

# San Antonio Bay Partnership

**The Finance Committee and the Board of Directors for  
The San Antonio Bay Partnership, Inc.**

**Will meet on  
Tuesday, October 9, 2012  
3:00 to 5:00 pm**

**The University of Houston – Victoria  
Meeting Room A (Room 223), University West Bldg.  
3007 N Ben Wilson St, Victoria, TX, 77901**

*(see attached map for location & directions to meeting room)*

These meetings are open to the public. Participation in the meetings will be available via conference call – see the page four for dial in instructions

## **Finance Committee Meeting:**

### **AGENDA**

- I. Welcome, Introductions and Roll Call**
- II. Approval of the Agenda**
- III. Approval of the Minutes of the August 21, 2012 meeting of the Finance Committee  
(Attachment 1-A)**
- IV. Financial Report on income, expenses and payables as of October 1, 2012, and possible  
action thereon (Attachment 1-B)**
- V. Discussion on financial requirements for CMP Phase II contract with CBBEP  
(Attachment 1-C)**
- VI. Discussion of extension of Letter Agreements for Professional Services**
- VII. Discussion of fundraising issues for the San Antonio Bay Partnership, Inc., particularly  
with respect to generating required local match for the CMP Phase II contract with  
CBBEP**
- VIII. Other Business**
- IX. Set Date of Next Meeting**
- X. Adjourn**

The Meeting of the Board of Directors for the San Antonio Bay Partnership, Inc. will commence immediately following the Finance Committee meeting. See Agenda on the next page.

See page 3 for meeting location, parking and page 4 for conference call information.

**Board of Directors Meeting:**

**AGENDA**

- I. **Welcome, Introductions and Roll Call**
- II. **Approval of the Agenda**
- III. **Approval of the Minutes of the August 21, 2012 meeting of the Board of Directors  
(Attachment 2-A)**
- IV. **Report on the San Antonio Bay Day event in Seadrift on Sept. 29, 2012**
- V. **Resolutions of Appreciation for San Antonio Bay Day sponsors and volunteers  
(Attachment 2-B)**
- VI. **Secretary/Treasurer's Report**
- VII. **Report on the status of the CMP-funded Habitat Conservation and Coastal Access  
Planning Project for the San Antonio Bay Area**
- VIII. **Discussion and possible action on CMP Phase II Planning Study contract between SABP,  
Inc. and the Coastal Bend Bays and Estuaries Program (CBBEP) (see Attachment 1-C)**
- IX. **Report on the status of the SABP, Inc. application for federal tax-exempt status as a  
Section 501(c)(3) charitable organization.**
- X. **Discussion and possible action on date and agenda for the upcoming SABP Status &  
Trends/Management Plan workshop**
- XI. **Other Business**
- XII. **Set Date of Next Meeting**
- XIII. **Adjourn**

If you have any questions, please contact James Dodson at 361-649-1518 or  
[jdodson27@gmail.com](mailto:jdodson27@gmail.com)

See page 3 for meeting location, parking and page 4 for conference call information.

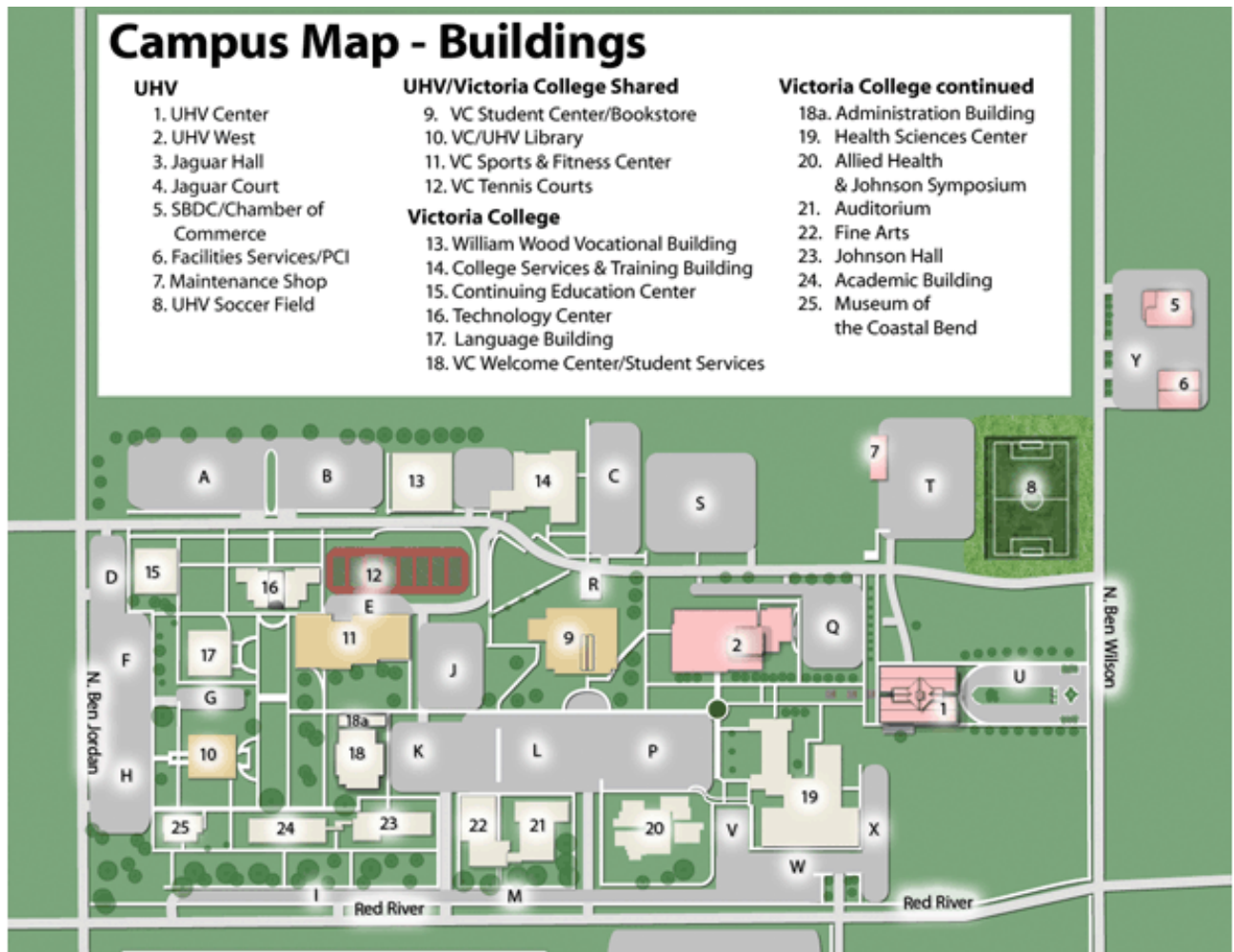
## MEETING LOCATION

The University of Houston – Victoria  
Meeting Room A (Room 223), University West Bldg.  
3007 N Ben Wilson St, Victoria, TX, 77901

On the map below:

Meeting Room A (Rm 223) is located on the second floor of the University West Building, which is Building “2” (indicated in pink)

Meeting participants must park in UHV Special Events Parking, which is Located in Lot T (indicated in grey), accessed via the north entrance off N. Ben Wilson St., immediately adjacent to the soccer field (#8)



## Conference Call Dial-In Procedures

You may join in this meeting by conference call using the following dial-in directions:

- 1) Dial the toll-free conference system access number: **866-590-5055** and
- 2) When prompted, enter the conference access code: **8463538**, then hit the # sign; you will be automatically added to the conference call.

The conference call will be initiated at 11:00am -- you may dial in anytime after that.

