

TEXAS ALLIANCE OF GROUNDWATER DISTRICTS
Annual Meeting
Tuesday, August 26, 2014, 9:00 am
 San Marcos Embassy Suites and Conference Center
AGENDA

- A. Call to Order – 9:00 a.m.
- B. Invocation
- C. Roll Call
- D. Discussion and possible action on minutes of prior meeting
- E. Discussion and possible action on Financial Reports
- F. Discussion and possible action on amendments to Financial Policy
- G. Discussion and possible action on Employment Policy
- H. Discussion and possible action on Bylaws amendments
- I. Discussion and possible action on 2014-2015 District Membership dues, Associate Membership dues, and quarterly meeting registration fees
- J. Discussion and possible action on Executive Committee’s recommendation regarding staff performance evaluation
- K. Discussion and possible action on 2014-2015 Annual Budget
- L. Discussion and possible action on 2015 TAGD quarterly meetings
- M. Discussion and possible action on Texas Groundwater Summit 2015
- N. Discussion and possible action on legislative proposals
- O. Committee Reports

Executive Director (Stacey Steinbach)	Groundwater Protection (David Van Dresar)
Executive Committee (Kathy Turner Jones)	Information & Education (Carolyn Cadena)
Legislative Committee (Bob Patterson)	Railroad (Sue Young)
Bylaws Committee (Zach Holland)	Aquifer Storage and Recovery (Tim Andruss)
Drought Preparedness (David Van Dresar)	Soil & Water Conservation (Joel Pigg)

P. Member and Group Reports

GCD Reports	GMA Reports
RWPG Reports	Environmental Flows Advisory Group Reports

- Q. Other TAGD Business
- R. 11:00am: Adjournment

AGENDA ITEM D

**Minutes of
Regular Meeting
TEXAS ALLIANCE OF GROUNDWATER DISTRICTS
May 27 - 28, 2014
South Austin Marriott, Austin, Texas**

Agenda Item D

These Minutes are a record of the items discussed, including motions on any matters that involve the TAGD Membership. The Minutes mostly follow the order on the previously distributed agenda, but may not have been discussed in that order, as noted in the Minutes.

A. Call to Order and Invocation. President Kathy Turner Jones called the meeting to order at 2:30 PM. Dale Adams gave the invocation.

B. Speaker Sessions

1. *It's Never Too Late (Even After 65 Years?): The Missing Disclosure in Everyday Real Estate Transactions*, Charles Porter
2. *TWCA Groundwater Committee Update*, Brian Sledge, Sledge Fancher, PLLC and Hope Wells, San Antonio Water System

C. Roll Call. Secretary Leah Adams called the roll and informed the Chair there were 53 District Members in attendance, comprising a quorum. A list of GCDs represented at the meeting is attached as Attachment 1.

D. Announcement of New Members. Kathy Turner Jones made the announcement of welcoming Hance Scarborough, LLP and Carollo Engineers and stated TAGD has had one new application from AW Blair Engineering for an associate member that will be voted on prior to the next meeting by the Executive Committee. Associate Membership is up to 31 associate members, double our 2011 numbers.

E. Discussion and possible action on minutes of prior meeting. Steve Walthour requested a change under Section I of the February minutes to show the approval of both the financial policy and the financial reports by the same motion. David Van Dresar made the motion and Steve Walthour seconded to approve the minutes with the requested change.

F. Discussion and possible action on financial reports and audit. Stacey reported that membership is up and expenditures are down, but to remember that most income is collected at the beginning of the year. Janet Adams made the motion and Zach Holland seconded to approve the financial reports as presented. Stacey provided copies of the audit reports in the Board packets. Alan Day and Janet Guthrie seconded the motion to approve the audit report.

G. Discussion and possible action on legislation workgroup and initiatives. Hope Wells and Brian Sledge provided the members an update on TWCA committee legislative discussions. Stacey mentioned the dates of meetings as listed on the website. The legislative workgroup committee reports are as follows:

- Kathy Turner Jones/Bob Patterson – Permitting and Brackish: no update till after meeting on Thursday.
- C.E. Williams - Oil and Gas: the committee is having difficulty making any headway with the industry, but is still working on alternatives.
 - Tim Andruss - ASR committee: no progress at this time
 - Janet Adams – Groundwater Use Reporting: on hold
 - Greg Ellis provided an update on the Marathon oil injection well petition at the RRC.

H. Report from Texas Groundwater Summit planning committee. Stacey provided an update on the committee action. To date, the committee has meet at least bimonthly to coordinate the Summit. Early bird counts are up this year over last year. The agenda is good this year so all GCDs are encouraged to bring Board Members. Continuing education credits will be provided.

I. Discussion and possible action on upcoming meetings and conferences. Stacey reported the travel meeting will be in Kingsville this year. The Executive Committee will be working on the dates for next years meetings.

The meeting was recessed until Wednesday, May 28, 2014 at 8:30 AM.

J. Call to order after recess at 8:30 AM.

K. Speaker sessions:

1. *TDLR Program Update*, Adam Foster and Jake Wiley, Texas Department of Licensing and Regulation
2. *Hot Topics in Employment Law*, Sheila Gladstone, Lloyd Gosselink Rochelle & Townsend, P.C.
3. *LULAC v. EAA*, Marc Friberg, Edward's Aquifer Authority

L. Executive Director's Report. Kathy reported that TAGD is working on several databases and a cheat sheet to help new GCDs and legislators that summarizes GCD information. Stacey reported an update on the Summit and fall meetings and reminded everyone of the Leadership training provided in Lubbock for any Board Member. She also mentioned that TAGD has received a grant and donations to help fund the database efforts. Carolyn Cadena gave an update on the database projects. They have been meeting with the developer and will establish a database committee to work on the project.

M. President's Report. Stacey Steinbach mentioned a meeting of the Executive Committee to discuss possible GMA funding options from TWDB, but no action was taken. The discussion looked at four points:

1. Continue to fund GMAs locally.
2. Invite counties to participate.
3. Support state funding for TWDB for GAMs.
4. Track all money spent for DFC process so data is available.

Stacey also mentioned the development of a salary survey by TAGD to help GCDs.

N. Committee Reports, GMA Updates, and Other TAGD Business. The reports are as follows:

1. David Van Dresar reported the groundwater protection committee met early in May. The 180 day list has been released. The committee has been working on TCEQ rule changes, recommendations to legislation, and review of the contamination report. David also gave an update on the Drought Preparedness Council. The Council reminded everyone the 180-day list is available and that 90% of the State was in 42 months of drought. El Niño conditions should provide some relief and 11 of 21 surface basins are below normal. TCEQ provided a list of drought restrictions. Steam flows are down, causing problems for Parks and Wildlife.
2. Sue Young was not in attendance but should be able to provide an update on rules at the Summit.
3. Zach Holland reported upcoming proposed changes to the Bylaws related to the recently-adopted financial policy.
4. Stacey provided an update on the Information and Education committee. The committee is working on packets for new General Managers and the cheat sheet for legislators and new GCDs. They are also helping on the database and a vehicle to help with State audits.
5. Joel Pigg reported no updates from the Soil and Water Conservation committee.
6. No GCD updates.
7. GMA 10 reported work on an advisory group.
8. Regions G, L, and I report working on prioritization.
9. No update from the environmental flows advisory groups.
10. Robert Bradley reported that the TWDB members will be making the GMA tour and that all GMA meetings are listed on the TWDB website.

11. Kathy reminded everyone of the TWCA Conference in Horseshoe Bay on June 11-13, 2014 and the TAGD Groundwater Summit is August 26-28, 2014.

O. Adjournment. Without objection, Kathy Turner Jones adjourned the meeting at 11:30AM.

Prepared and submitted by Stacey Steinbach, Executive Director, and Leah Adams, Secretary.

Approved by the Members on _____, 2014.

Kathy Turner Jones, President

Leah Adams, Secretary

Attachment 1
Members Attending the TAGD Quarterly Business Meeting
May 27-28, 2014
South Austin Marriott, Austin, Texas

1. Bandera Co. River Authority and Groundwater District
2. Barton Springs/Edwards Aquifer Conservation District
3. Bee Groundwater Conservation District
4. Blanco-Pedernales Groundwater Conservation District
5. Bluebonnet Groundwater Conservation District
6. Brazos Valley Groundwater Conservation District
7. Brush Country Groundwater Conservation District
8. Central Texas Groundwater Conservation District
9. Clearwater Underground Water Conservation District
10. Coastal Bend Groundwater Conservation District
11. Coastal Plains Groundwater Conservation District
12. Crockett County Groundwater Conservation District
13. Culberson County Groundwater Conservation District
14. Edwards Aquifer Authority
15. Fayette County Groundwater Conservation District
16. Gonzales County Underground Water Conservation District
17. Hemphill County Underground Water Conservation District
18. High Plains Underground Water Conservation District No. 1
19. Irion County Water Conservation District
20. Jeff Davis County Underground Water Conservation District
21. Kenedy County Groundwater Conservation District
22. Kimble County Groundwater Conservation District
23. Live Oak Underground Water Conservation District
24. Llano Estacado Underground Water Conservation District
25. Lone Star Groundwater Conservation District
26. Lone Wolf Groundwater Conservation District
27. Lost Pines Groundwater Conservation District
28. McMullen Groundwater Conservation District
29. Mesa Underground Water Conservation District
30. Mid-East Texas Groundwater Conservation District
31. Middle Trinity Groundwater Conservation District
32. Neches and Trinity Valleys Groundwater Conservation District
33. North Plains Groundwater Conservation District
34. North Texas Groundwater Conservation District
35. Panhandle Groundwater Conservation District
36. Panola County Groundwater Conservation District
37. Pecan Valley Groundwater Conservation District
38. Pineywoods Groundwater Conservation District
39. Plateau Underground Water Conservation and Supply District
40. Plum Creek Conservation District
41. Post Oak Savannah Groundwater Conservation District
42. Prairelands Groundwater Conservation District
43. Real-Edwards Conservation and Reclamation District
44. Red River Groundwater Conservation District
45. Refugio Groundwater Conservation District
46. Rolling Plains Groundwater Conservation District
47. Southeast Texas Groundwater Conservation District
48. Sterling County Underground Water Conservation District
49. Sutton County Underground Water Conservation District
50. Texana Groundwater Conservation District
51. Upper Trinity Groundwater Conservation District
52. Victoria County Groundwater Conservation District
53. Wes-Tex Groundwater Conservation District

**Texas Alliance of Groundwater Districts
Minutes of Executive Committee Meeting
July 1, 2014, 10:30am via Conference Call**

Roll Call:

The following Executive Committee members were on the call: Zach Holland, Leah Adams, Bob Patterson, Tim Andruss, Kathy Turner Jones, Ron Fieseler, Steve Walthour, and Janet Adams.

