

**Alliance Regional Water Authority
Administrative Committee**

REGULAR MEETING



ALLIANCE WATER

COMMITTEE MEMBER PACKETS

Thursday, March 4th, 2021 at 2:30 P.M.

Conference Cal Number: 1-903-405-2572
Code: 558 770 066#

REGULAR MEETING
Alliance Regional Water Authority Administrative Committee

COMMITTEE MEMBER PACKETS

Thursday, March 4th, 2021 at 2:30 P.M.
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Thursday, March 4, 2021 at 2:30 P.M.

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 3:00 PM, Thursday, March 4, 2021. The public may participate in this meeting by calling the following number and code:

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Code: 558 770 066#

Members of the public wishing to make public comment during the meeting must register by emailing info@alliancewater.org prior to 2:30 p.m. on March 4, 2021. 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 COMMENT PERIOD (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 September 3, 2020. ~ *Graham Moore, P.E., Executive Director*

D.2 Discussion and possible recommendation to the Board of Directors regarding renewal of a work order with Kimley-Horn and Associates for Phase 1B Owner's Representative Services. ~ *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

Vacant

Mayor Jane Hughson

NON-VOTING MEMBERS PRESENT

Micah Grau

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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 September 3, 2020. ~ *Graham Moore, P.E., Executive Director*

Attachment(s)

- 2020 09 03 Administrative Committee Meeting Minutes

Administrative Committee decision needed:

- Approval of minutes.



ALLIANCE WATER

Alliance Regional Water Authority

ADMINISTRATIVE COMMITTEE MEETING

MINUTES

Wednesday, September 3, 2020

The following represents the actions taken by the Technical Committee of the Alliance Regional Water Authority (Alliance Water) in the order they occurred during the meeting. The Technical Committee convened in a meeting on Thursday, September 3, 2020 by telephonic conference call 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. CALL TO ORDER.
Chair Taylor called the Alliance Water Administrative Committee to order at 3:02 p.m.
- B. ROLL CALL.
 - **Present: Taylor, Hughson, Scheel and Grau.**
 - **Absent: None.**
- 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 May 29, 2020.
 - **Motion to approve the minutes for the Regular Administrative Committee Meeting held May 29, 2020 was made by Ms. Hughson, seconded by Mr. Taylor and approved on a 2-0-1 vote with Ms. Scheel abstaining.**

D.2 Discussion and possible recommendation to the Board of Directors regarding renewal or extension of contracts for consultants that have been reviewed by the Committee.

- **Motion to recommend renewals of contracts with Lloyd Gosselink, RW Harden & Associates and Texas Solutions Group with recommendation to submit an RFQ for legislative services in 2021 was made by Ms. Scheel, seconded by Ms. Hughson and approved on a 3-0 vote.**

E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS

- **None.**

F. ADJOURNMENT

- **Meeting was adjourned at 3:27 p.m. by Mr. Taylor.**

APPROVED: _____, 2021

Mike Taylor, Chair

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D.2 Discussion and possible recommendation to the Board of Directors regarding renewal of a work order with Kimley-Horn and Associates for Phase 1B Owner's Representative Services. ~ *Graham Moore, P.E., Executive Director*

Background/Information

The Owner's Representative agreement with Kimley-Horn and Associates, Inc. expired on February 28, 2021. In accordance with the Authority's Consultant Review Policy, the entire Board and the Executive Director were asked to provide performance reviews for Kimley-Horn. A total of six people completed the reviews – the scores are summarized in the graphic below:

Kimley-Horn - Phase 1B Owner's Representative Services

No. of Reviewers: 6

CRITERIA	RATING										
	Excellent		Satisfactory			Generally Satisfactory		Unsatisfactory		Not Applicable	
	4		3			2		1		0	
Program updates - recent activities, key upcoming events											
Maintain & present Program budget updates											
Maintain & present Program schedule updates											
Maintain & present Land Acquisition updates											
Advise Alliance Water and assist in negotiating professional services agreements											
Overall Communication											
Value											
Others (specify)											
OVERALL PERFORMANCE											

Below are some of the comments that were provided from the reviews:

- Kimley-Horn is instrumental in keeping the Phase 1B Program on track.
- Ryan does a great job on keeping the Board informed and his presentations are usually very clear and easy to understand.
- Would prefer for real data to be used in the presentations instead of screen shots so that the data can be enlarged without losing resolution. Also want to consider

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providing more meaningful data in the Easement Acquisition Status and Budget updates.

- Ryan does an excellent job at incorporating both the Technical Committee and Board of Directors desires in presentations.
- Managing easement acquisitions will be critical, including addressing delays.

Administrative Committee Decisions Needed:

- Possible recommendation to the Board recommending renewal of a work order with Kimley-Horn and Associates to continue acting as the Phase 1B Owner's Representative for the Authority.

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

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
