

# PANHANDLE GROUNDWATER CONSERVATION DISTRICT

## BOARD OF DIRECTOR'S REGULAR MEETING – BY TELECONFERENCE - MINUTES

DISTRICT OFFICE - Windmill Room  
201 W. Third Street, White Deer, Texas  
November 18, 2020 – 9:00 a.m.

The Board of Directors of Panhandle GCD held a regular meeting on Wednesday, November 18, 2020 at 9:00 am.,  
by teleconference\* to discuss and, if appropriate, act upon the following items:

**\*Participants were asked to dial in call (844)844-0014 – Access Code: 610970**

Board members or staff present in person or by phone were:

Phillip Smith	President
Chancy Cruse	Vice President
William Breeding	Secretary
Charles Bowers	Director
F. G. (Butch) Collard	Director
David Hodges	Director
John R. Spearman Jr.	Director
Jim Thompson	Director
CE Williams	General Manager
Britney Britten	Assistant General Manager
Kelly Lane	Compliance Officer
Suzy Pool	PR/Education

Guests Present: Kevin Carter – Amarillo EDC  
Michael Kitten – Amarillo EDC  
Mark Urbanczyk  
Jamie Rocha – Williams Farms  
John Lenio – CBRE Inc.  
Eric Palmer – US Oncology  
Honorable Dan Looten – Carson County Judge  
Sandy Thornberry – Brice-Lesley

Guest Present by Phone: Destan Hodges  
Ken Satterwhite

### 1. CALL MEETING TO ORDER

The meeting was called to order at **9:00 a.m.**

### 2. PUBLIC COMMENT – Please limit comments to 3 minutes.

**Sandy Thornberry with Brice-Lesley addressed the board concerning questions about Brice-Lesley's drop in production. Thornberry said they have been working to fix leaks which accounts for most of the decrease in their production.**

3. CONSIDERATION AND POSSIBLE ACTION ON OCTOBER 22, 2020 MINUTES

*William Breeding made the motion to approve the minutes as written, seconded by Charles Bowers. Motion passed unanimously.*

4. CONSIDER AND TAKE APPROPRIATE ACTION ON AN APPLICATION FOR PROPERTY TAX ABATEMENT UNDER CH. 312 OF THE TEXAS TAX CODE, DESCRIBED AS FOLLOWS:

- a. Property Owner: Parkwest Corporate Center, Ltd., a Texas limited partnership. The Property is expected to be purchased by NexCore Group, LLC, or related entity.
- b. Applicant for Tax Abatement: NexCore Group, LLC, a Delaware limited liability company (real property) and Physician Reliance, LLC, a Delaware limited liability company (equipment)
- c. Enterprise / Reinvestment Zone: Reinvestment Zone No. 11, being 4.845 acres North of Amarillo Boulevard West, East of Soncy Road, near Point West Parkway.
- d. Anticipated Improvements: Construction of an approx. 50,000 square foot cancer treatment center, related site improvements, and purchase of appropriate equipment.
- e. Estimated Cost of the Improvements: Facility: \$24,700,000; Equipment: \$6,400,000; Total: \$31,100,000

**\*\*\*The above agenda item was posted in accordance with Ch. 312 of the Texas Tax Code with a 30-day notice on October 16, 2020.**

**Michael Kitten and Kevin Carter with the Amarillo EDC, John Lenio with CBRE Inc. and Eric Palmer with US Oncology explained the plans for construction of an approximately 50,000 square foot cancer treatment center, related site improvements, and purchase of appropriate equipment. They asked the board to consider the tax abatement for 60% over 6 years. They explained where the proposed building will be built, what it will be used for and who will occupy it. They also talked about the new jobs that would be created as well as the cost benefits.**

*Charles Bowers made the motion to approve the Participation Agreement for Tax Abatement between Panhandle Groundwater Conservation District, the City of Amarillo, Parkwest Corporate Center, Ltd., NX Amarillo MOB LLC, and Physician Reliance, LLC, seconded by William Breeding. Motion passed unanimously.*

**A copy of the Agreement is attached to these official minutes.**

5. CONSIDERATION AND POSSIBLE ACTION ON OCTOBER 2020 EXPENDITURES

*Jim Thompson made the motion to approve the October 2020 expenditures, seconded by John R. Spearman. Motion passed unanimously.*

**A copy of the October 2020 expenditures is attached to these official minutes.**

6. CONSIDERATION AND POSSIBLE ACTION TO APPOINT BOARD MEMBER TO PRECINCT TWO

- a) David Hodges
- b) Jamie Rocha
- c) Mark Urbanczyk

**Board President Phillip Smith introduced the three nominations to fill the vacant Precinct Two position. Smith asked each of the nominees to speak about why they would like to be considered for the position. David Hodges spoke first, then Jamie Rocha followed by Mark Urbanczyk. The board voted by secret ballot. In a vote of five for David Hodges and two for Mark Urbanczyk, David Hodges was selected to serve as the Precinct Two Director. Smith**

asked Carson County Judge Dan Looten to execute the Oath of Office to Hodges. Once the oath was given Director Hodges took his seat with the board to finish the meeting.