Kathy Turner Jones and Greg Sengelman joined during the third item.

1. A.W. Blair Member Application

Stacey explained that we had an Executive Committee member who wanted to discuss further before approving the membership application from A.W. Blair. Mr. Blair is an Austin-based engineering consultant who has been in the business for over 20 years. He has also served as an expert witness for governmental entities in state water litigation, including in the Guitar case. His consulting clientele has consisted almost entirely of GCDs and irrigation districts. He currently consults for several GCDs, including Culberson, Hudspeth, and Southern Trinity.

Steve moved to approve A.W. Blair's membership application. Janet seconded the motion. All members present approved and the motion carried.

2. Outreach

Stacey explained that this is an update item to let the committee know of outreach efforts we will be developing this fiscal year and into next fiscal year. Carolyn is finalizing our groundwater "cheat sheet" that we hope to have printed on card stock with some nice graphics and available for handouts this fall. Some of the recent testimony at the Joint Committee on Water Desalination reflects a real need for this kind of outreach with the public and at the Capitol. Stacey explained that we would also like to start efforts to develop stock "popular pieces" on issues like brackish groundwater, ASR, groundwater ownership, and other topics. She said TAGD is considering contracting with Kirk Holland to help with some of the technical writing on these items. TAGD does have money in the budget for some of this work this fiscal year.

3. GCDI

Stacey said that the response we have seen to the Groundwater Conservation Districts Index (GCDI) project has been incredibly positive! Folks from the legislature, industry, and the groundwater world are very excited about getting this project off the ground. She told the committee that the web developer is ready to get started on the project as soon as we authorize it. Due to current awareness, the upcoming summit, and our web developers schedule, Stacey recommend we begin the project asap and explained the action on this item here is whether to approve moving forward with the GCDI and authorize execution of the attached GCDI contract. Such approval would require a budget amendment because we did not include this project in our FY13/14 budget. Stacey explained that as of today, we have raised \$5200 for the project - \$3,000 in grant money from the Dixon Water Foundation, and \$2,200 from GCD donations. All the money spent on the project will be independent of our currently budgeted FY13/14 income/expenses. The Bylaws allow the Executive Committee to make budget amendments in amounts less than \$2500.

Zach suggested adding a line item into the budget since the money is already collected. Kathy suggested adding it into the budget as an approved unplanned

expense. Ron agreed and suggested making a miscellaneous budget category.

Steve moved to move \$2500 from reserves into Outreach, which is allowed by our bylaws. Kathy seconded the motion. All members present approved and the motion carried.

Janet moved to execute the contract with Ben Jansen of Audion LLC for the web development of the GCDI. Zach seconded the motion. All members approved and the motion carried.

4. Personnel Policy and Bylaws Amendments

Stacey explained that this item was just another update item to let the committee know that TAGD is working on a simple employment policy that includes annual review of the Executive Director by the Executive Committee and a review of TAGD staff by the Executive Director. She said that staff would be working with Zach and the Bylaws Committee on that policy, as well as work on some clean-up amendments to the Bylaws that will be up for approval at the Annual Meeting in August.

**Texas Alliance of Groundwater Districts
Minutes of Executive Committee Meeting
August 15, 2014, 9:00am via Conference Call**

Roll Call:

The following Executive Committee members were on the call: Kathy Turner Jones, Bob Patterson, Steve Walthour, Leah Adams, Zach Holland, Janet Adams, Jim Polonis, and Greg Sengelman. Tim Andruss and Ron Fieseler were absent. Stacey Steinbach, Carolyn Cadena, Joe B. Cooper, C.E. Williams, and Lonnie Stewart were also on the call.

Except where noted, action items approved by the Executive Committee are for the purpose of presenting the items to the full membership for approval.

- **Discussion and possible action on minutes of prior meeting**
Stacey directed the committee to the draft minutes in the board packets. Janet made and Zach seconded a motion to approve the minutes. The motion passed unanimously.
- **Discussion and possible action on Financial Reports**
Stacey noted that the third quarter (April-June) financial reports are included in board packets for approval of the membership, per TAGD's Bylaws. Steve made and Jim seconded a motion to approve the financial reports. The motion passed unanimously.
- **Discussion and possible action on amendments to Financial Policy**
Stacey reminded the committee that the membership adopted a financial Policy at the May quarterly meeting when TAGD staff brought the bookkeeping in-house. Now that we have been operating under the policy for a few months, we have a couple of areas that need clarification. Stacey outlined the proposed changes and noted that the Finance and Budget Committee approved the changes during an earlier conference call. Bob made and Jim seconded a motion to approve the amendments to the Financial Policy. The motion passed unanimously.
- **Discussion and possible action on Employment Policy**
Kathy lead this discussion, noting that our employment law presentation at the May TAGD meeting prompted her to suggest one for TAGD. Stacey reviewed numerous nonprofit employment policies and came up with the draft in board packets. Stacey noted that the Bylaws Committee offered suggestions, and that some discussion remained regarding rolling over of vacation and sick leave. All committee members agreed that vacation and sick leave shouldn't accrue in the sense that separating employees can be paid for unused time. However, they did want sick leave to roll over for one year and vacation to roll over at the discretion of the Executive Director. Steve made and Jim seconded a motion to approve the Employment Policy as amended. The motion passed unanimously.
- **Discussion and possible action on Bylaws amendments**
Zach outlined the changes to the Bylaws and the process followed by the Bylaws Committee. The main changes included reference to the various policies that TAGD has adopted, marrying the Financial Policy and the Bylaws, and clarifying how TAGD can enter into contracts. Steve made and Jim seconded a motion to approve the Bylaws amendments as amended. The motion passed unanimously.

- **Discussion and possible action on 2014-2015 District Membership dues, Associate Membership dues, and quarterly meeting registration fees**
Steve directed the committee to the chart of proposed district membership dues, associate membership dues, and quarterly meeting registration fees included in board packets. He noted that the Finance and Budget committee was not recommending any changes from the current year. Steve made and Janet seconded a motion to approve the 2014-2015 district membership dues, associate membership dues, and quarterly meeting registration fees. The motion passed unanimously.
- **Discussion and possible action on 2014 TAGD quarterly meetings**
Stacey noted that this item is just for discussion regarding the date and location of the next fiscal year's quarterly meetings. Some options include the San Marcos Embassy Suites and the South Austin Marriott. The committee agreed that TAGD staff should circulate a meeting survey after the Summit and make recommendations to the Executive Committee at that time.
- **Discussion and possible action on Texas Groundwater Summit 2015**
Stacey noted that this item was to approve contracting with the San Marcos Embassy Suites for the 2015 Summit. We are already under a contract with IEM for the 2015 Summit. Zach made and Steve seconded a motion to approve contracting with the Embassy Suites for the 2015 Texas Groundwater Summit. The motion passed unanimously.
- **Discussion and possible action on Executive Committee's recommendation regarding staff performance evaluation**
- **Discussion and possible action on 2013-2014 Annual Budget**

These items were taken up after TAGD staff got off the call. Leah made and Janet seconded a motion to implement a retirement program for TAGD employees with TAGD contributing 6% of an employee's salary to the program. The motion passed unanimously. Bob made and Jim seconded a motion to approve the budget as amended during the call. The motion passed unanimously.

