

**MINUTES OF
February 5, 2007
BOARD MEETING
CENTRAL TEXAS GROUNDWATER
CONSERVATION DISTRICT**

The Board of Directors of the Central Texas Groundwater Conservation District met in regular session Monday, February 5, 2007 at 1:30 p.m. in the District office located at 225 S Pierce Street, Suite 104, Burnet, Texas.

The following persons were present:

Members Present

John Simmons, President
Patrick Quinlan, Vice President
Wayne Brown, Secretary
Jerry Bostick, Director
Todd Fox, Director

Staff Present

Richard Bowers, General Manager
Brian Sledge, Attorney for District

Others Present

Ronnie Hibler, Commissioner, Burnet County
Leslie Hassell, General Manager, Hanson
Michael Warner, Michael Warner & Associates P.C.
Charity Taber, Michael Warner & Associates P.C.
Mike Lucksinger, Highland Lakes Title and Huttluck One

President Simmons declared a quorum present and called the Meeting to order at 1:30 p.m.

President Simmons opened the meeting up for public comment.

Mr. Lucksinger introduced himself and stated that he wanted to let the Board know that he was very glad to have the District lease the office space. He stated the various conditions of the lease space which included internet service and the utilities with the exception of telephone service. He also discuss with the Board the “build out” that he was willing to provide.

Commissioner Hibler then addressed the Board. He stated that he was here as a representative of the Burnet County Commissioners Court and would be attending the Board meetings. He stated that the Court was very glad to have the District established and was looking forward to working with the District.

There were no other public comments.

President Simmons then asked the Board to consider the minutes of the January 9, 2007 Board Meeting.

Jerry Bostick moved to:
Approve the Minutes of the January 9, 2007 Board Meeting as presented.

Second was by Pat Quinlan.

Vote on the motion was unanimous.

The Manager stated that he had asked Mr. Michael Warner to meet with the Board in regard to a financial audit of the District for the last fiscal year (October 1, 2005 through September 30, 2006). He then asked if the Agenda item in regard to a financial audit could be considered at this time to accommodate Mr. Warner's schedule.

President Simmons stated that would be acceptable. He then called on Mr. Warner to address the Board. Mr. Warner introduced Ms. Tabor, stating that she would be working with the Manager on the Audit. Mr. Warner provided the Board with a letter of engagement and discussed his qualifications and the estimate of time the audit would require.

Todd Fox moved to:
Accept the engagement letter from Michael Warner & Associates P.C. to perform the District audit for the 2005 – 2006 fiscal year.

Second was by Pat Quinlan.

Vote on the motion was unanimous.

President Simmons then asked the Board to consider the Financial Report and called on the General Manager.

Mr. Bowers stated that he had prepared several documents in regard to the financial affairs of the District. He presented copies of the following reports which the Board discussed:

Budget review of the District for the last fiscal year,
Budget review for the current fiscal year,
Transaction report from January 4, 2007 – January 26, 2007

He then presented the Board with the following current bills:

Huttluck One - February office lease	\$ 1,500.00
Lloyd, Gosselink, Blevins, Rochelle & Townsend - Attorney Fees	11,613.41
Telstar Communications, Inc. - Install telephone	70.00
Alltel- Cell Phone	103.90
Richard Bowers - Travel Expense	210.36
Richard Bowers - Office Expenses	\$ <u>110.19</u>
Total	13,607.86

Jerry Bostick moved to:
Approve the Treasurers report.

Second was made by Todd Fox.

Vote on the motion was unanimous.

President Simmons stated that the Bylaws of the District require the Board to adopt a resolution allowing the General Manager to sign checks on the District accounts. He then asked the Board to consider the Following Resolution:

**RESOLUTION AUTHORIZING GENERAL MANAGER
TO EXECUTE CERTAIN DISTRICT DISBURSEMENTS
RESOLUTION 2007-01**

THE STATE OF TEXAS

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**CENTRAL TEXAS GROUNDWATER
CONSERVATION DISTRICT**

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WHEREAS, Section 7.3 Expenditures of the Bylaws of the Central Texas Groundwater Conservation District states: “The District’s money may be disbursed only by check, draft, order, or other instrument, which shall be signed by at least two Directors unless the Board has authorized by resolution certain employees, or a combination of employees and Directors, to so sign;”

