



# MINUTES

## UPPER TRINITY CONSERVATION TRUST MEETING OF THE BOARD OF TRUSTEES

February 12, 2015

### **REGULAR SESSION BOARD MEETING:**

1. Call to Order.

The Board of Trustees of the Upper Trinity Conservation Trust convened with President Trent Lewis presiding at 8:40 AM on Thursday, February 12, 2015, in the Board Room of Upper Trinity Regional Water District at 900 N. Kealy, Lewisville, Texas.

2. Roll Call and Certification of Quorum.

The attendance of the Trustees was taken. A quorum was present for the meeting.

**Trustees in Attendance:**

Trent Lewis, Place 7, President  
Janet Aune, Place 2, Secretary/Treasurer  
Leslie Maynard, Place 3  
Robert Harpool, Place 5  
Lyle Dresher, Place 9

Thomas Muir, Place 6, Vice President  
Shirley Haisler, Place 1  
Doug Franklin, Place 4  
Ken Dickson, Place 8

**Visitors:**

Jason Voight, Alan Plummer Associates  
Jana Tidwell, Shrickel, Rollins and Associates, Inc.

**Staff & Advisors of Upper Trinity Regional Water District in Attendance:**

Thomas E. Taylor, Executive Director  
Jason Pierce, Manager / Watershed & Contract Services  
Brenda Scott, Sr. Executive Secretary

3. Pledge of Allegiance and Invocation.

Pledge of Allegiance & Invocation: Trent Lewis

4. Adopt minutes of October 8, 2014 Trust Board Meeting.

**Lyle Dresher made a motion to approve the October 8, 2014 minutes as written. Seconded by Shirley Haisler.** The votes were all Yes. Motion carried.

5. Receive Report from Staff concerning on-going activities of the Trust.

Jason Pierce gave a short Staff update:

- A roll-up display banner was created for the Trust. The banner presents information about the Trust and its mission, and may be used during education and outreach events.
- Many Watershed Partners have renewed their membership in the Program. Thank you to those that have renewed - - some even renewed at higher membership level.
- Blake Alldredge serves on the Board of Directors of the Urban Riparian Association, and is making a presentation today at their annual conference in Austin. He will be discussing the Trust and its related activities.
- Upper Trinity has been selected to make a presentation related to watershed activities at the annual Texas Water Conference in Corpus Christi in April. Staff will also include highlights about the Trust and the Greenbelt Plan.
- Regarding its application for Form 990 exemption (similar to an income tax return), the Trust received notification from the IRS that it's application was approved and the Trust is exempt from filing the required annual Form 990.
- Upper Trinity's annual audit has been completed, and includes the financial statements of the Trust. The audit will be presented at Upper Trinity's Board Meeting in March.

6. Consider approval of Contract and proposed Scope of Work with Alan Plummer Associates, Inc. to complete the Greenbelt Plan for Denton County.

Jason Voight with Alan Plummer Associates, Inc. and Jana Tidwell with Shrickel, Rollins and Associates, Inc. attended the meeting to discuss the proposed contract and draft Scope of Work for completing the Countywide Greenbelt Plan.

Staff reported that solicitations were made for proposals. Approximately twelve responses were received. An advisory committee consisting of Tim Fisher (Upper Trinity), Dr. Ken Dickson (Trust Board), and Amanda Davenport (Denton County) met to review and rank the written responses. Three firms were asked to make formal presentation/interview to the advisory committee. Leslie Maynard substituted for Ms. Davenport during the interview process. From these three, Alan Plummer Associates, Inc. (APAI) was selected as the finalist and is recommended by the committee as the most responsive and qualified firm. APAI made a very good presentation, as well as their written response was key. Over the past two months, APAI has worked to prepare a draft Scope of Work for the Board's consideration.