AGENDA ITEM E

Texas Alliance of Groundwater Districts

BALANCE SHEET

As of June 30, 2014

Agenda Item E

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
WellsFargo Bank - Checking	42,274.13
WellsFargo Bank - Savings	90,019.60
Total Bank Accounts	\$132,293.73
Accounts Receivable	
Accounts Receivable	2,905.00
Total Accounts Receivable	\$2,905.00
Other current assets	
Prepaid Rent	465.00
Total Other current assets	\$465.00
Total Current Assets	\$135,663.73
TOTAL ASSETS	\$135,663.73
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	84,433.05
Retained Earnings	34,398.83
Net Income	16,831.85
Total Equity	\$135,663.73
TOTAL LIABILITIES AND EQUITY	\$135,663.73

Wednesday, Jul 16, 2014 02:20:54 PM PDT GMT-5 - Accrual Basis

Texas Alliance of Groundwater Districts

PROFIT AND LOSS

April - June, 2014

	TOTAL
Income	
Grants and Donations	1,700.00
Interest Income	11.22
Meeting Income	
PFIA Training	3,550.00
Quarterly Meeting Income	12,425.00
Total Meeting Income	15,975.00
Member Dues	
Membership Dues - Associates	750.00
Total Member Dues	750.00
Total Income	\$18,436.22
Gross Profit	\$18,436.22
Expenses	
Meeting Expenses	
Meeting Supplies	252.28
Quarterly Meeting Expenses	2,477.88
Total Meeting Expenses	2,730.16
Office Expense	
Business Phone	196.33
Cell Phone	210.00
Furniture and Equipment	345.60
Internet	91.35
Postage and PO Box	9.60
Rent	1,395.00
Supplies	60.17
Total Office Expense	2,308.05
Personnel	
Executive Director	
Health Insurance Reimburse	1,023.00
Payroll Taxes	1,338.75
Salaries	17,499.99
Total Executive Director	19,861.74
Staff	
Health Insurance Reimburse	949.26
Payroll Taxes	860.63
Salaries	11,250.00
Total Staff	13,059.89
Total Personnel	32,921.63
Professional Services	

Insurance - Bonds	1,521.67
Payroll/Bookkeeping/Banking	222.90
PFIA Instructor	1,450.00
Texas Legislative Service	412.50
Total Professional Services	3,607.07
Travel/Confer/Dues/Outreach	
Conference Fees	900.00
Outreach	358.06
Travel and Hotel	465.01
Total Travel/Confer/Dues/Outreach	1,723.07
Total Expenses	\$43,289.98
Net Operating Income	\$ -24,853.76
Net Income	\$ -24,853.76

Wednesday, Jul 16, 2014 01:45:18 PM PDT GMT-5 - Accrual Basis

Texas Alliance of Groundwater Districts

PROFIT AND LOSS

April - June, 2014

	TOTAL	
	APR - JUN, 2014	APR - JUN, 2013 (PY)
Income		
Grants and Donations	1,700.00	
Interest Income	11.22	92.44
Meeting Income		
Meals and Break Sponsorships		1,280.63
PFIA Training	3,550.00	5,850.00
Quarterly Meeting Income	12,425.00	7,281.25
Total Meeting Income	15,975.00	14,411.88
Member Dues		
Membership Dues - Associates	750.00	200.00
Membership Dues - Voting		250.00
Total Member Dues	750.00	450.00
Total Income	\$18,436.22	\$14,954.32
Gross Profit	\$18,436.22	\$14,954.32
Expenses		
Meeting Expenses		
Conference Rooms & Other Exp		1,558.52
Food and Beverages (deleted)		2,902.45
Meeting Supplies	252.28	
Quarterly Meeting Expenses	2,477.88	
Total Meeting Expenses	2,730.16	4,460.97
Office Expense		
Business Phone	196.33	
Cell Phone	210.00	
Furniture and Equipment	345.60	
Internet	91.35	
Postage and PO Box	9.60	
Rent	1,395.00	
Supplies	60.17	1,088.07
Telephone/Conf.Calls/Postage		394.60
Total Office Expense	2,308.05	1,482.67
Personnel		
Executive Director		
Health Insurance Reimburse	1,023.00	1,377.00
Payroll Taxes	1,338.75	1,243.12
Salaries	17,499.99	16,250.01
Total Executive Director	19,861.74	18,870.13
Payroll Service Fees		4.65

Staff		
Health Insurance Reimburse	949.26	
Payroll Taxes	860.63	
Salaries	11,250.00	
Total Staff	13,059.89	0.00
Total Personnel	32,921.63	18,874.78
Professional Services		
Insurance - Bonds	1,521.67	
Payroll/Bookkeeping/Banking	222.90	900.00
PFIA Instructor	1,450.00	2,400.00
Texas Legislative Service	412.50	412.50
Total Professional Services	3,607.07	3,712.50
Travel/Confer/Dues/Outreach		1,229.73
Conference Fees	900.00	
Outreach	358.06	
Travel and Hotel	465.01	
Total Travel/Confer/Dues/Outreach	1,723.07	1,229.73
Total Expenses	\$43,289.98	\$29,760.65
Net Operating Income	\$ -24,853.76	\$ -14,806.33
Net Income	\$ -24,853.76	\$ -14,806.33

Tuesday, Jul 22, 2014 11:55:56 AM PDT GMT-5 - Accrual Basis

AGENDA ITEM F

**Texas Alliance of Groundwater Districts
Financial Policy**
Adopted February 20, 2014
Proposed Amendments August 26, 2014

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The Texas Alliance of Groundwater Districts (TAGD or the Alliance) endeavors to use a sound system of internal controls and procedures for handling money in a form that is acceptable to its membership. TAGD does not tolerate fraud or misappropriation of funds under any circumstances. Any such cases are treated equally and consistently, working in full cooperation with legal authorities if an outside investigation is necessary. Any fraudulent activity and those involved are subject to criminal penalties.

Pursuant to the Bylaws, TAGD's Executive Director, its elected Treasurer, and the Finance/Budget Committee (the Committee) shall oversee the financial affairs of the Alliance. The Committee is comprised of TAGD's Treasurer, Vice-President, and three members appointed by the President. The Treasurer serves as chairperson of the Committee. These individuals are responsible for monitoring TAGD's financial situation, questioning any inconsistencies, and thoroughly investigating any real or perceived misuse of funds or impropriety.

Because TAGD's internal financial controls are subject to personnel limitations, internal controls are not what would be found in an organization with a large staff. However, the limitations imposed by TAGD's small staff size are mitigated by the oversight of the Treasurer and Finance/Budget Committee, an outside bookkeeper as necessary, regular financial reviews, and the following financial protocols:

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Annual Budget

- Each year, the Committee is responsible for formulating and presenting an annual budget for approval by the voting members at TAGD's Annual Meeting in August.
- Each quarter, the Committee should:
 1. Review TAGD's actual financial performance as compared with the budget projections and provide direction as necessary to the Executive Director and Treasurer; and
 2. Report on TAGD's financial performance to the full membership at each quarterly meeting, or more often if necessary.
- Budget amendments may be made as follows:
 - The Executive Committee must approve budget amendments in amounts equal to or less than \$2,500 or expenditures more than \$2,500.00 for which the full amount of the new expenditure will be or have been offset by new and confirmed revenue that will be added to the budget at the same time as the new expenditure, such as through donations or grants; and
 - A majority of TAGD's voting members must approve budget amendments in amounts over \$2,500 for which the full amount of the new expenditure

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will not be offset by new and confirmed revenue that will be added to the budget at the same time as the new expenditure.

- Projects or ventures, approved by a majority of TAGD's voting members or the Executive Committee, as dictated by this section, shall be added as a budget amendment if they have a fiscal note of deposit or expenditure.

Financial Review

- In each odd numbered year at the beginning of the new fiscal year, the Committee is responsible for selecting an external accounting firm for performing a financial review of the previous two-year period of TAGD's finances.
- Upon receipt, review, and approval of the financial review report, the Committee should present it to the voting members for review and final approval.

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Banking

- All TAGD funds must be deposited in an accredited bank insured by FDIC.
- The Treasurer shall have independent access to the electronic bank statements at all times.

Cash Receipts

The Executive Director receives all incoming cash (checks or currency). The process for accepting payments shall be as follows:

- Payments will be categorized, stamped with date of receipt, and copied electronically upon receipt.
- Payments will be entered into TAGD's membership or meeting database, as applicable.
- Deposits will be prepared, entered into the accounting software used to maintain the accounts of record, and deposited in the bank in a timely manner.
- The Treasurer will review deposits at least quarterly.

Financial Statements

The Committee shall approve and provide quarterly financial statements to the membership at each quarterly TAGD meeting. These documents include profit and loss statements, balance sheets, and other reports as needed and as requested by the Committee.

Payables

- All payables are paid by check, debit card, or credit card and should be properly entered into the accounting software used to maintain the accounts of record in a timely manner.
- Supporting documents (invoices or receipts) must be kept for each disbursement, and should be marked 'paid,' with the date, check number (as applicable), and budget category for the disbursement on the document.

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- Someone in the organization who knows the purpose of the expenditure must approve the invoice.
- The Finance and Budget Committee, must approve all TAGD expenditures in excess of \$1,000, except for payments that are authorized by contractual agreement or have a regular, recurring payment schedule when such expenditures are either an approved budget item or have been authorized by a vote of the membership.
- Two signatures will be required on all payments of \$1,000 or more, except for payments that are authorized by contractual agreement or have a regular, recurring payment schedule when such expenditures are either an approved budget item or have been authorized by a vote of the membership.

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Payroll

TAGD will utilize a payroll service to authorize monthly salary and regular reimbursement expenses (such as health insurance premiums) and to make tax deposits on TAGD's behalf. Payroll disbursements will be made only to bona fide employees and changes to each payroll record will be properly documented. TAGD will ensure that payroll disbursements are properly recorded and that related disbursements (such as payroll tax deposits and retirement funds) are made timely. Payroll will not be released prior to payday, and employee advances are not permitted. Non-regular reimbursements (such as travel expenses) will be paid to the employee in the same manner as all other payables.

Bank Reconciliation

The Treasurer is responsible for reconciling TAGD's bank statements. This responsibility may be contracted out to a qualified professional on a quarterly basis.

Tax Returns

The Treasurer is responsible for ensuring that an annual tax return is filed with the IRS to maintain TAGD's non-profit status. This responsibility may be contracted out to a CPA or tax preparer.

