

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

Lubbock County Water Control and Improvement District No. 1 (LCWCID) Board of Directors met in a **CALLED** meeting on **MAY 14, 2024**, at 9:00 a.m. in the Administration office located at Buffalo Springs Lake in Lubbock County, Texas, at 9999 High Meadow Road, Lubbock, Texas. Notice of the meeting was legally posted in accordance with Government Code, Title 551, Open Meetings

1. CALL TO ORDER AND INVOCATION

DIRECTOR ADAMS OPENED THE MEETING AT 9 AM. DIRECTOR BARCENAS GAVE THE INVOCATION.

ANNOUNCEMENT OF QUORUM

BOARD MEMBERS PRESENT: NICOLE ADAMS, DOUG PARSLEY, JOEL PROCK, KADE GARNER, JANETTE BARCENAS

2. PUBLIC COMMENTS

Darcey Achin Lot 223 spoke to the Board regarding her concerns about mowing wildflowers at the lake.

3. APPROVAL OF THE MINUTES OF APRIL 9, 2024

Tabled to the June Board Meeting for corrections

4. NEW BUSINESS

4.1 Discuss, Consider, and Take Action on approving and establishing a district emergency management program.

Director Adams executed the first reading of the Emergency Management Program

4.1.A Approve and adopt the National Incident Management System (NIMS)

Director Prock made a motion to Approve and adopt the National Incident Management System (NIMS). Director Barcenas seconded, and the motion passed unanimously.

4.1.B Approve and Sign the Joint Resolution establishing an inter-jurisdictional emergency management program.

Director Prock made a motion to Approve and Sign the Joint Resolution establishing an inter-jurisdictional emergency management program. Director Barcenas seconded the motion passed unanimously.

4.2 Discuss, Consider, and Take Action for BSLRIA Temporary Use Agreement

Director Prock made a motion to Discuss, Consider, and Take Action for the BSLRIA Temporary Use Agreement. Director Barcenas seconded, and the motion passed unanimously.

Phoebe Miller was present to speak on behalf of the BSLRIA Temporary Agreement. More time was requested for further review of the contract and tabled to the June Board Meeting.

4.3 Discuss, Consider, and Take Action for the Approval of the revised Airbnb addendum.

Director Prock made a motion to Discuss, Consider, and Take Action for the Approval of the revised Airbnb addendum. Director Parsley seconded, and the motion passed unanimously.

Director Prock made a motion to approve the revised Airbnb addendum, Director Parsley seconded, and the motion passed unanimously.

4.4 Discuss, Consider, and Take Action on the reading of the "Simplified Updates to Ordinances 2022-1.1, 2022-3.2, 2022-3.4, and 2022-17.4.

Director Parsley made a motion to Discuss, Consider, and Take Action on the reading of the "Simplified Updates to Ordinances 2022-1.1, 2022-3.2, 2022-3.4, and 2022-17.4. Director Prock seconded, and the motion passed unanimously.

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

Director Adams executed the first reading of the Ordinance updates.

4.5 Discuss, Consider, and Take Action on allowing Bait Candy to set up a 10X10 unit for selling bait at the Marina.

Director Prock Made a motion to Discuss, Consider, and Take Action on allowing Bait Candy to set up a 10X10 unit for selling bait at the Marina. Director Garner seconded and the motion passed unanimously.

NO ACTION TAKEN

4.6 Discuss, Consider, and Take Action on Lot Lease Violations / Property Clean-up Notifications. **Director Prock made a motion to Discuss, Consider, and Take Action on Lot Lease Violations / Property Clean-up Notifications. Director Barcenas seconded, and the motion passed unanimously.**

Director Prock made a motion to authorize an outside contractor to perform work for residents which will be added to the Lot lease fee. Director Parsley seconded the motion passed unanimously.

4.7 Discuss, Consider, and Take Action on Personnel Matters.
Moved to Executive session

4 OLD BUSINESS

NO ACTION TAKEN

5 REPORTS

5.1 FINANCE REPORT BY HEATHER PURCELL

Heather gave the Finance Report

6.2 MARKETING DIRECTOR REPORT BY SHAYNA SCOTT

MARKETING REPORT

MAY 2024

MARKETING

- Met with Lamar for advertising purposes on digital billboards around Lubbock. All of the artwork has been submitted and billboards have our ads. Those started running on May 6.
- Implemented website modifications over the course of the month. Shared graphic designs and illustrations on social media, namely Instagram, Facebook, and X and YouTube videos.

BSL **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

- Advertising costs for the season including Spotify, Pandora, local radio, and local TV are budgeted and commercials are ready to launch for July 6.
- Chatbot on our website for customer experience and quicker response times. When a customer can't find the answer with the chatbot, they are able to send an email.
- Designed new graphics and coordinated their installation on the police department's boat and Sea-Doo.
- Had a meeting with Wes Davis from Equipment Share, resulting in a new advertising agreement. Under this arrangement, they will offer a trade for any equipment we rent from them. Last year, our expenditures with Equipment Share amounted to approximately \$60,000.
- Coordinated with Llano Estacado Audubon Society, AeroCar, Texas Parks and Wildlife, and Texas A&M Forestry Services for their participation in Harwell Elementary dates at the lake, we hosted a fun day on April 23.
- Coordinated with Polaris, they held a demo event for dealers on April 29 at the trails.
- Coordinated with Morton ISD for April 19, and Lubbock Homeschool group on May 19. Both will bring groups of kids for adventures at BSL.

