

MEMORANDUM

TO: South Texas Water Authority Board of Directors
FROM: Brandon Barrera, President
DATE: October 18, 2021
SUBJECT: Meeting Notice and Agenda for the South Texas Water Authority

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

Tuesday, October 26, 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:

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. Approval of Minutes. (Attachment 1)
4. Report Presentation and Approval: (Attachment 2)
 - Quarterly Report
 - Treasurer's Report
 - Payment of Bills.
 - O&M Report
 - CP Update
 - Anticipated vs. Actual Water Rate Charged/Net Revenue
5. Amendment of South Texas Water Authority Personnel Policies. (Attachment 3)
 - Conversion of floating holidays to designated STWA holidays
6. **Resolution 21-27.** Resolution amending the Personnel Policies of the South Texas Water Authority. (Attachment 4)
7. Emergency Preparedness Plan. (Attachment 5)
8. Update on COVID-19 Response – Status of office closure to the public. (Attachment 6)

9. Discussion and action on Finance Manager/Assistant Executive Director, Business/Risk Manager and O&M Supervisor salaries. (Attachment 7)

10. Discussion of 2022 Bond. (Attachment 8)

11. STWA Board of Directors Meeting Schedule for 2022. (Attachment 9)

12. Administration Report.

13. 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/JM/fdl
Attachments

This meeting notice was posted on
STWA's website, www.stwa.org, and on
indoor and outdoor bulletin boards at
STWA's administrative offices,
2302 East Sage Road, Kingsville, Texas at
4:45 am on October 22, 2021
Franco DeLeon
Assistant Secretary

ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY
Board of Directors Workshop
October 19, 2021
Minutes

Board Members Present:

Brandon Barrera
Rudy Galvan, Jr.
Frances Garcia
Jose Graveley
Kathleen Lowman
Joe Morales
Angela Pena
Patsy Rodgers

Board Members Absent:

Imelda Garza

Staff Present:

John Marez
Frances De Leon
Jo Ella Wagner
Nigel Gomez

Guests Present:

None

1. Call to Order.

Mr. Jose Graveley, Board Vice-President, called the Regular Meeting of the STWA Board of Directors to order at 5:32 p.m. A quorum was present.

2. Citizen Comments.

Mr. Graveley opened the floor to citizen's comments. No comments were made.

3. Approval of Minutes.

Mr. Galvan made a motion to approve the September 7, 2021 Public Hearing and Regular Meeting Minutes as presented. Ms. Rodgers seconded. The motion passed by unanimous vote.

4. Treasurer's Report/Payment of Bills.

The following reports were presented:

Corrected Revenue Fund Income Statement for period ending June 30, 2021
Treasurer's Report for period ending July 31, 2021
Revenue Fund Income Statement for period ending July 31, 2021
Tax Fund Income Statement for period ending July 31, 2021
Special Services Income Statement for period ending July 31, 2021
STWA Revenue Fund Balance Sheet – July, 2021
STWA Revenue Fund Trial Balance for July, 2021
STWA Debt Service Fund Income Statement for period ending July 31, 2021
STWA Debt Service Fund Balance Sheet – July, 2021

STWA Debt Service Fund Trial Balance for July, 2021
STWA Capital Projects Fund Income Statement for period ending July 31, 2021
STWA Capital Projects Fund Balance Sheet – July, 2021
STWA Capital Projects Fund Trial Balance for July, 2021
Cathodic Protection Expenses Breakdown
2012 Bond Election Report
Anticipated vs. Actual Water Rate Charged/Net Revenue
Maintenance & Technical Report from O&M Supervisor
Cathodic Protection Update

The following outstanding invoices were presented for Board approval:

• City of Corpus Christi	\$ 157,061.93
• Kleberg County Appraisal District	\$ 5,696.03
• New Gen Strategies	\$ 475.00

Mr. Galvan made a motion to approve the Corrected June 2021 Revenue Fund Income Statement, July 2021 Treasurer's Report and payment of the bills as presented. Ms. Garza seconded and all voted in favor.