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Other Internal Controls

- Cash withdrawals and drawing checks payable to 'cash' are prohibited.
- All requests for reimbursement and other invoices are checked for mathematical accuracy and reasonableness before approval.
- Signature authority for cash accounts should reside with at least two Board members as well as the Executive Director.
- TAGD's financial records are open for review to any voting member upon request.

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AGENDA ITEM G

DRAFT EMPLOYMENT POLICY

Code of Conduct

Employees of the Texas Alliance of Groundwater Districts (TAGD) are expected to act in the best interests of the organization and in a manner that is consistent with the highest ethical standards. Employees should report any known or suspected violations of this Code of Conduct to a TAGD Officer or member of the Executive Director. The following policies are applicable to all employees:

Compliance with Laws

You are expected to comply with all laws that apply to our city, state and country. Violence will not be tolerated.

Conflicts of Interest

You should avoid any outside interests that might influence, or appear to influence, decisions you make or actions you take for TAGD.

Outside Activities

You should avoid activities that would have a negative impact on the performance of your job, conflict with your obligation to TAGD, or negatively impact TAGD's reputation in the community.

Professional Conduct

TAGD requires employees conduct themselves in a professional manner.

Organization Funds and Assets

TAGD funds and other assets are to be used only for the benefit of TAGD and not for your own personal gain.

Misuse of Confidential Information

You may not use confidential information obtained through your employment with TAGD for personal gain or for any other reason except to further TAGD's interests.

Employee Orientation

An ad hoc committee of the membership is responsible for orienting the Executive Director upon hiring.

It is the responsibility of the Executive Director to ensure that other new employees are oriented to TAGD. Orientation should include:

- a. An overview of TAGD's Bylaws and policies;
- b. An introduction to the organization's mission and goals (may include review of past meetings, financial reports, strategic plans, work plans, etc.);
- c. A discussion of organizational structure and introduction to co-workers with explanation of their responsibilities;
- d. A review of project and program information;
- e. A review of benefits and signing of all necessary forms;
- f. A discussion of the employees' responsibilities and organizational expectations;
- g. Getting the employee started on assignments;
- h. Developing a system for tracking assignments and progress.

Performance Reviews

For new employees, an initial appraisal review including overall job expectations and performance, employee and supervisor goals, and specific suggestions for improvement should be conducted at the end of the first 90 days of employment.

The five TAGD Office-holders (President, Vice President, Secretary, Treasurer, and Parliamentarian) shall conduct a performance evaluation and salary review of the Executive Director on an annual basis and submit the evaluation to the Executive Committee for approval by August 1st of each year. The Executive

Director shall conduct an annual performance evaluation and salary review of all other TAGD employees on or before August 1st of each year. The Executive Director is responsible for developing forms to be used in the evaluation process.

Compensation and Leave

The salary of the Executive Director is to be determined by TAGD's voting members. The Executive Director determines salaries of other employees. The Finance and Budget Committee shall recommend for approval a total personnel budget to the voting membership at the Annual Meeting. Compensation is paid monthly. Salaries are reviewed annually in conjunction with performance reviews. Salary increases are a function of employee performance and the ability of TAGD to increase compensation. TAGD does not grant automatic annual increases, but every effort is made to compensate employees fairly, taking into account their responsibilities and performance. TAGD strives to provide compensation that is competitive with other representative organizations in the area.

Employment Status

The Fair Labor Standards Act (FLSA) sets the minimum wage, equal pay, overtime pay, record keeping, and child labor standards for the country. All employees are classified into 'exempt' or 'non-exempt' categories for purposes of establishing eligibility for overtime pay under the Federal Wage and Hours Laws. The categories as defined by this Act are as follows:

Exempt

Exempt employees are those employees that are exempt from overtime pay. A full-time exempt employee is salaried on a monthly basis and is regularly scheduled to work a forty (40) hour workweek, exclusive of lunch periods.

Non-Exempt

Non-exempt employees are those employees who must be paid overtime pay for hours worked over 40 in a given week. Non-exempt employees are hired at a specific hourly pay rate with a daily work schedule and a set number of hours in a regular workweek. Non-exempt employees will be paid at a rate of time and one-half for hours worked in excess of forty (40) hours for any workweek.

Overtime

Overtime is the extra time employees work above their normal scheduled workday. In order to meet the workweek needs of TLC, employees must be available to work overtime as necessary. We try to eliminate the need for overtime, but, if TAGD determines it is unavoidable, employees will be expected to work their share. The Executive Director will give advance notice if possible. All overtime for hourly employees must be approved in advance. If an employee works overtime without prior approval, they can be subject to disciplinary action.

The Fair Labor Standards Act states that non-exempt employees must be paid for all overtime hours. Non-exempt employees will be paid at a rate of time and one-half for all hours worked in excess of forty (40) hours for any workweek. Hours worked include all hours actually worked. Hours worked do not include leave without pay.

Mandatory Benefits

Worker's Compensation

All employees are covered under the applicable Worker's Compensation Act Insurance that is paid in full by TAGD. To be eligible for workers' compensation benefits, an employee has to incur an accidental injury during and arising out of employment. If an employee is injured on the job, they must seek medical attention and immediately notify a TAGD Officer or the Executive Director of the occurrence.

Social Security

TAGD pays matching funds to the Social Security Administration under the Federal Insurance Contribution Act (FICA) for each employee.

Voluntary Benefits

Health Insurance

Texas Alliance of Groundwater Districts does not have a group health insurance plan. Texas Alliance of Groundwater Districts will reimburse 100% of the cost of health insurance up to a monthly maximum amount recommended by the Executive Director to the Finance and Budget Committee and approved by the voting members at the Annual Meeting for salaried employees.

Retirement Plan

At the discretion of the Executive Committee, TAGD will participate in a retirement plan and contribute up to six percent of each employee's salary.

Cell Phone Stipend

TAGD provides a monthly stipend in an amount recommended by the Executive Director to the Finance and Budget Committee and approved by the voting members at the Annual Meeting for employees' cell phone use.

Holidays

Each regular full-time employee will receive 12 paid holidays, to be based on federal holidays, and agreed upon by staff at the beginning of each year.

Holiday	Day Observed
New Year's Day	January 1
MLK Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Last Thursday in November and the following Friday
Christmas Eve	December 24
Christmas Day	December 25

Vacation and Sick Leave

Employees will accrue 1/2 day of sick leave per monthly pay period. Unused sick leave will roll over and can be used during the one year following its accrual. TAGD will provide each regular, full-time employee vacation leave depending on years of service. Employees with less than five years of service will accrue 1 day of vacation per monthly pay period. Employees with five years of service but less than 10 years of service will accrue 1.25 days of vacation per monthly pay period. Employees with 10 or more years of service will accrue 1.5 days of vacation per monthly pay period. Unused vacation will roll over at the discretion of the Executive Director. In no event will an employee accrue vacation or sick leave for the purpose of payment upon separation from TAGD.

Employee Business and Travel Expenses

The reasonable cost for transportation, lodging, conference registration fees and other reasonable expenses will be covered by TAGD for its employees when traveling on TAGD-related business. All expenses incurred by staff while doing business for TAGD will be submitted to the Executive Director for approval and accompanied by itemized lists of expenses and receipts. TAGD will use the current Internal Revenue Service-authorized rate for mileage allowance.

Other Leave

Family, and medical, and other leave will be established on a case-by-case basis based on organizational needs, employee performance and length of service to TAGD. In general, TAGD will strive to adhere to the Family and Medical Leave Act, but because of its small size, feasibility of a full 12-week leave may be untenable for the organization at a particular time. Alternatives will be discussed with employees on a case-by-case basis.

Separations

Voluntary

The Executive Director of TAGD may resign at any time by letter of resignation to the Executive Committee. Other employees shall submit a letter of resignation to the Executive Director. The letter should give the staff member's last date of employment, and should be signed and dated. TAGD expects all staff members to provide the maximum possible notice of intent to resign. A minimum of two weeks' notice is requested to allow for training and transference of duties.

At-Will Employment

TAGD, including the Executive Director, has the right to dismiss an employee at any time, for any reason, and nothing in this policy should be interpreted as altering the at-will relationship or constituting a promise of continued employment.

Exit Interview

The Executive Committee should conduct exit interviews to evaluate the circumstances surrounding the separation of an employee, whether voluntary or involuntary.

Harassment/Discrimination

TAGD is committed to providing a work environment free of unlawful harassment and discrimination. We prohibit sexual harassment and discrimination based on sex, race, religion, color, national origin, sexual orientation, political affiliation, physical or mental disability, medical condition, marital status, age or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all persons working for TAGD, including, employees, consultants, trainers, Board members, and interns.

AGENDA ITEM H

TEXAS ALLIANCE OF GROUNDWATER DISTRICTS BYLAWS
 Adopted – August 26, 2014

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Article 1.0: NAME

The name of this association shall be “Texas Alliance of Groundwater Districts” (TAGD). All references herein to TAGD or the (or this) Alliance refer to the Texas Alliance of Groundwater Districts.

Article 2.0: PURPOSE AND MISSION

The Texas Alliance of Groundwater Districts is a non-profit organization established to provide groundwater conservation districts (GCDs) the opportunity to exchange ideas and develop or influence programs for the management, conservation, protection, and development of groundwater within Texas. The mission of the Alliance is to support Texas GCDs and their efforts to conserve, preserve, and protect Texas groundwater. In furtherance of our purpose and mission, the Alliance shall endeavor:

- A. To provide to its members information, ideas, practices, and programs which will conserve and protect the groundwater resources of the State;
- B. To exchange information between member districts and associate members concerning rules, procedures, programs, practices, and other duties involved in the operation of a groundwater conservation district;
- C. To review and analyze methods and techniques employed by members and their associates in conducting studies and research on management of groundwater, and in designing and obtaining solutions to problems associated therewith;
- D. To provide resource information to State and Federal Legislators and agencies concerning legislation and policies which involve groundwater; and
- E. To evaluate activities, policies and plans of governmental bodies and other organizations and associations as they relate to groundwater and to provide the information to all member districts.

