

Item 6f – Duties of District Treasurer, General Manager, & General Counsel

Responding to a request from David Stratta, the duties of the District's Treasurer, General Manager, and General Manager from been compiled for your review. The information provided is my best attempt to accumulate the information requested and was gathered from the following sources:

- District Rules
- District By-laws
- District Management Plan
- District Investment Policy
- Board actions
- General Manager Job Description provided to all applicants relating to the job opening posted in 2012
- Executed 2021 Contract for Legal Services

Duties of the District Treasurer

- Serves as third in line to conduct board meetings in the absence of the President and Vice-President (as per District Bylaws)
- Serves as Assistant District Investment Officer (as per District Investment Policy; no specific duties assigned)
-one to serve as Secretary and/or Secretary/Treasurer to keep a true and complete account of all meetings and proceedings of the Board (located in the Rules and alluding to the election of a Treasurer with no defined duties)

BRAZOS VALLEY GROUNDWATER CONSERVATION DISTRICT

JOB DESCRIPTION

POSITION: *General Manager* **IMMEDIATE SUPERVISOR:** *Board of Directors*

JOB SUMMARY:

The General Manager is responsible for the overall management of District programs, activities, and personnel; reports directly to the Board of Directors; implements Board approved programs for the conservation and protection of water resources to carry out the mission and duties of the District. The General Manager acts as the Chief Operating Officer and Chief Financial Officer for the District.

Description

Administration Program. The General Manager is responsible for:

- Development and operation of all administrative, purchasing, fees, permits, regulations and personnel policies and procedures for Board approval and for approving all staff level policies;
- Managing contract negotiations with outside consultants for engineering, consulting, and purchasing of goods and services
- Coordinating litigation activities; working with the Board to draft, monitor, and implement legislative initiatives;
- Budgeting, accounting, auditing and funds management activities;
- Supervising the preparation of monthly financial reports and financial/cost analyses;
- Compliance with all applicable state and federal rules, regulations and laws.
- Program supervision and capital project planning, scheduling, and implementation;
- Coordination of Board of Director's activities; works with the Board to promulgate and enforce District Rules, policies, and regulations; ensure regulatory community compliance, and develop mitigation and mediation strategies;
- Overall District administration of state and federal projects; grant writing and administration; monitoring the capital assets of the District;
- Other duties assigned by the Board of Directors.

Planning Program. The General Manager is responsible for:

- The SB 1 Management Plan approved by the Texas Water Development Board and performance review by the State Auditor's Office;
- Coordinating District participation in regional groundwater conservation, protection and water resources planning efforts; facilitating cooperative relationships and working partnerships with local, state, and federal elected officials and government agencies, private consultants, constituents, and affiliate organizations; serves as primary District contact for news media, legislators, public officials and citizens and other actions necessary to prepare news releases, District informational brochures and other public relations materials and public service announcements;
- Editorial control of District's publications and reports; initiating and implementing District public information meetings and press conferences;
- Supervising environmental assessments and other special investigations concerning environmental contaminant sources impacting the management of groundwater resources;

- Administering the geographical information system programs designed to inform, illustrate, store, retrieve and analyze groundwater and permit data; reviewing and approving data development and implementation activities;
- Supervising the analysis and interpretation of data to determine trends in aquifer water quality/quantity and any resulting investigations;
- Administering the District's conservation and drought contingency plans;
- Working with the staff of other governmental agencies to promote the District's interest;
- Monitoring the development and implementation of educational activities of the District;
- Other duties as assigned by the Board of Directors.

Field Operations Program. The General Manager is responsible for:

- Applications for permits for drilling, operating, registering, plugging or altering water supply wells and water well construction;
- Working closely with the staff, consultants and other professionals insuring compliance with rules, standards and practices of the District and other agencies;
- Developing recommendations to the Board for guidelines on the protection of groundwater and assuring the enforcement of rules and regulations regarding protection of groundwater;
- Working with outside contract consultants on special projects;
- Working with private water well drilling companies;
- Other duties as assigned by the Board of Directors.

Assessment Program. The General Manager is responsible for:

- Supervising programs necessary to carry out groundwater and related hydro-geologic activities, including measurement of water levels, performance of aquifer tests, determination of groundwater withdrawal and recharge, and collection of water quality samples;
- Supervising the staff in monitoring and inventorying abandoned wells, sinkholes and other potential groundwater hazards;
- Supervising staff in monitoring development within the District's jurisdiction; supervising District geologic activities and hydro-geological investigations;
- Other duties as assigned by the Board of Directors.

Responsibilities Identified in District Rules, District By-laws, District Investment Policy, District Management Plan.

- The Board may delegate to the General Manager full authority to manage and operate the offices of the District subject only to orders of the Board. The General Manager, with approval of the Board, may employ or contract with all persons necessary for the proper handling of business and operation of the District (and identified by the Rules and By-laws)
- Determine the compensation to be paid all employees other than the General Manager.
- The General Manager may delegate his administrative duties as may be necessary to accomplish his duties effectively and expeditiously, provided, however, that no such delegation shall ever relieve him of responsibilities that are ultimately his under the Act, Rules and Bylaws, or Board orders.
- Supervision of personnel and benefits administration, purchasing, and facilities management;
- General Manager is the District Investment Officer to receive training required by the Public Funds Investment Act and bi-annual recertification

- General Manager serves as the representative to Groundwater Management Area 12 (designated by board action)
- General Manager delegated the authority to act on behalf of the District as liaison to state legislative representatives in matters affecting the District (board action)
- The General Manager, with the Board's approval, shall provide and periodically revise a written policy concerning the incurring and reimbursement of travel expenses on District business (By-laws)
- Travel expenditures submitted for reimbursement must be approved by the General Manager (By-laws)
- Coordinate and manage staff, consultant agreements, and Interlocal Agreements to ensure compliance based on Board policy.
- Implement Management Plan and Rules for the operation of the District
- Interact with elected and appointed officials from counties, municipalities, other groundwater conservation districts
- Organize and facilitate Board and Committee meetings including preparation of supporting material.
- Oversee the implementation of grant projects approved by the Board of Directors
- Coordination and supervision on contract employees including legal, hydrogeological, database/GIS systems, intellectual technology, and auditing of District records.
- General Manager shall report to the Board on the status of the District and its programs at fiscal year-end. The report may include at least the following:
 - (i) the status of the Aquifer and the District's programs to protect and conserve the Aquifer;
 - (ii) a financial report, including a report from the Board's audit committee, and a report on the performance and security of District investments;
 - (iii) a review and evaluation of professional services rendered to the District during the year;
 - (iv) a report on the status of any capital projects of the Districts; and
 - (v) an evaluation of the District's performance in light of long range plans developed pursuant to Section 36.1071, Texas Water Code.

Duties of the District's General Counsel

Nature and Scope of Representation

I understand that while in the future I may from time to time be employed on other matters, our present relationship is limited to representing Brazos Valley Groundwater Conservation District on all general matters involving the District and the Board of Directors, in their official capacity (found in letter of engagement).

The Scope of Work

You should have a clear understanding of the legal services I will provide. Any questions that you have should be dealt with promptly. I will provide services related only to matters as to which I have been specifically engaged (found in 2021 contract).