

**Minutes**  
**August 23, 2023**  
**UGRA Board of Directors Regular Meeting**

Notice having been duly given, a Regular Meeting of the Upper Guadalupe River Authority Board of Directors was held at the Guadalupe Basin Natural Resources Center, 125 Lehmann Drive, Kerrville, Texas, at 3:00 pm on Wednesday, August 23, 2023. Diane McMahon, President; Aaron Bulkley, Secretary; Maggie Snow, Treasurer; Austin Dickson; Dick Eastland; Frances Lovett; and Jeanne Stacy were present and constituted a quorum. Also present were: Tara Bushnoe, General Manager; Tammy Thompson, Business Manager/Assistant General Manager; Nicole Shepherd, Environmental Laboratory Manager; Shelby Taber, Natural Resources Manager; Ron Duke, and Paul Gray. In Director Rectors absence, President McMahon designated Director Snow as Secretary pro tem.

President McMahon led Item II. Pledge of Allegiance.

President McMahon announced Item III. A public copy of the Board Book is available at the receptionist's desk and copies of any items in the Board Book will be provided upon request.

President McMahon introduced Item IV. Visitors/Citizens forum. There were no comments from the audience.

President McMahon announced Item V. Public Participation. To facilitate the recording of the meeting, a visitor that has a question or wants to make a statement regarding an item

under discussion must first be recognized by the Presiding Officer, then proceed to the lectern and address the question or statement to the Board.

President McMahon introduced Item VI. A. Minutes of the Regular Meeting of May 24, 2023. Director Eastland moved to approve the Minutes of the Regular Meeting of May 24, 2023, as presented. Director Bulkley seconded the motion. There being no discussion, President McMahon called for a vote. The Minutes of the Regular Meeting of May 24, 2023, were approved by a unanimous vote. President McMahon introduced Item VI. B. Financial Report for the Month ended July 31, 2023. Ms. Bushnoe presented a summary of the financial report and highlighted various revenue and expense accounts. Director Bulkley moved that Item VI. B. Financial Report for the Month ended July 31, 2023, be approved as presented. Director Eastland seconded the motion. There being no discussion, President McMahon called for a vote. The Financial Report for the Month ended July 31, 2023, was approved by a unanimous vote. President McMahon introduced Item VI. C. Quarterly Investment Report for the Quarter Ended June 30, 2023. Ms. Bushnoe presented a summary of the Quarterly Investment Report to the Board. Director Bulkley moved that Item VI. C. Quarterly Investment Report for the Quarter Ended June 30, 2023, be approved as presented. Director Snow seconded the motion. There being no discussion, President McMahon called for a vote. The Quarterly Investment Report for the Quarter Ended June 30, 2023, was approved by a unanimous vote.

President McMahon introduced Item VII. Presentation and Discussion of Committee Reports. The following is a summary of the committee reports:

A. Executive Committee:

- President McMahon provided the following committee updates:

- Met on August 15, 2023.
- Reviewed items for the Board Agenda, parking lot considerations during the eclipse, and the officer nomination process.

B. Human Resources Committee:

- In Director Smith’s absence, Director Dickson provided the following committee updates:
  - Met on July 20, 2023.
  - Reviewed items for the FY24 budget regarding personnel, benefits, and workers compensation policy, as well as a process to review the policy manual, records retention, annual review of complaints, and evaluation process for the general manager.

C. Outreach and Education Committee:

- Director Snow provided the following committee updates:
  - Met on July 25, 2023.
  - Reviewed items for the FY24 budget.
  - River Clean Up brought in 8,110 lbs. of trash with the help of 549 participants.
  - A seminar titled “Waterwise Landscaping Conservation in Your Backyard” is scheduled for September 22, 2023.
  - Letter to streamside landowners was sent requesting conservation.
  - Hosted 4H Water Ambassadors on July 31, 2023.
  - Deferred to item on the agenda.
  
- Ms. Bushnoe reported that the Rainwater Catchment Rebate Program funded eight applications since the last Board Meeting. Since the beginning of the program in March 2011, a total of 612 applications have been funded for \$47,934. To date in FY23, a total of 34 applications have been funded for \$11,896.