## ATTACHMENTS

### Finance Committee Meeting Agenda

- 1-A:** Minutes of the 8-21-11 Finance Committee meeting
- 1-B:** Financial Report for the Period Ending 10-1-12
- 1-C:** Proposed Phase II CMP planning grant contract between SABP, Inc. and CBBEP

### Board of Directors Meeting Agenda

- 2-A:** Minutes of the 8-21-11 Board of Directors meeting
- 2-B:** Resolutions of Appreciation for San Antonio Bay Day sponsors and volunteers

**ATTACHMENT 1-A**

Minutes of the August 21, 2012  
Finance Committee Meeting

**MINUTES OF THE  
MEETING OF THE FINANCE COMMITTEE FOR THE BOARD OF DIRECTORS for  
THE SAN ANTONIO BAY PARTNERSHIP, INC.**

**Tuesday, August 21, 2012**

The meeting was held in Meeting Room A (Rm. 223) in the University West Building, at the University of Houston – Victoria. The meeting came to order at 3:10 pm.

Committee members present: Terry Baiamonte (Chair) and Roy Foley. *Also present were: James Dodson (Facilitator), Rosario Martinez, Steve Raabe, Chuck Lorea, Beau Hardegree, and Brian Koch.*

The Committee approved the agenda as printed. Minutes of the July 24, 2012 meeting of the SABP, Inc. Finance Committee approved unanimously.

Ms. Baiamonte asked Mr. Dodson to present the financial report for the period ending August 21, 2012. It was noted that the report contained an error on page 2, under “Expenses-Encumbered” – where the “LRPR Invoice No 4 for June 2012” should be corrected to read “LRPR Invoice No 5 for July 2012.” Mr. Foley moved to authorize the payment of Invoice No 5, from Laura Raun Public Relations, in the amount of \$411.50, and Invoice No 5, from James Dodson (dba GroundSwell Enterprises), in the amount of \$3,097.34, for professional services provided for the CMP project during July 2012. The motion was seconded by Ms. Baiamonte; motion approved.

Ms. Baiamonte then opened discussion regarding fundraising for the San Antonio Bay Day event scheduled for September 29<sup>th</sup> in Seadrift. Steve Raabe informed the committee that the San Antonio River Authority, in addition to contributing \$750 as an event sponsor, would also prepare and publish media advertising in several newspapers within their jurisdictional area. He also offered SARA’s assistance in the design of other advertising materials for the event.

There being no other business, it was decided to hold the next Finance Committee meeting in conjunction with the next SABP Stakeholder meeting. The Finance Committee meeting adjourned at 3:55 p.m.

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Minutes Approved by Action of the Finance Committee for the San Antonio Bay Partnership, Inc. at an official meeting on October 9, 2012

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Date

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Terry Baiamonte, Secretary-Treasurer

**ATTACHMENT 1-B**

Financial Report for the Period Ending 10-1-12

**ATTACHMENT 1-B**  
**Financial Report for Period Ending 10-1-12**

**Account 1: CMP-CBBEP Project Funds**

**Income: Cash**

Donation from City of Victoria Environmental Services Division	\$1,000.00
Donation from San Antonio River Authority (Challenge Grant)	\$4,000.00*
* Includes \$850.00 previously paid by SARA for fees associated with the submittal of the 501(c)(3) application for IRS determination of status of SABP, Inc. as a charitable organization	
Payment from CBBEP on SABP Inv. #1 to CBBEP for CMP project facilitation services – March 2012	\$2,767.50
Payment from CBBEP on SABP Inv. #2 to CBBEP for CMP project facilitation services – April 2012	\$ 540.00
Payment from CBBEP on SABP Inv. #3 to CBBEP for CMP project facilitation services – May 2012	\$2,422.50
Payment from CBBEP on SABP Inv. #4 to CBBEP for CMP project facilitation services – June 2012	\$1,125.00
Payment from CBBEP on SABP Inv. #5 to CBBEP for CMP project facilitation services – July 2012	<u>\$ 3,360.00</u>
Payment from CBBEP on SABP Inv. #6 to CBBEP for CMP project facilitation services – August 2012	<u>\$ 4,545.00</u>
<b>Total Account 1 Income:</b>	<b>\$19,760.00</b>



## Financial Report for Period Ending 10-1-12

Page 2

### Account 1: CMP-CBBEP Project Funds, continued

#### Expenses - Paid:

Application fee for 501(c) (3) determination by IRS (paid directly by SARA)	\$ 850.00
LRPR Invoice No 1 for March 2012	\$ 367.50
LRPR Invoice No 2 for April 2012	\$ 615.50
LRPR Invoice No 3 for May 2012	\$ 623.00
LRPR Invoice No 4 for June 2012	\$ 300.50
LRPR Invoice No 5 for July 2012	\$ 411.50
James Dodson (dba GroundSwell Enterprises) Invoice No 1 for March 2012	\$2,400.00
James Dodson (dba GroundSwell Enterprises) Invoice No 2 for April 2012	\$ 67.87
James Dodson (dba GroundSwell Enterprises) Invoice No 3 for May 2012	\$1,943.57
James Dodson (dba GroundSwell Enterprises) Invoice No 4 for June 2012	\$ 932.01
James Dodson (dba GroundSwell Enterprises) Invoice No 5 for July 2012	<u>\$ 3,097.34</u>
<b>Total Paid:</b>	<b>\$11,608.79</b>

#### Expenses – Encumbered (to be paid after Finance Committee Approval):

LRPR Invoice No 6 for August 2012	\$ 1,935.75
James Dodson (dba GroundSwell Enterprises) Invoice No 6 for August 2012	<u>\$ 4,629.76</u>
<b>Total to be paid:</b>	<b>\$ 6,565.51</b>

#### Account 1 – Balance:

<b>Income to date:</b>	<b>\$19,760.00</b>
<b>Expenses to date:</b>	<b><u>\$18,174.30</u></b>
<b>Account 1 Balance:</b>	<b>\$ 1,585.70</b>

# Financial Report for Period Ending 10-1-12

## Page 3

### Account 2: San Antonio Bay Day Project Funds

#### **Income: Cash**

Donation from San Antonio River Authority	\$ 750.00
Donation from First Victoria National Bank	\$ 750.00
Donation from CBBEP	\$ 200.00
Donation from Roy Foley	\$ 200.00
Registration Fees	\$ 140.00
T-shirt Sales	\$ 30.00
Donations Received at Event	<u>\$ 45.00</u>
<b>Total Income:</b>	<b>\$2,115.00</b>

#### **Expenses - Paid:**

#### **Expenses – Encumbered (to be paid after Finance Committee Approval):**

T-Shirts (Compadres Ink Inv. #1516 for art and printing of 100 t-shirts)	\$ 788.06
City of Seadrift fee for use of Bay Front Pavilion	\$ 25.00
Printing – SA Bay Day Flyer (20 copies, 2-sided color @ Office Depot)	\$ 21.22
SA Bay Day Banner (Compadres Ink Inv. #1572 for printing banner)	\$ 263.05
Food & drinks (from Sam’s Club & HEB)	<u>\$ 75.00</u>
<b>Total Expenses:</b>	<b>\$1,172.33</b>

#### **Account 2 Balance:**

**\$ 942.67**

# Financial Report for Period Ending 10-1-12

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## Checking Account Transactions and Balance:

<u>Date</u>	<u>Item</u>	<u>Amount</u>
3-20-12	Deposit (City of Victoria Donation)	\$ 1,000.00 (+)
5-8-12	Deposit (SARA Donation)	\$ 3,150.00 (+)
5-11-12	Deposit (CBBEP Pmt on SABP Inv 1)	\$ 2,767.50 (+)
5-22-12	Check #1001 (pd LRPR Inv's 1 & 2)	\$ 983.00 (-)
5-22-12	Check #1001 (pd JD Inv's 1 & 2)	\$ 2,467.87 (-)
6-8-12	Deposit (CBBEP Pmt on SABP Inv 2)	\$ 540.00 (+)
7-9-12	Deposit (CBBEP Pmt on SABP Inv 3)	\$ 2,422.50 (+)
7-18-12	Deposit (CBBEP Pmt on SABP Inv 4)	\$ 1,125.00 (+)
7-24-12	Check #1003 (pd LRPR Inv 3 & 4)	\$ 923.50 (-)
7-24-12	Check #1004 (pd JD Inv 3 & 4)	\$ 2,875.58 (-)
8-21-12	Check #1005 (pd LRPR Inv 5)	\$ 411.50 (-)
8-21-12	Check #1006 (pd JD Inv 5)	\$ 3,097.34 (-)
8-23-12	Deposit (SARA donation for Bay Day)	\$ 750.00 (+)
8-24-12	Deposit (CBBEP Pmt on SABP Inv 5)	\$ 3,360.00 (+)
9-24-12	Deposit (CBBEP Pmt on SABP Inv 6 & donation)	\$ 4,745.00 (+)
9-24-12	Deposit (CBBEP check for FVNB Bay Day donation)	\$ 750.00 (+)
9-25-12	Deposit (Chks for Foley Donation & Berger registr)	\$ 300.00 (+)
10-1-12	Deposit (SA Bay Day Receipts)	\$ 115.00 (+)
	<b><u>Checking Account Current Balance:</u></b>	<b>\$ 10,266.21</b>

## Balance after Encumbered Expenses:

### Outstanding Invoices:

LRPR Inv. #6	\$ 1,935.75 (-)
Dodson Inv. #6	\$ 4,629.76 (-)

### Outstanding SA Bay Day Expenses:

Compadres Ink – T-shirts (pd by JD)	\$ 788.06 (-)
City of Seadrift fee for Pavilion (pd by JD)	\$ 25.00 (-)
Printing – SA Bay Day Flyer	\$ 21.22 (-)
Compadres Ink – SA Bay Day Banner	\$ 263.05 (-)
Food & Drinks – Sam's Club & HEB	\$ 75.00 (-)
<b>Balance:</b>	<b>\$ 2,528.37</b>

Account 1 – CMP Projects	\$ 1,585.70
Account 2 – SA Bay Day Project	\$ 942.67
<b>Balance:</b>	<b>\$ 2,528.37</b>

## Financial Report for Period Ending 10-1-12

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### **In-Kind Services Credits:**

<i>Donation of Professional Services – James Dodson – April 2012</i>	<i>\$1,950.00</i>
<i>Donation of Professional Services – James Dodson – May 1 -15, 2012</i>	<i><u>\$1,050.00</u></i>
<b>Total:</b>	<b><i>\$3,000.00</i></b>

<i>Donation of Professional Services – Work on Status &amp; Trends Reports, Through July, 2012</i>	
<i>April</i>	<i>\$ 612.00</i>
<i>May</i>	<i>\$2,287.00</i>
<i>June</i>	<i>\$5,462.00</i>
<i>July</i>	<i><u>\$6,064.00</u></i>
<b>Total:</b>	<b><i>\$14,425.00</i></b>

*Donation of Time and Participation in CMP Project Meetings, Through June, 2012*

<i>April</i>	<i>\$ 319.00</i>
<i>May</i>	<i>\$ 159.50</i>
<i>June</i>	<i>\$ 87.00</i>
<i>July</i>	<i><u>\$ 159.50</u></i>
<b>Total:</b>	<b><i>\$ 725.00</i></b>

**Total In-Kind Services Donated, Thru July 2012: \$18,150.00**

## Payment Authorization

**Date:** October 9, 2012

**Remit to:** Laura Raun Public Relations

**For:** Professional Services (Public Information/Media Relations)  
Habitat Conservation and Coastal Public Access Planning Project

**Amounts:** Invoice No. 6 – July 2012

**Total Amount:** \$ 1,935.75  
**\$ 1,935.75**

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The above total amount has been authorized for payment by action of the Finance Committee of the San Antonio Bay Partnership, Inc. on October 9, 2012.

Paid by Check No. 1007

**Attest:**

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Terry Baiamonte, Secretary-Treasurer

Date

## Payment Authorization

**Date:** September 18, 2012

**Remit to:** James Dodson (dba: GroundSwell Enterprises)

**For:** Professional Services (Project Management and Facilitation)  
Habitat Conservation and Coastal Public Access Planning Project

**Amounts:** Invoice No. 6 – August 2012 \$ 4,629.76  
**Total Amount:** **\$ 4,629.76**

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The above total amount has been authorized for payment by action of the Finance Committee of the San Antonio Bay Partnership, Inc. on October 9, 2012.

Paid by Check No. 1008

**Attest:**

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Terry Baiamonte, Secretary-Treasurer

Date

## Payment Authorization

**Date:** October 9, 2012

**Remit to:** James Dodson (dba: GroundSwell Enterprises)

**For:** Expenses – San Antonio Bay Day (see attached receipts)

T-Shirts (Compadres Ink Inv. #1516 for art and printing of 100 t-shirts)	\$ 788.06
City of Seadrift fee for use of Bay Front Pavilion	\$ 25.00
Printing – SA Bay Day Flyer (20 copies, 2-sided color @ Office Depot)	\$ 21.22
SA Bay Day Banner (Compadres Ink Inv. #1572 for printing banner)	\$ 263.05
Food & drinks (from Sam's Club & HEB)	<u>\$ 75.00</u>

**Total Amount:** Expenses: **\$1,172.33**

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The above total amount has been authorized for payment by action of the Finance Committee of the San Antonio Bay Partnership, Inc. on October 9, 2012.

Paid by Check No. 1009

**Attest:**

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Terry Baiamonte, Secretary-Treasurer

Date

**ATTACHMENT 1-C**

Proposed Phase II CMP planning grant contract between  
SABP, Inc. and CBBEP



THE STATE OF TEXAS  
COUNTY OF NUECES

**REIMBURSEMENT CONTRACT FOR SERVICES**

**San Antonio Bay Partnership Watershed Protection Phase II**  
**(Name of Project)**

**THIS AGREEMENT** is entered into by and between:

Coastal Bend Bays & Estuaries Program, Inc., a non-profit organization (“CBBEP”), and  
San Antonio Bay Partnership, Inc. (hereinafter “PERFORMING PARTY”).

CBBEP and PERFORMING PARTY, in consideration of the mutual covenants in this contract, agree as follows:

**ARTICLE 1. WORK**

See attached Scope of Work.

**ARTICLE 2. PRICING AND PAYMENTS**

See attached Contract Costs Budget (for payment based on reimbursement of actual costs) and General Conditions Article 5.

**ARTICLE 3. MAXIMUM AMOUNT OF CONTRACT**

The total amount of this Contract shall not exceed:

<u>Fourteen Thousand Seven Hundred Sixty Dollars</u>	<u>\$14,760</u>
(Written amount)	(\$ Numerical amount)

unless this Contract is amended in writing. It is expressly understood and agreed by the parties to this contract that the performance on the part of the CBBEP of its obligations under this contract is contingent upon and subject to actual receipt by the CBBEP of sufficient and adequate funds from the funding sources identified in the CBBEP’s comprehensive annual workplan. CBBEP funding will not exceed \$14,760.

**ARTICLE 4. TERM OF CONTRACT**

This Contract shall begin September 1, 2012 and shall terminate on February 28, 2013 unless terminated early or extended in accordance with the terms of the Contract.