Article 3.0: OFFICES AND RECORDS

The principal office of the Alliance, with all records stored electronically, will be located at the office of the Executive Director. If the position of Executive Director is vacant, the principal office of the Alliance will be located at the office of the President. Secondary offices will be located at each of the other officers' Member District Offices.

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Article 4.0: MEMBERSHIP

Membership in the Alliance shall be District, Associate, or Honorary.

- A. District Membership is limited to Groundwater Conservation Districts and those other political subdivisions of the State of Texas that have specific legal authority to regulate the spacing of water wells, the production from water wells, or both, in order to provide for the conservation, preservation, protection, recharging, and prevention of waste of groundwater, and of groundwater reservoirs or their subdivisions, and to control subsidence caused by the withdrawal of water from those groundwater reservoirs or their subdivisions, consistent with the objectives of Section 59, Article XVI, Texas Constitution except for those political subdivisions of the State of Texas that provide retail water services. Once a District is admitted as a Member, that District retains the rights of a voting member of the Alliance as long as membership in the Alliance is maintained.

1. District Membership Application and Action by the Alliance:

- a. Qualifying entities under Article 4.0 (A) requesting membership in the Alliance shall complete and submit to the Secretary, Executive Director, or designated staff a membership application form and a copy of the enabling legislation or other documentation of creation.
- b. The application for district membership shall be reviewed by the Secretary and Executive Director and submitted, with any applicable comments, to the Executive Committee for consideration and approval or disapproval. District membership approval shall require a vote for approval by two-thirds of the members or designated alternates of the Executive Committee.
- c. The actions of the Executive Committee may be taken at a committee meeting, by a conference call of the committee members, or via electronic communication. The action shall normally be completed within 30 days of receipt of a completed application by the Secretary, Executive Director, or designated staff.
- d. An application for district membership acted on favorably by the Executive Committee entitles the applicant to a district membership in accordance with these bylaws.
- e. An application for district membership acted upon unfavorably by the Executive Committee shall be returned to the applicant with a cover letter from the Alliance President stating the reason or reasons for the unfavorable action by the Alliance.

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2. District Membership shall be one of the following:

- a. Voting member. A member district that has paid their appropriate dues and registration fees to the Alliance in accordance with Article 5.0.
- b. Non-voting Member. A one year complimentary membership is limited to new districts and begins on the date of approval of the application for membership. Non-voting members may not hold an office in the Alliance.
- c. Suspended member. A member district that has been declared as non-operational by the state auditor under provisions of Section 36.302 Texas Water Code. A member district may remain active at their current membership level within the Alliance for up to one year after the designation by the state auditor. During this time, the membership of the Alliance may provide support to the suspended member in an effort to regain the operational status to the district. If the district has not been declared operational at the end of two years, the district is no longer eligible for membership in TAGD. In order to be reinstated as a member, the member must provide the Alliance with a letter showing that the district has been declared operational by the appropriate agency, and comply with Article 4.0, Section (B) and Section (C)(1). After the first year of designation as non-operational, the suspended member may not pay dues, is not a voting member, and may not hold a position on the Executive Committee in the Alliance.

B. Associate Membership

- 1. Associate membership in the Alliance shall be a non-voting membership and open to application by any person or entity.

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2. Associate membership in the Alliance should be supportive of the Alliance and its goals.
3. Persons or entities requesting associate membership in the Alliance shall complete and submit to the Secretary, ~~Executive Director, or designated staff~~ an associate membership form. The application process shall be as follows:
 - a. The application for associate membership shall be reviewed by the Secretary and Executive Director and submitted, with any applicable comments, to the Executive Committee for consideration and approval or disapproval. Associate membership approval shall require a vote for approval by two-thirds of the members or designated alternates of the Executive Committee.
 - b. The actions of the Executive Committee may be taken at a committee meeting, by a conference call of the committee members or ~~via electronic communication~~. The action shall normally be completed within 30 days of receipt of a completed application by the Secretary, ~~Executive Director, or designated staff~~.
 - c. An application for associate membership acted on favorably by the Executive Committee entitles the applicant to an associate membership in accordance with these bylaws.
 - d. An application for associate membership acted upon unfavorably by the Executive Committee shall be returned to the applicant with a cover letter from the Alliance President stating the reason or reasons for the unfavorable action by the Alliance.
4. Associate members shall be allowed to participate in regular membership meetings, but may not vote on Alliance business. Associate members may be required to leave the meeting during closed sessions of membership meetings.
5. Associate members may be allowed to give presentations and distribute literature or information to the membership under the supervision of the Executive Director of the Alliance.
6. ~~Non-TAGD members~~ may attend regular membership meetings as non-voting attendees upon payment of the appropriate registration fees. These ~~individuals~~ may be required to leave the meeting during closed sessions of membership meetings.

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C. Honorary Membership

1. Honorary Membership may be awarded to a person in appreciation of outstanding service to the Alliance or in recognition of distinguished achievement related to groundwater management and conservation in Texas.
2. Any District Member may nominate a person for Honorary Membership in the Alliance. Nominations shall be delivered to the Secretary, ~~Executive Director, or designated staff~~ of the Alliance.
3. Upon receipt of a nomination for Honorary Membership in the Alliance, the Secretary, ~~Executive Director, or designated staff~~ shall forward it to Executive Committee. The Executive Committee shall review the nomination and take action on whether or not to present it to the general membership for approval.
4. The actions of the Executive Committee may be taken at a committee meeting, by a conference call of the committee members or ~~via electronic communication~~. The action shall normally be completed within 30 days of receipt of a nomination by the Secretary, ~~Executive Director, or designated staff~~.

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5. The voting members shall by vote determine if a nominee shall be awarded Honorary Membership. A vote ~~for approval by two-thirds~~ of the members present at the meeting where the vote occurs is required ~~for~~ Honorary Membership.
6. An Honorary Member of the Alliance is exempt from annual membership dues requirements and enjoys the same benefits as an Associate Member of the Alliance.

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Article 5.0: DUES AND FEES

The membership dues and fees of the Alliance shall be:

A. Annual Dues.

1. District Membership-Each district member of the Alliance shall be assessed annual dues based on the following criteria:
 - a. Voting Member: Full dues.
 - b. Non-voting Member: No dues unless the district wants to be a voting member in accordance with Article 4.0(C)(2).
 - c. Suspended Member: In accordance with Article 4.0(C)(3)
2. Associate Membership: Each associate member of the Alliance shall be assessed annual dues and registration fees as applicable.

B. Fees. The Alliance may charge fees as determined to be necessary. The fees shall be used to offset expenses of the Alliance including, but not limited to:

1. Meeting room expense;
2. ~~Seminars hosted by the Alliance; and~~
3. Other costs associated with Alliance functions.

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C. The dues and fees of the Alliance shall be set annually by the voting membership at a regular meeting of the Alliance. The agenda items shall be:

1. to set the amount of meeting registration fees;
2. to set the amount of annual district membership dues; and
3. to set the amount of annual associate membership dues.

D. Dues are assessed on an annual basis. They are due and payable on November 1 of each year.

1. The Treasurer or his/her designee will mail, email, or fax dues statements to the membership by October 1st each year.
2. The Treasurer or his/her designee will mail, email, or fax a final notice of non-payment of dues not later than November 15 to members who have not paid dues by November 1.
3. A member who has not paid dues by December 1 shall be considered delinquent, and shall be mailed a notice of cancellation of membership by the Treasurer or his/her designee.

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- 4. Membership may be reinstated upon payment of the current annual dues and any delinquent fees or dues.
- 5. A former member who has not paid dues for two (2) or more consecutive years is required to submit a completed application for membership under the provisions of section 4.0(C) or 4.0(D).
- 6. Members joining after October 1 shall have their dues prorated to September 30 of that fiscal year on a quarterly basis.
- 7. Dues for new members, District Membership or Associate Membership, shall be invoiced by the Treasurer or his/her designee to the new member after membership is approved. Initial membership dues must be paid within 30 days of receipt of invoice or membership in the Alliance shall be suspended.

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E. Fees are assessed on an event basis and payable as determined by the voting membership. Registration fees for attendees of the regular meetings may be assessed for each meeting as they are scheduled.

Article 6.0: BUSINESS MEETINGS OF THE ALLIANCE

A. The Alliance shall hold meetings as determined by the membership or executive committee. It is preferred that, when possible, a regular business meeting will be scheduled during each quarter of the fiscal year.

B. Special meetings of the Alliance may be called as necessary by the President, two Executive Committee members, or twenty percent of the voting members of the Alliance.

C. Notice of business meetings and a proposed agenda for that meeting shall be posted on the Alliance website or mailed, emailed or faxed to all members of the Alliance no later than 10 days prior to the date of the meeting. The final agenda for a business meeting shall be posted on the Alliance web site at least 72 hours in advance of the meeting. Notice of special called meetings of the Alliance and an agenda shall be given prior to the meeting to all members of the Alliance. This notice may be posted on the Alliance website or by telephone, fax, email or overnight letter.