WHEREAS, the District has employed a person to serve as General Manager who shall be the chief administrative officer of the District and has full authority to manage and operate the affairs of the District, subject only to the direction given by the Board through policies, resolutions, and orders adopted by it; and

WHEREAS, the Board of Directors of the District met in a public meeting, noticed properly in accordance with applicable law, and considered the approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Texas Groundwater Conservation District as follows:

1. The above recitals are true and correct.
2. The General Manager is hereby authorized to sign or otherwise execute checks and other disbursements of the District except as otherwise prohibited by the District Bylaws. Checks and other disbursements issued by the District that are signed by the General Manager also require the signature of one Director.
3. The Board President, Secretary, and the General Manager are further authorized to take any and all actions necessary to implement this resolution.

AND IT IS SO ORDERED.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS on this 5th day of February, 2007.

By: _____
President

Attest: _____
Secretary

Wayne Brown moved:
To adopt the Resolution.

Second was by Todd Fox.
Vote on the motion was unanimous.

The next item for consideration was a public funds investment policy for the District. The Board discussed the investment policy presented by the Manager. Brian Sledge stated that he had review the document and had some suggested changes to the policy. The Board discussed other policies the District needed to adopt.

It was the decision of the Board to table action on the public funds investment policy until the March Board meeting and to include at that meeting other policies the Board needed to consider.

The next item for consideration was the acquisition of a vehicle for the District.

The manager stated that he had gone to two of the new automobile dealerships and after discussing the specification for a vehicle realized that he needed to develop somewhat more detailed specification request and that the cost of the vehicle being considered could be in excess of \$25,000. In addition, he stated that he thought the Board should decide if they wanted to lease or purchase a vehicle.

Pat Quinlan moved to:
Purchase the vehicle and instruct the Manager to secure bids from the local dealers and a cost of the same vehicle going through the state purchasing agency and present the bids to the Board at the March Board meeting.

Second was by Jerry Bostick.
Vote on the motion was unanimous.

President Simmons then called on the Manager to report on various items in regard to the District operations.

The Manager discussed the following items:

Education:

Public Education: News articles and programs to various civic clubs and other organizations.

School Education: Major Rivers for grade schools and Project WET which has information for all grade levels.

District Membership:

Texas Alliance of Groundwater Districts

Texas Water Conservation Association

Groundwater Management Districts Association

Local Organizations

General Operations of District:

Office Space: He stated that he had talked with Mike Lucksinger in regard to the build-out in this space.

Office furniture and equipment: He stated we would need some additional furniture including a table or tables for Board Meetings and other meetings. He also stated that we will need a copy machine for the office and stated we should consider if there was any advantage between a lease or purchase.

Clerical: He stated that he failed to include some items on the agenda of this meeting that usually are included and should continue to be included. Specifically they are: "Agenda items for next meeting", "GMA 8 report and/or action", "Region K report and/or action". He then asked if there are other items that should be included.

During the discussion, the Board by consensus decided that the District should join Texas Water Conservation Association at this time. They also instructed the General Manager to continue to secure the necessary office equipment and furniture needed if it is still within the \$6,000 set out at the January 9, 2007 Board Meeting.

President Simmons then called on the Manager for an update on the District Management Plan.

The Manager stated that Randy Williams with Turner, Collie and Braden had emailed a copy of the Management Plan to him and Brian Sledge. He stated that after Brian has added his suggestions to the plan that it should be ready for public comment and consideration by the Board for adoption.

By consensus, the Board asked that the Manager publish the necessary notices and schedule a hearing on the Management Plan for March 5, 2007 Board meeting and the Board would consider action on the Plan at that meeting.

President Simmons asked if there was any other business to come before the Board. There was none.

President Simmons stated that the next Regular Board meeting would be on March 5, 2007 at 6:00 p.m. in the District office unless it was determined that we needed a larger space due to the hearing on the Management Plan.

President Simmons stated that the Board would hold a work session on the rules following the adjournment and that everyone was welcome to attend the meeting. He adjourned the meeting at 3:30 p.m.

John Simmons, President

Wayne Brown, Secretary