



# MINUTES

JOINT MEETING OF  
UPPER TRINITY CONSERVATION TRUST  
BOARD OF TRUSTEES  
&  
UPPER TRINITY REGIONAL WATER DISTRICT  
WATERSHED PROTECTION COMMITTEE

SEPTEMBER 8, 2011

## **REGULAR SESSION BOARD MEETING:**

1. Call to Order.

The Board of Trustees of the Upper Trinity Conservation Trust and the Upper Trinity Regional Water District Watershed Protection Committee convened in a joint meeting with Vice President Thomas Muir presiding at 8:37 A.M. on Thursday, September 8, 2011, 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:**

Thomas Muir, Place 6, Vice President	Janet Aune, Place 2, Secretary/Treasurer
Shirley Haisler, Place 1	Doug Franklin, Place 4
Robert Harpool, Place 5	Ken Dickson, Place 8
Don Hill, Place 9	

### **Trustees Absent:**

Trent Lewis, Place 7, President	Bruce Arledge, Place 3
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### **Watershed Protection Committee in Attendance:**

Jean Campbell, Chair	Kenneth Faulkner
Dick Smith	Janet Aune
Leslie Maynard	

### **Committee Member Absent:**

Timothy Fisher

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

Thomas E. Taylor, Executive Director  
Jason Pierce, Manager / Watershed Protection & Contract Services  
Nancy Tam, Assistant to Executive Director  
Brenda Scott, Sr. Executive Secretary

3. Pledge of Allegiance and Invocation.

Don Hill led the Pledge of Allegiance to the American Flag and Jason Pierce led the Pledge of Allegiance to the Texas Flag. Thomas Muir provided the Invocation.

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

- Connemara Conservancy will be hosting a Landowner Workshop on Friday, October 21 from 1:00 PM to 4:30 PM., in the Fellowship Hall of the First Methodist Church in Bonham. The central theme will be focusing on the landowner and what they can do to preserve their land. UTCT has agreed to be a sponsor of the workshop. There is no fee to attend. Staff will send out an announcement with the appropriate information for those who would like to attend.
- An "Oil, Gas & Mineral Development" webinar will take place on Wednesday, September 14, 9:30 AM – 10:30 AM, hosted by the Texas Agricultural Land Trust. It is free, and will be available for viewing in the Board Room, or can be accessed on your personal computer. The focus of the webinar will be how landowners can protect their land with a conservation easement and develop the minerals.
- The Trust's budget has been approved by the UTRWD Board, and incorporated into the overall budget for UTRWD.
- The IRS application submitted by the Trust was assigned to an IRS agent on August 15. The agent now has 30 days to review the application and contact the Trust if they need additional information, or if they have questions.
- A draft letter regarding Trustee contributions to the Trust was distributed for review and comment. Mr. Taylor asked for guidance on an amount to include in the letter. In the adopted budget for FY 2012, \$5,000 is expected from contributions, \$3,000 of which was planned to come from Trustees, with the other \$2,000 from other solicitations. Vice President Muir feels it would be best not have a specified amount in the letter, but rather have 100% Trustee participation. This was agreed to by the Trustees.

The Watershed Protection Committee and the UTRWD Board will be solicited for donations to this fund.

5. Adopt minutes of July 13, 2011 Trust Board Meeting.

**Shirley Haisler made a motion to approve the minutes as written. Seconded by Bob Harpool.** The vote was unanimous. Motion passed.

6. The Trustees and the Watershed Protection Committee Members - - a brief discussion about the Watershed Protection Program.