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D. Meetings of the Alliance, in general, are open to all members of the Alliance except as follows:

- 1. Members who are delinquent in their dues and/or fees are not permitted to attend meetings of the Alliance unless they have paid the delinquent dues and/or fees or made satisfactory arrangements with the Treasurer or Executive Director.
- 2. Closed Business Meetings. At the discretion of the President or through a motion and an affirmative vote by the voting members the meeting may be closed to include only District Members.

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Article 7.0: QUORUM

A Quorum at a regular or special meeting of the Alliance shall consist of 40 percent of the voting members as defined in Article 4 .0(C)(1).

Article 8.0: VOTING

A. Each voting member district of the Alliance is entitled to one vote in matters concerning the Alliance.

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B. The vote of any voting member district may be cast by a director, a general manager, or a designated representative of the member District. A representative may be designated in writing by the board president or general manager. The written notice must be presented to the Secretary, Executive Director, or designated staff of the Alliance and remains in effect until October 1 of odd numbered years. The voting representative of a member district must be present to vote at any scheduled or called meeting of the Alliance.

C. The presiding officer may cast a vote in accordance with Article 8.0(A).

D. A quorum must be present at any regular or called meeting for a vote to be taken.

Article 9.0: AMENDMENTS

These Bylaws of the Alliance may be amended or repealed in whole or in part upon three fourths affirmative vote of the membership present at a meeting of the Alliance at which a quorum is present. Any amendment to these bylaws or a motion to repeal any part or all of these bylaws must be presented to the entire membership of the Alliance by mail, email, or fax not less than 10 days nor more than 45 days prior to meeting at which the item is on the agenda. Any changes made in the Bylaws of the Alliance shall be mailed, emailed, or faxed to all members within 30 days of adoption.

Article 10.0: POLICY STATEMENTS

The Membership of the Alliance may adopt policy statements as necessary to clarify specific procedural requirements for responsibilities outlined herein. As with amendments to the Bylaws, adoption of a policy statement requires an affirmative vote of three-fourths of the membership present at a meeting of the Alliance at which a quorum is present. Any proposed policy statement must be presented to the entire membership of the Alliance by mail, email, or fax not less than 10 days nor more than 45 days prior to meeting at which the item is on the agenda. Any policy statement adopted by the membership as provided herein shall be mailed, emailed, or faxed to all members within 30 days of adoption. Any Policy Statements adopted pursuant to this section shall be treated as appendices of these Bylaws.

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Article 11.0: RULES OF ORDER

Where not in conflict with these Bylaws, Roberts Rules of Order shall be the parliamentary authority for all matters of procedure.

Article 12.0: OFFICERS OF THE ALLIANCE AND THEIR RESPONSIBILITIES

Only employees and/or directors of voting district members are eligible to serve as officers. Consultants, contract workers, or other workers who cannot be legally defined as employees of the district are ineligible to serve as officers. Officers may designate a TAGD employee or TAGD contractor to perform activities required to carry out the responsibilities provided herein.

A. PRESIDENT---Responsibilities shall include:

1. Presiding over meetings of the Alliance.
2. Appointing members to Standing Committees and other committees he/she deems necessary and designating a chairman for each of the committees with the exception of Executive Committee, Legislative Committee, Finance/Budget Committee, and Bylaws Committee.
3. Calling special meetings of the Alliance.

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4. Preparing the agenda for business meetings of the Alliance in consultation with the Executive Committee and the Executive Director.
5. Serving as or appointing a representative to the "Texas Groundwater Protection Committee".

6. Serving as chairman of the Executive Committee.

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7. Serving as an Ex Officio Member of all committees except the Executive Committee.

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B. VICE-PRESIDENT---Responsibilities shall include:

1. Presiding over meeting in the absence of the President.
2. Performing other responsibilities as may be assigned to him/her by the President.
3. Serving as chairman of the Legislative Committee and a member of the Finance/Budget Committee.

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C. SECRETARY---Responsibilities shall include:

1. Keeping the minutes of the business affairs of the Alliance.
2. Maintaining all the minutes of the Alliance.
3. Providing the Secretary of State's office with a list of the names and addresses of each of the officers of the Alliance as may be required by law
4. Performing other responsibilities as may be assigned to him/her by the President.

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D. TREASURER---Responsibilities shall include:

1. Providing a written quarterly financial report to the Alliance.
2. Overseeing the financial affairs of the Alliance in accordance with the adopted Financial Policy.
3. Overseeing the filing of an annual tax return with the IRS to maintain the non-profit status of the Alliance and providing a copy of the return to the secretary.
Serving as chairman of the Finance/Budget Committee.
4. Performing other responsibilities as may be assigned to him/her by the President.

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E. PARLIAMENTARIAN---Responsibilities shall include:

1. Seeing that the bylaws of the Alliance are followed and the meetings are conducted in proper order.
2. Serving as chairman of the Bylaws Committee.

F. TAGD AREA REPRESENTATIVE

1. Each TAGD area (see Appendix B) is entitled to one representative on the Executive Committee. If the TAGD area is not represented by one of the elected offices, the member districts in the TAGD area shall elect an Executive Committee Representative, and shall report to the Alliance the name of that elected representative by October 1 of odd numbered years.

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- The TAGD area representative may be re-elected by the member districts of the area.

Article 12.1: TERM OF OFFICE

Each officer of the Alliance listed in Article 12.0 shall be elected by a majority vote of the membership and shall serve for two years. The TAGD area representative shall serve a two-year term. The officers and each elected Executive Committee member shall assume the responsibilities of their office at the beginning of the fiscal year following their election to the office.

Article 12.2: ELECTION OF OFFICERS

- The election of officers shall be held at a regular meeting of the Alliance during the last quarter of odd-numbered fiscal years in which the officers' terms expire.
- The Nominating Committee shall present to the membership a slate of officers as listed in Article 12.0 of these bylaws.
- Nominations shall be solicited from the membership at large. Nominations may be made from the floor by any district member of the Alliance.
- Each officer of the Alliance shall be elected by a majority vote of the members present.
- Only districts that are voting members in the Alliance are eligible to vote in any election of the Alliance.

Article 12.3: VACANCY OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

- The Executive Committee shall appoint a temporary replacement to serve until the next regular meeting of the Alliance at which time a replacement shall be elected by the membership to fill the remainder of the unexpired term in accordance with Article 13.0(A).
- A TAGD area representative may designate an alternate voting member for Executive Committee meetings the Area Representative is unable to attend. Such designation shall be made to the President in writing (mail or e-mail) in advance of the meeting.

Article 13.0: STANDING COMMITTEES / BOARDS

Membership on all Alliance committees shall normally be limited to district members. For specific projects, after being specifically authorized by the Executive Committee, associate members may serve on an Alliance committee.

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The Alliance will maintain the following standing committees:

- EXECUTIVE---This committee shall be comprised of the elected officers of the Alliance, the immediate past President of the Alliance, one (1) member elected from each TAGD area (map in Appendix B) that is not represented by another member of the Executive Committee. Members of the Executive Committee must be eligible to vote under Article 8.0. This committee shall be responsible for filling vacancies of officers, and other matters as granted by the Alliance including:

- Having the power and authority to represent the Alliance during a session of the State Legislature.
- Gathering information and making decisions for the Alliance as directed by the membership.

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TAGD Bylaws
Page 8 of 12

Proposed
August 26, 2014

3. Reviewing, adopting, and taking action on the financial affairs of the organization, including budget modifications and expenditures that are within overall budget limitations and consistent with the adopted Financial Policy.

4. Interviewing and recommending an Executive Director to the membership for approval and overseeing the implementation of the adopted Employment Policy

5. Performing other duties and responsibilities deemed necessary by the membership.

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B. INFORMATION / EDUCATION---This committee shall be responsible for:

1. Gathering information and formulating plans and programs to promote TAGD and its members.

2. Developing information for and disseminating information to prospective new districts, newly formed districts, and other districts in need of such information.

3. Working with TAGD staff on communication and outreach efforts to educate the public on groundwater management in Texas.

4. Assisting in the development and implementation of TAGD data collection efforts.

5. Performing other duties and responsibilities deemed necessary by the membership.

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C. FINANCE / BUDGET---This committee shall be comprised of the Treasurer, the Vice-President, and three (3) members of the Alliance appointed by the President. This committee shall be responsible for tasks as outlined in the adopted Financial Policy,

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D. LEGISLATIVE---This committee shall be responsible for implementing tasks as outlined in the adopted Legislative Policy, including:

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1. Initiating legislative proposals, policies and resolutions for presentation to TAGD's membership.

2. Informing TAGD's membership of pending legislation of possible interest to groundwater districts.

3. Developing a position on legislation of possible interest to groundwater districts that is pertinent to the TAGD.

4. Acting on legislation with approval from the Executive Committee.

E. NOMINATING---This committee shall consist of the current president and the two immediate past presidents. Members of the Nominating Committee shall be ineligible to run for office in the upcoming election. Nominations shall be solicited from the membership at large.

F. BY-LAWS---The objectives of this committee are to:

1. Review and consider changes to TAGD bylaws, policies, and action plans.

2. Ensure that TAGD activities and/or programs operate within the established policy guidelines.

3. Perform other duties and responsibilities deemed necessary by the membership.

Deleted: GROUNDWATER PROTECTION--- This committee shall work with the representative of the "Texas Groundwater Protection Committee" (TGPC) and assist the representative in carrying out the duties assigned him/her by the TGPC. (House Bill 1458 passed by the 71st Legislature in 1989 established the "Texas Groundwater Protection Committee" and called for a representative to be selected by the Texas Groundwater Conservation Districts Association or successor organization). ... [6]

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G. OTHER COMMITTEES---Other committees may be appointed by the President as necessary.

