

TEXAS ALLIANCE OF GROUNDWATER DISTRICTS

Executive Committee Meeting
Tuesday, August 10, 2021, 10:00 AM
GoToMeeting Video Conference Call
Minutes

- A. **Call to order & roll call.** President Zach Holland called the meeting to order at 10:01am. Amber Blount, Diana Thomas, Janet Adams, David Bailey, Andy Garza, and Ron Fieseler were present. Dirk Aaron joined the call at 10:08am. Also present were Executive Director Leah Martinsson and Programs & Operations Manager Julia Stanford.
- B. **Review and possible action on minutes of the May 17, 2021 meeting.** President Zach Holland presented the minutes from the Executive Committee meeting held on May 17, 2021. Janet Adams moved to approve the minutes. Andy Garza seconded the motion. Motion carried unanimously.
- C. **Executive Director updates on TAGD activities.** Executive Director Leah Martinsson provided an update on recent TAGD activities, including registration numbers and safety protocols for the Texas Groundwater Summit, special legislative session considerations, and progress on the TAGD salary survey and communications toolkit.
- D. **President update on Nominating Committee activities.** Zach Holland reported that the Nominating Committee met in July after receiving nominations and worked to develop a willing slate of officers for the ballot. The Nominating Committee recommends the following candidates to appear on the ballot: Amber Blount for President, Drew Satterwhite for Vice President, Bobby Bazan for Secretary, David Bailey for Treasurer, and Andy Garza for Parliamentarian.
- E. **Discussion and possible action on FY21 Q3 finances.** Treasurer David Bailey presented the FY21 Q2 finances, as approved by the Finance and Budget Committee on July 29. Executive Director Leah Martinsson provided an overview of the budget vs. actuals for the group which was roughly in line with expectations. She explained that business meeting income was low, but expenses were also lower and Texas Groundwater Summit income is expected to exceed the budgeted amount and should be able to close the gap. She estimates that overall net income for FY21 could be about \$30,000-\$40,000 higher than budgeted. Diana moved to approve the FY21 Q3 finances. Amber Blount seconded the motion. Motion carried unanimously.
- F. **Discussion and possible action on engagement for Agreed Upon Procedures Report for FY19 & FY20.** Leah Martinsson explained the options for completing the biennial financial review required by the TAGD

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bylaws and explained that the Finance and Budget Committee had expressed support for TAGD to pursue an Agreed Upon Procedures Report instead of a full audit. Leah recommended that we contract with Montemayor Britton Bender PC to conduct an Agreed Upon Procedures Report for FY19 and FY20. David Bailey moved to authorize TAGD to enter into this engagement. Ron Fieseler seconded the motion. Motion carried unanimously.

- G. Discussion and possible action on Executive Director performance evaluation and salary review.** Leah Martinsson and Julia Stanford left the conference call to allow the committee to discuss in closed session. They re-joined the meeting at 11:20am. Zach Holland stated the Executive Committee's proposal to approve the Executive Director Performance Evaluation and increase the salary for that position to \$95,000 annually in the FY22 proposed budget and to also increase the budgeted Texas Groundwater Summit income to \$65,000. He also expressed interest in getting additional staff or contracted help for the organization. David Bailey moved to approve Zach's stated proposal. Ron Fieseler seconded the motion. The motion carried 6-1, with Diana Thomas voting against.
- H. Discussion and possible action on GCD Index redesign.** Julia Stanford presented two options that TAGD has explored for a redesign of the GCD Index – a database and map viewer from Halff Associates, or contracting for support from Amy Bush on how we can develop the map in-house. She reminded the Executive Committee that we currently have \$5,000 in the proposed FY 22 budget for this purpose and asked for feedback on the options. David Bailey expressed favor for the all-inclusive option because TAGD staff time is valuable and building a map viewer may not be the best use of that time. Dirk Aaron asked if other associate members were given the opportunity to offer a proposal. Leah stated that Julia had reached out directly to Halff in the early stages to get information about this type of database and map viewer, and she did not ask other firms until approaching Amy Bush for a lower-cost option. David Bailey made a motion for TAGD to put out a request for proposals for building a map viewer with a deadline of October 1. Andy Garza seconded the motion. Leah requested that the request for proposals expressly include a term that the cost not exceed \$5,000 for the next two fiscal years, and David and Andy accepted the amendment to the motion. The motion carried unanimously.
- I. Discussion and possible action on proposed FY22 budget.** Treasurer David Bailey reminded the committee of the changes to the proposed budget per the earlier discussion in agenda item G – increasing the Executive

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Director salary to \$95,000 and Texas Groundwater Summit income to \$65,000. He stated that the goal is to ensure that we maintain a positive net income. Leah added that the other changes from the draft budget reviewed by the committee in May were adding the cost of the Agreed Upon Procedures Report and contracted services for the GCD Index redesign. David Bailey made a motion for the Executive Committee to approve the proposed FY22 budget and present it to the full membership for approval. Ron Fieseler seconded the motion. Motion carried unanimously.

J. Discussion and possible action on honorary TAGD membership nominations for C.E. Williams and Greg Sengelmann. Leah Martinsson said she had received nominations for honorary memberships for C.E. Williams and Greg Sengelmann. Janet Adams moved to approve the nominations to be presented to the membership at the August meeting. Amber Blount seconded the motion. Diana Thomas asked if the new General Manager at Gonzales County UWCD would automatically be on the TAGD Executive Committee. Leah Martinsson explained that his position would be vacant until a new secretary was elected or appointed or his TAGD area appoints a representative. She also expressed that she did not believe it necessary to appoint a new secretary or fill his TAGD area since the term expires in October and there would be no more anticipated Executive Committee action during the remainder of FY21, nor would the organization's functioning be affected by the secretarial vacancy during that time. Motion carried unanimously.

K. Discussion and possible action on meeting dates/location for out-of-town FY22 business meeting. Executive Committee members were provided with a document comparing two hotels in Arlington that would be appropriate venues for the January or May 2022 TAGD Business Meeting. Amber Blount expressed a preference for May dates so that members could attend a Texas Rangers game nearby. Janet Adams agreed. David Bailey inquired where the Austin meeting would be in January if we held the May meeting in Arlington, and Leah Martinsson said that the exact venue was still to be determined but would be in the Austin area. Amber Blount made a motion for TAGD to engage with the Sheraton for a May business meeting Janet Adams seconded the motion. Motion carried unanimously.

L. Discussion and possible action on other matters before the committee. There were no other matters for the committee.

M. Adjournment. President Zach Holland adjourned the meeting at 12:01pm.

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