**ARTICLE 5. CERTIFICATIONS**

1. The CBBEP certifies that it has the authority to contract for the above services by authority as a non-profit corporation under the laws of the State of Texas.
2. PERFORMING PARTY certifies that it has authority to perform the services contracted for herein.

**ARTICLE 6. CONTRACT DOCUMENTS**

The Contract Documents, which comprise the entire agreements between CBBEP and PERFORMING PARTY concerning the Work, consist of the following:

1. This Agreement
2. Scope of Work

3. Authorized Representatives / Records Location

4. Contracts Costs Budget

5. General Conditions

6. Additional Exhibits titled: (none)  
\_\_\_\_\_

There are no Contract Documents other than those listed above in this Article. The Contract Documents may be amended, modified or supplemented only as provided in the General Conditions.

The undersigned bind themselves to the faithful performance of this Contract:

<p><b>CBBEP:</b></p> <p><u>Coastal Bend Bays &amp; Estuaries Program, Inc.</u></p> <p>By: _____ Authorized Signature</p> <p><u>Ray Allen</u> Printed Name</p> <p><u>Executive Director</u> Title</p> <p>Date: _____</p>	<p><b>PERFORMING PARTY:</b></p> <p><u>San Antonio Bay Partnership, Inc.</u></p> <p>By: _____ Authorized Signature</p> <p><u>John Kisalus</u> Printed Name</p> <p><u>Chair, SABP, Inc. Board of Directors</u> Title</p> <p>Date: _____</p>
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## **REIMBURSEMENT CONTRACT SCOPE OF WORK**

This contract is for the purpose of continuing the development of a habitat conservation plan and a coastal access plan to support the development of the San Antonio Watershed Protection Plan. The work to be provided by the PERFORMING PARTY shall correspond to the tasks found in Article IV and will be delivered in accordance with Article V.

### **ARTICLE I. PERFORMING PARTY AUTHORIZED REPRESENTATIVE**

The Authorized Representative for the PERFORMING PARTY is as described in the attached "Project Representatives and Designated Location" form.

### **ARTICLE II. CBBEP PROJECT COORDINATOR**

The Project Coordinator for the CBBEP is as described in the attached "Project Representatives and Designated Location" form.

### **ARTICLE III. BACKGROUND/OBJECTIVE**

San Antonio Bay and surrounding habitats support significant natural resource dependent economic activities including commercial and recreational fisheries, ecotourism, and boating. It is home of the nation's most iconic endangered species, the whooping crane. However, the San Antonio Bay/Guadalupe Estuary is under increasing pressure from the loss of freshwater inflow, recreational development, nonpoint source pollution, and habitat loss to other uses.

The San Antonio Bay Partnership (SABP) was formed in 2010 as a stakeholder-driven effort to protect, restore, and enhance the bay and surrounding habitats. CBBEP was approached by SABP, which includes businesses, conservation organizations, local governments, and resource agencies, to help guide early development of the San Antonio Bay Plan while the partnership forms a Section 501(c)(3) nonprofit organization. Once SABP obtains its nonprofit status, CBBEP will remain an active participant, providing technical and administrative assistance to help ensure the long-term success of the effort.

The objective of this project is to facilitate meetings and workgroups with a goal to develop a habitat conservation plan and a coastal access plan that will be the foundation for a comprehensive management plan for the San Antonio Bay Partnership project area. **The San Antonio Bay Partnership is required to provide matching funds at a minimum of 40 percent of the funds provided in this agreement.**

### **ARTICLE IV. TASKS**

The PERFORMING PARTY shall perform the following tasks:

- (a) **Project Development and Coordination.** The PERFORMING PARTY shall continue to facilitate the stakeholder groups to guide the development of the habitat conservation plan and the coastal public access plan. The work groups shall review available scientific/technical information, identify data gaps, establish goals for the habitat conservation and coastal public access plans, and identify potential conservation and public access sites.
- (b) **Quarterly Reports.** The PERFORMING PARTY shall submit written quarterly progress reports by the end of each calendar quarter, with the reports due on December 10, March 10, June 10, and September 10, or upon the termination date of the contract. Quarterly reports shall detail progress on all major tasks, in chronological order. The Quarterly Reports shall be submitted to the CBBEP Authorized Representative. Instructions for preparing the quarterly report will be provided by the CBBEP Authorized Representative.
- (c) **Incorporate Existing Data.** The PERFORMING PARTY shall review and summarize the existing data from the SABP status and trends reports. The information will be used in the habitat conservation

and coastal public access plans. The PERFORMING PARTY shall conduct a workshop with local stakeholders to discuss the future implications of the study area based on the results of the status and trends reports.

- (d) Summary Report. The PERFORMING PARTY shall prepare a brief summary report describing the activities accomplished during this phase of the project. The report shall include a description of the meetings that took place, and a list of the potential public access sites that were developed. The final report shall include at a minimum the information requested in this Scope of Work, including revisions requested by the CBBEP Authorized Representative. The final report shall be submitted as one (1) unbound copy. PERFORMING PARTY shall also submit the final report in an electronic format compatible with CBBEP software.

**ARTICLE V. WORK PRODUCT DELIVERABLES FOR THIS CONTRACT**

- (a) Quarterly Reports. The PERFORMING PARTY shall submit written quarterly progress reports by the end of each calendar quarter, with the reports due on December 10, March 10, June 10, and September 10, or upon the termination date of the contract. Quarterly reports shall detail progress on all major tasks, in chronological order. The Quarterly Reports shall be submitted to the CBBEP Authorized Representative. Instructions for preparing the quarterly report will be provided by the CBBEP Authorized Representative.
- (b) Final Summary Report. The PERFORMING PARTY shall submit a written final summary report of work completed by no later than the date specified in the Schedule of Deliverables. The final report shall include at a minimum the information requested in this Scope of Work, including revisions requested by the CBBEP Authorized Representative. The final report shall be submitted as one (1) unbound copy. PERFORMING PARTY shall also submit the final report in an electronic format compatible with CBBEP software.

**ARTICLE VI. SCHEDULE OF DELIVERABLES FOR THIS CONTRACT**

<b>WORK PRODUCT</b>	<b>SCHEDULE OF DELIVERABLES</b>
Quarterly Progress Reports	Quarterly (Article V (a))
Final Report	February 28, 2013

**ARTICLE VII. OTHER REQUIREMENTS FOR THIS CONTRACT**

- (a) At the invitation of the CBBEP, the PERFORMING PARTY is required to make two verbal presentations of this project, at or near its conclusion, to committees of the CBBEP. The presentation is intended to disseminate project results and coordinate findings with other ongoing work.
- (b) If required as a part of this project, the PERFORMING PARTY will strictly adhere to the CBBEP publication guidelines when submitting publications. Each written deliverable shall be submitted as four (4) hard copies and as an electronic text file (format requirements to be provided by CBBEP). At least one hard copy shall be unbound and of camera ready quality for use as a CBBEP publication. The CBBEP publication guidelines can be obtained from the CBBEP Project Coordinator.
- (c) The PERFORMING PARTY shall submit to the CBBEP, within three weeks following a written request by CBBEP, a brief summary of project accomplishments and ongoing project work. The summary shall be written in everyday (non-technical) English for use in CBBEP newsletters, press releases, or other promotional publications. No more than one summary per quarter shall be required.

**PROJECT REPRESENTATIVES AND DESIGNATED LOCATION  
FOR RECORD ACCESS AND REVIEW**

- (a) The EXECUTIVE DIRECTOR of the CBBEP hereby designates the individual named below as the person authorized to give direction to the PERFORMING PARTY as an Authorized Representative of the CBBEP. All communications including all payment requests must be addressed to the CBBEP Project Representative.