Article 14.0 EXECUTIVE DIRECTOR

The Executive Director shall administer and manage the overall activities of TAGD, reporting to the Executive Committee through the President. Responsibilities of the Executive Director shall include:

1. Serving as the primary contact, resource, and representative for all Alliance related matters.
2. Reporting to the President, Executive Committee, and membership on matters related to the Alliance.
3. Coordinating and overseeing the financial affairs of the Alliance in accordance with the Treasurer and the adopted Financial Policy.
4. Preparing the agenda for business meetings of the Alliance in consultation with the Executive Committee.
5. Maintaining the files of the Alliance and overseeing the contracts of the Alliance.
6. Coordinating the communication and outreach activities of the Alliance.
7. Overseeing the collection of member information to further the Alliance's purpose and mission.
8. Performing other actions as may be assigned by the Executive Committee or membership.

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Article 15.0 SUPPORT FOR OTHER ORGANIZATIONS

MEMBERSHIP---The Alliance may become a member of other Texas or national organizations and pay applicable and necessary membership dues only when such membership would further the purpose and mission of the Alliance and when sufficient funds for such dues have been budgeted. Upon a written proposal of membership from a GCD Member to the Secretary of the Alliance with a copy to the Executive Director, the matter will be placed on the agenda of the next quarterly business meeting of the Alliance. An affirmative vote of two-thirds of the members present at the meeting where the vote occurs is required to approve the membership in the organization.

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FINANCIAL ASSISTANCE---The Alliance may contribute financial assistance to an organization for the purpose of research or studies related to groundwater conservation or management in Texas only when such contribution would further the purpose and mission of the Alliance and when sufficient funds for such assistance have been budgeted. Upon a written proposal of support, including the proposed amount of financial assistance and a summary of benefits to TAGD and its members, from a GCD Member to the Secretary of the Alliance with a copy to the Executive Director, the matter will be placed on the agenda of the next quarterly business meeting of the Alliance. An affirmative vote of two-thirds of the members present at the meeting where the vote occurs is required to approve the financial assistance proposal.

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NON-MONETARY SUPPORT---The Alliance may lend non-monetary support to a groundwater research effort or project related to groundwater conservation or management in Texas only when such support would further the purpose and mission of the Alliance. Upon a written proposal of support from a GCD Member to the Secretary of the Alliance with a copy to the Executive Director, the Executive Committee may vote on whether or not to provide the non-monetary support as described in the proposal.

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Deleted: may authorize any officer or member the Executive Director or Executive Committee of the Alliance to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Alliance and such authority may be general or confined to specific instances

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Article 16.0: CONTRACTS

The Executive Director may enter into contracts on behalf of the Alliance for goods or services equal to or less than \$2500 or the result of an approved budget expenditure. Contracts for goods or services over that amount or not the result of an approved budget expenditure must be authorized by a majority of the membership present at a regular or special meeting of the Alliance.

Article 17.0: LOANS

No loan may be contracted on behalf of the Alliance, including no evidence of indebtedness may be issued in the Alliance's name, unless authorized by a majority vote of the membership. A vote to authorize issuance of a bank card or credit card in the name of the Alliance thereby authorizes the use of that card up to the debt limit approved by the membership. This Article does not apply to limit any provision of a grant either made by or accepted by the Alliance.

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Article 18.0: DEPOSITS

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All funds of the Alliance shall be deposited from time to time to the credit of the Alliance in such banks that are accredited and insured by the FDIC, consistent with the adopted Financial Policy.

Article 19.0: GIFTS

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The Alliance may accept any contribution or gift for the general purposes or for any specific purpose of the Alliance consistent with the adopted Financial Policy.

Article 20.0: OPERATING EXPENSES

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The operating expenses of the Alliance shall be defrayed by funds from annual dues, fees, special projects, service contracts, contributions, reserves, or any other monies received by the Alliance, consistent with the adopted Financial Policy. The Alliance shall endeavor to keep at least 50 percent of total budgeted expenses in retained earnings on an annual basis.

Article 21.0: INDEMNIFICATION OF OFFICERS AND EMPLOYEES

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The officers and any employees of the Alliance shall not be individually or personally liable for the debts or obligations of the Alliance and shall be indemnified by the Alliance against all financial loss, damage, costs and expenses (including counsel fees) reasonably incurred by or imposed upon them in connection with or resulting from any civil or criminal actions, suit, proceeding, claim or investigation in which they may be involved by reason of any action taken or omitted to be taken by them in good faith as such officer or employee of the Alliance.

- A. Prudent Care. Such indemnification is subject to the condition that a majority of the members shall be of the opinion that a person involved exercised and used the same degree of care and skill as a prudent man would have exercised or used under the circumstances, or that such person took or omitted to take such action in reliance upon advice of counsel for the Alliance or upon information furnished by an officer or employee of the Alliance and accepted in good faith by such person.
- B. Benefit. The indemnification provided herein shall inure to the benefit of the heirs, executors, or administrators of any officer or employee and shall not be exclusive of any other rights to which such party may be entitled by law or under any resolutions adopted by the members.

Article 22.0: FISCAL YEAR

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The fiscal year of the Alliance shall begin on October 1 of each year and end on September 30 of the following year.

Amended and approved by a two-thirds majority of the membership on August 26, 2014.

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Kathy Turner Jones, President

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Leah Adams, Secretary

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Each officer of the Alliance shall maintain in his/her Member District office all records of the Alliance, which shall include but is not limited to records, correspondence and other documents, regarding the activities associated with the office they hold in the Alliance. The Secretary of the Alliance or his/her designee shall, as required by law, notify provide the Secretary of State's office at the beginning of each fiscal year and furnishwith a list of the names and addresses of each of the officers of the Alliance.

Meals Food and beverages provided at meetings;

Maintaining a dialog with public officials to

Contacting districts that have been declared non-operational by the state auditor under provisions of Section 36.302 Texas Water Code and offer support to the district in an effort to help it regain operational status.

Formulating and presenting an annual budget for the Fiscal Year.

Providing for auditing review the financial affairs and policy of the Alliance as needed.

Selecting an outside auditorexternal accounting firm to perform a financial audit, at the expense of the Alliance, in each odd numbered year at the beginning of the new fiscal year

GROUNDWATER PROTECTION---This committee shall work with the representative of the "Texas Groundwater Protection Committee" (TGPC) and assist the representative in carrying out the duties assigned him/her by the TGPC. (House Bill 1458 passed by the 71st Legislature in 1989 established the "Texas Groundwater Protection Committee" and called for a representative to be selected by the Texas Groundwater Conservation Districts Association or successor organization).

RAILROAD COMMISSION REGULATORY REVIEW---The objectives of this committee are to maintain regular contact with the Texas Railroad Commission to discuss and affect groundwater issues.

SOIL AND WATER CONSERVATION---The objectives of this committee are to:

Provide a representative from TAGD on any federal or state committee relating to agriculture,

Gather information on agriculture activities for distribution to the TAGD membership, and

Provide input into agriculture in areas that may be of interest to groundwater districts.

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Author

Serving as Chairman of the Information and Education Committee

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AGENDA ITEM I

FY 2014/2015 Proposed TAGD Membership Dues and Meeting Registration Fees

GCD membership dues based on annual budget sliding scale; Associate member dues based on entity type			
GCD Member Budget	Member Dues	Associate Members	Member Dues
\$0 - \$99,999	550.00	Individual/Sole Proprietorship	500.00
\$100,000-\$249,999	750.00	501(c)(3)/Educational Institution	750.00
\$250,000 - \$499,999	1,000.00	Non-GCD Gov't/Corp. budget <\$500K	1,000.00
\$500,000 - \$999,999	1,250.00	Corp. budget \$500K-\$1M	1,250.00
\$1,000,000 and up	1,500.00	Corp. w/ budget \$1M+	1,500.00

Quarterly Meeting Registration Fees			
TAGD Members	Fees	Non-Members	Fees
Early Bird	120.00	Early Bird	165.00
Late Registration	150.00	Late Registration	195.00

*No recommended changes to dues and fees from FY 2013/2014

AGENDA ITEM K

Texas Alliance of Groundwater Districts
 Budget vs. Actuals: TAGD - FY14 P&L
 October 2013 - September 2014

	Total			
	13/14 Actual as of 7/16	13/14 Expected	13/14 Adopted Budget	14/15 Proposed Budget
Income				
Grants and Donations	5,500.00	5,500.00	2,500.00	2,000.00
Interest Income	145.76	149.00	36.00	36.00
Total Meeting Income	\$ 40,085.00	\$ 70,685.00	\$ 57,000.00	\$ 62,000.00
Total Member Dues	\$ 105,512.50	\$ 105,512.50	\$ 94,250.00	\$ 100,000.00
Total Income	\$ 151,243.26	\$ 181,846.50	\$ 153,786.00	\$ 164,036.00
Expenses				
Total Meeting Expenses	\$ 11,676.58	\$ 13,176.58	\$ 10,000.00	\$ 15,000.00 *includes leadership training
Total Office Expense	\$ 10,879.93	\$ 12,789.25	\$ 13,000.00	\$ 18,400.00
Total Personnel	\$ 104,809.46	\$ 127,269.79	\$ 134,000.00	\$ 156,800.00
Total Professional Services	\$ 11,695.04	\$ 12,941.05	\$ 13,000.00	\$ 10,200.00
Total Travel/Confer/Dues/Outreach	\$ 6,950.58	\$ 11,515.00	\$ 9,500.00	\$ 9,300.00
Total Expenses	\$ 146,011.59	\$ 177,691.67	\$ 179,500.00	\$ 209,700.00
Net Operating Income	\$ 5,231.67	\$ 4,154.83 -\$	\$ 25,714.00 -\$	\$ 45,664.00

