

COLORADO COUNTY GROUNDWATER
CONSERVATION DISTRICT

BYLAWS

Original Adoption Date: February 5, 2008

Amended Date: April 18, 2012

Amended Date: July 20, 2017

CCGCD BYLAWS TABLE OF CONTENTS

SECTION 1

DISTRICT CREATION, PURPOSE & POWERS

1.1	District Creation, Purpose & Powers	2
1.2	Powers of the District	2

SECTION 2

THE BOARD

2.1	Purpose of the Board	3
2.2	Board of Directors	3
2.3	Notice of Appointment, Sworn Statement, Oath of Office and Bond	4
2.4	Fees of Office	4
2.5	Training and Reimbursements	5
2.6	Policies	5
2.7	Budget	5
2.8	Audit	6
2.9	Indemnification	6
2.10	Meetings	6
2.11	Committees	7
2.12	Ex Parte Communications	8

SECTION 3

DISTRICT STAFF

3.1	General Manager	9
3.2	Delegation of Authority	9
3.3	Training and Reimbursements	9
3.4	Indemnification of Employees	11

SECTION 4

MANAGEMENT OF THE DISTRICT

4.1	Fiscal Year	11
4.2	Accounts Payable	11
4.3	Loans	11
4.4	Purchasing	12
4.5	Consultants	12
4.6	Annual Report	12
4.7	Fee Schedule	13
4.8	Contracts, Instruments, and Documents	13

SECTION 5

DISTRICT

5.1	District Address and Contact Information	14
5.2	Minutes and Records of the District	14
5.3	Certified Copies	14
5.4	Office Hours	14
5.5	Official Seal	14

APPENDIX A

15

Colorado County Groundwater Conservation District DISTRICT BYLAWS

SECTION 1. DISTRICT CREATION, PURPOSE & POWERS

1.1 – DISTRICT CREATION AND PURPOSE

The Colorado County Groundwater Conservation District (the “District”) was created under the authority of Section 59, Article XVI, of the Texas Constitution and in accordance with Chapter 36 of the Texas Water Code by the 80th Texas Legislature with the Act of May 23, 2007, 80th Leg., H.B. 4032, 2007 (“An act relating to the Creation”), as a government agency and a body politic and corporate. The District’s Enabling Act was amended by the 82nd Texas Legislature and is codified in Section 8824.051 of the Texas Special District Local Laws Code. The Enabling Act was further amended by the 85th Texas Legislature and is codified in Section 8824.151 of the Texas Special District Local Laws. The District was created to serve a public use and benefit, and is essential to accomplish the objectives set forth in Section 59, Article XVI, of the Texas Constitution. The District’s boundaries are coextensive with the boundaries of Colorado County, Texas, except that the District does not include any territory that is included in the boundaries of the Coastal Bend Groundwater District as of the effective date of H.B. 4032, 80th Texas Legislature, and all lands and other property within these boundaries will benefit from the works and projects that will be accomplished by the District.

1.2 – POWERS OF THE DISTRICT

Except as otherwise specified by the District Act, the District has all the rights, powers, privileges, authority, functions, and duties provided by the general laws of this state, including Chapter 36 of the Texas Water Code, applicable to groundwater conservation districts created under Section 59, Article XVI, of the Texas Constitution.

SECTION 2. **THE BOARD**

2.1 – PURPOSE OF THE BOARD

The Board was created to shape policy and regulate the withdrawal of groundwater within the District in order to provide for the conservation, preservation, protection, recharging, and prevention of waste of District groundwater, as well as to exercise its rights, powers, and duties in a manner that will effectively and expeditiously accomplish the purposes of the Act creating the District, Chapter 36 of the Texas Water Code, and Section 59, Article XVI, of the Texas Constitution. The Board's responsibilities include, but are not limited to, the adoption and enforcement of reasonable rules, policies, orders, and a management plan.

