

**Alliance Regional Water Authority  
Administrative Committee**

**REGULAR MEETING**



**ALLIANCE WATER**

**COMMITTEE MEMBER PACKETS**

Friday, July 30, 2021 at 9:00 A.M.

Conference Cal Number: 1-903-405-2572  
Code: 722 445 093#

**REGULAR MEETING**  
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Friday, July 30, 2021 at 9:00 A.M.  
Conference Call: 1-903-405-2572; Code: 722 445 093#

**Friday, July 30, 2021 at 9:00 A.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 9:00 AM, Friday, July 30, 2021. The public may participate in this meeting by calling the following number and code:

Conference Call Number: 1-903-405-2572  
Code: 722 445 093#

Members of the public wishing to make public comment during the meeting must register by emailing [info@alliancewater.org](mailto:info@alliancewater.org) prior to 9:00 a.m. on July 30, 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 Election of a Committee Chair ~ *Graham Moore, P.E., Executive Director*
  - D.2 Consider approval of minutes of the Regular Administrative Committee Meeting held May 27, 2021. ~ *Graham Moore, P.E., Executive Director*
  - D.3 Discussion and possible direction to Staff regarding reviews of Consultants and the Executive Director. ~ *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**

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No Backup Information for this Item.

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**B. ROLL CALL**

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NAME PRESENT

Regina Franke

Mayor Jane Hughson

Humberto Ramos

NON-VOTING MEMBERS PRESENT

Micah Grau

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**C. PUBLIC COMMENT PERIOD**

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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** Election of a Committee Chair ~ *Graham Moore, P.E., Executive Director*

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With Mike Taylor no longer being on the Board of Directors, the Administrative Committee needs to elect a new Chair for the Committee.

**Administrative Committee decision needed:**

- Election of a Committee Chair.

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**D.2** Consider approval of minutes of the Regular Administrative Committee Meeting held May 27, 2021. ~ *Graham Moore, P.E., Executive Director*

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Attachment(s)

- 2021 05 27 Administrative Committee Meeting Minutes

**Administrative Committee decision needed:**

- Approval of minutes.



## ALLIANCE WATER

### Alliance Regional Water Authority

### ADMINISTRATIVE COMMITTEE MEETING

### MINUTES

**Thursday, May 27, 2021**

The following represents the actions taken by the Administrative Committee of the Alliance Regional Water Authority (Alliance Water) in the order they occurred during the meeting. The Administrative Committee convened in a meeting on Thursday, May 27, 2021 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 3:00 p.m.**
- B. ROLL CALL.
  - **Present: Taylor, Hughson and Grau with Ramos joining in Item D.2.**
- 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 March 4, 2021.
    - **Motion to approve the minutes for the Regular Administrative Committee Meeting with the change noted by Mr. Taylor to revise the heading to read "Administrative Committee" instead of "Technical Committee" was made by Mr. Taylor, seconded by Ms. Hughson and approved on a 2-0 vote.**
  - D.2 Discussion of timeline and action items to be undertaken by the Administrative Committee.
    - **Mr. Moore presented the information in the packet regarding the items to be undertake by the Administrative Committee.**



- **Committee suggested that Consultant Review Forms be sent out to the Board by July 31<sup>st</sup> with responses due by August 16<sup>th</sup>.**
  - **The Committee also asked Mr. Moore to reach out to Mike Gershon to determine if he and his firm could support the review of the Executive Director by compiling the review responses and possibly create a Survey Monkey for the review.**
  - **No Action**
- D.3 Discussion and possible recommendation to the Board of Directors regarding the budget for salary adjustments for FY 21-22.
- **Staff presented the research completed to date on potential salary increases.**
  - **Mayor Hughson noted that San Marcos is likely to implement 4% increases.**
  - **Mr. Taylor asked for a plan to increase the mandatory employee retirement contribution to the maximum of 7% with a 2:1 match by the employer.**
  - **Motion to recommend to the Board salary increases in FY 2021-22 of 4% at the discretion of the Executive Director was made by Mr. Ramos, seconded by Ms. Hughson and approved on a 3-0 vote.**
- E. COMMITTEE MEMBER ITEMS OR FUTURE AGENDA ITEMS
- **No items were requested to be added on the future agenda, but there was discussion on the need for the Technical Committee's input on the bids received for the Phase 1B projects.**
- F. ADJOURNMENT
- **Meeting was adjourned at 3:37 p.m. by Mr. Taylor.**

**APPROVED: \_\_\_\_\_, 2021**

\_\_\_\_\_  
Chair

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- D.3** Discussion and possible direction to Staff regarding reviews of Consultants and the Executive Director. ~ *Graham Moore, P.E., Executive Director*
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Background/Information

Executive Director Review

- Lloyd Gosselink is set to compile the results of the Board member reviews.
- Attached is the review form that was last utilized for the Executive Director's Performance Review updated to reflect the current year.
- Suggested Schedule:
  - Board completes review by August Board meeting (8/25) and discussed in Executive Session
  - Any compensation adjustments and/or discussions with Executive Director completed at September Board meeting (9/22).