5. Fiscal Year 2021 Budget Amendments.

Ms. Wagner reviewed the amendments to the Fiscal Year 2021 Budget. The amendments included an increase in Total Revenues of \$99,390, an increase in Total Administrative and Operations Expenditures without Capital Outlay of \$172,130, and an increase of \$74,737 in Total Capital Outlay. The amended FY 2021 Budget reflects a Net Ending Balance of \$290,779, a decrease of about \$21,000 from the original budget, which Ms. Wagner pointed out could potentially increase by \$25,000 from the Major Repair line item if no major repairs are experienced during the remainder of the fiscal year. After reviewing the amendments, Mr. Galvan made a motion to approve the Fiscal Year 2021 Budget Amendments. Ms. Lowman seconded and all voted in favor.

6. Tax Year 2021 tax roll/levy for the South Texas Water Authority's district in Kleberg County.

Mr. Marez presented the Kleberg County tax roll/levy for Tax Year 2021 reflecting a taxable value of \$1,361,749,830 and a calculated tax levy of \$1,123,300.91. He recommended approval of Resolution 21-21 adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2021.

7. Resolution 21-21. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2021.

Mr. Graveley made a motion to approve Resolution 21-21 adopting the tax roll/levy for South Texas Water Authority's district in Kleberg County for tax year 2021. Mr. Galvan seconded the motion and all voted in favor.

8. Tax year 2021 tax roll/levy for the South Texas Water Authority's district in Nueces County.

Mr. Marez presented the Nueces County tax roll/levy for Tax Year 2021 reflecting a total taxable value of \$1,138,391,029 and a total tax levy of \$939,071.97 and recommended approval of Resolution 21-22 adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2021.

9. Resolution 21-22. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2021.

Mr. Morales made a motion to approve Resolution 21-22 adopting the tax roll/levy for South Texas Water Authority's district in Nueces County for tax year 2021. Ms. Garza seconded the motion and all voted in favor.

10. STWA Investment Policies.

- a) South Texas Water Authority General Fund
- b) South Texas Water Authority Debt Service Fund
- c) South Texas Water Authority Capital Project Fund

Mr. Marez informed the Board that review and approval of STWA's Investment Policies is required every year and added there have been no changes to the Policies since last year. He recommended adoption of Resolutions 21-23, 21-24 and 21-25 approving the STWA General Fund, Debt Service Fund and Capital Project Fund Investment Policies.

11. Resolutions 21-23 through 21-25. Resolutions approving the following South Texas Water Authority Investment Policies:

- a) South Texas Water Authority General Fund
- b) South Texas Water Authority Debt Service Fund
- c) South Texas Water Authority Capital Project Fund

Ms. Rodgers made a motion to adopt Resolutions 21-23, 21-24 and 21-25. Mr. Galvan seconded. All voted in favor.

12. Discussion and possible action on Board of Directors' compensation.

Mr. Marez reported that the committee of three Board members met and recommended increasing compensation for directors to \$50 per day with an annual cap of \$750 per board member. The committee also recommended that these amounts be reviewed every September during the budget process.

13. Resolution 21-26. Resolution authorizing Director's Fees in accordance with Section 49.060 of the Texas Water Code and in the amount of \$50.00 a day for each day a director spends performing the duties of director.

Mr. Morales made a motion to adopt Resolution 21-26 setting the amount of directors' compensation at \$50 per day with an annual cap of \$750 per board member. Mr. Graveley seconded the motion. All voted in favor.

14. Bids for purchase of Fiscal Year 2022 pickup truck.

Mr. Marez stated that bid packets were delivered to several dealerships. Two bids were received, however, one of the bids which was received from Boggus Ford was delivered 38 minutes after the deadline. The lowest bid was submitted by Caldwell Country Chevrolet of Caldwell, Texas at an amount of \$39,320. Mr. Marez stated it was up to the Board to decide if the late bid should be accepted and whether to award the bid to one of the two dealerships. Mr. Morales made a motion to accept the late bid, Mr. Galvan seconded and all voted in favor.

