

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE REEVES COUNTY  
GROUNDWATER CONSERVATION DISTRICT TO AMEND ITS BYLAWS**

**THE STATE OF TEXAS   §  
                                     §  
COUNTY OF REEVES   §**

**WHEREAS**, Reeves County Groundwater Conservation District ("District") is a duly created and existing groundwater conservation district created and operating under Chapter 8876 of the Texas Special District Laws Code and Chapter 36 of the Texas Water Code, as amended;

**WHEREAS**, the District's Board of Directors ("Board") is expressly authorized under Section 49.057(g) of the Texas Water Code to adopt bylaws to govern the affairs of the District to perform its purposes.

**WHEREAS**, the Board desires to amend its bylaws ("Bylaws") for this purpose, as part of the Board's conduct and oversight of the District's business, and to set out the Board's own operations and procedures; and

**WHEREAS**, the amendments are attached to this resolution ("Resolution") as Attachment "1".

**NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF REEVES COUNTY GROUNDWATER CONSERVATION DISTRICT THAT:**

1. The above recitals are true and correct.
2. The Reeves County Groundwater Conservation District Bylaws dated October 16, 2025, are attached hereto as Attachment "1" and incorporated herein in full and are hereby adopted as the "Bylaws" of the District.
3. The Bylaws supersede any and all bylaws previously adopted by the Board.
4. The Bylaws shall govern the Board and Staff of the District until amended, repealed, or replaced.
5. The Board and Staff of the District are authorized to take any and all action necessary to implement the Bylaws and this Resolution.

**PASSED AND APPROVED** this the 20th day of November, 2025.

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
Secretary, Board of Directors

**Attachment 1**

# **REEVES COUNTY GROUNDWATER CONSERVATION DISTRICT**

## **BY-LAWS**

*Adopted May 3, 2018  
Amended August 8, 2019  
Amended November 20, 2025*

# REEVES COUNTY GROUNDWATER CONSERVATION DISTRICT

## BY-LAWS

### SECTION 1. DEFINITIONS AND GENERAL PROVISIONS

**1.01. Definition of Terms.** Unless the context indicates a contrary meaning, the words defined below shall have the following meaning in these By-Laws:

- a. "Act" means the Reeves County Groundwater Conservation District's enabling legislation, codified as Chapter 8876, Texas Special District Law Code. The District is governed further by Chapter 36 of the Texas Water Code.
- b. "District" means the Reeves County Groundwater Conservation District, whose jurisdiction and boundaries are set forth in the Act.
- c. "District Office" means the offices of the Reeves County Groundwater Conservation District at 119 South Cedar Street, Pecos, Texas or at such other location as may be established by the Board.
- d. "Board" means the Board of Directors of the District.
- e. "By-Laws" means the rules and regulations compiled in this document and as may be supplemented or amended from time to time.
- f. "Director" means a member of the Board.
- g. "Person" includes corporation, individual, organization, government, or governmental subdivision or agency, business trust, estate, trust, partnership, association, or any other legal entity.

**1.02. Purpose of By-Laws.** These By-Laws are adopted for the purpose of facilitating the accomplishment of the purposes of the Act, and to address, among other things, policies regarding ethics, travel expenditures, investments, professional services, and fiscal management.

**1.03. Use and Effect of By-Laws.** These By-Laws are used by the District as guides in the exercise of the powers conferred by law and in the accomplishment of the purposes of the Act and Chapter 36 of the Texas Water Code. They shall not be construed as a limitation or restriction on the exercise of any discretion, where it exists; nor shall they be construed to deprive the District or Board of the exercise of any powers, duties or jurisdiction conferred by law; nor shall they be construed to limit or restrict the amount and character of data or information which may be required to be collected for the proper administration of the Act.

**1.04. Rules, By-Laws and Policies.** The Board may adopt rules, by-laws and policies as provided under Texas Water Code §§ 36.057(f), 36.061, and 36.101 to regulate the use of District property and for conduct on District property. Copies of such rules, by-laws and policies as they are amended from time to time shall be made available to the public.

**1.05. Amending of By-Laws.** The Board may, following proper notice, amend these By-Laws or adopt new By-Laws from time to time.

**1.06. Headings and Captions.** The section and other headings and captions contained in these By-Laws are for reference purposes only and shall not affect in any way the meaning or interpretation of these By-Laws.

