

**RED RIVER AUTHORITY OF TEXAS**  
**Regular Board of Directors Meeting**  
**Meeting Minutes**  
**April 16, 2025**

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The Red River Authority of Texas Board of Directors held a regularly scheduled meeting on Wednesday, April 16, 2025 at 9:00 a.m. The meeting was held at the Authority's Administrative Offices located at 3000 Hammon Road, Wichita Falls, Texas.

The meeting was open to the public, and the agenda was publicly posted in accordance with Open Meetings Act requirements.

The following directors, staff, and guests were present:

Directors:	Mr. Jerry Bob Daniel, President, Truscott Mr. Conrad J. Masterson, Jr., Vice President, Cee Vee – <i>Via Zoom</i> Ms. Mary Lou Bradley, Secretary/Treasurer, Memphis Ms. Tonya D. Detten, Assistant Secretary, Panhandle Mr. Jerry Dan Davis, Wellington – <i>Via Zoom</i> Mr. Michael R. Sandefur, Texarkana Mr. Stephen Thornhill, Denison – <i>Via Zoom</i> Mr. Joe L. Ward, Telephone
Staff:	Mr. Fabian A. Heaney, General Manager Mr. Bryan Schaffner, Assistant General Manager Ms. Cara Glasscock, Administration Manager Mr. Glen Hite, IT Systems Administrator
Guests:	Ms. Erika Aguirre Vasquez, TCDRS Employer Services Representative Ms. Amy Campbell, TCDRS Manager of Employer Services

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**Item One:                   Call the Meeting to Order, Roll Call, Pledge of Allegiance to the Texas and U.S. Flags and Invocation.**

Mr. Daniel called the meeting to order at 8:58 a.m. Ms. Glasscock performed roll call and announced that Mr. Conrad Masterson would be joining via Zoom. Mr. Daniels stated that a quorum of the Board was present. Pledges of allegiance to the United States and Texas Flags were said by all. Mr. Daniel then provided the invocation.

**Item Two: Public Comments to the Board of Directors.**

There were no public comments to the Board of Directors.

**Item Three:****CONSENT AGENDA**

*Items on the consent agenda will be considered and acted on in one motion.*

- a. **Approval of the Minutes of the Regularly Scheduled Board of Directors Meeting Held on January 15, 2025, and Take Any Other Action Deemed Necessary.**
- b. **Consider Approval of Directors' Expenses, and Take Any Other Action Deemed Necessary.**

Following review of the consent agenda items, Mr. Ward made a motion that the items on the consent agenda be approved, as presented. Ms. Detten seconded the motion, which passed unanimously by a vote of **8 For** and **0 Against**.

*Mr. Masterson joined via Zoom at 9:04 a.m.*

**REGULAR AGENDA****Item Four: Receive a Presentation on the Authority's Pension Plan from Ms. Erika Aguirre Vasquez, TCDRS Employer Services Representative and Ms. Amy Campbell, TCDRS Manager of Employer Services.**

Ms. Erika Aguirre Vasquez, TCDRS Employer Services Representative, and Ms. Amy Campbell, TCDRS Manager of Employer Services, provided the Board with a presentation on the current status and potential benefit enhancements of the Authority's Pension Plan.

**Item Five: Consider Approval of the Addition of an After-Tax Roth Option to the Deferred Compensation Plan with Security Benefit, including a one-time Plan Amendment Fee of \$250, and Take Any Other Action Deemed Necessary.**

Mr. Sandefur made a motion to approve the addition of the after-tax Roth option to the deferred compensation plan with Security Benefit. His motion was seconded by Ms. Detten, and the motion passed by a vote of **8 For** and **0 Against**.

**Item Six: Consider Approval of the *Draft 2025 Canadian and Red River Basins Summary Report*, Dependent on Final Comments from the Texas Commission on Environmental Quality, and Take Any Other Action Deemed Necessary.**

The Board received an overview from Mr. Dan Medenwaldt, CRP Supervisor, on the Draft 2025 Canadian and Red River Basins Summary Report. He stated that once final comments have been received from the TCEQ, those would be included and submitted with the final report, which is due by May 31, 2025.

Following minor discussion, Ms. Detten made a motion to approve the *Draft 2025 Canadian and Red River Basins Summary Report*, Dependent on Final Comments from the Texas Commission on Environmental Quality. Her motion was seconded by Mr. Davis, and the motion passed by a vote of **8 For** and **0 Against**.

**Item Seven: Consider Approval of a Ranked List for Auditing Services Firm to be Utilized for the Next Period of Five Years, and Take Any Other Action Deemed Necessary.**

Mr. Heaney provided a brief overview of the Request for Qualifications for an Auditing Services Firm. He noted that only one response was received, which came from the Authority's current auditing firm, Edgin, Parkman, Fleming & Fleming, PC. A brief discussion followed regarding the length of time the firm has served the Authority. Mr. Sandefur made a motion to approve the recommended firm for a five-year term. Mr. Ward seconded the motion, which passed unanimously by a vote of **8 For** and **0 Against**.

**Item Eight: Consider Authorizing the General Manager to Execute the Engagement Letters with the Firm of Edgin, Parkman, Fleming and Fleming, P.C. for the Following Procedures:**

- a. Conduct an Audit of the Authority's Records for the Fiscal Year Ending September 30, 2025.**
- b. Conduct Agreed Upon Procedures Utilized to Prepare an Indirect Cost Accounting Plan for Calendar Year 2026.**

Mr. Sandefur made a motion to authorize the General Manager to execute the engagement letters with Edgin, Parkman, Fleming and Fleming, P.C. to conduct an audit of the Authority's records for the Fiscal Year ending September 30, 2025, and to conduct agreed upon procedures utilized to prepare an Indirect Cost Accounting Plan for Calendar Year 2026. His motion was seconded by Ms. Detten, and the motion passed unanimously by a vote of **8 For** and **0 Against**.