Texas Alliance of Groundwater Districts
 Budget vs. Actuals: TAGD - FY14 P&L
 October 2013 - September 2014

	Total			
	13/14 Actual as of 7/22	13/14 Expected	13/14 Adopted Budget	14/15 Proposed Budget
Income				
Grants and Donations	5,500.00	5,500.00	2,500.00	2,000.00
Interest Income	145.76	149.00	36.00	36.00
Meeting Income				
Leadership Training Income	3,400.00	4,000.00		3,000.00
PFA Training	3,550.00	3,550.00	4,000.00	4,000.00
Quarterly Meeting Income	33,135.00	33,135.00	23,000.00	25,000.00
Texas Groundwater Summit		30,000.00	30,000.00	30,000.00
Total Meeting Income	\$ 40,085.00	\$ 70,685.00	\$ 57,000.00	\$ 62,000.00
Member Dues				
Membership Dues - Associates	29,000.00	29,000.00	22,000.00	25,000.00
Membership Dues - Voting	76,512.50	76,512.50	72,250.00	75,000.00
Total Member Dues	\$ 105,512.50	\$ 105,512.50	\$ 94,250.00	\$ 100,000.00
Total Income	\$ 151,243.26	\$ 181,846.50	\$ 153,786.00	\$ 164,036.00
Gross Profit	\$ 151,243.26	\$ 181,846.50	\$ 153,786.00	\$ 164,036.00
Expenses				
Meeting Expenses				
Meeting Supplies	1,113.68	1,113.68	1,000.00	1,000.00
Quarterly Meeting Expenses	10,562.90	10,562.90	9,000.00	12,000.00
Leadership Training Expenses	0.00	1,500.00		2,000.00
Total Meeting Expenses	\$ 11,676.58	\$ 13,176.58	\$ 10,000.00	\$ 15,000.00
Office Expense				
Business Phone	596.42	840.00	840.00	840.00
Cell Phone	595.00	840.00	840.00	1,620.00
Furniture and Equipment	3,100.17	3,500.00	3,500.00	2,500.00
Internet	274.05	440.00	440.00	440.00
Postage and PO Box	36.46	200.00	200.00	200.00
Rent	5,115.00	5,580.00	5,580.00	12,000.00
Supplies	423.58	650.00	800.00	800.00
Website	739.25	739.25	800.00	(moving to outreach)
Total Office Expense	\$ 10,879.93	\$ 12,789.25	\$ 13,000.00	\$ 18,400.00
Personnel				
Executive Director				
Health Insurance Reimburse	3,887.00	4,572.00	5,645.00	(moved to Personnel)
Payroll Taxes	4,983.30	5,355.00	5,355.00	(moved to Personnel)

	13/14 Actual as of 7/22	13/14 Expected	13/14 Adopted Budget	14/15 Proposed Budget	
Salaries	58,333.30	70,000.00	70,000.00	(moved to Personnel)	
Total Executive Director Personnel	\$ 67,203.60	\$ 79,927.00	\$ 81,000.00		
Health Insurance Reimburse Retirement Plan	2,539.88	3,159.46	4,800.00	9,000.00	
Payroll Taxes	2,008.14	2,933.33	3,200.00	7,800.00	
Salaries	33,057.84	41,250.00	45,000.00	10,000.00	
Total Staff	\$ 37,605.86	\$ 47,342.79	\$ 53,000.00	\$ 130,000.00	
Total Personnel	\$ 104,809.46	\$ 127,269.79	\$ 134,000.00	\$ 156,800.00	
Professional Services					
Audit/Tax Return	5,075.00	5,075.00	4,500.00	1,000.00	*non audit year
Contracted Services	0.00	800.00	800.00	1,000.00	
Insurance - Bonds	1,916.05	1,916.05	400.00	2,000.00	
Payroll/Bookkeeping/Banking	1,741.49	2,000.00	3,600.00	2,500.00	
PFIA Instructor	1,450.00	1,450.00	2,000.00	2,000.00	
Texas Legislative Service	1,512.50	1,700.00	1,700.00	1,700.00	
Total Professional Services	\$ 11,695.04	\$ 12,941.05	\$ 13,000.00	\$ 10,200.00	
Travel/Confer/Dues/Outreach					
Conference Fees	2,315.00	2,315.00	2,200.00	2,500.00	
Member Dues/Registrations	153.63	400.00	450.00	1,300.00	*additional \$800 for TWCA lege reporting
Outreach	2,390.72	6,500.00	4,400.00	3,000.00	
Travel and Hotel	2,091.23	2,300.00	2,450.00	2,500.00	
Total					
Travel/Confer/Dues/Outreach	\$ 6,950.58	\$ 11,515.00	\$ 9,500.00	\$ 9,300.00	
Total Expenses	\$ 146,011.59	\$ 177,691.67	\$ 179,500.00	\$ 209,700.00	
Net Operating Income	\$ 5,231.67	\$ 4,154.83	-\$ 25,714.00	-\$ 45,664.00	
Net Income	\$ 5,231.67	\$ 4,154.83	-\$ 25,714.00	-\$ 45,664.00	

AGENDA ITEM O



Agenda Item O

Executive Director's Report – 2014 Annual TAGD meeting

It has been a busy year with some big changes for TAGD. The purpose of this report is to describe our biggest accomplishments and the tasks that I have personally been working on over the past fiscal year.

Financial. So far, TAGD has had a very successful year from a financial perspective. When we adopted our budget last August, we expected to lose over \$24,000 this year. Due to higher-than-expected membership and quarterly meeting revenue, we are on track to break even or make a profit this year. TAGD brought the financial duties in house this year, and though it has increased our workload, it has been hugely positive in that TAGD staff now knows the ins and outs of our budget and financial situation.

Membership. We now have 33 Associate Members (and another one possibly pending), an increase of 10 members since last fiscal year and 17 members since 2011. We have two new Associate Members this quarter: A.W. Blair Engineering and Texas Water Exchange. We also retained all GCD members but one (and that GCD has no acting GM currently), and added two new GCDs, making for a total of 84 GCD members. The membership increase since last year is significant because we increased our membership dues for this year, and instead of slowing growth, our membership continues to increase exponentially. Total membership revenue for this fiscal year was \$105,512.50, more than \$10,000 over what we anticipated, and nearly double what we brought in over the previous fiscal year.

GCDI. I'm hugely excited about our upcoming GCDI (Groundwater Conservation District Index) website feature. We solicited grants and donations for this project, and as you all know, secured \$5,500 in funding (\$3,000 from the Dixon Water Foundation and \$2,500 from individual GCDs). This project is going to be groundbreaking in terms of what information is easily available to the public and the legislature. It's my hope and goal that the GCDI will be a huge marketing and PR tool for GCDs.

Quarterly Meetings, Leadership Training, and Texas Groundwater Summit. This year, we set records both in terms of attendee numbers and quarterly meeting income at our February and May meetings. These mini-conferences continue to be important educational and networking opportunities for TAGD members. We also sold some quarterly meeting sponsorships and exhibit booths this year, a first since I started in 2011. In September, we will host our first Leadership Training course for new GCD staff and board members. Response to this effort has been overwhelming, with speakers and registrants very excited about the opportunity. Thanks to the efforts of Kody Bessent at HPWD, we have already raised significant sponsorship revenue, and expect to repeat this program across the state, hopefully twice each year. Finally, we are on track to exceed our goals for the 2014 Texas Groundwater Summit. I am proud of the strong agenda our committee put together this year and look forward to our annual meeting and the training and networking opportunities provided at the summit.

Legislative Efforts. Legislative matters have taken up much of my time this year. In addition to TAGD's five legislative committees, I serve on TWCA's groundwater committee and its subcommittees on brackish groundwater, ASR, DFC appeals, oil and gas, contested case hearings and administrative procedures, and TDLR/water well drillers. I have also participated on the TWCA brackish groundwater drafting committee and routinely meet with representatives from Texas Desal Association on brackish issues. My goal in participating on all these committees is to keep TAGD members informed and have the opportunity to weigh in with TAGD member perspectives. In June, I testified at two hearings of the Joint Committee on Water Desalination and one hearing of the Texas

House Natural Resources Committee. I continue to meet with staffers and stakeholders to act as a resource on GCDs.

Board Contact. It is my responsibility to keep the President and Executive Committee informed on TAGD matters, and I continue to facilitate Executive Committee, Legislative Committee, and other committee meetings on behalf of the members. We have increased committee participation this year, and are working with the President to create subcommittees of our outreach and education committee: salary survey, GCDI, new member manual, and TAGD articles.

New Employee. In November, we hired a Program Director to assist with our research and data collection efforts as well as perform other tasks identified by the ED. The Program Director handles the behind-the-scenes administrative matters and all of our data collection and research efforts, including research related to legislative initiatives and the development of our groundwater cheat sheet. Carolyn handles the front-end finances (meeting registration, invoicing, logging and recording checks), updating and adding to the google groups and member rosters, creating the weekly news reel, utilizing twitter, performing website updates, and drafting meeting minutes. She also drafts featured district articles and is responsible for all tasks related to the GCDI (including member surveys, data collection, and collecting missing data when GCDs do not respond – by far, her biggest task to date). Her job also includes researching grant opportunities, drafting popular articles, developing meeting materials, assisting with some TAGD committees, and serving as a resource for general TAGD inquiries.