- Upper Trinity Regional Water District's Board of Directors created the Watershed Protection Committee approximately 7 years ago. The focus of this committee has been to develop awareness about the importance of protecting water quality. The Committee has worked, from the beginning, to identify the various natural assets in the local watersheds. Two studies were completed by UNT to evaluate stream corridors based on their respective need for preservation.
- Another early activity of the Committee was to create signs to raise awareness about "watershed addresses." Approximately 200 signs have been installed throughout the Lewisville, Ray Roberts, Grapevine, Trinity River and North Sulphur River watersheds.
- Committee Chairperson, Jean Campbell introduced the Watershed Committee members present at the meeting. Janet Aune is on the Watershed Committee, and serves as the Committee's Liaison to the Trust Board; Leslie Maynard; Kenneth Faulkner; and Richard Smith. Tim Fisher was not present.
- Mr. Taylor mentioned that the Watershed Committee wanted to address the concept of conservation easements. This is why the Trust was created - - to work with private land owners to establish conservation easements, especially along streams and creeks on their property.

The Trustees and Committee Members also discussed possible opportunities to work together in the future.

7. Discuss progress concerning activities and goals in the Trust's annual Work Program Guidelines.

The Trustees and Watershed Protection Committee reviewed the 2011 Work Program Guidelines. A lot of work on the Work Program Guidelines has been done, and is continuing.

It was discussed that all Trustees serve on at least one of these committee. If there is something that a Trustee would like to work on or discuss, please coordinate with Staff and call a committee meeting to discuss.

8. Discuss plans for proposed Watershed Partners Networking Breakfast meeting tentatively scheduled for fall.

- Information about the Watershed Partners Networking Breakfast was distributed for review by Trustees. A date for the event was for Wednesday, November 16 at 8:30 A.M. The Trustees requested that the meeting be short, no longer than 1.5 hours.
- A list of people who should be invited was discussed:
  - staff person who does the planning for city or town
  - policy person who is the City Administrator or City Councilman

- professionals in this field
- consultants interested in this field
- educators
- landowners
- Agri Life staff

Invitations will be mailed and the Promotions Committee will work to organize the Breakfast.

9. Review draft of the Trust's brochures being designed by Cooksey Communication.

Three draft logos / brands prepared by Cooksey Communications were distributed for review by the Trust. The intent is that this logo/brand would be used on all presentations, websites, and postcards. Staff and the Promotions Committee preferred the center green brand, and in certain conditions, the brown underneath the green brand. No action is required.

Example brochures were distributed. Originally, it was thought to have two brochures - - one with general information about the Trust, and a second one regarding conservation easements, land conservation / preservation. After the Promotions Committee meeting on August 18, it was discussed having one brochure with introductory information about the Trust and Conservation Easements. For more detailed information, the reader would be referred to the website. The committee will continue working on the brochure and will present a final version for the Board's review and consideration.

10. Consider approval of a Policy regarding Disbursement of Trust Funds and Check Signing.

A draft Policy regarding Disbursement of Trust Funds and Check Signing was distributed for review. The purpose of the Policy is to establish a process for orderly business transactions of the Trust.

Muir asked about the proposed \$5,000 limit being a larger portion of the Trust's budget (\$43,000). He stated the wording is adequate, but thinks the maximum authority limit should be \$4,000 and the low end \$2,000.

**Janet Aune made a motion to approve the Disbursement of Trust Funds and Check Signing Policy as presented, but lower the maximum authority limit from \$5,000 to \$4,000, leaving the secondary level at \$2,000. Seconded by Shirley Haisler. The vote was unanimous.**

11. Review the NCTCOG Water Quality Protection Greenprint online tool, a tool used to identify riparian areas to preserve.

Pierce presented a briefing on the highlights of using the online greenprinting tool. No action taken.

12. Receive report from committees and take appropriate action.

- A. Development Committee
- B. Acquisition Committee
- C. Promotions / Events Committee

Review of committee activities was presented earlier in the meeting.

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

The next regular meeting will be held on Thursday, November 10, 2011 at 8:30 A.M.

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

None.

15. Visitor Comments.

None.


16. Adjournment.

**Thomas Muir made a motion to adjourn the meeting. Seconded by Janet Aune. The meeting was adjourned at 11:10 AM.**

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