Rosario Martinez, Project Manager  
Coastal Bend Bays & Estuaries Program, Inc.  
1305 N. Shoreline, Suite 205  
Corpus Christi, Texas 78401  
Phone: 361-885-6248  
Fax: 361-883-7801  
E-mail: [rmartinez@cbbep.org](mailto:rmartinez@cbbep.org)

- (b) The PERFORMING PARTY designates the individual named below as the person authorized to receive direction from the CBBEP, to manage the work being performed, and to act on behalf of the PERFORMING PARTY as an Authorized Representative:

John Kisalus  
San Antonio Bay Partnership, Inc.  
405 W. Power Avenue  
Victoria, TX 77901  
Phone: 361-894-1565  
E-mail: [kisalus@aol.com](mailto:kisalus@aol.com)

- (c) The PERFORMING PARTY designates the following location for record access and review pursuant to Article 12 of the Contract or any other applicable provision:

San Antonio Bay Partnership, Inc.  
405 W. Power Avenue  
Victoria, TX 77901

**CONTRACT COSTS BUDGET**

**A. Budget**

Authorized budgeted expenditures under this Contract are as follows:

Personnel/Salary .....	\$14,760
Fringe Benefits .....	\$0
Travel .....	\$0
Supplies.....	\$0
Equipment .....	\$0
Contractual .....	\$0
Construction .....	\$0
Other .....	\$0
Total Direct Costs.....	\$14,760
Authorized Indirect Costs .....	\$0
Total CBBEP Funding .....	\$14,760
Matching SABP Funding .....	\$9,840

**B. Budget Control and Transfers**

Cumulative transfers among the budgeted direct cost categories must not exceed ten percent (10%) of the current Total CBBEP Funding amount.

**C. Submittal of Payment Requests**

Payment requests must be submitted at the interval specified below (whichever is checked; if none is checked, payment requests must be submitted monthly; if more than one is checked, invoices must be submitted when both requirements are met):

- quarterly.
- other (specify)\_\_\_\_\_.

**GENERAL CONDITIONS**  
**REIMBURSEMENT CONTRACT PURCHASES**

**ARTICLE 1. WORK**

PERFORMING PARTY agrees to provide the work described in and required by this Contract. In this Contract the term “Work” means the entire completed undertaking, or the various separately identifiable parts thereof. Work includes all goods, labor, services, materials and equipment provided in fulfillment of this Contract by any person or entity including PERFORMING PARTY’S employees, agents, assigns, suppliers, and subcontractors.

**ARTICLE 2. AMENDMENT**

This Contract may be amended only by written agreement signed by both parties.

**ARTICLE 3. INSURANCE**

PERFORMING PARTY will maintain and require its contractors and their subcontractors to maintain insurance coverage sufficient to protect CBBEP against any and all claims that may arise out of or resulting from their performance of the Work and the other obligations undertaken in this Contract, and to maintain Workers Compensation Insurance which complies with Texas statutory requirements.

**ARTICLE 4. ACCEPTANCE, CORRECTIONS, WAIVER, QUALITY**

4.1. Acceptance. All Work must be complete and satisfactory in the reasonable judgment of the CBBEP, and will be indicated in writing by the CBBEP.

4.2. Corrections. PERFORMING PARTY will correct errors, omissions, and deficiencies at no charge to the CBBEP.

4.3. Waiver. No waiver, whether expressed or implied, shall be construed as a continuing waiver unless it is specifically described in writing as a continuing waiver.

4.4. Quality.

4.4.1. All materials and equipment shall be of good quality and new, except as otherwise provided in the Contract.

4.4.2. If required by CBBEP, PERFORMING PARTY will furnish satisfactory evidence (which may include reports of required tests) as to the kind and quality of materials and equipment.

4.4.3. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with instructions of the applicable Supplier, except as otherwise provided in the Contract.

**ARTICLE 5. PAYMENT**

5.1. CBBEP will reimburse PERFORMING PARTY’S actual incurred costs of performance which are both: 1) allowable and 2) eligible for reimbursement.

5.2. Allowable Costs. A cost is allowable if it is within a category authorized by the Contract Documents and other rules, regulations, policies, guidelines, and statues applicable to this Contract including without limitation:

5.2.1. *Contract Cost Budget* of the Contract Documents (pertaining to authorized cost expenditures for this Agreement);

5.2.2. Uniform Grant Management Standards (UGMS) promulgated by the Office of the Governor of Texas;

- 5.2.3. TCEQ Allowable Expenditure Guidelines (pertaining to allowable costs for cost reimbursement contracts and grants);
- 5.2.4. CBBEP rules and policies (pertaining to CBBEP contracts and grants);
- 5.2.5. Other applicable State rules and statutes;
- 5.2.6. Federal regulations of EPA and other agencies and federal statutes (pertaining to allowable costs where funding is from a federal source).

5.3 Eligible Costs. Costs are *eligible* for reimbursement when the PERFORMING PARTY has complied with the conditions/requirements stated in the Contract Documents. The requirements generally relate to the following:

- 5.3.1. performing the Work as specified;
- 5.3.2. conducting subcontract activities as specified;
- 5.3.3. conducting administrative activities as specified;
- 5.3.4. maintaining financial and administrative records and documentation;
- 5.3.5. submitting documents as specified and also upon request of CBBEP.

5.4. Payment Methods. CBBEP will pay approved requests for reimbursement upon receipt of funds for that purpose from TCEQ or other funding entity. CBBEP is not liable to make payment to the PERFORMING PARTY if funding is not available from TCEQ or other funding entity. CBBEP will reimburse PERFORMING PARTY'S allowable costs of providing Work which is timely and satisfactory, accepted by CBBEP, and in conformity with all requirements of this Contract and applicable law. Payment will be on a reimbursement basis of actual costs as expended. Payment will be made not less than 90 days after receipt of PERFORMING PARTY'S reimbursement request.

5.5. Reimbursement of Actual Cost as Expended. PERFORMING PARTY will be paid on the basis of reimbursement of actual costs. At the intervals specified in the *Contract Costs Budget*, PERFORMING PARTY may submit a request for reimbursement of the actual costs it has incurred. All such requests must be accompanied by supporting documentation as required by this Contract. PERFORMING PARTY agrees that the CBBEP's obligation to reimburse the PERFORMING PARTY'S costs will remain within the *Contract Costs Budget* and that cumulative transfers among the budgeted direct cost categories must not exceed ten percent (10%) of the Total CBBEP Funding amount.

- 5.5.1. All reimbursement requests must be submitted to the CBBEP Project Representative on a completed CBBEP *Financial Status Report* (CBBEP Form 269a) or State of Texas *Financial Status Report* (Form 269a) and (as applicable) *Supplemental Financial Status Report* Forms 269a-1, 269a-2, 269a-3, and 269a-4. All requests must show the budgeted cost categories for the reported expenditures, indicating the amount remaining in each category. A final *Financial Status Report* must be submitted no later than (sixty) 60 days following the termination date of this Contract. CBBEP may refuse to reimburse expenditures for which the PERFORMING PARTY submits a voucher and/or *Financial Status Report* more than sixty (60) days after the termination date of this Contract.
- 5.5.2. All requests for reimbursement under this Contract shall contain sufficient identification of, and information concerning, the costs incurred so as to enable CBBEP to ascertain the eligibility of a particular expenditure and to enable subsequent audit thereof.
- 5.5.3. CBBEP will review the submittal and approve or reject the request for payment.