7. CONSIDERATION AND POSSIBLE ACTION ON AMENDMENTS TO THE DISTRICT'S RAINWATER HARVESTING PROGRAM

Assistant General Manager Britney Britten addressed the board and explained there was significant discussion about the District's Rainwater Harvesting Program at the last meeting, specifically concerning its policy on non-potable water. Britten said the Texas Water Development Board (TWDB) regulates rainwater harvesting systems in Texas. She said applicants would be required to adhere to TWDB's guidelines regarding using rainwater as potable water, especially if the applicants are wanting to tie into a public water supply. Britten proposed changing the interest rate from 3.03 to 2 percent on the loan option. She also proposed adding a 90-day window after board approval for the applicant to collect the funds from the District.

*Chancy Cruse made the motion accept the changes to the District's Rainwater Harvesting Program, seconded by Butch Collard. Motion passed unanimously.*

A copy of the changes to the Rainwater Harvesting Rebate Program is attached to these official minutes.

8. CONSIDERATION AND POSSIBLE ACTION ON AMENDMENTS TO THE DISTRICT'S EMPLOYEE MANUAL

Britten suggested adding an Inclement Weather Policy in the Employee Manual. She said there are guidelines we typically follow during inclement weather, but nothing official has ever been stated in our manual. Britten also suggested adding information about the District's Virtual Private Network use to the Electronic Equipment Use Policy portion of the manual.

*John R. Spearman made the motion to accept the changes made to the District's Employee Manual seconded by Butch Collard. Motion passed unanimously.*

A copy of the changes to the Employee Manual is attached to these official minutes.

9. CONSIDERATION AND POSSIBLE ACTION TO ERROR OFF TAXES ONE DOLLAR OR LESS IN CARSON COUNTY FOR THE 2020 TAX ROLL TOTALLING APPROXIMATELY \$25

*John R. Spearman made the motion to error off taxes one dollar or less in Carson County, seconded by Bill Breeding. Motion passed unanimously.*

A copy of the letter sent from the Carson County Appraisal District is attached to these official minutes.

10. CONSIDERATION AND POSSIBLE ACTION ON TAX DEEDS AND PROPERTY CARDS FOR TRUST PROPERTY IN THE CITY OF MCLEAN

a) Parcel 14698 Bid: \$1000.00

*Bill Breeding made the motion to approve bid "a", seconded by Jim Thompson. Motion passed unanimously.*

11. CONSIDERATION AND POSSIBLE ACTION ON TAX DEEDS AND PROPERTY CARDS FOR TRUST PROPERTY IN THE CITY OF HOWARDWICK

- a) Parcel 9872 Bid: \$ 56.00
- b) Parcel 9982 Bid: \$125.00

*Chancy Cruse made the motion to approve the bid a-b, seconded by John R. Spearman. Motion passed unanimously.*

12. CONSENT AGENDA – DRILLING PERMITS

The following items are part of the Consent Agenda. All Well Permit requests have been thoroughly reviewed by staff, are administratively complete and the General Manager is recommending issuance.

**RECLASSIFY WELLS – NONE**

**DRILLING PERMITS FOR WELLS PUMPING MORE THAN 25,000 GALLONS A DAY OR 17.5 GPM - NONE**

13. CONSIDERATION AND POSSIBLE ACTION ON ADMENDMENT TO DISTRICT’S METER PROGRAM

**Britten and District Compliance Officer Kelly Lane presented the board with the McMag 200 Flow Meter catalog. This meter was discussed at the previous board meeting, and it is a way to convert mechanical meters into a digital meter. Lane answered questions from the board regarding parts, pricing, and the District’s process for replacing or repairing meters. Lane reminded the board the District has never charged for repairs or maintenance to meters. Britten explained in January of 2020, the staff believed there would be other businesses in the area that could help operators with meter repairs or replacements, and she explained that has not been the case thus far. Lane said he believes the District has no choice but to continue meter maintenance, especially since the District requires them. Director Bowers asked about funding for a cost-share program for meters on new wells. Britten said in the past the District has either used grant money from TWDB or taken money out of District reserve funds to cost-share meters. She said currently there is nothing budgeted for a cost-share program. Britten suggested the board table the item until the next meeting to give District staff time to write a few different policy options.**

*Charles Bowers made the motion to table any action on the Meter Program until more research could be made, seconded by William Breeding. Motion passed unanimously.*

14. STAFF UPDATES

**Board President Phillip Smith presented Britten with her 5 Year Service Award. Smith said General Manager CE Williams has been with the District for 30 years, and he will receive his award tomorrow when he is back in the office.**

15. MANAGER’S REPORT

**The board was presented with the District Manager’s Report and the US Drought Monitor.**

**A copy of the report is attached to these official minutes.**

16. CONSIDERATION AND POSSIBLE ACTION TO SET FUTURE MEETING DATES

**The board decided to tentatively set the next meeting on Tuesday, January 19th at 9:00 a.m.**

17. ADJOURN

*Board Present Phillip Smith adjourned the meeting at 10:38a.m.*

William E. Breeding, Secretary



Phillip Smith, President

