

MEMORANDUM

TO: South Texas Water Authority Board of Directors  
FROM: Brandon Barrera, President  
DATE: February 11, 2021  
SUBJECT: Meeting Notice and Agenda for the South Texas Water Authority

A Special Meeting of the STWA Board of Directors is scheduled for:

**Thursday, February 18, 2021**

5:30 p.m.

South Texas Water Authority  
2302 East Sage Road, Kingsville, Texas

The Board will consider and act upon any lawful subject which may come before it, including among others, the following:

**PLEASE NOTE:** THIS MEETING WILL BE HELD BY REMOTE ACCESS ONLY IN ACCORDANCE WITH THE MARCH 16, 2020 ORDER BY GOVERNOR ABBOTT TEMPORARILY SUSPENDING CERTAIN REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT TO ADVANCE THE GOAL OF LIMITING FACE-TO-FACE MEETINGS TO SLOW THE SPREAD OF COVID-19. NO PERSONS WILL BE AT THE MEETING LOCATION AND NO EQUIPMENT WILL BE AT THE MEETING FOR ACCESS TO THE MEETING. HOWEVER, MEMBERS OF THE PUBLIC MAY ACCESS THIS MEETING BY TELEPHONE AND PARTICIPATE IN THE MEETING BY CALLING ONE OF THE FOLLOWING TOLL-FREE NUMBERS AND ENTERING THE MEETING ID AND PASSWORD BELOW:

**(877) 853-5257 or (888) 475-4499**

**MEETING ID: 898 8071 1936 PASSWORD: 222852**

PLEASE SEE THE AUTHORITY'S WEBSITE AT [WWW.STWA.ORG](http://WWW.STWA.ORG) FOR THE MEETING PACKET.

Agenda

1. Call to order.
2. Citizen comments. This is an opportunity for citizens to address the Board of Directors concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Board. The President may place a time limit on all comments. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting.
3. New Board members' oath of office.
4. Develop/Confirm the **Candidate Profile** to include the qualifications, experience, and personal traits of a new Executive Director.
5. Finalize **Job Description** for the position.

6. Review and Discuss the **Proposed Search Process** – Review Outreach Process to identify qualified candidates, including possible appointment of a committee to narrow candidate lists and perform interviews.
7. Approve an **Advertising Plan, Final Search and Selection Process.**
8. Review/Discuss/Determine status of items to be provided by current STWA Executive Director and any changes to the provided information.
9. Determine the **compensation range** and the **benefits package** that South Texas Water Authority (STWA) will offer to a new Executive Director.
10. Discuss/Determine **STWA Needs Assessment** to identify 1) future organization direction 2) ED future challenges 3) the working style and organizational climate and 4) required core and job specific competencies.
11. Review, Discuss and Determine any **Organizations and Individuals** to contact.
12. Review, Discuss and Determine **Community Information** for the **Position Profile.**
13. Establish the Board of Directors' expectations of Ray Associates, Inc. (RAI)
14. Establish proper communications between RAI and the STWA Board of Directors and current Executive Director with regards to Initial Candidates List, Narrowed Candidates List and Recommended Short List of Candidates.
15. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session, a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

BB/CGS/fdl  
Attachments

This meeting notice was posted on STWA's website, [www.stwa.org](http://www.stwa.org), and on indoor and outdoor bulletin boards at STWA's administrative offices, 2302 East Sage Road, Kingsville, Texas at 10:45 am on February 12, 2021

*Janus DeLeon*  
Assistant Secretary