

**Alliance Regional Water Authority
Administrative Committee**

REGULAR MEETING



ALLIANCE WATER

COMMITTEE MEMBER PACKETS

Friday, May 29, 2020 at 12:00 P.M.

Conference Cal Number: 1-903-405-2572
Code: 599 165 359#

REGULAR MEETING
Alliance Regional Water Authority Administrative Committee

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In accordance with Governor Abbott's Executive Order, declaration of the COVID-19 public health threat, and action to temporarily suspend certain provisions of the Texas Open Meetings Act, a quorum of Alliance Regional Water Authority's (the Authority's) Administrative Committee will hold a meeting by telephonic conference call at 12:00 PM, Friday, May 29, 2020. The public may participate in this meeting by calling the following number and code:

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Code: 599 165 359#

Members of the public wishing to make public comment during the meeting must register by emailing info@alliancewater.org prior to 12:00 p.m. on May 29, 2020. This meeting will be recorded and the audio recording will be available on the Authority's website after the meeting. A copy of the agenda packet will be available on the Authority's website at the time of the meeting. Additional information can be obtained by calling Graham Moore at (512) 294-3214.

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS (3-minute time limit, each)

D. ITEMS FOR COMMITTEE ACTION OR DISCUSSION/DIRECTION

D.1 Consider approval of minutes of the Regular Administrative Committee Meeting held November 13, 2019. ~ *Graham Moore, P.E., Executive Director*

D.2 Discussion and possible recommendation to the Board of Directors regarding the budget for salary adjustments for FY 20-21. ~ *Graham Moore, P.E., Executive Director*

E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS– no action to be taken.

F. ADJOURNMENT

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A. CALL TO ORDER

No Backup Information for this Item.

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B. ROLL CALL

NAME PRESENT

Mike Taylor

Councilmember Tracy Scheel

Mayor Jane Hughson

NON-VOTING MEMBERS PRESENT

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C. PUBLIC COMMENT PERIOD

Each person wishing to speak must submit a completed Public Comment Form to the Executive Director or his/her designee before the public comment period begins.

Comments are limited to 3-minutes per agenda item and three minutes total for all non-agenda topics. If using a translator, comments are limited to six minutes per agenda item and six minutes total for non-agenda topics.

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D.1 Consider approval of minutes of the Regular Administrative Committee Meeting held November 13, 2019. ~ *Graham Moore, P.E., Executive Director*

Attachment(s)

- 2019 11 13 Administrative Committee Meeting Minutes

Administrative Committee decision needed:

- Approval of minutes.



ALLIANCE WATER

Alliance Regional Water Authority

ADMINISTRATIVE COMMITTEE MEETING

MINUTES

Wednesday, November 13, 2019

The following represents the actions taken by the Administrative Committee of the Alliance Regional Water Authority (ARWA) in the order they occurred during the meeting. The Administrative Committee convened in a meeting on Wednesday, November 13, 2019 at the City of Kyle Public Works Facility, 520 E. RR 150, Kyle, Texas.

- A. CALL TO ORDER.
Chair Taylor called the Alliance Water Administrative Committee to order at 3:10 p.m.

- B. ROLL CALL.
 - **Present: Taylor, Hughson and Scheel.**
 - **Absent: Grau.**

- C. PUBLIC COMMENTS
 - **None.**

- D. ITEMS FOR COMMITTEE ACTION OR DISCUSSION/DIRECTION
 - D.1 Consider approval of minutes of the Regular Administrative Committee Meeting held September 25, 2019.
 - **Motion to approve the minutes for the Regular Administrative Committee Meeting held September 25, 2019 was made by Ms. Hughson, seconded by Ms. Scheel and approved on a 3-0 vote.**

 - D.2 Discussion and possible recommendation to the Board to approve the Authority's Personnel Policies.
 - **Mr. Moore presented the compiled Personnel Policies. There were a few items in which Staff is seeking input from the committee:**
 - **Committee unanimously preferred Option 1 for Accrued PTO Donation Pool**
 - **Section 7.07, paragraph E. – eliminate the words “per day”.**

- **Section 7.07, eliminate paragraph F.**
 - **Motion to recommend to the Board approval of the Personnel Policies with the changes noted at the meeting was made by Ms. Hughson, seconded by Ms. Scheel and approved on a 3-0 vote.**
- D.3 Discussion and possible recommendation to the Board to approve the Executive Director's goals for fiscal year 2019-2020.
- **Mr. Moore presented his draft of the Executive Director goals for FY 2019-2020.**
 - **The Committee recommended changes to Goal #2 to push back the timing of the hiring of the Operator and Bookkeeper. They also requested the addition of a new goal related to the continued development of the Authority's Phase 1B program.**
 - **Motion to recommend to the Board approval of the Executive Director's Goals for FY 19-20 with the changes noted at the meeting was made by Ms. Hughson, seconded by Ms. Scheel and approved on a 3-0 vote.**
- D.4 Discussion and possible direction to Staff regarding the Authority's draft Staffing Plan.
- **Mr. Moore presented the draft Staffing Plan for the Authority.**
 - **The Committee recommended that consideration be given to bring on the Maintenance Staff and "B" Operators earlier.**
 - **Consider revising the "Administrative Assistant" to the "Assistant to the Administrative Group" and consider hiring the position earlier.**
 - **No Action.**
- E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS
- **The Committee recommended that future discussions include Open Records Request Procedures and Records Management.**
- F. ADJOURNMENT
- **Meeting was adjourned at 4:34 p.m. by Mr. Taylor.**

APPROVED: _____, 2020

Mike Taylor, Chair

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- D.2** Discussion and possible recommendation to the Board of Directors regarding the budget for salary adjustments for FY 20-21. ~ *Graham Moore, P.E., Executive Director*
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Background/Information

Staff is requesting the Administrative Committee recommend approval of the budget Salaries and Wages for FY 2020-21.

Attachment:

- Draft FY 2020-21 Budget as of May 2020

Administrative Committee Decisions Needed:

- Possible recommendation to the Board regarding the maximum pool for Salaries and Wages for FY 20-21.

**Alliance Regional Water Authority
APPENDIX A: FY 2020-21 GENERAL OPERATIONS BUDGET**

ATTACHMENT A - DRAFT 2020-05-07

	Actual FY 2018/19	Approved (as Amended) FY 2019/20	Estimated FY 2019/20	Proposed FY 2020/21
Employee Expenses				
Salaries and wages	245,291.02	324,781.33	280,000.00	342,400.00
Auto Allowance	10,200.06	16,600.00	14,000.00	17,150.00
Phone Allowance	0.00	0.00	0.00	3,600.00
Payroll taxes	17,541.40	26,115.67	22,000.00	25,344.38
Employee Insurance	21,191.23	33,012.00	25,000.00	26,414.14
Retirement	16,336.35	22,182.57	20,000.00	25,420.50
Licenses & Permits	40.00	1,000.00	1,000.00	1,700.00
Mileage Reimbursement	0.00	1,200.00	400.00	800.00
Employee Expenses - Other	0.00	1,160.00	1,160.00	4,000.00
Total Employee Expenses	310,600.06	426,052.00	363,560.00	446,829.01

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- E.** COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS – no action to be taken.
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Background/Information

The Committee Members have an opportunity to make announcements or to request that items be added to future Board or Committee agendas.

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F. ADJOURNMENT