2.2 – BOARD OF DIRECTORS

- a) The District is governed by the Board, which is composed of seven elected Directors. Each candidate or appointee must qualify to serve as a Director in the manner provided under Section 36.055 of the Texas Water Code. A person who so qualifies to serve as a Director on the Board is thereby entitled to participate in all votes relating to the business of the District regardless of any common law doctrine or any statutory conflicts of interest, incompatibility, or similar provision to the contrary.

- b) As set forth under the District Act, Directors serving on the District's Board serve staggered four-year terms and are elected by the voters according to the Act creating the District. The District shall hold an election to elect the appropriate number of directors on the uniform election date prescribed by Section 41.001, Election Code, in November of each even-numbered year. Directors of the District shall be elected as follows:
 - i. The Directors of places 1 through 4 must reside in Colorado County Commissioners Precincts 1 through 4, respectively, and are elected by the voters of the applicable commissioners county precinct; and,
 - ii. The Directors of Places 5 through 7 must reside within the boundaries of the District and are elected at large by the voters of the District;
 - iii. To be eligible as to serve as a Director, a person must be a registered voter;
 - iv. A person shall indicate on the application for a place on the ballot, the position on the Board to which the person seeks to be elected;
 - v. When the boundaries of the county commissioners precincts are redrawn after each federal decennial census to reflect population changes, a Director in office on the effective date of the change, or a Director elected or appointed before the effective date of the change whose term of office begins on or after the effective date of the change, shall serve in the precinct to which elected or appointed even though the change in boundaries places the person's residence outside the precinct for which the person was elected or appointed;
 - vi. If territory is added to the district, the board shall change the method of electing Directors as necessary to ensure that all district voters are fairly represented. A change in the method of electing Directors adopted by the Board under this subsection shall be implemented at the next Directors election at which change can be implemented consistently with the Election Code and federal law.

- c) A vacancy in the office of Director shall be filled by appointment of the Board. The appointed Director serves only for the remainder of the unexpired term to which the director was appointed.

- d) Officers shall be elected on even numbered years for terms of two years at the first Board meeting following the election or as such time as is necessary to fill a vacancy. The Board shall elect a Director to serve as President, one to serve as Vice-President, another to serve as Secretary, and a last Director to serve as Treasurer.
 - i. The President is the chief executive officer of the District, presides at all meetings of the Board, and shall execute all documents on behalf of the District. The Vice-President shall act as President in case of the absence or disability of the President, except as set forth in Subsection (e) of this Section. The Secretary is responsible for seeing that all records and books of the District are properly kept and shall attest the President's signature on all documents. The Treasurer ensures all financial policies of the District are followed and shall serve as chairperson of the Budget/Finance Committee.
 - ii. The Board may appoint other Directors, the General Manager, or any employee as an assistant or Assistant Secretary to assist the Secretary, and any such person shall be entitled to certify as to the authenticity of any record of the District, including but not limited to all proceedings relating to bonds, contracts, or indebtedness of the District.
- e) In the event an officer of the Board vacates his/her position or resigns or becomes unable to serve as an officer under Subsection (d), the Board shall select another Director to serve the remainder of the unexpired term of such officer. If the Board selects a Director who holds another office at the time of the vacancy to fill the unexpired term, the Board shall select another Director to serve the remainder of the unexpired term of such second officer.
- f) A Director may serve only two full consecutive terms in the same position. A Director's term of office shall commence at the first Board meeting after the November election and the completion of the official canvassing of the vote.

