

**MEETING MINUTES  
COMAL COUNTY WATER ORIENTED RECREATION DISTRICT**

A Regular meeting of the **COMAL COUNTY WATER ORIENTED RECREATION DISTRICT** was held on the 18th day of January 2017, at **5:30 PM** at the **WORD office**, 1928 Farm to Market Road 2673, Sattler, Comal County, Texas. All Board members and staff were in attendance (Board members Doug Carver, Shane Wolf, Jennifer Robinson, Jennifer Bretzke, Lynn Lindsay, Allen Bartram, Jim Green; Staff Mike Dussere, Susan Sullivan, and Holly Gilman, Attorney).

**5:30 PM CALL TO ORDER**

Invocation and Pledge of Allegiance. **Led by Doug Carver.**

**ACTION AGENDA:**

1. Elect a President, Vice President, Secretary, and Treasurer to serve as officers of the W.O.R.D. Board for a one year term as provided in the by-laws. **Motion by Allen, second by Jim, to re-elect existing slate of officers of Doug Carver, President; Shane Wolf, Vice-president; Jennifer Robinson, Secretary; Jennifer Bretzke, Treasurer, MOTION CARRIED 7-0.**

**WORKSHOP AGENDA:**

2. Receive Manager's report on the following subjects:
  - River & Lake Conditions
  - Online payment system
  - WORD Committees
  - Flood warning system additions
  - 2016 financials
  - Board retreat

**ACTION AGENDA:**


The following subjects will be discussed, considered, passed or adopted, to wit:

3. Public Comments.
4. Authorize signatory approval for Board Officers on bank accounts as required for continuation of WORD accounts at Wells Fargo Bank and Prosperity Bank. **Motion to approve by Allen, second by Jim, MOTION CARRIED 7-0.**
5. Dismiss all standing committees. **Motion to approve by Jennifer R., second by Jim, MOTION CARRIED 7-0.**
6. Appoint standing committees chairs, including ad hoc committees, with Board Members and citizen advisors, with provision to add additional committee members over the course of 2017. **Motion to keep all committee makeup the same with the addition of Jim Green to Planning, Health & Sanitation, Governmental Affairs, and Law Enforcement committees by Lynn, second by Jennifer B., MOTION CARRIED 7-0.**

7. Authorize Manager/Assistant Manager use of the WORD Imprest Fund, credit cards, the WORD trucks, WORD boats and equipment, and the authority to purchase items authorized in the approved 2017 Budget. **Motion to approve by Jim, second by Jennifer B., MOTION CARRIED 7-0.**
8. Consider ratification of Manager's modifications to WORD Policies & Procedures and approval of new WORD forms 004 and 005 as required by Policy changes. **Motion to approve by Jennifer R., second by Jim, MOTION CARRIED 7-0.**
9. Consider acceptance of \$20,000 from Mountain Valley Middle School to defray costs of a flood siren addition on River Road. **Motion to approve by Jennifer B., second by Jim, MOTION CARRIED 7-0.**
10. Consider release of up to \$50,000 from special projects budget for additional flood siren construction. **Motion to approve by Jennifer B., second by Jim, MOTION CARRIED 7-0.**
11. Consider contract for preventive maintenance services with High Sierra Electronics for flood siren maintenance. **Motion to approve PM contract with the addition of pre-authorizing battery replacement by Jim, second by Jennifer R., MOTION CARRIED 7-0.**
12. Authorize fee schedule for legal services in 2017 with Gilman and Associates, PC. **Motion to approve by Allen, second by Jennifer R., MOTION CARRIED 7-0.**
13. Authorize CPA Amy Shear use of facsimile signature stamps and WORD blank checks from Prosperity payroll Account for use as payroll and payroll taxes for 2017. **Motion to approve by Jennifer R., second by Jim, MOTION CARRIED 7-0.**
14. Read, correct, and/or modify and approve the November, December, and Fiscal year 2016 financial reports and authorize submittal of said reports, 2016 receipts and invoices to ABIP, PC, for Financial compilation and submittal to Comal County Auditor's office. **Motion to approve by Jim, second by Jennifer R., MOTION CARRIED 7-0.**
15. Read, correct, and/or modify and approve the minutes of the Board meeting of November 16<sup>th</sup>, 2016. **Motion to approve by Jennifer B., second by Jim, MOTION CARRIED 7-0.**
16. Solicit agenda and workshop items for the February meeting from the public and Board. **NO ACTION.**
17. Adjourn. **Meeting adjourned at 6:52 PM.**

I, Mike Dussere, Manager of the Water Oriented Recreation District of Comal County, do hereby certify that the above MEETING MINUTES of the Comal County Water Oriented Recreation District is a true and correct account of the proceedings of said meeting.

Dated this 19 day of JANUARY 2017

Attested:   
Mike Dussere, Manager, W.O.R.D.