D. Watershed Stewardship Committee:

- Director Bulkley provided the following committee updates:
  - Met on July 18, 2023.
  - Reviewed items for the FY24 budget.
  - Presentation of the Feral Hog Management Program quarterly update.
  
- Ms. Bushnoe reported that the Water Enhancement through Brush Management Cost Share program funded four applications since the last Board Meeting. Since the beginning of the program in January 2010, a total of 193 applications have been funded for \$618,009 and treated approximately 15,435 acres. To date in FY23, thirteen applications have been funded for \$54,979 and treated approximately 1,018 acres.

E. New Initiatives Committee:

- In Director Rector's absence Ms. Bushnoe provided the following committee updates:
  - Met on June 20, 2023.
  - Reviewed items for the FY24 budget.
  - Received draft report from Wellborn Engineering for the Peterson Health stormwater project for review.

F. Habitat Conservation Ad Hoc Committee:

- In Director Smith's absence Ms. Bushnoe provided the following committee updates:
  - Did not meet since the last Board Meeting.
  - Staff participated in multiple mussel surveys coordinated by GBRA.
  - Next Stakeholders meeting will be held on September 28, 2023.

G. Guadalupe – Blanco River Trust:

- President McMahon provided the following GBRT updates:
  - Met on June 7, 2023, August 21, 2023, and August 22, 2023.
  - Discussed legal issues and held strategic planning retreat.

H. Aggregate Production Operation Community Advisory Council:

- President McMahon provided the following committee updates:
  - The committee has not met since the last board meeting.

President McMahon introduced Item VIII. Discussion and Appropriate Action – Review and Approve First Amendment to Agreement Regarding Guadalupe River Water Resources Educational Programs with Riverside Nature Center. Ms. Bushnoe presented the Amended Agreement Regarding Guadalupe River Water Resources Educational Programs with Riverside Nature Center to the Board which removed the EduScape tours requirement and reduced the payment amount. Director Snow moved to approve Resolution No. 2023-15 Approving the First Amendment to the FY23 Agreement with Riverside Nature Center for Guadalupe River Water Resources Educational Programs in an amount not to exceed \$4,000. Director Bulkley seconded the motion. There being no discussion, President McMahon called for a vote. Resolution No. 2023-15 was approved by a unanimous vote.

President McMahon introduced Item IX. Discussion and Appropriate Action – Review and Approve Rainwater System Grant Program Award Recommendation. Ms. Bushnoe presented a summary of the Rainwater System Grant Program. Director Bulkley moved to approve Resolution No. 2023-16 Authorizing a Contract with Hunt Volunteer Fire Department for Funding of a Rainwater Catchment System. Director Snow seconded the motion. There being no discussion, President McMahon called for a vote. Resolution No. 2023-16 was approved by a unanimous vote.

President McMahon introduced Item X. Discussion and Appropriate Action – Review and Approve Fiscal Year 2023 Budget Amendments. Ms. Bushnoe presented a summary of the Budget Amendments to the Board. Director Dickson moved to approve Resolution No. 2023-17 Amending the Annual Fiscal Year Budget Amendments as presented in Attachment A. Director Bulkley seconded the motion. There being no discussion, President McMahon called for a vote. Resolution No. 2023-17 was approved by a unanimous vote.

President McMahon introduced Item XI. Discussion and Appropriate Action – Review of Proposed Fiscal Year 2024 Budget. Ms. Bushnoe presented the draft proposed budget to the Board by highlighting proposed revenue and expenses for FY24. General discussion followed. The draft proposed budget is presented as supporting information in determining the tax rate needed to fund the items in the budget. As this was a presentation only, no action was taken.

President McMahon introduced Item XII. Discussion and Appropriate Action – Review and Approve Proposal of Tax Rate for Tax Year 2023 (FY24) and Setting of a Public

Hearing on Said Proposed Tax Rate. Ms. Bushnoe presented a summary of the proposed tax rate and date of the public hearing to the Board. Director Snow moved to approve Resolution No. 2023-18 Authorizing the Proposed Tax Rate and Setting Date and Time for the Public Hearing. Director Bulkley seconded the motion. General discussion followed. There being no further discussion, President McMahon called for a roll call vote. Resolution No. 2018-18 was approved with Aaron Bulkley, Dick Eastland, Austin Dickson, Frances Lovett, Diane McMahon, Maggie Snow, and Jeanne Stacy voting “aye” and zero “nays.”