2.3 – NOTICE OF APPOINTMENT, SWORN STATEMENT, OATH OF OFFICE AND BOND

- a) Within 30 days after the appointment of any Director, the District shall notify the Executive Director of the Texas Commission on Environmental Quality of the name and mailing address of the Director chosen, and the date the Director's term of office expires. The Executive Director shall provide forms to the District for such purposes.
- b) As soon as practicable after a Director is elected, that Director shall make the sworn statement prescribed for public officers in Section 1, Article XVI, of the Texas Constitution.
- c) As soon as practicable after a Director has made the sworn statement, and before beginning to perform the duties of office, that Director shall take the oath of office prescribed for public officers in Section 1, Article XVI, of the Texas Constitution.
- d) Before beginning to perform the duties of office, each Director shall execute a bond for \$10,000 payable to the District and conditioned on the faithful performance of that Director's duties. All bonds of the Directors shall be approved by the Board and paid for by the District.
- e) The sworn statement, oath, and bond shall be filed with the District and retained in its records. A duplicate of the original oath shall also be filed with the Texas Secretary of State within 10 days after its execution, but need not be filed before the new Director begins to perform the duties of office.

2.4 – FEES OF OFFICE

Directors may not receive compensation for performing the duties of a Director.

2.5 – TRAINING AND REIMBURSEMENTS

- a) Directors of the District may attend conferences and meetings of the Texas Groundwater Association and the Texas Alliance of Groundwater Districts. Attendance at other conferences, hearings or meetings outside the Colorado County vicinity must be approved by the Board prior to attending. Attendance at local meetings or conduct of other local District business must be authorized by the General Manager prior to attendance.
- b) Reimbursements for travel or training shall be consistent with Travel Policies outlined in the Director and Employee Policy Manual.

2.6 – POLICIES

- a) The District shall adopt an Investment Policy relating to District investments which ensures that purchases and sales of investments are initiated by authorized individuals, conforms to investment objectives and regulations, and are properly documented. The policy should also ensure that a periodic review is made of District investments to evaluate investment performance and security.
- b) The District shall adopt and approve a Director and Employee Policy Manual which includes the following:
 - i. Code of Ethics applicable to Directors, employees and anyone working on behalf of the District;
 - ii. Travel Policy for establishing policies for reimbursing District directors and employees for necessary and reasonable travel expenses incurred while conducting business or performing official duties or assignments;
 - iii. Management Policy to ensure better use of management information, including the use of budgets in planning and controlling costs;
 - iv. Employee Policies that establish rules and guidelines for employees of the District that includes, but is not limited to general conduct, drug and alcohol policies, pay period designations, disciplinary actions, employee benefits, sick leave, annual leave, and holiday policies.
- c) The District shall adopt rules in order to implement the powers and duties of the District allocated to it by the following: the District's enabling Act; Chapter 36 of the Texas Water Code; Section 59 of Article XVI, Texas Constitution; and, other applicable laws to establish the general policies and procedure of the District. The rules are the foundation for achieving the goals of the District Management Plan. The District rules include provisions for hearings.
- d) The District shall adopt and approve a Record Retention Schedule in compliance with the Texas State Library and Archives Commission and applicable State law.

2.7 – BUDGET

- a) Prior to the commencement of the fiscal year, the Board shall adopt an annual budget. Prior to passage of the budget, the Board shall conduct a public hearing and shall make a proposed budget available to the public at least ten (10) calendar days prior to the hearing. Any resident of the District shall be allowed to participate in the budget hearing, subject to reasonable time limitations. The District may not make expenditures in excess of the total budgeted expenditures for a fiscal year unless the Board amends the budget.
- b) The budget shall contain a complete financial statement, including a statement or estimate, if

appropriate, of the following:

- i. The outstanding obligations of the District;
- ii. The amount of cash on hand to the credit of each fund of the District;
- iii. The amount of money available to the District from all sources during the ensuing year;
- iv. The amounts of the balances expected at the end of the year in which the budget is being prepared;
- v. The estimated amounts of revenues and balances available to cover the proposed budget; and,
- vi. The estimated water use fees to be imposed.

2.8 – AUDIT

- a) The Board, at the end of each fiscal year, shall have prepared an audit of its affairs by an independent certified public accountant or firm of independent certified public accountants, which audit shall be open to public inspection. Such auditors shall have no personal interest directly or indirectly in the fiscal affairs of the District and shall be experienced and qualified in the accounting and auditing of public bodies.
- b) The audit shall be performed in accordance with generally accepted auditing standards and shall satisfy all requirements imposed by Chapter 36, Texas Water Code.
- c) The District's auditors may undertake consulting services for the District in addition to their duties in connection with the annual audit.