Consultant Review Schedule

The following schedule is being utilized for the Consultant Reviews:

- Executive Director sends out review forms to all Directors and Administrative Committee members by July 30, 2021.
- Review forms due back August 13th.
- Administrative Committee recommendations with regards to consultant contracts by end of August 2021 – likely targeting August 27<sup>th</sup> meeting.

Attachment(s)

- 2021 Executive Director Performance Evaluation

**Administrative Committee Decisions Needed:**

- None.

# Alliance Regional Water Authority 2021 Executive Director Performance Evaluation

**Executive Director Name:** Graham Moore

**Period Reviewed: From:** August 1, 2019      **To:** July 31, 2021

**Date of Evaluation:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

## \*\*\* Instructions and Notes to Evaluators \*\*\*

Use the following scale and definitions:  
 Unsatisfactory <1 2 3 4 5 6 7 8 9 10> Outstanding  
 0 = Not Observed or Not Applicable

Within each rating, L = Low and H = High

Use the comment section at the bottom of each Rating Dimension to provide a brief justification for your scores. If you need additional space, use a separate sheet of paper and attach it to this form.

Not Applicable	L	Unsatisfactory	H	L	Below Expectations	H	L	Meets Expectations	H	L	Exceeds Expectations	H	L	Clearly Outstanding	H
0	1		2	3		4	5		6	7		8	9		10
Does not apply to the position.	Performance is below the minimum requirements of the position and is unacceptable. Demonstrated improvement in this area is required.			Performance is below the minimum requirements of the position. Improvement in this area is needed.			Performance is what is expected of a fully qualified and experienced person in the position.			Performance exceeds the job requirements. The employee develops and improves work goals.			Performance is the "best of the best" and has made a particularly notable contribution to the organization.		

At the end of this form is an area in which you can provide comments on overall performance, and if applicable, a description of areas in which improvement in performance is expected.

DIMENSION 1 – Work Standards	Rating
<p><b>1. Goals and Objectives:</b> Sets priorities and objectives consistent with Agency goals and develops action plans for achieving both long-term and immediate goals and objectives. Seeks clarification from the Agency Board when needed.</p> <p style="text-align: right;"><i>Priority weight 5</i></p>	
<p><b>2. Project Management/Completion of Work:</b> Demonstrates ability to effectively plan and schedule work activities. Works independently, or as a team member when appropriate, to complete work with little or no supervision. Arranges and relates workload and resources to achieve desired results. Completes tasks within established deadlines. Carries out work thoroughly, accurately, and in accord with Board direction.</p> <p style="text-align: right;"><i>Priority weight 5</i></p>	
<p><b>3. Decision Making:</b> Demonstrates effective decision-making skills. Reviews all facts objectively before decisions are made. Responds effectively to critical situations to avert potential problems. Proposes creative solutions when needed.</p> <p style="text-align: right;"><i>Priority weight 4</i></p>	
<p><b>4. Compliance/Policies and Regulations:</b> Follows work instructions and directives and accepts work assignments willingly. Complies with the established Agency policies and operating procedures.</p> <p style="text-align: right;"><i>Priority weight 3</i></p>	
<p><b>5. Adaptability/New Methods and Situations:</b> Demonstrates flexibility. Modifies plans to adjust for unforeseen situations such as changes in priorities, resources, organization, policies, or technology.</p> <p style="text-align: right;"><i>Priority weight 3</i></p>	
<p><b>6. Performance Under Pressure:</b> Works effectively under pressure conditions, such as heavy workloads, emergencies or deadline situations. Productivity remains consistent with given conditions and errors do not become more frequent.</p> <p style="text-align: right;"><i>Priority weight 4</i></p>	
<p><b>7. Productivity/Work Quality:</b> Produces a volume of work consistent with the position's responsibilities and requirements. Produces output with minimum number of errors. Pays attention to details.</p> <p style="text-align: right;"><i>Priority weight 4</i></p>	
<p><b>8. Record Keeping/File Maintenance:</b> Completes documentation accurately and in a timely manner. Organizes records and information so that they are up-to-date and organized.</p> <p style="text-align: right;"><i>Priority weight 2</i></p>	
<p><b>9. Professional Enhancement/Certification:</b> Participates in training programs, takes advantage of continuing education opportunities, and/or reads professional publications to keep current on techniques, methodologies, and new products appropriate to the position.</p> <p style="text-align: right;"><i>Priority weight 5</i></p>	
<p><b>10. Safety Practices:</b> Exhibits good safety/security practices during both routine and stressful operations and follows applicable directives regarding safety/security measures.</p> <p style="text-align: right;"><i>Priority weight field 4/office 1</i></p>	<i>Field</i>
	<i>Office</i>
<p><b>11. Accountability:</b> Accepts responsibility for actions and accomplishments.</p> <p style="text-align: right;"><i>Priority weight 4</i></p>	
<p><b>Evaluator's Justification for Rating Dimension 1 – Work Standards:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

