesday, Wednesday and Thursday from 8:00 am to 4:00 pm. This allows more consistency in hours of operation and allows flexibility with office staff. It was also recommended to begin hours change once an Office Manager is hired in Kimble County. A motion was made by Jim Wright to accept the proposed change. The motion was seconded by Dick Winters. The motion carried unanimously.
10. No executive session was required.
11. A motion was made by Dick Winters to modify the Office Manager's salary to reflect the additional hours worked with the new schedule, once it is implemented. The motion was seconded by Jim Wright. The motion carried unanimously.
12. After review of the proposed 2026 Interlocal Agreement with Menard County Water Control & Improvement District #1, a motion was made by Dick Winters to approve as presented. The motion was seconded by Jim Wright. The motion carried unanimously.
13. After review of the proposed 2026 Interlocal agreement for vehicle share with Kimble County Groundwater Conservation District, a motion was made by Lisa Brown to approve as presented. The motion was seconded by Jim Wright. The motion carried unanimously.
14. After review of the proposed Interlocal agreement with West Texas Regional Groundwater Association for legislative consultant for the period of January 1, 2026 to December 31, 2027, a motion was made by Jim Wright to approve as presented. The motion was seconded by Lisa Brown. The motion carried unanimously.

15. A brief overview of rules pertaining to production and spacing requirements in other GCDs were presented by Meredith Allen. No action taken.
16. The monitor well report was presented for review. No action taken.
17. Manager's Comments: a. Update on the Ditch & Grants: Headgate construction documents and specifications have been resubmitted to TWDB for approval after making recommended changes, still waiting on approval; surveying is wrapping up; b. GMA 7: There is a GMA 7 meeting scheduled for February 18, 2026; working on obtaining DFC information on the Hickory aquifer; Directives to Staff: Work on permitting the Puckett Water Station of FM 864.
18. Jim Wright made a motion to adjourn. The motion was seconded by Lisa Brown. The motion passed unanimously. The meeting was adjourned at 12:08 p.m.

Directors of the MCUD and the MCWCID held a joint meeting at 12:20 pm on December 10, 2025 at the Menard Bank Community Room, 201 Ellis Street, Menard, TX for the purpose of fulfilling the annual joint meeting requirement to review and discuss the interlocal agreement between Districts. No action was taken. The meeting adjourned at 12:56 pm.

S. Z. Duncan  
Presiding Officer