2.9 – INDEMNIFICATION OF DIRECTORS

Each Director is indemnified by the District against any liability imposed upon him and for any expense reasonably incurred by him in connection with any claim made against him, or any action, suit or proceeding to which he may be a party by reason of his being, or having been, a Director, and against such sums as counsel selected by the Board shall deem reasonable payment made in settlement of any such claim, action, suite, or proceeding; provided, however, that no Director shall be indemnified with respect to actual damages arising out of a course of action for a willful act of omission, an act or omission constituting gross negligence or official misconduct, or with respect to matters for which such indemnification would be unlawful or against public policy. Any right of indemnification granted by this Section is in addition to and not in lieu of any other such right of which any Director of the District may at any time be entitled under the laws of the State of Texas; and if any indemnification that would otherwise be granted by this Section is disallowed by any competent court or administrative body as illegal or against public policy, then any Director with respect to whom such adjudication was made, and any other Director, shall be indemnified to the fullest extent permitted by law and public policy, it being the express intent of the District to indemnify its Directors to the fullest extent possible in conformity with these Bylaws, all applicable laws and public policy. The District may purchase and maintain insurance on behalf of any person who is a Director of the District in any capacity, or arising out of his status as such. The indemnification provided herein shall inure to the benefit of the heirs, executors, and administrators of the Directors of the District.

2.10 – MEETINGS

- a) The Board shall hold meetings at least quarterly. It may hold meetings at other times as required for business of the District. At the request of the President, or by written request of at least two Directors, the Board may hold special meetings. All Board meetings shall be held in accordance to the Texas Open Meetings Act. To the extent necessary for orderly conduct of proceedings, the guidelines of "Parliamentary Procedure at a Glance", New Edition, by O. Garfield Jones, 1971 revised edition may

be followed.

- b) From time to time and as may be necessary, the Board may hold work sessions to discuss and evaluate issues in such detail as to require open and free discussions not normally possible in regular Board meetings. During work sessions of the Board, no public comment will be heard, unless specifically requested by a Director and recognized by the Board chair. Public comment may be made at the time the item(s) is/are up for discussion at a regular Board Meeting.
- c) A majority of the membership of the Board constitutes a quorum for any meeting, and a concurrence of a majority of the entire membership of the Board is sufficient for transacting any business of the District.
- d) Notice of meetings of the Board shall be given as set forth in the Open Meetings Act, Chapter 551, Texas Government Code.
- e) All meetings requiring posting in accordance with the Texas Open Meetings Act will be held regardless of weather conditions when a quorum of the Board is present. Should a lack of a quorum or weather conditions prohibit the meeting, the meeting will be rescheduled for a later date.
- f) During a Board meeting, other than a work session, public comment may be heard by the Board according to the Open Meetings Act. Public comments during a Board meeting will be of two types:
 - i. Public comments of a general nature may be made under the public comment item on the agenda;
 - ii. Specific comments on any posted agenda item may be made following recognition of the speaker by the Board chair. Such comments may be made after the presentation of the item, or during the Board discussion of the item, if the speaker is called upon. Public comments of this type will be accepted by the Board only after the person wishing to speak has completed an information card which is available at the meeting. The card must contain the speaker's name, address, phone number, Director's precinct in which speaker resides, and the number of the agenda item which will be addressed. A speaker may sign up to speak for any posted item for three minutes or less. Speakers shall address only the item for which they signed up. No speaker will be allowed to pass his time to someone else, nor will a speaker be permitted to repeat comments made by another except to concur with those remarks.