**1.07. Gender.** Use of masculine pronouns for convenience purposes in these By-Laws shall include references to persons of feminine gender where applicable. Words of any gender used in these By-Laws shall be held and construed to include any other gender, and words in singular number shall be held to include the plural and vice versa, unless context requires otherwise.

**1.08. Severability.** In case any one or more of the provisions contained in these By-Laws shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other By-Laws or provisions hereof and these By-Laws shall be construed as if such invalid, illegal, or unenforceable rule or provision had never been contained herein.

**1.09. Computing Time.** In computing any period of time prescribed or allowed by these By-Laws, by order of the Board, or by any applicable statute, the day of the act, event, or default from which the designated period of time begins to run, is not to be included, but the last day of the period so computed is to be included, unless it be a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day which is neither a Saturday, Sunday, nor a legal holiday.

**1.10. Effective Date.** These Bylaws shall become effective immediately upon adoption by the Board.

## **SECTION 2. BOARD**

**2.01. Composition and Appointment.** The Board is composed of seven (7) directors, who are appointed pursuant to the terms of the Act.

**2.02. Terms.** The members of the Board of Directors shall serve staggered, four-year terms, as provided in the Act.

**2.03. Oath, Bond and Training.** Each Director shall make the sworn statement and take the constitutional oath of office prescribed by the constitution for public office before beginning to perform the duties of office. In addition, each Director shall execute a bond in the amount of \$10,000, payable to the District and conditioned on the faithful performance of the duties as a

Director. Each Director shall undertake Open Government Training required under Chapters 551 and 552 of the Texas Gov't Code.

**2.04. Officers.** The Officers of the Board are the President, Vice President, and Secretary. Officers shall be elected annually for terms of one year at the Board's first meeting in June or at such time as necessary to fill a vacancy. 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 unless the board by resolution authorizes the general manager or other employee of the District to execute a document or documents on behalf of the District. The Vice-President shall act as president in case of the absence or disability of the president. The Secretary or assistant officer is responsible for seeing that all records and books of the District are properly kept and may attest the president's signature on documents. The Board may establish and elect additional officers to assist in the effective and expeditious operation of Board duties.

**2.05. Quorum.** Four (4) directors shall constitute a quorum and a concurrence of a majority of the entire membership of the Board is sufficient for transacting any business of the District.

**2.06. Meetings.**

- a. Regular and Special Meetings.** The Board shall establish by Board action, order or resolution a specified time for its regular meetings. The Board may meet in a special meeting if called by the President, Vice President or a majority of the Directors in a meeting held in compliance with the Texas Open Meetings Act. Once the Board establishes an office, the Board shall meet at its office unless the Board directs otherwise for a specific occasion. All such meetings shall be open and accessible to the public in accordance with the Texas Open Meetings Act. To the extent necessary for orderly conduct of proceedings, and in the absence of guidance provided by these By-Laws, the guidelines "Parliamentary Procedure at a Glance," New Edition by O. Garfield Jones, 1971 revised edition, or as amended may be followed. The President shall preside at all meetings of the Board.
- b. Work Sessions.** From time to time as may be necessary, the Board may hold work sessions open and accessible to the public in accordance with the Texas Open Meetings Act to discuss and evaluate issues in such detail as to require open and free discussion not normally possible in regular Board meetings. Public comment will be permitted in the same manner as at a regular Board meeting.

**2.07. Committees.** The President may establish and designate Board members for advisory committees and appoint a committee chair for formulation of policy recommendations to the Board or for such other purposes as the President may designate. An Executive Committee comprised of the President, Vice President, and Secretary is hereby established.

**2.08. Compensation and Reimbursement of Directors.** Each director is entitled to receive reimbursement of actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the board. In order to receive reimbursement for expenses, each director shall file

with the District a statement showing the actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the board.

**2.09. Indemnification of Board Members.** Each Board member 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 Board member, and against such sums as counsel selected by the Board shall deem reasonable payment made in settlement of any such claim, action, suit, or proceeding; provided, however, that no Board member shall be indemnified with respect to actual damages arising out of a cause of action for a willful act or 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 Board member of the District may at any time be entitled under the laws of the State of Texas; and if any indemnification which would otherwise be granted by this Section is disallowed by any competent court or administrative body as illegal or against public policy, then any Board member with respect to whom such adjudication was made, and any other Board member, shall be indemnified to the fullest extent permitted by law and public policy, it being the express intent of the District to indemnify its Board members to the fullest extent possible in conformity with these By-Laws, all applicable laws and public policy. District may purchase and maintain insurance on behalf of any person who is a Board member of the District against any liability asserted against him and incurred by him in any such 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 Board members of the District.

