



MINUTES

UPPER TRINITY CONSERVATION TRUST MEETING OF THE BOARD OF TRUSTEES

AUGUST 12, 2010

REGULAR SESSION BOARD MEETING:

1. Field Trip of Lantana Greenbelt areas.

Kevin Mercer, President of Upper Trinity Regional Water District, led the Board of Trustees on a field trip through the greenbelt areas of the Lantana Community to see a practical application of watershed protection and greenbelt preservation.

Lantana's riparian areas have been undeveloped and left in their natural state. In addition, the riparian areas are being used as hike and bike trails for local residents. These riparian areas also provide a corridor for the wastewater trunk mains transporting the community's wastewater to Upper Trinity's Lakeview Regional Water Reclamation Plant.

2. Call to Order

The Board of Trustees of the Upper Trinity Conservation Trust convened, with President Trent Lewis presiding, at 10:15 A.M. on Thursday, August 12, 2010 at the Lantana Community Golf Club, 800 Golf Club Drive, Bartonville, Texas 76226.

3. Roll Call and Certification of Quorum.

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

Trustees in Attendance:

Linda Williams, Place 1
Bruce Arledge, Place 3
Trent Lewis, Place 7

Janet Aune, Place 2
Owen Yost, Place 5

Trustees Absent:

Jerry Lane, Place 4
Ken Dickson, Place 8

Thomas Muir, Place 6
Don Hill, Place 9

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

Kevin Mercer, President of Upper Trinity Regional Water District
Thomas E. Taylor, Executive Director
Jason Pierce, Manager / Contract Services
Nancy Tam, Assistant to Executive Director
Brenda Scott, Sr. Executive Secretary

4. Pledge of Allegiance and Invocation.

Trent Lewis led the Pledge of Allegiance.

Thomas E. Taylor provided the Invocation.

5. Adopt minutes of July 14, 2010 meeting.

Janet Aune made a motion to approve the minutes of the July 14, 2010 Trustee meeting. Seconded by Owen Yost. The votes were unanimous. Motion carried.

6. Receive Report from Upper Trinity Executive Director concerning on-going activities of the Trust.

Taylor provided a briefing to the Trustees on the following topics:

- **Posting of the Agenda.** Trust meeting agendas are required to be posted at least 72 hours in advance of each meeting of the Board. Postings are made at Upper Trinity Regional Water District's headquarters, and electronically posted at the County Clerk's office. If any Trustee has items to add to the agenda, please submit the information to Staff as early as possible prior to the 72 hour deadline. Typically, the Agenda will also be posted at the physical location of each meeting - - should the meeting be held at a location other than Upper Trinity's headquarters. According to the Trust's by-laws, each meeting is considered an "open meeting" and therefore must follow said posting requirements.
- **Open Meeting Training.** Since the Trust operates under the Open Meeting requirements, Trustees are required to complete the Open Meeting Training provided by the Texas Attorney General. The training may be taken on-line by accessing **www.oag.state.tx.us**. A certificate will print after the one-hour course is complete, and should be filed with the Assistant Secretary of the Board for the Trust's records. If a Trustee has had this training before, please submit a copy for the Trust's records.
- **Statement of Confidentiality.** A Public Disclosure Form was distributed to each Trustee and discussed. This disclosure form grants or denies public access to the Trustee's personal information. Each Trustee present signed and returned the form.
- **Notebooks.** Notebooks were provided to the Trustees for keeping Board agendas and other pertinent Trust information.
- **Trustee Roster.** A draft of the Trustee Roster was distributed. Trustees were asked to review their information and provide update or corrections to Brenda.

- Consultation with other Trusts. The Texas Land Trust Council is an association of all the land trusts in Texas (approximately 50). It is a membership only basis, and membership is \$300 per year. The Council has a full-time Executive Director, and has training meetings and seminars. A copy of the Council's handbook is included in the Trustee's notebook. Their official website is www.texaslandtrustcouncil.org.

Staff has spoken to Connemara Conservancy, which originated in the 1980's in Collin County. Connemara now has holdings in Denton County as well as approximately 30 other Texas counties. The Conservancy is very interested in working with the Trust to pursue common interests. Their website is www.connemaraconservancy.org.

Staff has made contact with Todd Votteler at the GBRA (Guadalupe Blanco River Authority). GBRA's first three years were spent spreading the word about the trust. After three years, GBRA started receiving conservation easements, and have approximately 10,000 acres currently under their oversight. For training purposes, schedules are being checked to see if Mr. Votteler could come and speak with the UTCT Trustees and Staff.