2.11 – COMMITTEES

- a) The President may establish and designate Directors for advisory committees and shall appoint the committee chairman for formulation of policy recommendations to the Board or for such other purposes as the president may designate. All meetings of such committees shall be open to the public.
- b) Members of various committees shall be appointed from the Board and from residents of the District. Membership is voluntary and without compensation. Each appointee shall be approved by the Board. Membership committee criteria is as follows:
 - i. Members of committees will be selected from persons recommended to the Board of Directors by Board members, public officials, and/or by citizen request;
 - ii. All members appointed to a committee shall have a single vote on any issue before the committee;
 - iii. Written proxy votes may not be accepted when the vote is cast;
 - iv. Technical representatives are appointed by the Board, based on recommendations from the

- General Manager;
- v. Committee size will be limited to a number which may reasonably address an issue and will be determined by the Board. Subcommittees appointed by the committee chair may be formed to create a work product for Board and/or full committee review and input;
 - vi. Members of committees who miss three or more consecutive committee meetings may be replaced, at the request of the committee chair, by the appointing Director;
 - vii. Committee members may comment on posted agenda items relating to the committee during the Board discussion of a committee item, if requested by a Director and recognized by the Board Chairman.

2.12 – EX PARTE COMMUNICATIONS

A Board member may not communicate ex parte with other members of the Board if such communication would violate State law.

SECTION 3.

DISTRICT STAFF

3.1 – GENERAL MANAGER

- a) The person employed by the Board as General Manager shall be the chief administrative officer of the District and shall have full authority to manage and operate the affairs of the District, subject to Board approval. At least annually, the Board shall determine the compensation to be paid to the General Manager and review the actions and performance of the General Manager to determine how the General Manager has fulfilled his responsibilities and whether additional responsibilities should be designated to him.
- b) The General Manager is responsible for recommending employment of all persons necessary for the proper handling of the business and operation of the District, and for recommending their compensation for Board approval.
- c) The General Manager is empowered to obtain official or legal status in matters of concern or interest to the District in public hearing processes, or other proceedings, when the opportunity to obtain such status presents itself, and Board action to establish an official Board or District position cannot be obtained in a timely manner. Such matters will be brought to the Board for action at the earliest possible convenience.

3.2 – DELEGATION OF AUTHORITY

- a) The General Manager may delegate his administrative duties as may be necessary to effectively and expeditiously accomplish his duties, provided, however, that no such delegation shall ever relieve him of responsibilities which are ultimately his under the Act, Rules and Bylaws, or Board orders.

3.3 – TRAINING AND REIMBURSEMENTS

- a) The District budget should include budget items that incorporate anticipated training needs for the General Manager, employees and Directors.
- b) During the course of a normal year, the General Manager is expected to attend, as is practical, the following:
 - i. Conferences put forth by District-affiliated organizations (such as the Texas Alliance of Groundwater Districts) or other pertinent groundwater-related organizations;
 - ii. Mandatory training courses as put forth by governmental statutes and rules such as training for Investment Managers (if applicable) and professional certification training (if applicable);
 - iii. Courses that help improve the General Manager's abilities to perform or supervise activities of the District; and,
 - iv. Local and regional events that may relate to groundwater quality or quantity issues. This includes, but is not limited to the following: water-related LCRA meetings and events; Region K meetings; and, GMA 15 meetings.
- c) Employees of the District are encouraged and expected to attend training to improve their skills necessary to perform their work. Employees wishing to attend any course or conference must obtain prior approval of the General Manager.
- d) Reimbursements for travel or training shall be consistent with Travel Policies outlined in the Director and Employee Policy Manual.

3.4 – INDEMNIFICATION OF EMPLOYEES

Each employee of the District shall be indemnified by the District against any liability imposed in a manner as outlined for District Directors in Section 2.6 of these Bylaws (Indemnification of Directors).

SECTION 4.

MANAGEMENT OF THE DISTRICT

4.1 – FISCAL YEAR

The District's fiscal year shall begin on the first day of the calendar year, January 1st.