**2.10. Addressing the Board.** It will be the policy of the Board to permit any person to address the Board at any public meeting, including a work session, concerning only specific issues relating directly to the District. The visitor should make every effort to inform the General Manager, as far in advance as possible, of the purpose of the visit so relevant background information may be obtained. Properly accredited speakers will be allotted time at the beginning of the meeting for public comment and during the Board's consideration of a specific agenda item. The presiding officer may impose a three-minute time limit on speakers.



### **SECTION 3. MANAGEMENT AND ADMINISTRATION**

**Section 3.01.** The board shall be responsible for the management of all the affairs of the district. The district shall employ or contract with all persons, firms, partnerships, corporations, or other entities, public or private, deemed necessary by the board for the conduct of the affairs of the district, including, but not limited to, engineers, attorneys, financial advisors, operators, bookkeepers, tax assessors and collectors, auditors, and administrative staff. The board shall set the compensation and terms for consultants.

**Section 3.02. General Manager.** The person employed by the Board as General Manager shall be the chief operating officer of the District and shall have full authority to manage and operate the affairs of the District, subject only to Board Orders. The General Manager is responsible for employing all persons necessary for the proper handling of the business and operation of the District and for determining their compensation. 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.

**Section 3.03. Delegation of Authority.** The General Manager may delegate his/her administrative duties as may be necessary to effectively and expeditiously his/her duties, provided, however, that no such delegation shall ever relieve him/her of responsibilities which are ultimately his/hers under the Act, Rules and By-Laws, or Board Orders.

### **SECTION 4. AUTHORITY**

**Section 4.01. District Address.** The District's mailing address is:

Reeves County Groundwater Conservation District  
119 South Cedar Street  
Pecos, TX 79772

Such address may be changed by the Board.

**Section 4.02. Minutes and Records of the District.** All documents, reports, including audits, records, and minutes of the District shall be available for public inspection in accordance with the Texas Public Information Act. Upon application of any person, the District, when appropriate, will furnish copies, certified or otherwise, of any of its proceedings or other official acts of record of any paper, map, or document files in the District Office. Certified copies shall be made under the hand of the General Manager, Secretary, or President and affixed with the seal of the District, if such a seal has been designated. Persons who are furnished any such copies may be assessed a charge therefor, pursuant to policies established by the Board based on the reasonable costs of furnishing such copies.

**Section 4.03. 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 holidays, or as may be set from time to time by the General Manager.

**Section 4.04. Seal.** The Board may adopt a seal by Resolution for the District to be used on permits and other official documents of the District.

## **SECTION 5. FINANCIAL**

**Section 5.01. Contracts, Instruments, and Documents.** The Board may authorize the President or, if authorized by resolution, the General Manager, to enter into any contract or to execute and deliver any instrument or document in the name of and on behalf of the District. Such authority may be general or confined to specific instances. All contracts shall be executed by either the President or the General Manager, and attested by the Board Secretary. In the absence of the President and the General Manager, the Vice President of the Board is authorized to execute the documents; in the absence of the Board Secretary, the Assistant Secretary to the Board, as designated by the Board, is authorized to attest the signature of execution.

**Section 5.02. 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 by the Secretary.

**Section 5.03. Audit.** The Board shall provide and periodically revise written policies that ensure a better use of management information including:

- a. Unless otherwise exempted by Water Code § 36.153 as described in 5.03(C), the District's fiscal accounts and records shall be audited annually according to state law governing the audits of districts, at the expense of the District, by a certified public accountant familiar with the Texas Commission on Environmental Quality's rules, regulations, standards, and guidelines applicable to district audits.
- b. The audit shall be completed and filed within the time limits established by the Texas Water Code. A courtesy copy of the audit shall be filed with the Texas Commission on Environmental Quality, together with an annual filing affidavit in the form prescribed by Texas Water Code.
- c. If the District does not have sufficient revenues so that it meets the requirements of the Texas Water Code for a financially dormant or an inactive district, it may prepare and submit the financial dormancy affidavit or financial report described in the Texas Water Code instead of filing an audit report.

