

## AGENDA ITEM MEMO

**BOARD MEETING DATE:** January 19, 2023

**TO:** Board Members

**THROUGH:** Jeff Walker, Executive Administrator  
Ashley Harden, General Counsel

**FROM:** Kaye Schultz, Assistant General Counsel

**SUBJECT:** Gifts and donations of \$500 or more in value given to the Texas Water Development Board

### **ACTION REQUESTED**

Consider acknowledging gifts and donations to the Texas Water Development Board valued at \$500 or more, in accordance with Texas Government Code Chapter 575.

### **BACKGROUND**

Chapter 575 of the Government Code gives specific direction to state agencies regarding the acceptance of gifts and donations. The statute requires that the Board acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90<sup>th</sup> day after the date the gift is accepted. The name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes.

The Executive Administrator's memorandum accepting the gifts and donations on December 15, 2022 is attached. The memorandum includes a list of gifts and donations of \$500 or more, all of which are employee travel expenses paid for by a third party organization. This memorandum will be recorded in the minutes.

### **RECOMMENDATION**

The Executive Administrator recommends that the Board acknowledge gifts and donations to the Texas Water Development Board valued at \$500 or more to comply with Texas Government Code Chapter 575.

Attachment

Executive Administrator's Memorandum

# Texas Water Development Board

P.O. Box 13231, 1700 N. Congress Ave.  
Austin, TX 78711-3231, [www.twdb.texas.gov](http://www.twdb.texas.gov)  
Phone (512) 463-7847, Fax (512) 475-2053

**TO:** Jeff Walker, Executive Administrator  
**THROUGH:** Ashley Harden, General Counsel *AH*  
**FROM:** Kaye Schultz, Assistant General Counsel *KS*  
**DATE:** December 9, 2022  
**SUBJECT:** **Gifts and Donations to the Agency**

Texas Government Code Chapter 575 gives specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 requires that the Board acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. The name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes.

Before the Board can acknowledge acceptance of gifts and donations with a value of \$500 or more, the gifts must be accepted by the agency.

Documentation of all gifts and donations during the covered time period is included as Attachment 1. Gifts and donations with a value of \$500 or more are highlighted; these highlighted gifts and donations will be presented to the Board for acknowledgement. A Declaration of Third Party Travel Payment/Reimbursement form is included for each travel payment or reimbursement listed in Attachment 1. Your signature below is needed to accept the gifts and donations. The Office of General Counsel recommends that you sign this form and accept the gifts and donations.

*I acknowledge and accept the gifts and donations identified in Attachment 1 on behalf of the Texas Water Development Board.*

*Jeff Walker*

\_\_\_\_\_  
Jeff Walker  
Executive Administrator

12/15/2022

\_\_\_\_\_  
Date

Attachments: Gifts and Donations  
Declaration of Third Party Travel Payment/Reimbursement forms (2)

## Our Mission

Leading the state's efforts in  
ensuring a secure water future  
for Texas and its citizens

## Board Members

Brooke T. Paup, Chairwoman | George B. Peyton V, Board Member  
Jeff Walker, Executive Administrator

**Third Party Payments/Reimbursements/Gifts**

Reimbursing organization	TWDB Staff	Date Range	Location	Purpose	Total
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">                     *Denotes gift/donation with value of \$500 or more                 </div>					
Water Environment Association of Texas	Lindsey Ford	2022-23	N/A	Annual membership	\$80
Water Environment Federation	Lindsey Ford	2022-23	N/A	Annual membership	\$140.00
Rogue Water Lab	Lindsey Ford	October 9-12, 2022	New Orleans, LA	Attend the Water Environment Federation Technical Exhibition and Conference	\$1,316.41
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				AIRFARE	\$743.99
				PUBLIC TRANSPORTATION	
				MEALS	
				LODGING	\$522.42
				OTHER - Event Registration	\$50.00
Water Environment Association of Texas	Kaci Woodrome	2022-23	N/A	Annual membership	\$80.00
Water Environment Federation	Kaci Woodrome	2022-23	N/A	Annual membership	\$140.00
Rogue Water Lab	Kaci Woodrome	October 9-12, 2022	New Orleans, LA	Attend the Water Environment Federation Technical Exhibition and Conference	\$1,316.41
				<b>Reimbursed Expense Description</b>	<b>Reimbursed Amount</b>
				AIRFARE	\$743.99
				PUBLIC TRANSPORTATION	
				MEALS	
				LODGING	\$522.42
				OTHER - Event Registration	\$50.00