- 5.5.4. No funds may be expended under this Contract for the implementation of sampling and analysis activities, nor any activities subsequent thereto, prior to the receipt of written approval from the CBBEP of the Quality Assurance Project Plan for the project.
- 5.5.5. The PERFORMING PARTY is responsible, throughout the term of this Contract, for tracking and insuring that expenditure amounts under this Contract remain within the various budgeted cost categories.
- 5.5.6. If the requests for payment do not satisfactorily demonstrate the accomplishment of the required tasks, or that costs are allowable, eligible, actual and incurred costs, the CBBEP will reject the request until such time as the deficiencies have been corrected.
- 5.5.7. CBBEP is not obligated to make payment until the request for payment is approved by TCEQ or other funding agency. Further, the CBBEP reserves the right to suspend or withhold all or part of a payment or all payments as authorized by the Contract Documents.
- 5.6. Contract Costs Budget. In addition to other requirements for allowable costs, PERFORMING PARTY'S costs must be incurred for those categories of costs and in the amounts described in the *Contract Costs Budget* contained in the Contract Documents. The *Contract Costs budget* may be amended only by written agreement of the CBBEP and in accordance with these Contract Documents. The provisions of UGMS will be utilized to determine when costs are considered to be incurred.
- 5.7. Cost Documentation. To be eligible for reimbursement under this Contract, a cost must have been incurred within the time period indicated on a CBBEP *Financial Status Report* (CBBEP Form 269a) or State of Texas *Financial Status Report* (Form 269a) and either paid by the PERFORMING PARTY prior to claiming reimbursement from CBBEP or incurred by the last day of the time period indicated and liquidated no later than forty-five (45) days after the end of the time period indicated in Box 9 of the *Financial Status Report*.
  - 5.7.1. The PERFORMING PARTY shall attach, for each reimbursable cost listed on Supplemental Form 269a, legible documentation that (1) serves to further identify the specific items, equipment or services provided, (2) clearly identifies the vendor who provided the items, equipment or services, and (3) that confirms the reimbursable amount listed on the form.
  - 5.7.2. All requests for reimbursement shall be identified with respect to the major tasks or objectives set forth in Attachment A of this Contract that such expenditures support or satisfy. When a single expenditure supports or satisfies more than one task or objective, the PERFORMING PARTY need not break down that particular expenditure by specific contract task or objective but may simply identify, in relative cost order, the various tasks or objectives supported.
  - 5.7.3. All requests for reimbursement of expenditures that fall within the "Equipment" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-1 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. The attached documentation shall be either a purchase order marked "received/paid" or a vendor-submitted invoice similarly marked. "Equipment" is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
  - 5.7.4. All requests for reimbursement of expenditures that fall within the "Contractual" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-1 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. The attached documentation shall consist of a dated invoice that shows the amount billed to the PERFORMING PARTY and any "past due" amount from previous invoices. "Subcontractor" is defined as an individual, firm, or corporation having a direct contract with PERFORMING PARTY or with any other Subcontractor for the performance of a part of the Work.

- 5.7.5. All requests for the reimbursement of expenditures that fall within the "Supply" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-2 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. Although issued purchase orders and/or invoices marked "received/paid" represent the preferred types of documentation for purposes of this section, the PERFORMING PARTY may substitute/attach other records or documents that provide the same type of information. "Supplies" is defined as costs for materials or items having a purchase price (including freight) of less than \$1,000. The PERFORMING PARTY shall not intentionally break up single orders of identical or similar items, materials or supplies simply for the purpose of avoiding the above requirement to provide confirming documentation when submitting reimbursement requests to CBBEP.
- 5.7.6. All requests for the reimbursement of expenditures that fall within the "Other" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-2 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. Although issued purchase orders and/or invoices marked "received/paid" represent the preferred types of documentation for purposes of this section, the PERFORMING PARTY may substitute/attach other records or documents that provide the same type of information. "Other" is defined as all direct cost items or services not previously identified, including, but not limited to: space rental, printing, utilities, registration and postage.
- 5.7.7. All requests for reimbursement of expenditures that fall within the "Personnel/Salary" or "Fringe" categories of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-3 and identified by each employee name; title or position; salary for the period; and task number worked. In order to receive reimbursement, the PERFORMING PARTY shall provide copies of signed time sheets for all employees that will verify the total, overall hours of time being directly billed to this contract. Documentation for fringe benefits must list employee benefits that constitute cost with each employee listed on the Personnel/Salary section of the CBBEP Supplemental Form 269a-3.
- 5.7.8. All requests for the reimbursement of expenditures that fall within the "Travel" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-4 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. All costs listed on Form 269a-4 must be supported by attached documentation that identifies the name of the traveler(s), and that substantiates the reported reimbursable costs. Documentation, for the purpose of substantiating travel related costs, includes the following: (1) legible copies of PERFORMING PARTY-approved travel vouchers, signed by the employees who traveled, and (2) for travel-related expenses borne directly by the PERFORMING PARTY (and thus for which reimbursement by the PERFORMING PARTY to the traveler was not required), separate receipts showing, at a minimum, the traveler's name, the travel location, and the travel dates(s). Any reimbursement for travel requested by the PERFORMING PARTY is subject to the limitations contained in General Appropriations Act of the Texas Legislature. Travel by volunteers will not be reimbursed unless pre-approved by CBBEP.

## ARTICLE 6. SUBCONTRACTORS, OTHERS

- 6.1. Qualified Personnel. All employees and subcontractors employed by PERFORMING PARTY on or for the Work must have sufficient qualifications to perform the Work.
- 6.2. Objections. All subcontract agreements must be in writing and approved in advance by the CBBEP. The PERFORMING PARTY shall forward any proposed subcontractor agreement providing for the performance of work under this Contract's Scope of Work to CBBEP's Project Representative prior to execution of the subcontractor agreement. The CBBEP may, as of receipt of the proposed subcontractor agreement, provide written notice (fax acceptable) to the PERFORMING PARTY questioning whether the subcontractor agreement is for a legitimate purpose relating to the satisfaction of this Contract or has been procured in accordance with the minimum standards of the UGCMA and UGMS. The PERFORMING PARTY shall not enter into a questioned subcontractor agreement until the CBBEP has withdrawn all questions raised

in the notice. PERFORMING PARTY will not employ any particular subcontractor, supplier or other person or organization on or for the Work if CBBEP makes a reasonable written objection against such subcontractor, supplier, person, or organization. PERFORMING PARTY will not be required to employ any particular subcontractor, supplier or other person or organization if PERFORMING PARTY makes a reasonable objection. Neither the CBBEP's failure to question a subcontractor agreement nor its subsequent withdrawal of any questions raised regarding a subcontractor agreement shall in any way imply the CBBEP's approval of the subcontractor agreement's purpose of method of procurement of the subcontractor agreement.

6.3. Subcontracts. PERFORMING PARTY will include all provisions which may be necessary to accomplish all requirements of this Contract in its employment policies and contracts and its subcontracts, and shall require its subcontractors to do the same. Work performed under this contract will be considered a "public work". Wages prevailing in the area of the work performed will be paid in accordance with federal and state laws, including, as applicable, complying with the provisions of the Davis-Bacon Act (40 U.S.C., § § 276c and 18 U.S.C. § § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. § § 327-333), regarding labor standards for federally assisted construction subagreement.

6.4. Contractual Expenditures. PERFORMING PARTY agrees that all contractual expenditures using funds provided under this Contract shall meet all procurement laws and regulations. PERFORMING PARTY must provide documentation to support the selection and award of the subcontractor. Reimbursement of subcontractors' expenditures for supplies, equipment and services shall be based on actual cost and may not be marked-up.

