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## AGENDA ITEM MEMO

**BOARD MEETING DATE:** May 9, 2024

**TO:** Board Members

**THROUGH:** Bryan McMath, Interim Executive Administrator  
Ashley Harden, General Counsel  
Rebecca Trevino, Chief Financial Officer

**FROM:** Edna Jackson, Deputy Executive Administrator, Operations & Administration  
Kelly Burton, Manager Support Services

**SUBJECT:** Motor Vehicle Purchase

### **ACTION REQUESTED**

Consider approving delegation of authority to the Executive Administrator for the purchase of motor vehicles for the Texas Water Development Board (TWDB) fleet for a total amount not to exceed \$472,500 for Fiscal Years (FY) 2024–2025.

### **BACKGROUND**

Senate Bill 30 of the 88<sup>th</sup> Texas Legislature appropriated \$300,000 to the TWDB for FY 2024–2025 for the purpose of purchasing motor vehicles. This appropriation, in combination with the agency’s standard purchasing authority of \$172,500, allows the agency to set a not to exceed amount of \$472,500 for a total motor vehicle purchase for the biennium. The TWDB’s plan for the purchase and replacement of fleet vehicles will comply with the Comptroller of Public Account’s Office of Vehicle Fleet Management guidelines. The purchase of vehicles will positively impact the safety of agency traveling staff and eliminate excessive maintenance or repair costs for certain vehicles.

### **KEY ISSUES**

None.

### **RECOMMENDATION**

To maintain high safety standards in TWDB fleet vehicles while keeping maintenance and repair costs at a reasonable level, the Executive Administrator recommends the Board

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Leading the state’s efforts in ensuring a secure water future for Texas	:	Brooke T. Paup, Chairwoman   George B. Peyton V, Board Member   L’Oreal Stepney, P.E., Board Member Bryan McMath, Interim Executive Administrator

Board Members

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authorize the Executive Administrator to purchase new motor vehicles for a total amount not to exceed \$472,500 for FY 2024-2025.