- Tax Benefits. Easement donations are tax deductible. There are examples in the TLTC handbook. We will be learning more about tax benefits

7. Consider adoption of modified FY 2011 Budget to include legal expenses.

Updated budget information was distributed and discussed. The modified Budget included an additional \$5,000 and was allocated between legal expenses, memberships and training. **Trent Lewis made a motion to approve the budget as recommended by Staff. Seconded by Janet Aune.** The vote was unanimous. Motion carried.

8. Consider appointing an Assistant Secretary to the Board to assist in taking meeting minutes, keeping permanent records of the Trust, and such other duties as appropriate.

Brenda Scott, Sr. Executive Secretary for Upper Trinity Regional Water District, has been assisting the Board of Trustees since its inception. The Assistant Secretary assists in taking minutes and keeping permanent records of the Trust. **Janet Aune made a motion to appoint Brenda Scott as the Assistant Secretary to the Board of Trustees. Seconded by Trent Lewis.** The vote was unanimous. Motion carried.

9. Discuss and take appropriate action concerning:

A. Adoption of official seal for the Upper Trinity Conservation Trust

Discussion was held regarding the example that was presented for review. **Linda Williams made a motion to follow the concept presented, with minor changes as suggested, and have a proof made for review at the next meeting. Seconded by Janet Aune.** The vote was unanimous. Motion carried.

B. Logo for the Trust

Discussion was held regarding the sample logo. **Trent Lewis made a motion to adopt the logo presented. Seconded by Linda Williams.** The votes were unanimous. Motion carried.

C. Proposed Letterhead for Trust correspondence

Discussion was held and minor changes were suggested to the proposed letterhead. The Trustees desired to keep this style of letterhead with a minor adjustment to the left margin - - unless the logo changes. **Janet Aune made a motion to adopt the letterhead as discussed.** **Seconded by Owen Yost.** The votes were unanimous. Motion carried.

D. Domain Name for future website for the Trust

Staff recommended acquiring all of the suggested domain names and to select one for the primary address.

utct.org	uppertrinityct.com
utct.com (NOT AVAILABLE)	uppertrinityct.org

uppertrinityconservationtrust.com

Trent Lewis made a motion to purchase uppertrinityct.org and designate it as the official domain name for the Trust, as well as purchase the following: uppertrinityct.com; uppertrinityct.net; utct.org; uppertrinityconservationtrust.com; and, uppertrinityconservationtrust.org. **Seconded by Bruce Arledge.** The votes were unanimous. Motion carried.

E. Business Cards

Staff suggested that the Trustees may want to order business cards as they begin their work for the Trust. The business card would have the official logo, the phone number and the Trust's address, and whatever personal information each Trustee would like listed, including an email address, if desired.

After discussing the use of emails by Trustees, President Lewis suggested delaying the business cards until the domain name is secured. No action was taken on this item. Trustees also requested Staff to provide more information in the Texas Open Records Act as it relates to emails.

10. Review preliminary material for a general brochure about the Trust and its Mission, and consider appointment of Public Information Committee to develop other material.

A preliminary draft brochure was distributed. There may need to be two types of brochures - - a general brochure about the Trust, and eventually a second brochure for potential land owners. No action was taken on this item.

11. Confirm Date, Time and Location of September meeting.

The next Upper Trinity Conservation Trust meeting will be held on Thursday, September 9, 2010 at 8:30 A.M., tentatively at the Taylor Water Treatment Plant.

12. Review future agenda items, activities and announcements for future Board Meeting.

- President Lewis would like for each Trustee to do some homework and offer ideas about the following topics at the next Trustee meeting:
 1. Become more familiar with other trusts and their activities
 2. Collect our ideas for a mission statement.
 3. Develop a list of potential Trust activities, particularly for Trustees to be engaged.
- Taylor will try to arrange for a guest speaker to come and speak with the Trustees at an upcoming meeting.

13. Visitor comments.

None.

14. Adjournment.

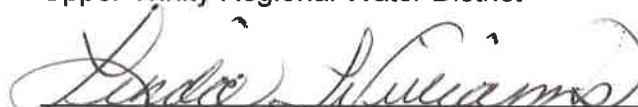
Janet Aune made a motion to adjourn the meeting. Seconded by Linda Williams. The meeting was adjourned at 12:35 P.M.

Recorded By:



Brenda Scott, Sr. Executive Secretary
Upper Trinity Regional Water District

Certified By:



Linda Williams, Secretary / Treasurer
Upper Trinity Conservation Trust