4.2 – ACCOUNTS PAYABLE

- a) All checks in the name of the District shall be signed by the General Manager and one Director. In the event the General Manager is unavailable, the signature of a second Director may be used in place of the signature of the General Manager.
- b) The Board shall approve an account manager to oversee and administer employee retirements accounts. For the purposes of payment into employee retirement accounts and with Board approval, auto debit may be set up in order to automatically transfer designated and approved funds at regular pay intervals from the District account to the approved manager of the retirement account.
- c) In order to facilitate office efficiency and remove the need for a Director's signature on every pay check, the Board may approve the use of direct deposit for payroll checks to employees. Approved payroll amounts will be taken from a designated District account and moved to appropriate employee accounts.
- d) With authorization from the General Manager, the Office Manager may issue electronic payments in the name of the District for amounts not to exceed \$1250. These payments will be used for most recurring cost items such as rent, internet services, cell phone service, and insurance and for one off payments that do not exceed \$1250. Electronic payments over \$1250 must have the written approval of at least one Board member and the General Manager. Alternatively, the Board may approve specific electronic payments at Board meetings.
- e) Point of service transactions, such as use of debit cards issued to the District, shall be limited to \$500. These transactions are typically for situations that might require a credit card such as, but not limited to, gasoline or office supply purchases. Point of service payments over \$500 must have the written approval of at least one Board member and the General Manager. Alternatively, the Board may approve specific electronic payments at Board meetings. Receipts of such payments should be submitted to the Office Manager as soon as practically possible and should be initialed by the General Manager and Office Manager.
- f) All funds of the District, shall be deposited from time to time to the credit of the District in such banks or accounts as the Board, may from time to time, designate, and upon such terms and conditions as shall be fixed by the Board, unless otherwise required by orders or resolutions authorizing the issuance of the District's bonds or notes. The Board may, from time to time, authorize the opening and maintaining of general and special accounts within any such depository as it may designate, and may make such special rules and regulations with respect thereto as it may deem expedient. District funds shall be invested at the direction of the Board by District Investment Officer and adhering to the District Investment Policy.

4.3 – LOANS

No loans shall be contracted on behalf of the District, and no evidence of indebtedness shall be issued in its name, unless authorized by resolution of the Board, executed by the President, and attested to by the

Board Secretary.

4.4 – PURCHASING

- a) Acquisitions of goods or services valued at \$1,250 or less may be made by the General Manager without prior Board approval and if within budget constraints. Expenditures to acquire goods or services valued at greater than \$1,250 require approval by the Board in advance, unless an emergency acquisition is required. In such case, the expenditure shall be presented to the Board for approval and validation at the next meeting.
- b) No expenditures may be made that are not authorized by the budget. This requirement shall not, however, prevent the Board from amending the budget at the same time that it authorizes expenditure, provided that funds are available in other budget categories or that reserve funds are available.
- c) In case of acquisition of goods is valued at \$2,500 or more, good-faith efforts shall be made to obtain competitive quotations from three vendors, if possible, and documented for the District's records prior to making the purchase.
- d) The Board shall solicit proposals for professional services according to the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.
- e) The Board authorizes purchasing through the State's cooperative local purchasing program, established under Texas Local Government Code 271.081, et seq.

4.5 – CONSULTANTS

- a) The District may use a private consultant if a substantial need exists for the consulting services and the District cannot adequately perform the services with its own personnel. In selecting a private consultant, the District shall base its choice on demonstrated competence, knowledge, and qualifications, and on the reasonableness of the proposed fee for the services. Professional service contracts shall conform to Texas Water Code provisions for groundwater conservation districts.
- b) The Board shall set the compensation and terms for consultants.
- c) In selecting engineers, auditors, financial advisors, or other professional consultants, the District shall follow the procedures provided in the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

4.6 – ANNUAL REPORT

- a) At the first Board meeting following fiscal year end, the President and/or General Manager shall report to the Board on the status of the District and its programs. The report shall include at least the following:
 - i. The status of the Aquifer and the District's programs to protect and conserve the Aquifer;
 - ii. A report by the Investment Officer on the performance and security of District investments;
 - iii. A report by the General Manager or Office Manager on the annual District audit;
 - iv. A review and evaluation of professional services rendered to the District during the year;
 - v. A report on the status of any capital projects of the District; and,
 - vi. An evaluation of the District performance in light of long range plans developed pursuant to Section 36.107, Texas Water Code which entails any research being carried out by the District.