**Section 5.04. Audit Committee.** The President shall establish an audit committee comprised of one or two directors and such persons as the Board may deem appropriate. The persons selected should not be directly responsible for work subject to the audit. The audit committee shall conduct, at a minimum, an annual review of the District's financial status. The committee shall monitor

variances from the District's budget and shall review the District's audit report and shall make recommendations to the Board.

**Section 5.05. Budget.** The District shall annually adopt a budget as provided under Water Code § 36.154. The adopted budget and any subsequent amendments shall be passed and approved by the governing board and shall be made a part of the governing board minutes. Budget amendments may be made from time to time in the discretion of the governing board. Such amendment shall be approved in advance by the Board. The District may not make expenditures in excess of the total budgeted expenditures for a fiscal year unless the Board amends the budget, and the budget may be amended contemporaneously with approval of an expenditure. Such budget shall take into consideration all District revenues, including, but not limited to, taxes and fees, if any, and all projected District obligations and expenditures.

**Section 5.06. Records.** The District shall ensure that the minutes of Board meetings and the District's accounting records are prepared on a timely basis and maintained in an orderly manner throughout the District's fiscal year. The District shall preserve its minutes, contracts, notices, accounts, and all other records or certified copies thereof in a safe place, suitable for public inspection. All records, including the fiscal records, shall be available for public inspection during regular business hours. The District shall maintain all District fiscal records in a District office located in the District.

**Section 5.07. Fiscal Year.** The District's fiscal year shall begin January 1.

**Section 5.08. Purchasing.**

- a. Expenditures to acquire goods or services valued at greater than \$5,000 or any professional fee expenses require approval by the Board in advance, unless an emergency or urgency exists, in which case the General Manager may make or approve the acquisition, with the verbal concurrence of the Executive Committee of the Board. Acquisitions valued at less than \$5,000 may be made by the General Manager without prior Board approval, provided that it is a Board approved budgeted item; emergency acquisitions requiring an expenditure greater than \$5,000 shall be presented to the Board for approval and validation at its next following meeting.
- b. The General Manager may expend and transfer funds within the Board approved budget categories. Only in emergency or urgency may the General Manager exceed a category total, with the verbal concurrence of the Executive Committee of the Board, provided this amendment be presented to the Board for validation at its next following meeting. The Board may at any time, amend the budget to allow for unforeseen expenditures provided that funds are available in other budget categories or that reserve funds are available.
- c. The District's money may be disbursed only by check, draft, order, or other instrument, federal wire transfer or electronic funds transfer, which shall be signed as provided in accordance with this section. A disbursement, other than federal

reserve wire transfers or electronic fund transfers, shall be signed by at least two Directors or the General Manager and one Director. The General Manager may disburse District funds by federal reserve wire system or by electronic means to accounts held in the name of the District or accounts not in the name of the District if such transfers do not violate the provisions of any law or of the District's Investment Policy.

**5.09. Credit Card.** The General Manager is authorized to use a credit card issued in the name of the District. The credit card may be used solely for District business and personal use is prohibited. All purchases made must be within budget categories authorized by the Board. Supporting documentation, including receipts, documentation detailing goods or services purchased, date of purchase, cost, and explanation of purchase, must accompany all credit card purchases. The total amount of charges that can be made on a credit card cannot exceed \$15,000 per month without Board approval. The credit card may not be used for cash advances or any purchase not authorized under District By-Laws.

**Section 5.10. Investments.** Funds of the District may be invested and reinvested in accordance with the provisions of the Public Funds Investment Act, Gov't Code Chapter 2256 and in accordance with the District's Investment Policy.

**Section 5.11. Bond Requirement.** The Board shall require any Director, employee, or consultant who collects, pays, or otherwise handles any funds of the District to furnish good and sufficient bond as provided in § 36.057(d) of the Water Code. The District shall pay the bond premium.

## **SECTION 6. CODE OF ETHICS**

**6.01. Purpose.** This code of ethics has been adopted by the Reeves County Groundwater Conservation District to: (a) comply with Texas Water Code Section 36.061(a)(1), as amended; (b) encourage high ethical standards in official conduct by District officials; and (c) establish guidelines for such ethical standards of conduct.

**6.02. Policy.** It is the District's policy that the District officials shall conduct themselves in a manner consistent with sound business and ethical practices; that the public interest shall always be considered in conducting District business; that the appearance of impropriety shall be avoided to ensure and maintain public confidence in the District; and that the Board shall control and manage the District's affairs fairly, impartially, and without discrimination, and according to the District's purpose.