6.5. Management and Fiscal Monitoring. The PERFORMING PARTY shall be responsible for the management and fiscal monitoring of all subcontractors. The PERFORMING PARTY shall monitor its subcontractors to ensure that the subcontractors are operating consistently with applicable laws and regulations, applicable contracting policies, and these Contract Documents. The PERFORMING PARTY shall ensure that all subcontractors comply with all record keeping and access requirements set forth in these Contract Documents. Subcontractors performing services that are billed on the basis of time must provide copies of signed time sheets for all subcontractor employees billed to the project. Subcontractors billing for mileage may only charge the approved state mileage rate and must provide supporting documentation. Markup by subcontractors is not allowed. PERFORMING PARTY and subcontractors shall maintain detailed records. The CBBEP reserves the right to perform an independent audit of subcontractors.

6.6. Competition. All subcontracts awarded by the PERFORMING PARTY under this Contract will be awarded on the basis of competitive applications and proposals. All subcontracts for certain professional services (except contracts with other government entities authorized by relevant state laws), including engineering services, will be awarded in accordance with Texas Government Code Chapter 2254. All other subcontracts (except contracts with other government entities authorized by relevant state laws) awarded by the PERFORMING PARTY under this contract will be awarded on a competitive basis in accordance with relevant procurement laws and regulations, including, but not limited to, UGMS, Texas Local Government Code Chapters 252, 262 and 271, and Texas Government Code 2156. The applications and proposals will be evaluated utilizing criteria including cost comparison, probable quality of goods or services, past performance and conformity with the requirements of the Contract Documents. The use of the "cost plus a percentage of cost" method of contracting is precluded by the Common Rule of OMB Circular A-102, as adopted by UGMS.

## ARTICLE 7. INTELLECTUAL PROPERTY

7.1. License of Future Rights. With respect to any intellectual property which is conceived, developed, written, invented, first actually reduced to practice or otherwise produced by PERFORMING PARTY, its employees, subcontractors, or subcontractor's employees during the performance of the Work, PERFORMING PARTY hereby assigns to CBBEP a nonexclusive, perpetual, irrevocable, enterprise-wide license to use, copy, publish and modify such intellectual property and authorize others to do so for CBBEP purposes. Upon termination of this Contract, all data and information by PERFORMING PARTY will be furnished to CBBEP. To the extent consistent with the rights of third parties, the State of Texas and/or the Federal Government shall also have the right to sell any intellectual property right it reserves or acquires through this Contract.

7.2. License of Existing Rights. PERFORMING PARTY grants to CBBEP, TCEQ and EPA, a nonexclusive, perpetual, irrevocable, enterprise-wide license to use, copy, publish, and modify any intellectual

property in the Work and to authorize others to do so for CBBEP purposes. PERFORMING PARTY shall secure all necessary intellectual property licenses from third parties and warrants that the Work and the intended use of the Work will not infringe any property rights of any third-party. PERFORMING PARTY agrees to require its contractors to indemnify and hold harmless CBBEP from damages arising from or related to any infringement of rights in intellectual property. To the extent permitted by law, PERFORMING PARTY agrees to indemnify and hold harmless CBBEP from damages arising from or related to any infringement of rights in intellectual property.

#### ARTICLE 8. SEVERABILITY

The fact that a particular provision is held under any applicable law to be void or unenforceable in no way affects the validity of other provisions and the contract will continue to be binding on both parties. Any provision that is held to be void or unenforceable will be replaced with language that is as close as possible to the intent of the original provision.

#### ARTICLE 9. SUSPENSION; TERMINATION

9.1. For Cause. In the event of PERFORMING PARTY'S failure to perform the Work as required by the Contract, violation of applicable law, substantial or material default, or other cause, CBBEP may suspend the Work or terminate this Contract for cause.

9.2. *Force Majeure*. In the event of delay or failure of performance caused by *force majeure*, CBBEP may terminate this Agreement in whole or part upon seven (7) days written notice.

9.3. For Convenience. CBBEP may terminate this Contract for convenience and without cause upon seven (7) days notice.

9.4. Payment Adjustment. If the CBBEP terminates for convenience or because of *force majeure*, PERFORMING PARTY shall be paid only for goods and services provided and necessary expenses incurred prior to termination.

#### ARTICLE 10. SURVIVAL OF OBLIGATIONS

All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion and acceptance of the Work and termination or completion of the Contract.

#### ARTICLE 11. LAWS AND REGULATIONS

PERFORMING PARTY shall give all notices and comply with all applicable law regarding the Work. Except where otherwise expressly required by applicable law, CBBEP shall not be responsible for monitoring PERFORMING PARTY compliance with any applicable law. PERFORMING PARTY shall, except as otherwise provided in this Agreement, be responsible for obtaining any necessary licenses and permits.

#### ARTICLE 12. AUDIT, ACCESS TO RECORDS

The PERFORMING PARTY shall maintain books and records concerning all Work under this Contract (including that performed by subcontractors), and shall retain them for at least three (3) years from the date of termination of this Contract. The CBBEP, the TCEQ, the Texas State Auditor's Office, and EPA or any of their duly authorized representatives may review, audit, copy, or disclose the contents of such books or records at any time.

#### ARTICLE 13. ACKNOWLEDGMENT OF FINANCIAL SUPPORT

The PERFORMING PARTY shall acknowledge the financial support of the CBBEP, the TCEQ and EPA whenever work funded, in whole or part, by this Contract is publicized or reported in news media or publications. All reports and other documents completed as a part of this Contract, other than documents prepared exclusively for internal use within the CBBEP, shall carry the following notation on the front cover or title page:

*PREPARED IN COOPERATION WITH THE  
COASTAL BEND BAYS & ESTUARIES PROGRAM, INC.,  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY*

If the funding source is a U.S. agency other than EPA or TCEQ, the name of the appropriate funding agency should be substituted or included.

ARTICLE 14. COST AND PRICE OF THIS CONTRACT

If this Contract was not competitively procured or if payment is based on reimbursement of actual costs, then PERFORMING PARTY shall submit cost information sufficient for a cost analysis as required by Uniform Grant Management Standards (UGMS) and 40 CFR 31.36. This information must be submitted on forms provided by the CBBEP.

ARTICLE 15. ACCOUNTING SYSTEMS AND PROPERTY MANAGEMENT SYSTEMS

15.1. PERFORMING PARTY shall have an accounting system which accounts for costs in accordance with generally accepted accounting standards or principles and complies with UGMS and 40 CFR 31.20. This system shall provide for the identification, accumulation, and segregation of allowable and unallowable project costs among projects.

15.2. PERFORMING PARTY shall have a property management system that complies with the standard of and requirements in UGMS and 40 CFR 31.32 through 31.33.

ARTICLE 16. CLOSEOUT

When CBBEP determines that all applicable administrative activities and all required work of this Agreement have been completed, or this Agreement is terminated, the CBBEP shall give Notice of Closeout of the Award. Within 30 days after the issuance of the NOTICE of Closeout of the Award, the PERFORMING PARTY must submit all financial, performance, and other reports as required` as a condition of the grant. These reports may include, but are not limited to:

1. All performance or progress reports required by this Agreement.
2. Financial Status Report.
3. Final request for payment.
4. CBBEP Release of Claims form.

ARTICLE 17. MISCELLANEOUS

17.1. Except as otherwise provided in this Contract, PERFORMING PARTY will direct all communications with the CBBEP to the Project Representative designated by the CBBEP. The PERFORMING PARTY will designate a Project Representative to receive all communications from the CBBEP. Both Project Representatives will be designated in writing (see *Project Representatives / Records Location*).

17.2. "Time is of the Essence" will apply to all time limits stated in the Contract.

17.3. The PERFORMING PARTY will adhere to all applicable standards, principles and guidelines detailed in UGMS, including those related to financial monitoring, auditing and record keeping.