4.7 – FEE SCHEDULE

- a) Each year at the time the Board approves its annual budget, the Board shall, by resolution, adopt a fee schedule to apply to all applications, registrations, inspections and permits that are issued, renewed, or amended during the following fiscal year, as well as fees for other services the District performs or fees to cover charges incurred by the District.
- b) The District may amend the fee schedule from time to time following a public hearing.

4.8 – CONTRACTS, INSTRUMENTS, AND DOCUMENTS

- a) The Board may enter into any contract or execute and deliver any instrument or document in the name of and on behalf of the District.
- b) All contracts shall be executed by the President and attested by the Board Secretary unless the Board directs the General Manager to do so. Any contract not so approved is void and no effect to the District.

SECTION 5. DISTRICT

5.1 – DISTRICT ADDRESS AND CONTACT INFORMATION

The District office is located within the city of Columbus at 910 Milam Street. The District's mailing address is P.O. Box 667, Columbus, Texas 78934. The District's telephone and fax numbers are 979 732-9300 and 979 732-9301 respectively. Such address and telephone numbers may be changed by approval of the Board. The District website is www.ccgcd.net.

5.2 – MINUTES AND RECORDS OF THE DISTRICT

- a) The Board shall keep a complete account of all its meetings and proceedings and shall preserve its minutes, contracts, records, notices, accounts, receipts, and other records in a safe place subject to the District's Records Retention Schedule.

- b) All documents, reports, records, taped recordings, and minutes of the District shall be available for public inspection and copying in accordance with the Texas Open Records Act. Upon written application of any person, the District will furnish copies of its public records. Persons who are furnished copies may be assessed a copying charge, pursuant to policies established by the General Manager.

5.3 – CERTIFIED COPIES

- a) Requests for certified copies must be made in writing.

- b) Certified copies shall be made under the direction of the General Manager and shall be affixed with the seal of the District.

- c) Persons who are furnished certified copies may be assessed a certification charge, in addition to the copying charge, pursuant to policies established by the General Manager or the Board of Directors.

5.4 – OFFICE HOURS

The regular office hours of the District shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, except for District holidays, or as may be set from time to time by the General Manager.

5.5 – OFFICIAL SEAL

The Board by resolution may adopt an official seal for the District to be used on official documents of the District.

APPENDIX A

BYLAWS REVISION/AMENDMENT DATES:

Adopted	February 5, 2008
Amended: 2.11 Duties of Officers	August 20, 2008
Amended: 10.3 Banking and Investments (A) Checks, Drafts	June 17,2009
Amended: 2.2b Requirements for Directors places 5 through 7; and, 2.2d election of officers; 2.5 Training and Reimbursements; 2.6 Policies; 2.10c and d Meetings; 3.3 Training and Reimbursements; 4.2 Accounts Payable; 4.4a Increase in General Manager's Purchasing Authority; 4.5b and c Consultants; 5.1 District Web Site; 5.2 Minutes and Records; reformatting	April 18, 2012
Amended: 1.1 District Creation and Purpose; 2.2d timing for election of officers; 2.10a frequency of meetings; 4.2e initialing of receipts; 5.1 change of District address and Board approval rather than resolution	July 20, 2017

**NOTIFICATION OF COLORADO COUNTY GROUNDWATER
CONSERVATION DISTRICT BYLAWS**

I, _____, have received a copy of the Colorado County Groundwater Conservation District Bylaws. I have read and understand this document and agree to comply with its provisions.

Dated this the _____ day of _____, 2017.

Director/Employee Signature