15. Resolution 21-27. Resolution awarding the bid for the purchase of one ¾ ton pickup truck.

Ms. Garza made a motion to award the bid for the purchase of one ¾ ton pickup truck to Caldwell Country Chevrolet in the amount of \$39,320. Mr. Morales seconded. The motion passed on a vote of 8 to 1.

16. Emergency Preparedness Plan.

Mr. Marez stated that recent legislation requires that affected utilities provide emergency operations of their water system during extended power outages lasting more than 24 hours. STWA has been designated as an affected utility and will be required to submit an Emergency Preparedness Plan to TCEQ by March 1, 2022. Staff has attended training on preparation of the EPP and there is additional training available. He stated that he wanted to make the Board aware of the requirement and that it is possible that assistance from a consultant will be needed. No action was taken by the Board.

17. Review of salary surveys and STWA staff salaries.

Mr. Marez stated that this item was carried over from the previous meeting. He stated that the Board approved the salary increases presented in the budget but noted that this budget was prepared by the previous Executive Director. He added that the organizational chart was also approved and an adjustment is still needed for the Assistant Executive Director. He presented the Texas Rural Water Association 2020 Salary Survey Report and asked if the Board feels there is a need to adjust salaries. He pointed out that the jobs listed do not completely match the positions at STWA because since STWA has a small staff, each position performs multiple functions. He also commented that if the Board chooses to make the management employees salaried, he recommends that an adjustment be made in addition to the base salary to make up for any lost overtime pay. After discussion, Mr. Morales made a motion to table the item on salaries and requested that staff present recommended salaries at the next meeting. Mr. Galvan seconded.

Mr. Barrera asked what would happen with the current accumulated compensatory leave balances. Mr. Marez stated that they would remain in place. He added that exempt employees are only allowed to receive comp time and are excluded from overtime. Mr. Graveley made a motion to amend the previous motion to designate Ms. Wagner and Ms. De Leon as salaried employees. The motion for the amendment died for lack of a second. Mr. Morales commented that after reviewing salaries and benefits, he does not feel that these employees are underpaid. The motion to table the item on salaries passed with all voting in favor.

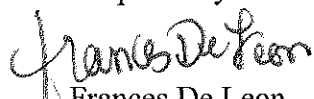
18. Administration Report.

Mr. Marez stated that he has arranged a workshop on October 19th at 5:30 p.m. with Gus Gonzalez, formerly of the City of Corpus Christi, to review water issues and the Corpus Christi's water contract. He also reported that he will be finishing his basic water class in October. He has been in contact with TxDOT about signage for Sage Road. He has also registered for the Tax Assessor Collector certification. In addition, he attended the Groundwater Management meeting in Falfurrias in their new building. He feels that the Board should consider a bond issue in 2022 to possibly finance a new building. He informed the Board that the conveyance of the new Banquete Pump Station was not on the agenda and will be brought up quarterly unless there is something to report.

19. Adjournment.

With no further business to discuss, Mr. Galvan moved to adjourn the meeting at 7:38 p.m. Mr. Graveley seconded. The motion carried.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Quarterly Report/Treasurer's Report/Payment of Bills

**The South Texas Water Authority
Treasurer's Report for August, 2021
will be sent under separate cover
prior to the Board Meeting.
I will be working this weekend to
complete.**

**I anticipate the report to be sent
to the Board of Directors late on
Monday, October 25, 2021.**

**Jo Ella Wagner
Finance Manager**

Memorandum

To: South Texas Water Authority Board of Directors and John Marez, Administrator
From: Dony Cantu, O&M Supervisor
Date: October 22, 2021
Re: O&M Activities

During the Week of September 6th:

- Exercised generators, reviewed GPS records and performed line locates.
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, CR 16 and Kingsville Meter Run.
- Held weekly safety meeting.
- Collected Bac-T Samples.
- Performed office maintenance.
- Repair pump for Driscoll Pump Station.
- Remote readings & Reread meters – NWSC
- Read meters - RWSC
- Performed troubleshooting on CL₂ at Agua Dulce & Central.
- Started up equipment at yard to test that all is working properly.
- Started maintenance on generators for each Pump Station.
- CL17 training with Moody Bros at Agua Dulce & Driscoll.
- Vehicle Inspection & Registration for Unit 8.
- Replaced battery for 4" pump.
- Online class – Meeting Requirements of Senate Bill 3.
- Replace light bulbs at Pump Stations.
- Place Pump Station #3 back online.
- Completed service orders for NWSC and RWSC:
 - Take final reading for Fernando Hinojosa Acct #1234– NWSC.
 - Fix leak on CR 10 & CR 91.

During the Week of September 13th:

- Exercised generators, reviewed GPS records and performed line locates.
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, CR 16 and Kingsville Meter Run.
- Held weekly safety meeting.
- Collected Bac-T Samples.
- Performed office maintenance.
- Flushed dead end mains for NWSC and RWSC.
- Clean & Organize Shop.
- Prepare Pump Stations for Tropical Storm Nicholas.
- Emergency locate on CR 1020 & FM 772 for T-Rex Services.
- Continue to replace light bulbs at Pump Stations.
- Pump Station maintenance at Banquete Pump Station.

- Troubleshoot SCADA for alarms.
- Perform DR 900 Calibration
- Watch video for SCBA Training.
- Vehicle maintenance Unit #3, oil change & headlight.
- Install pump @ Driscoll Pump Station & wiring with Scott Electric.
- Replace cylinder for jack.
- Repair leak on CR 83 & FM 624
- Replace belt for Driscoll Pump Station air compressor.
- Completed service orders for NWSC and RWSC:
 - Reread meter for Dean Radford Acct #246
 - Meter removal for Nilda Bazan Acct #900 - RWSC
 - Meter removal for David Guillen Acct#1260 - NWSC
 - Reservice for Xueqing Wang Acct #1310
 - Field Verify for Sixto Vela Jr. 3020 Lost Creek & Tomas Banda, 4887 CR 30 - NWSC
 - 2nd CSI for Cynthia Anaya Acct#1290 - NWSC
 - Change out meter for Dean Radford Acct#246
 - Fix leak on CR 1016 @ flush valve & isolation valve.
 - 2nd CSI for Martin De Los Santos Acct # 1295.

During the Week of September 20th:

- Exercised generators, reviewed GPS records and performed line locates.
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, CR 16 and Kingsville Meter Run.
- Held weekly safety meeting.
- Collected Bac-T Samples.
- Performed office maintenance.
- Charge Fire Extinguishers for Pump Stations & Units.
- NWSC and RWSC flushing.
- Delivered CL₂ to all pump stations with DCP.
- Picked up NWSC Lead/Copper samples.
- Pickup air compressor @ Texas Rentals.
- Lockouts – NWSC
- Remove Pump from Pump Station #3 (RWSC) & Bishop East (NWSC)
- Staff Meeting
- Check battery for Unit #1
- Maintenance on generators for Pump Stations.
- Truck Inventory
- Take photos for Pump Station #2 GST Construction.
- Completed service orders for NWSC and RWSC:
 - Repair 2" leak & Dress up on CR 12 – Deleon Extension
 - Call in locates-Sherri Garcia CR 2160 & Ramiro Garcia CR 2215
 - Check pressure for Hector Reyna Acct #1160 CR 2150
 - Take reading for Kristie Ortega Acct #206

