

**Minutes**  
**January 10, 2023**  
**UGRA Board of Directors Special Workshop Meeting**

Notice having been duly given, a Special Workshop 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 10:00 am on Tuesday, January 10, 2023. Diane McMahon, President; Aaron Bulkley, Vice-President; Bill Rector, Secretary; Maggie Snow, Treasurer; Austin Dickson (arrived 10:15 am); Dick Eastland; and Blake Smith were present and constituted a quorum. Also present was Tara Bushnoe, General Manager.

President McMahon led Item II. Pledge of Allegiance.

President McMahon introduced Item III. Visitors/Citizens Forum. There were no comments from the audience.

President McMahon announced Item IV. Public Participation. In the event a visitor has a question or wants to make a statement regarding an item under discussion the visitor 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 V. A. UGRA Mission Statement. Ms. Bushnoe presented the current mission statement and general discussion of possible revisions followed. Staff will summarize the revisions discussed and the revised Mission Statement will be considered on a future Board meeting agenda. President McMahon introduced Item V. B. UGRA Bylaws. Ms. Bushnoe presented the proposed revisions to the Bylaws and the justification for the revisions. General discussion followed. Staff will incorporate additional suggested revisions and the revised Bylaws will be considered on a future Board meeting agenda. President McMahon introduced Item V. D. 2023 Project Priorities. Potential new projects were presented by the Board member

who proposed the program. General discussion followed regarding scope and implementation steps for the potential projects. President McMahon introduced Item V. C. UGRA Strategic Plan Goals, Actions, and Tasks. Ms. Bushnoe presented proposed changes to the current Strategic Plan Goals, Actions, and Tasks. General discussion followed. Staff will incorporate additional suggested revisions and the revised Strategic Plan Goals, Actions, and Tasks will be considered on a future Board meeting agenda. President McMahon introduced Item V. E. Implementation of Water Resources Preservation Program. Ms. Bushnoe presented a summary of the program and remaining details for discussion. General discussion followed regarding the timeline for accepting applications, maximum incentive payment, landowner cost share, operation and maintenance agreements, name of the program, and consultant services for initial project evaluation. Staff will incorporate additional suggested revisions and the Water Resources Preservation Grant Program guidelines will be considered on a future Board meeting agenda. President McMahon introduced Item V. F. UGRA Committee Goals and Assignments. General discussion followed. President McMahon made the following assignments to the committees:

**Executive Committee:**

Diane McMahon  
Aaron Bulkley  
Bill Rector  
Maggie Snow

**Human Resources Committee:**

Blake Smith, Chair  
Austin Dickson

**Outreach and Education Committee:**

Maggie Snow, Chair  
Austin Dickson  
Diane McMahon  
Blake Smith

**Watershed Stewardship Committee:**

Aaron Bulkley, Chair  
Diane McMahon  
Bill Rector  
Maggie Snow

**New Initiatives Committee:**

Bill Rector, Chair  
Dick Eastland

**Habitat Conservation Plan Ad Hoc Committee:**

Blake Smith, Chair  
Dick Eastland  
Mike Hughes  
Diane McMahon

President McMahon introduced Item V. G. Implementation of Sunset Report Recommendations.

Ms. Bushnoe presented the Sunset report recommendations that will necessitate changes to UGRA policies or procedures. General discussion followed regarding the content of a Reserve Fund Balance Policy and designated fund amounts. Staff will incorporate additional suggested revisions and a Reserve Fund Balance Policy will be considered on a future Board meeting agenda.

President McMahon introduced Item VI. General Manager Administrative Reminders. Ms. Bushnoe reminded the Board of the April 30<sup>th</sup> deadline for Personal Financial Statement filing with the Texas Ethics Commission. Also, the process to disclose conflicts of interest was discussed and a list of recent UGRA vendors and current financial institutions was provided for reference. Ms. Bushnoe also shared the dates of upcoming committee meetings.

There being no further business, the meeting adjourned at 3:28 pm.

No action was taken by UGRA Board of Directors as the workshop was for discussion only.

UPPER GUADALUPE RIVER AUTHORITY

ATTEST:

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Diane McMahon, President  
Board of Directors

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William R. Rector, Secretary  
Board of Directors