SCHEDULE OF EVENTS

- May 18 - National Armed Forces Day, "Go Topless" for Jeeps
- May 17-19 - Wake the Canyon
- June 1- Texas Parks & Wildlife Free Fishing Day
- July 6 - Annual Fireworks Show
- August 31 - Labor Day Celebration, Hot Air Balloons
- September 24 - BBQ Cook Off
- October 5 - C.A.S.T. For Kids

SPONSORSHIP COMMITMENTS

- North Permian Well Service, \$10,000
- Equipment Share \$3000 for BBQ Cook Off

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

- Pollard Friendly Ford, \$20,000

6.3 POLICE DEPARTMENT REPORT BY CHIEF JONES

Chief Jones gave the police report for the month.

6.4 MANAGERS REPORT BY BRANDON POWELL

**BUFFALO SPRINGS LAKE AGENDA
RECOMMENDATIONS & MANAGERS REPORT**

May 14th, 2024

NEW BUSINESS

4.1 Approving and establishing a district emergency management program, adopting the National Incident Management System (NIMS), the Joint Resolution establishing an inter-jurisdictional emergency management program.

These documents are required in order for the District Manager to have the Emergency Operations Plan approved through TDEM. We must establish the District Manager as the EMC, Adopt the National Incident Management System, and Sign the Joint Resolution establishing an inter-jurisdictional emergency management program. The latter will be a joint signing by the District Board of Directors and The Village of Buffalo Springs Lake.

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Incident Management System. NIMS defines operational systems that guide how personnel work together during incidents.

4.2 BSLRIA Temporary Use Agreement- This agreement has been in the making since the previous Board President. In this agreement, we have identified key factors to hold the Residents Association accountable for maintaining the gate to the West of the office.

4.3 Approval of the revised Airbnb addendum. Since there have been several Air BnB residents pushing back on the yearly fee. Secretary Parsley and I met with Jody Jenkins about the fees. In this revised addendum. The fee to operate an Air BnB will be based on the total square footage of the home. The changes are as follows:

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

0-500 SQFT \$300
501-999 SQFT \$600
1000-1499 SQFT \$900
1500-1999 SQFT \$1200
2000+ SQFT \$1500

4.4 Reading of the “Simplified Updates to Ordinances 2022-1.1, 2022-3.2, 2022-3.4, and 2022-17.4. See the attached publication in the Slatonite for reading.

4.5 Allowing Bait Candy to set up a 10X10 unit for selling bait at the Marina. Ty from Bait Candy has discussed with Crystal Carter about placing one of his buildings at the Marina to sell bait for all the local fishermen. He is seeking approval from the Board of Directors to do so.

4.6 Lease Violations / Property Clean-up Notifications. On March 28th the first set of lot lease violation letters were sent out. Some residents took the initiative or contacted the office for assistance. However, on April 17th, a second letter had to be sent to the following lots that are still in violation.

Lots – 18, 20, 23, 62, 68, 84, 136, 509, 512, 517, 540, 541, 542, 542 A, 542, 575

4.7 Discuss, Consider, and Take Action on Personnel Matters. This line item will need to be discussed in executive session.

OLD BUSINESS

**MANAGER’S REPORT
ADMINISTRATION**

District Manager –

May 21st attending the EOC/ICS workshop in Lubbock with TDEM.

May 30th- June 2nd Butch Johnson and I will be attending the TDEM conference in Fort Worth.

District Secretary and Park Ranger Position – I have not put either announcement out for the open positions. Our gate and police staffing have taken priority and are slowly being filled. Once these positions are filled and staffing for the gate and police are at a level of comfort, I will move forward with the Secretary and Ranger. Chief Jones has a few applicants that are looking promising.

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

Buffalo Springs Lake Road widths. In progress, Maintenance staff are handling this in between trash clean up and mowing throughout the week.

Buffalo Springs Lake sewer system: This will be postponed until Maintenance is available.

Bridge Pillar – TxDot has put a stop work order on Digg Commercial because of the coffer dam tearing away from the bridge and making its way down the spillway. The completion date is now unknown.

McMillan Dam- Construction will begin soon. Freese and Nichols have installed Piezometers at the toe of the dam and along the road on top.

Texas Parks and Wildlife Grant – The new fishing pier has been installed as of May 8th.

Emergency Operations Plan – Completed once agenda items 4.1, 4.1A, and B are sent over.

MAINTENANCE / UTILITIES/PARKS-

Maintenance has increased staff by 2 and is now completing more of the smaller projects. Schedules have shifted to have staffing over the weekend for trash cleanup.

PROMOTIONS – Shayna Scott

POLICE DEPARTMENT – Chief Jones

CUSTOMER SERVICE – All gates are operational. We have had several applications for part-time work at the gate. Our busy weekends will be covered soon with two to three gates operational.

6 EXECUTIVE SESSION

Adjourned for Executive Session at 10:16 AM

7 PUBLIC COMMENT

No Public Comment

8 DISCUSSION ITEMS

No discussion items

9 ADJOURN

BSL  **LUBBOCK COUNTY WCID NO. 1 BOARD OF DIRECTORS MINUTES OF MAY 14, 2024**

The Board of Directors adjourned at 11:43 AM

Nicole Adams President _____
Lubbock County WCID No. 1

Date: _____