Mr. Voight discussed the draft Scope of Work and the preparation of the Greenbelt Plan. The major work elements include:

- Data collection
- Development of factors to use in identifying greenbelt corridors
- Outreach/stakeholder involvement

- Graphic representation – maps, brochures, etc.
- Final report / implementation

For Stakeholder identification and outreach, APAI proposes to use a web based tool to engage the stakeholders. A unique website will be created specifically for the Greenbelt Plan. The website will provide project information and will advertise events. In addition, the website uses social media for dissemination of information and allows interested stakeholders to log on and provide input of their ideas and concepts.

Mr. Voight anticipates completion of the Greenbelt Plan by February 2016, with the first stakeholder meeting to be scheduled soon.

Dr. Dickson asked whether APAI would be interested in participating in the Green Fest, hosted by the Greenbelt Alliance in September 2015, to promote the Plan and gather feedback - - since the average attendance at the Green Fest is usually enthusiasts about nature and greenbelt types of things. Mr. Voight thought it was a good idea, and agreed to modify the Scope to include its participation in the Green Fest.

Staff recommends approval of the proposed contract and draft Scope of Work, as modified, with Alan Plummer Associates, Inc. for a not-to-exceed amount of \$137,200 - - to be split equally between the three project sponsors.

**Dr. Ken Dickson made a motion to approve the proposed contract with Alan Plummer Associates, Inc. and the draft Scope of Work, for a not-to-exceed amount of \$137,200, to include the following modifications: 1) changing the venue to Denton County in the contract, 2) and adding representation, presentation and participation in the Green Fest to the proposed Scope. Fees, if any, for attending the Green Fest will be paid by Upper Trinity. Seconded by Dr. Janet Aune.** The votes were all Yes, 0 No. Motion carried.

7. Consider approval of invoice from Upper Trinity Regional Water District for reimbursement of prior costs incurred by Trust, and authorize payment thereof.

**Shirley Haisler made a motion to approve Invoice No. W1501UTCT in the amount of \$5,091.44 for expenditures for the 1<sup>st</sup> Quarter of FY 2015. Seconded by Leslie Maynard.** The votes were all Yes, 0 No. Motion carried.

Dr. Ken Dickson left meeting at 9:30 AM.

8. Discuss progress concerning activities and goals in Trust's Annual Work Program Guidelines.
  - A. Trust's sponsorship and participation in the North Texas Cattlemen's Conference hosted by the Texas A&M AgriLife Extension Service – Denton County Office on October 24, 2014.

Staff provided a report on its sponsorship of the North Texas Cattleman's Conference hosted by AgriLife. Information about sustainability and soil health was presented. Along with the Trustees, staff provided information about the Trust at its sponsor booth. Follow-up information was provided to several landowners.

- B. Watershed Partners' Breakfast meeting held on November 5, 2014.

Staff provided an update from the Partners Breakfast. Approximately 60 people attended the Breakfast, representing cities, utilities, partner agencies and developers. Information presented centered on the preparation of a Greenbelt Plan. The next Partner's Breakfast will be held in 2017.

9. Discuss and consider approval of proposed Work Program Guidelines for 2015, with any desired changes.

Staff provided a draft 2015 Work Program Guidelines. After discussion, action on the Work Program Guidelines was deferred until the respective Committee could meet to review their respective items of the Work Program.

10. Review agenda items, activities and announcements for future Board meetings.

None.

11. Confirm date, time and location of next meeting.

Trustee Franklin was asked if he would like to host the next Trust Board Meeting in Ladonia - tentatively scheduled for May 14, 2015.

12. Visitor Comments.

None.


13. Adjournment.

**Doug Franklin made a motion to adjourn the meeting at 10:00 A.M. Seconded by Dr. Janet Aune.** The votes were all yes. Meeting adjourned at 10:00 A.M.

Recorded By:

  
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Brenda Scott, Asst. Secretary  
Upper Trinity Conservation Trust

Certified By:

  
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Dr. Janet Aune, Secretary / Treasurer  
Upper Trinity Conservation Trust