O&M Supervisor Report

10/22/21

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- Taps for Sherri Garcia Acct #1278 & Ramiro Garcia Acct #1277-RWSC
- Tap for Raymundo Miller Acct #1309-NWSC
- CSI Tomas Banda Acct #1311
- Field Verify Jose Rodriguez 6253 CR 30 & Linda Cox 5024 CR 44
- Field Verify Manuel Salinas CR 2150
- Read meter for David Perez Acct #1227
- Fix leak Christina Ramirez Acct #1293

During the Week of September 27th:

- Exercised generators, reviewed GPS records and performed line locates.
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, CR 16 and Kingsville Meter Run.
- Held weekly safety meeting.
- Place Fire Extinguishers @ Pump Stations.
- Lockouts- RWSC
- Started up equipment at yard to test that all is working properly.
- Patch leak @ Driscoll Pump Station.
- Vehicle maintenance for Unit #5 & Unit #12.
- Place order for Uniforms
- Completed service orders for NWSC and RWSC:
 - Change out meter for Jesus Mendez Acct #64 & Shawn Hurley Acct #388- RWSC
 - Check meter working properly @ Geo Group Acct #690
 - Verify MT correction Rene Hernandez Acct #633 & Gloria Lopez Acct #1035-NWSC
 - Field Verify Rachel Ross 235 E CR 2210
 - CSI Ramiro Garcia Acct #1277- RWSC
 - Check meter working properly Kimberly Llacuna Acct#295
 - Field Verify Manuel Salinas CR 2150
 - Check for leak Adrian Mendoza Acct #1187 CR 2160 & Rebecca Gonzalez Acct #932
 - CSI Reymundo Miller Acct #1309-NWSC
 - Take reading for W.T. Zimmerman Acct #592 -RWSC
 - Fix leak on 10" line – CR 2170
 - Take reading for Gery Holescher Acct #20 & Kari Smith Acct #10-NWSC

To: John Marez,

From: Patrick Sendejo, CP Technician
Oscar Ortegon, CP Technician

Date: October 22, 2021

Re: CP Update

From the end of September to the end of October, CP installed 560 anodes on 384 joints on the 42" water line as compared to April's report with 540 anodes on 368 joints. We have replaced 44 old test stations since then. In April, the footage was 43,603 LF. We have completed 45,259 feet out of 51,511 feet in Contract 2. In addition to this work, CP has assisted with field personnel to perform numerous tasks/service orders for all 3 entities since recent rain that has delayed our efforts to continue to work on the 42". Completed CP course @ NACE in Houston for Cathodic Protection Tester, now need to setup Computer based testing at local test site at Kingsville Texas A&M. Since our return we have been able to reassure our monthly potential readings on the CP project meet NACE standards. As of now easement letters for Contract 3 have returned back indicating owners are aware we have access into property to install anodes/test stations. Work on getting permits for TX DOT on CR 36 to perform anode installation.

We continue to work on CP related work and helping the other field personnel as follows:

- Continue to perform maintenance and test rectifiers/test stations.
- Continue to maintain grass with herbicide around vaults, manholes, test stations and rectifiers along 42" line.
- Continue to assist O&M with ongoing operations.
- Exercised valves on 42" water main @ FM 2826, Driscoll, and Bishop.
- Performed locates for the 42" water main.
- Performed locates for Nueces WSC and Ricardo WSC.
- Performed flushing for Nueces WSC and Ricardo WSC.
- Performed NAP samples for Nueces WSC, Ricardo WSC and STWA.
- Performed multiple tap inspections/cross connections/low usage/water taps/leaks/service orders for STWA/Ricardo WSC/Nueces WSC.
- Switched out leaking valve at Ricardo Vault.
- Performed flush valve repairs for Ricardo WSC/Nueces WSC.
- Get quotes from Villareal Welding Services to repair ARV @ vault near K.B Foundation.
- Repair cracks on GST @ PS #2 in RWSC.
- Switched out leaking meter @ PS#1 water hauler in Ricardo.
- Take mobile air compressor to get repaired @ Ewald Kubota/San Antonio.
- Get quotes for motorized gate @ office.
- Repair trailers by welding jack stands and license plate brackets.
- Repair trailer light hookups on unit #7.

