



**NECHES & TRINITY VALLEYS  
GROUNDWATER CONSERVATION DISTRICT**

*Protecting Anderson, Cherokee, and Henderson Counties*

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**P.O. Box 1387      501 Devereux, Ste 201      Jacksonville, Texas 75766**

Terry Morrow, President

Sam Hurley, Vice President

Gary Douglas, Secretary

Jimmy Terrell, Director

Randall Chandler, Director

Cody Rayburn, Director

Christophe Trahan, Director

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**MINUTES OF BOARD OF DIRECTORS MEETING – November 20, 2025**

**DIRECTORS PRESENT**

Terry Morrow, President; Sam Hurley, Vice President; Gary Douglas, Secretary; Jimmy Terrell, Director; Cody Rayburn, Director; Christophe Trahan, Director

**ALSO PRESENT**

Penny Hanson, General Manager; Deborah Trejo, Attorney; Holli Baze, Attorney; Members of Public

**CALL TO ORDER**

Terry Morrow, President, opened the Board meeting at 2:00 pm

**1. DECLARATION OF A QUORUM AND INVOCATION**

A quorum was declared by Sam Hurley.

**2. INVOCATION**

The invocation was given by Sam Hurley.

**3. PUBLIC COMMENTS**

Public comments were given by Cheryl Gilpin and Sylvia Guzman.

**4. RECEIVE FINANCIAL STATEMENTS AND REPORTS FROM RANDY GORHAM, CPA**

Financial reports were presented to the Board. No action required.

**5. CONSIDER AND TAKE ACTION ON THE 2026 DISTRICT BUDGET AS POSTED ON THE HOME PAGE OF THE DISTRICT'S WEBSITE**

A motion was made to approve the 2026 District Budget with the amendments to #7250 Office Rent Expense, increase to \$14,400; #7360 Payroll Taxes, decrease to \$9,500; #7355 Salaries, increase to \$110,000; and #6930 Attorney Fees, increase to \$150,000 by Sam Hurley, 2<sup>nd</sup> by Christophe Trahan, passed unanimously.

**6. CONSENT ITEMS:**

A motion was made by Christophe Trahan, 2<sup>nd</sup> by Cody Rayburn to approve the minutes for the October 16, 2025 meeting and payment of bills for December 1, 2025 through January 31, 2026, passed unanimously.

**7. HEAR AND DISCUSS REPORTS FROM STAFF**

- a. General Manager report

No action required.

**8. CLOSED SESSION - THE BOARD OF DIRECTORS MAY GO INTO CLOSED SESSION UNDER THE AUTHORITY OF THE GOVERNMENT CODE, CHAPTER 551, AND TEXAS OPEN MEETINGS ACT, TO DISCUSS:**

- A. Consultation with Attorney -Attorney/Client Privileged Consultations (§ 551.071)
- B. Consultation with Attorney - Pending or Contemplated Litigation(§ 551.071)
- C. Consultation with Attorney-Settlement Offers(§ 551.071)
- D. Deliberations Regarding Real Property (§ 551.072)
- E. Deliberations Regarding Personnel Matters (§ 551.074)
- F. Deliberations Regarding Security Devices or a Security Audit(§§ 551.076, 551.0894)

The Board exited the regular board meeting and entered closed session at 2:20 pm.  
The Board ended closed session and reopened the regular board meeting at 4:03 pm.

**9. CONSIDER AND TAKE ACTION ON PERSONNEL MATTERS**

A motion was made by Sam Hurley, 2<sup>nd</sup> by Christophe Trahan, to increase the General Manager's salary to \$78,000 annually and to increase the Administrative Assistant's hourly rate to \$20.00 per hour, passed unanimously.

A motion was made by Christophe Trahan, 2<sup>nd</sup> by Sam Hurley, to give a year-end bonus of \$2,000 to the General Manager and \$1,000 to the Administrative Assistant, passed unanimously.

**10. CONSIDER AND TAKE ACTION ON FORM AGREEMENT FOR THE DISTRICT TO USE IN ACCEPTING GRANTS OR DONATIONS**


A motion was made by Christophe Trahan, 2<sup>nd</sup> by Jimmy Terrell to approve the form agreement for the District to use in accepting grants or donations, passed unanimously. A copy is attached.