ARTICLE 18. HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)

In accordance with state and federal laws, CBBEP is required to assist HUBs, whether minority or women-owned, to participate whenever possible in providing goods and services. CBBEP encourages those parties with whom it contracts to adhere to this same requirement. PERFORMING PARTY shall complete and return the *CBBEP Contractor Participation Reporting Form* with each payment request submittal as determined in this Contract (see *Contract Cost Budget, Item C*). CBBEP guidelines are available upon request.

**ATTACHMENT 2-A**

Minutes of the July 24, 2012  
Board of Directors Meeting

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS for  
THE SAN ANTONIO BAY PARTNERSHIP, INC.**

**Tuesday, August 21, 2012**

The meeting was held in Meeting Room A (Rm. 223) in the University West Building, at the University of Houston – Victoria.

The meeting came to order at 4:10 pm.

Board members present: Roy Foley (V. Chair and moderator), Terry Baiamonte and Bob McCan (A quorum was present). *Also present were: James Dodson (Facilitator), Rosario Martinez, Steve Raabe, Chuck Lorea, and Beau Hardegree.*

The Board approved the agenda as printed. Minutes of the July 24, 2012 meeting of the SABP, Inc. Board of Directors were approved unanimously.

Mr. Foley asked Ms. Baiamonte to present the Secretary/Treasurer's report. Ms. Baiamonte reported that the Finance Committee recommended approval of payments on invoices for professional services rendered in July 2012. The Board authorized such payments.

Mr. Foley then asked Mr. Dodson to provide an update on the plans for the San Antonio Bay Day event scheduled for September 29, 2012 in Seadrift. Mr. Dodson reported that a planning committee had met several times to put together the program, which would include paddling and sailing tours to the Guadalupe Delta area, guided photo and birding tours, exhibits by environmental organizations and agencies, entertainment and lunch. The location would be the Bayfront Park in Seadrift, with most events taking place in the Pavilion in the park. He noted that the planning committee was still looking for leaders for some of the activities. Mr. Dodson also provided the Board with sample artwork for the t-shirts which would be printed up and distributed at the event. He indicated that efforts were still being made to secure sponsorships which would help finance the expenses associated with the t-shirts, lunch and other outlays, as well as generate income for SABP, Inc. projects.

Mr. Dodson then reported to the Board that the second phase of the EPA-funded "Habitat Inventory" project, which relied on SABP stakeholders for input, was complete and the final report had been submitted to CBBEP for review, and that this project comprises a significant source of information for the CMP-funded project to develop a comprehensive Habitat Protection and Coastal Public Access Plan for the San Antonio Bay System. It was suggested that when the final report was posted on the CBBEP website the information be forwarded to the Guadalupe-San Antonio Basin and Bay Area Stakeholder Committee (BBASC) for use in their efforts to develop an Adaptive Management Plan for environmental flows, especially bay and estuary inflows.

Mr. Kialus then moved to Item VI – report on status of filing of the 501(c)(3) application. Mr. Dodson reported there was no news on the status of the application. Mr. McCan suggested that the Board may wish to consider adding additional board members to help solve the quorum issue.

MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS for  
THE SAN ANTONIO BAY PARTNERSHIP, INC.  
Tuesday, August 21, 2012  
Page two

There being no other business, the Board decided to hold the next finance committee and board meetings on Tuesday, October 9, 2012, from 3 to 5 pm. It was also decided to hold the next General Stakeholder meeting, which would be an all-day workshop on the Status and Trends Reports and the development of the San Antonio Bay Plan, on Wednesday, October 31<sup>st</sup>.

The meeting adjourned at 4:48 *pm*.

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Minutes Approved by Action of the Board of Directors for the San Antonio Bay Partnership, Inc. at an official meeting on October 9, 2012.

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Date

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Terry Baiamonte, Secretary-Treasurer



**ATTACHMENT 2-B**

Resolutions of Appreciation for  
San Antonio Bay Day  
Sponsors and Volunteers



**RESOLUTION**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP, INC. EXPRESSING THEIR APPRECIATION FOR THE CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012**

*WHEREAS*, the San Antonio Bay Partnership, a stakeholder organization dedicated to *protecting, restoring and enhancing the ecological resources and human uses of the San Antonio Bay system*, sponsored the First Annual San Antonio Bay Day event in Seadrift Texas on September 29, 2012, and

*WHEREAS*, San Antonio Bay Day was designed to involve the public in activities providing an appreciation for these ecological resources and human uses of the San Antonio Bay system and to encourage participants to become more actively involved in the San Antonio Bay Partnership, and

*WHEREAS*, the San Antonio Bay Partnership recognizes that the contributions and services of a number of individuals and organizations were important in assuring that the event participants fully enjoyed the activities offered and gained a better appreciation for the ecological resources and human uses afforded by the San Antonio Bay system,

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO THE**

***CITY OF SEADRIFT TEXAS***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



**RESOLUTION**

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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO THE**

***VICTORIA ADVOCATE***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



**RESOLUTION**

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*WHEREAS*, the San Antonio Bay Partnership recognizes that the contributions and services of a number of individuals and organizations were important in assuring that the event participants fully enjoyed the activities offered and gained a better appreciation for the ecological resources and human uses afforded by the San Antonio Bay system,

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS SINCERE APPRECIATION TO**

***THE SEADRIFT LIONS CLUB***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



## **RESOLUTION**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP, INC. EXPRESSING THEIR APPRECIATION FOR THE CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012**

*WHEREAS*, the San Antonio Bay Partnership, a stakeholder organization dedicated to *protecting, restoring and enhancing the ecological resources and human uses of the San Antonio Bay system*, sponsored the First Annual San Antonio Bay Day event in Seadrift Texas on September 29, 2012, and

*WHEREAS*, San Antonio Bay Day was designed to involve the public in activities providing an appreciation for these ecological resources and human uses of the San Antonio Bay system and to encourage participants to become more actively involved in the San Antonio Bay Partnership, and

*WHEREAS*, the San Antonio Bay Partnership recognizes that the contributions and services of a number of individuals and organizations were important in assuring that the event participants fully enjoyed the activities offered and gained a better appreciation for the ecological resources and human uses afforded by the San Antonio Bay system,

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO THE**

### ***SAN ANTONIO RIVER AUTHORITY***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



**RESOLUTION**

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***NATURAL RESOURCES CONSERVATION SERVICE***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO THE**

***MID-COAST CHAPTER OF THE TEXAS MASTER NATURALISTS***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



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### ***MISSION-ARANSAS NATIONAL ESTUARINE RESEARCH RESERVE***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.





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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS SINCERE APPRECIATION TO**

***JEFF PARKER – JEFF PARKER IMAGES***

**FOR HIS CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO**

***FIRST VICTORIA NATIONAL BANK***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS SINCERE APPRECIATION TO**

***Ms. Bea Harrison***

**FOR HER CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS APPRECIATION TO THE**

***TEXAS STATE SOIL AND WATER CONSERVATION BOARD***

**FOR THEIR CONTRIBUTIONS AND SERVICES PROVIDED IN SUPPORT OF THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.



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**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SAN ANTONIO BAY PARTNERSHIP DOES WISH TO EXPRESS ITS SINCERE APPRECIATION TO**

***Ms. Kathleen Carey***

**FOR PROVIDING ACCESS TO THE JAY WELDER RANCH FOR BIRDING DURING THE FIRST ANNUAL "SAN ANTONIO BAY DAY" HELD IN SEADRIFT, TEXAS ON SEPTEMBER 29, 2012.**

Duly adopted by the Board of Directors of the San Antonio Bay Partnership, Inc. on this 9<sup>th</sup> day of October, 2012.

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John Kisalus, Chair  
Board of Directors  
San Antonio Bay Partnership, Inc.

ATTEST: \_\_\_\_\_  
Terry Baiamonte, Secretary-Treasurer  
Board of Directors  
San Antonio Bay Partnership, Inc.