**6.03. Conflicts of Interest.**

- a. Directors: In accordance with Chapter 171 of the Local Government Code, before any vote or decision on a business entity or real property in which a director has a "substantial interest," a director will publicly disclose the interest during a meeting of the Board, file a completed affidavit (form of affidavit in Exhibit A) with the

Secretary of the Board, and abstain from further participation in the matter including voting and attending a closed meeting related to the matter for which the director is required to file the affidavit if:

1. The action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
  2. It is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property that is distinguishable from its effect on the public.
- b. For purposes of this policy, a Board member has a "substantial interest" in a business entity if the member or a relative within the first degree of consanguinity or affinity owns 10% or more of the voting stock or shares of the business entity, owns either 10% or more or \$15,000 or more of the fair market value of the business entity, or received over 10% of his or her gross income for the previous year from the business entity. For purposes of this policy, a Board member has a "substantial interest" in real property if his or her interest or that of a relative within the first degree of consanguinity or affinity is an equitable or legal ownership with a fair market value of \$2,500 or more in real property.
- c. Directors and General Manager must also file a conflicts disclosure statement in accordance with Local Government Code Chapter 176, whenever a director or general manager becomes aware that a vendor or contractor of the District, or a potential vendor or contractor, has an employment or business relationship with a director, general manager, or a family member of the director or general manager (the spouse, parent, child, father-in-law, mother-in-law, sons-in-law, and daughters-in-law). The disclosure statement must also be filed in the following circumstances:
1. When a director, general manager, or a family member of a director or general manager receives taxable income from a vendor or contractor or a potential vendor or contractor, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date a contract is signed or first considered by the District, or
  2. When a vendor has given to a director, general manager, or a family member of a director or general manager one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date a contract is signed or first considered.

A director and general manager must sign the disclosure statement (on a form prescribed by the Texas Ethics Commission) before a notary, under oath, acknowledging that it applies to the director's family members, then file it with the District's records custodian by the seventh business day after the director becomes aware of facts requiring the form to be filed.

A conflicts of interests disclosure statement is not required to be filed in relation to a gift accepted by the director, general manager or family of the director or general manager if the gift is food accepted as a gift.

- d. For contracts entered into on or after January 1, 2016 between the District and a business entity that require an action or vote by the Board, the District may not enter into such contracts unless the business entity submits a disclosure of interested parties to the District at the time the business entity submits the signed contract to the District. The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission. Within thirty days after the date of receiving the disclosure form from the interested parties, the District shall submit a copy to the Texas Ethics Commission.
  1. For purposes of this subsection 6.03d., "business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.
  2. For purposes of this subsection 6.03d., "interested party" means a person who has a controlling interest in a business entity with whom the District contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

**6.04. Nepotism.** All Board members shall comply with the standards enunciated in Chapter 573, Tex. Gov't Code relating to nepotism.

An individual is not eligible for employment by the District if such individual is related to a Board member within the third degree by consanguinity or within the second degree by affinity.

This prohibition does not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if the individual is employed in the position immediately before the appointment of the Board member to whom the individual is related in a prohibited degree and that prior employment is continuous for at least thirty (30) days. If an individual continues in employment under this exception, the Board member to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees.

**6.05. Acceptance of Gifts.**

- a. A District official shall not solicit, accept, or agree to accept any benefit of value from a person or business entity the District official knows is interested in or likely to become interested in any contract, purchase, payment, claim, or other transaction involving the exercise of their discretion as a public servant, or any matter before

the Board, or likely to come before the Board for any decision, opinion, recommendation, or vote.

- b. The prohibition against gifts or favors in section 6.05(a) shall not apply to:
  - 1. an occasional non-monetary gift, valued at less than \$50.00 if it was not given in exchange for any exercise of official discretion,
  - 2. a gift from a family member or close personal friend if there is an independent relationship that is not related to the statutes or work of the official; or,
  - 3. a benefit to which the director is legally entitled or for which the director gives legitimate consideration in a capacity other than a public official.

**6.06. Use of District Property.** The funds, facilities, personnel, equipment, and supplies of the District shall be used in a manner consistent with Article III, § 52 of the Texas Constitution, which prohibits grants of public funds or things of value to individuals, associates, or corporations.

## **SECTION 7. TRAVEL EXPENDITURES POLICY**

**7.01. Purpose.** According to the limitations in Texas Water Code Section 36.061(a)(2), the Board hereby establishes policies for reimbursing District directors and employees for actual travel expenses incurred while performing their official duties.