**Item Nine: Consider Adopting Resolution No. 2025-003, Amending Chapter 1 - General Administration of the Administrative Policy and Procedure Manual, and Take Any Other Action Deemed Necessary.**

Ms. Glasscock provided an overview of the additions and revisions made to the Administrative Policy and Procedure Manual. A brief discussion followed regarding minor updates in the remaining

chapters, primarily related to title changes. Mr. Sandefur made a motion to approve the changes in Chapter 1 as well as all other chapters of the Administrative Policy and Procedure Manual and adopt resolution 2025-003. Mr. Ward seconded the motion, and it passed unanimously with a vote of **8 For** and **0 Against**.

**Item Ten: Consider Adopting Resolution No. 2025-004, Amending the Alcohol and Controlled Substance Policy and Disciplinary Policy in the Safety Program, and Amend the Position Title of Executive Assistant to Administration Manager, and the Position Title of Utility Supervisor to Assistant General Manager, of the Authority's Administrative Policy and Procedure Manual, and Take Any Other Action Deemed Necessary.**

Mr. Sandefur amended the motion to approve all changes to the Administrative Policy and Procedure Manual, including revisions to the Alcohol and Controlled Substance Policy and the Disciplinary Policy within the Safety Program. The amended motion also included updating the position title of Executive Assistant to Administration Manager, and the position title of Utility Supervisor to Assistant General Manager. Mr. Sandefur's motion captured all changes under Resolution 2025-03, so Resolution 2025-04 was not necessary. His motion was seconded by Mr. Ward, which passed unanimously by a vote of **8 For** and **0 Against**.

**Item Eleven: Consider Adopting Resolution No. 2025-005, Clarifying a Power of the General Manager to Negotiate and Execute Contracts, and Take Any Other Action Deemed Necessary.**

Mr. Heaney explained that the proposed change specifically relates to the General Manager's discretion to renegotiate the terms of an existing contract. Following minor discussion, Mr. Davis made a motion to adopt Resolution 2025-005, Clarifying the Power of the General Manager to Negotiate and Execute Contracts. His motion was seconded by Ms. Detten, and the motion passed by a vote of **8 For** and **0 Against**.

**Item Twelve: Consider Adopting Resolution No. 2025-006, Adopting the Strategic Plan for the Red River Authority of Texas 2025-2030, and Take Other Any Action Deemed Necessary.**

Ms. Detten moved to adopt Resolution 2025-006, adopting the Strategic Plan for the Red River Authority of Texas 2025-2030. Mr. Thornhill seconded the motion, and it passed unanimously with a vote of **8 For** and **0 Against**.

**Item Thirteen: Consider Approval of the Texas Water Development Board (TWDB) Grant Escrow Agreement between Red River Authority of Texas and BOKF, NA, and Take Any Other Action Deemed Necessary.**

Mr. Heaney gave a brief overview of the grant escrow agreement between the Authority and BOKF, NA. Mr. Sandefur made a motion of approval for the grant escrow agreement. The motion was seconded by Mr. Ward, and it passed unanimously with a vote of **8 For** and **0 Against**.

**Item Fourteen: Consider Adopting Resolution No. 2025-007, Appointing Mr. Fabian Heaney as the Designated Representative of the Authority to Execute the Funding Agreement with the Texas Water Development Board (TWDB), and Take Any Other Action Deemed Necessary.**

Mr. Sandefur moved to adopt Resolution 2025-007, appointing Mr. Fabian Heaney as the designated representative of the Authority to execute the funding agreement with the Texas Water Development Board (TWDB). Mr. Davis seconded the motion, and it passed unanimously with a vote of **8 For** and **0 Against**.

**Item Fifteen: Consider Authorizing Acceptance of the City of Estelline Franchise Agreement, and Take Any Other Action Deemed Necessary.**

Mr. Heaney briefly explained the franchise agreement with the city of Estelline. Ms. Detten made a motion to authorize the acceptance of the City of Estelline Franchise agreement. The motion was seconded by Mr. Thornhill, and it passed unanimously with a vote of **8 For** and **0 Against**.

**Item Sixteen: Other Business as the Board May Deem Appropriate:**

**a. Board Committee Reports**

There were no Board Committee updates.

**b. General Manager's Report**

Mr. Heaney provided a brief update on the budget status, funding, and GMIWA initiating Stage 4 of their Drought Contingency Plan.

**c. Assistant General Manager's Report**

Mr. Schaffner provided an update on the Utility Division.

**d. Administration Manager's Report**

Ms. Glasscock provided an administrative update.

**e. Financial Report by the Controller**

There were no significant changes or updates to report.

**Item Seventeen:       Comments from the Directors and/or Suggestions for Future Agenda Items.**

There were no comments from the Directors or suggestions for future agenda items.

**Item Eighteen:       Adjourn Meeting.**

Ms. Detten made a motion to adjourn the meeting at 11:49 a.m. Her motion was seconded by Mr. Thornhill, and the motion passed unanimously by a vote of **8 For** and **0 Against**.

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Mary Lou Bradley  
Secretary

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Jerry Bob Daniel  
President