DIMENSION 2 – Communication and Customer Service	Rating
<p><b>12. Communication and Listening Skills:</b> Conveys verbal and written information in a clear and concise manner. Prepares concise, accurate and meaningful tables, charts, slides, reports and/or other documents. Listens actively and exercises sensitivity when interacting with others in order to provide quality service with internal and external customers. <i>Priority weight 5</i></p>	
<p><b>13. External Relations:</b> Contributes to a good public image. Creates a good impression and develops cooperative associations with industry representatives, regulators and planners, and the public. <i>Priority weight 5</i></p>	
<p><b>14. Internal Relations:</b> Works cooperatively with Agency consultants, Board members and Sponsors in order to accomplish work effectively. Helps to create and encourage good working relationships, and provides assistance, coaching, feedback, and support. <i>Priority weight 3</i></p>	
<p><b>15. Delegation/Consultant Involvement:</b> Delegates work to consultants effectively and at appropriate levels of responsibility. Communicates performance standards and expectations with consultants and follows up to monitor progress and offer input/assistance. Involves consultants in formulating objectives and planning work activities as appropriate. <i>Priority weight 3</i></p>	
<p><b>16. Board Relations:</b> Maintains a pleasant, positive, and professional relationship with Board members. Communicates important information to Board members in an accurate and timely manner. <i>Priority weight 5</i></p>	
<p><b>17. Cooperation with Sponsors:</b> Works cooperatively with Sponsor representatives to accomplish Agency goals and objectives. <i>Priority weight 5</i></p>	
<p><b>Evaluator’s Justification for Rating Dimension 2 – Communication and Customer Service:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/>	

DIMENSION 3 – Work Skills	Rating
<p><b>18. Knowledge/Skill:</b> Possesses and utilizes the necessary common and technical knowledge and skills required for the position. Utilizes computer software and other tools to complete work in an efficient and effective manner. Demonstrates knowledge of Agency policies, how the Agency operates, office procedures, and applicable responsibilities.</p> <p style="text-align: right;"><i>Priority weight 5</i></p>	
<p><b>19. Problem Solving:</b> Analyzes problems and takes action as appropriate and in a timely manner. Demonstrates the ability to recognize, prioritize and respond successfully to problem situations. Selects suitable alternative courses of action when confronted by obstacles.</p> <p style="text-align: right;"><i>Priority weight 4</i></p>	
<p><b>20. Resource Utilization:</b> Demonstrates skill in selecting and utilizing professional, material and human resources to accomplish objectives, considering priority and availability.</p> <p style="text-align: right;"><i>Priority weight 1</i></p>	
<p><b>21. Orientation/Training:</b> Provides orientation or training for new Board members and Agency consultants. Understands and clearly communicates Agency policies and consultant responsibilities.</p> <p style="text-align: right;"><i>Priority weight 2</i></p>	
<p><b>22. Equipment Usage/Maintenance:</b> Understands Agency operations and properly uses technology, office equipment and machinery/vehicle necessary for the position.</p> <p style="text-align: right;"><i>Priority weight 2</i></p>	
<p><b>Evaluator’s Justification for Rating Dimension 3 – Work Skills:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

**OVERALL PERFORMANCE COMMENTS**

Use this space to provide comments on overall performance. If applicable, describe areas in which improvement in performance is expected.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Evaluator’s Name: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_

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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**

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