- a. Authorized expenses include cost of meals; lodging; commercial travel; in some cases, personal automobile mileage; and other necessary and reasonable costs incurred while on official business away from designated headquarters.
- b. Reimbursement for all travel expenses shall be subject to approval by the Board. The reimbursement request shall include a statement of the business purpose of the travel, date, time, and place, and shall be accompanied by supporting receipts and invoices.

**7.02. Meals and Lodging.** Reimbursement to directors and employees for actual expenses for meals and lodging shall not exceed the maximum amount allowed for state employees as posted by the Texas Comptroller, unless otherwise approved by the Board.

**7.03. Transportation.** Directors or employees who use personal vehicles while on District business travel may be reimbursed for actual miles driven at the current rate allowed by the Internal Revenue Service. Mileage will be computed by the most direct route, and the use of personal vehicles for District travel *must* be approved by Board action **in advance of the travel event**. Subject to the Board's direction and discretion, directors or employees traveling by commercial transportation may receive reimbursement of the actual transportation cost when performing official business, with due consideration of serving the public's best interest.

## SECTION 8. PROFESSIONAL SERVICES POLICY

**8.01. Purpose.** This policy has been adopted to provide for the selection, monitoring, review, and evaluation of the district's professional services contracts. Consultants retained by the district to provide professional services include, but are not limited to, legal, engineering, financial advisor, management, bookkeeping, auditing, and tax collecting. Selection of such consultants shall be based upon their qualifications and experience following the procedures provided in the Professional Services Procurement Act (Texas Government Code, Chapter 2254, Subchapter A).

**8.02. Periodic Review.** The performance of the consultants providing professional services to the district shall be regularly monitored and reviewed by the Board, and the Board may appoint a professional services committee to provide such monitoring and review to the Board.

## SECTION 9. MISCELLANEOUS

**9.01. Open Meeting.** The Board officially finds, determines, and declares that these By-Laws, including a Code of Ethics and Policies, were reviewed, carefully considered, and adopted during a regular board meeting on October 16, 2025, and that a sufficient written notice of the date, hour, place, and subject of this meeting was posted for the time required by law preceding this meeting, as required by the Open Meetings Act (Government Code Section 551.054), and that this meeting had been open to the public as required by law at all times during which these By-Laws were discussed, considered, and acted upon. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

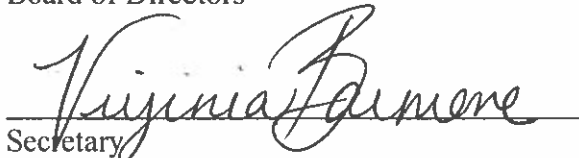
Adopted the 16th day of October, 2025.



President  
Board of Directors



Vice-President  
Board of Directors



Secretary  
Board of Directors

(Seal)



AFFIDAVIT

STATE OF TEXAS       §  
                                  §  
COUNTY OF REEVES   §

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_  
\_\_\_\_\_ (Name of Affiant), a member of the Board of Directors of the Reeves County  
Groundwater Conservation District, who being duly sworn, deposes and says:

I, or a person related to me by affinity or consanguinity in the first or second degree, has a  
substantial interest in \_\_\_\_\_ (Name of Business Entity or description of  
real property) as indicated below by check mark and completion:

- ( ) A relative of mine within the first or second degree of affinity or consanguinity has  
a substantial interest in the business entity or in real property that would be affected  
by a decision of the public body of which I am a member.
- ( ) Ownership of 10% or more of the voting stock or shares of the said business entity  
or ownership of \$15,000 or more of the fair market value of the said business entity.
- ( ) More than 10% of (my) (my relative's) [circle answer] gross income for the  
previous year was received from said business entity.
- ( ) Equitable or legal ownership of the fair market value of \$2,500 or more in real  
property.

In consideration of this aforesated interest, I shall abstain from all further participation  
(including deliberating and voting) in the matter involving this business entity now before this  
body or office.

Date: \_\_\_\_\_ Affiant: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[seal]

\_\_\_\_\_  
Notary Public/State of Texas  
Commission Expires: \_\_\_\_\_

THIS AFFIDAVIT SHALL BE MADE A PART OF THE OFFICIAL MINUTES OF THE REEVES  
COUNTY GROUNDWATER CONSERVATION DISTRICT