President McMahon introduced Item XIII. Discussion and Appropriate Action – Review and Approve Continuation of Social Media Program. Ms. Bushnoe and Ms. Taber presented a brief update of the Social Media Program. Director Bulkley moved to approve Resolution No. 2023-19 Approving Continuation of the Social Media Program. Director Dickson seconded the motion. General discussion followed. There being no further discussion, President McMahon called for a vote. Resolution No. 2023-19 was approved by a unanimous vote.

President McMahon introduced Item XIV. Discussion and Appropriate Action – Review and Approve Subagreement with GBRA for Clean Rivers Program. Ms. Bushnoe presented a summary of the Clean Rivers Program Subagreement. Director Eastland moved to approve Resolution No. 2023-20 Authorizing the Clean Rivers Program Subagreement for FY24/25. Director Snow seconded the motion. There being no discussion, President McMahon called for a vote. Resolution No. 2023-20 was approved by a unanimous vote.

President McMahon introduced Item XV. Discussion and Appropriate Action – Review and Approve Independent Financial Auditor Selection. Ms. Bushnoe presented a summary of the Independent Financial Auditor Selection. Director Bulkley moved to approve Resolution No. 2023-21 Authorizing the Selection of Ede and Company, LLC as UGRA’s Independent Financial Auditor for FY24 (FY23 financials). Director Dickson seconded the motion. There being no further discussion, President McMahon called for a vote. Resolution No. 2023-21 was approved by a unanimous vote.

President McMahon introduced Item XVI. Discussion and Appropriate Action – Review and Approve Suspension of Article III. Section 1. of UGRA Bylaws. Ms. Bushnoe presented an overview of changes to the UGRA Board that will go into effect with House Bill No. 1555 on September 1, 2023, and how that may impact the officer nomination and election process outlined in the current UGRA Bylaws. Director Bulkley moved to approve Resolution No. 2023-22 Approving the Suspension of Article III. Section 1. of UGRA Bylaws for 2023. Director Snow seconded the motion. General discussion followed. There being no further discussion, President McMahon called for a vote. Resolution No. 2023-22 was approved by a unanimous vote.

President McMahon introduced Item XVII. Discussion and Appropriate Action – Appointment of Officer Nominating Committee for FY24 Officers. Director McMahon appointed Director Smith and Director Eastland to the Nominating Committee for FY23 Officers.

President McMahon introduced Item XVIII. Presentation – Strategic Plan Status Update Goals 4 – 7. Ms. Bushnoe presented the annual update of the Strategic Plan to the Board detailing activities performed by UGRA to accomplish Goals 4 – 7 in the Strategic Plan over the 12-month period spanning 04/01/22 – 03/31/23. The status update for Goals 1 – 3 was previously presented at the May 24, 2023, Board Meeting. General discussion followed. As this was a presentation only, no action was taken.

President McMahon introduced Item XIX. Presentation – Implementation Update of Statutory Provisions and Management Actions Recommended by Sunset Advisory Commission. Ms. Bushnoe presented the progress made to date to implement the statutory provisions and management actions recommended by the Sunset Advisory Commission to the Board. General discussion followed. As this was a presentation only, no action was taken.

President McMahon introduced Item XX. A. General Manager’s Report. Ms. Bushnoe updated the Board on presentations and activities in which UGRA initiated or participated, investigations, staff training, meetings, Management Audit schedule, Regional Conservation Partnership Program, Plateau Water Planning Group, and Guadalupe Basin Flood Planning Group. President McMahon introduced Item XX. B. Business Manager’s Report. Ms. Thompson updated the Board on Business operations, facility maintenance, and the EduScape. President McMahon introduced Item XX. C. Laboratory Manager’s Report. Ms. Shepherd updated the Board on current laboratory operations and presented lab testing metrics. President McMahon introduced Item XX. D. Natural Resources Manager’s Report. Ms. Taber presented the Rainfall and Streamflow reports, as well as the Summer 2023 Swimability Program results to the Board.

There being no further business, the meeting was adjourned at 4:46 pm.

UPPER GUADALUPE RIVER AUTHORITY

ATTEST:

---

Diane McMahon, President  
Board of Directors

---

Maggie Snow, Secretary pro tem  
Board of Directors