**11. CONSIDER AND TAKE ACTION TO ESTABLISH RULE COMMITTEE**

A motion to appoint Terry Morrow, Gary Douglas, and Cody Rayburn as the Rules Committee was made by Christophe Trahan, 2<sup>nd</sup> by Jimmy Terrell, passed unanimously.

**12. ADJOURN**

A motion to adjourn at 4:11 pm was made by Christophe Trahan, 2<sup>nd</sup> by Sam Hurley, passed unanimously.

  
Terry Morrow President

1-22-26  
DATE

Attest 

**Neches & Trinity Valleys GCD  
Groundwater Conservation District  
2026 Budget**

**Ordinary Income/Expense**

**Income**

**8000 · Income Accounts**

8200 · Drilling Permit Fees	40,000.00
8250 · Administrative fees	300.00
8105 · Export Fees	9,000.00
8500 · Interest Income	10,000.00
8115 · Non-meter Usage Fee	600.00
8350 · Non-metered permit fee	200.00
8460 · Non Compliance Fees	300.00
8300 · Operating Permit Fees	15,000.00
8600 · Other Income	
8110 · Pumping Payments	200,000.00
8310 · Transfer Permit Fees	200.00

**Total 8000 · Income Accounts**

275,600.00

**Total Income**

275,600.00

**Gross Profit**

275,600.00

**Expense**

**Fixed Costs**

7251 · Storage rent expense	800.00
7110 · Copier Lease & Maint	2,500.00
6400 · Depreciation	
6800 · Insurance	
6810 · Automobile Insurance	1,200.00
6840 · Director Bonds	1,200.00
6830 · Liability Insurance	3,600.00
6820 · Property Insurance	1,200.00
6860 · Workmans Comp	1,200.00

**Total 6800 · Insurance**

8,400.00

**7250 · Office Rent Expense**

14,400.00

**7350 · Payroll Expenses**

7356 · Employee Health Insurance	15,000.00
7368 · Retirement Employer Cont	13,000.00
7360 · Payroll Taxes	9,500.00
7355 · Salaries	110,000.00

**Total 7350 · Payroll Expenses**

147,500.00

**Total Fixed Costs**

173,600.00

**Variable Cost**

6100 · Advertising	2,000.00
7170 · Groundwater Management Expense	1,000.00
6151 · Automobile Fuel	1,800.00

6250 · Bank Service Charges/Checks	500.00
6600 · Board Meeting Expense	5,000.00
7370 · Contract Labor	1,000.00
6650 · Employee Expense	
6660 · Conference & Training Fees	2,000.00
6695 · Other-Employee Expense	200.00
6670 · Travel	5,000.00
Total 6650 · Employee Expense	<u>7,200.00</u>
5008 · Licenses and Permits	100.00
7100 · Office Expense	
7165 · Software expense	5,000.00
7160 · Computer Equipment	3,000.00
7150 · Postage	500.00
7140 · misc office expense	500.00
7120 · Website maintenance	2,000.00
7115 · P.O. Box rental	150.00
7108 · toner & ink	2,500.00
7105 · office supplies	1,500.00
Total 7100 · Office Expense	<u>15,150.00</u>
6900 · Professional Service	
6910 · Accounting/Audit	10,000.00
6940 · Consultant Fees	5,000.00
Total 6900 · Professional Service	<u>15,000.00</u>
7300 · Repairs & Maintenance	
6155 · Auto Maintenance	2,000.00
7320 · Office Equipment	500.00
Total 7300 · Repairs & Maintenance	<u>2,500.00</u>
4100 · School Outreach Expense	
4110 · Teaching Labor	2,500.00
4112 · Mileage	1,000.00
4115 · Misc Teaching Expense	1,500.00
Total 4100 · School Outreach Expense	<u>5,000.00</u>
6550 · Subscriptions & Dues	2,100.00
Telephone Services	
7610 · Cell Phone Service	1,500.00
7125 · Internet Service	2,700.00
7600 · Office Phone	0.00
Total Telephone Services	<u>4,200.00</u>
Total Variable Cost	<u>62,550.00</u>
Total Expense	<u>236,150.00</u>
Net Ordinary Income	<u>39,450.00</u>
Other Income/Expense	
Other Expense	
6930 · Attorney Fees	150,000.00

7354 · Salaries-vacation pay	11,000.00
Total Other Expense	<u>161,000.00</u>
Net Other Income	<u>-161,000.00</u>
Net Income	<u><u>-121,550.00</u></u>