ATTACHMENT 3

Personnel Policies Amendments – Holidays

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Interim Administrator
Date: October 22, 2021
Re: Conversion of Floating Holidays to Designated STWA Holidays

Background:

The latest version of the STWA Personnel Policy Chapter 3 Section I allows ten (10) paid holidays each year. These days represent the low end of paid holidays offered when compared to similar public entities: counties, cities, school districts, etc. that are given thirteen (13) days or more off. The STWA continues to operate on several major holidays while banking institutions and US Mail service do not operate leaving our staff unable to process documents for shipping and to deposit any bill payments. Currently employees are allowed to select one (1) Floating Holiday selected from Martin Luther King Jr Day, President's Day, Columbus (Indigenous Peoples) Day or Veterans Day.

Analysis:

This policy change will allow the STWA to match Kleberg and the City of Kingsville holiday schedule with no additional cost will be incurred by the Authority or Corporations.

Staff Recommendation:

Adopt the presented Holiday Schedule to match other governmental entities in the area.

Board Action:

Approve the policy recommendation to move from 10 paid holidays to 13 total days.

Summarization:

Approving this policy change is a budget neutral item since staff will be paid the same amount of salary when working those additional days or being off on holiday.

Proposed

I. Holidays/Personal Leave

1. The STWA shall observe thirteen (13) paid holidays each year. The designated days are as follows:

New Years Day	January 1
Martin Luther King Jr Day	3 rd Monday of January
President's Day	3 rd Monday of February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus/Ingenious Peoples Day	2 nd Monday in October
Veterans Day	November 11 th
Thanksgiving Day and Friday Succeeding	4th Thursday and Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Personnel will be entitled to three (3) paid Personal Leave days in a calendar year. Personal Leave shall be accrued at the rate of two (2) hours for each full month of employment. A maximum of eight (8) hours of Personal Leave remaining at the end of the calendar year can be carried over to the following calendar year. These days will be requested using the same process used to request annual leave. Personal leave cannot be taken in conjunction with holidays unless approved by the Executive Director.

Current

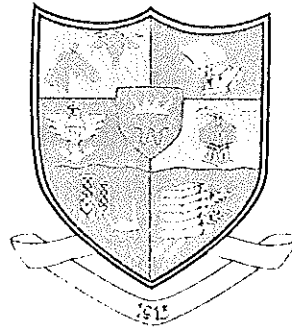
I. Holidays/Personal Leave

1. The STWA shall observe ten (10) paid holidays each year. The designated days are as follows:

New Years Day	January 1
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day and Friday Succeeding	4th Thursday and Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Selected by employee from approved list

Personnel will be entitled to three (3) paid Personal Leave days in a calendar year. Personal Leave shall be accrued at the rate of two (2) hours for each full month of employment. A maximum of eight (8) hours of Personal Leave remaining at the end of the calendar year can be carried over to the following calendar year. These days will be requested using the same process used to request annual leave. Personal leave cannot be taken in conjunction with holidays unless approved by the Executive Director.

RUDY MADRID
County Judge



Kleberg County
P.O. Box 752
Kingsville, Texas 78364-0752
Phone: (361) 595-8585
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E-mail: rmadrid@co.kleberg.tx.us

COUNTY of KLEBERG
KINGSVILLE, TEXAS

OFFICIAL 2020 HOLIDAYS

New Year's Day	Wednesday, January 1, 2020
Dr. Martin Luther King Jr.'s Birthday	Monday, January 20, 2020
Washington's Birthday	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving Day	Friday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	Thursday, December 31, 2020

Birthday Day-Off – Full-time employees can take a day-off during the month of their birthday.

Approved by Kleberg County Commissioners' Court on October 28, 2019

ATTACHMENT 4

Resolution 21-27

SOUTH TEXAS WATER AUTHORITY

Resolution 21-27

RESOLUTION AMENDING THE PERSONNEL POLICIES OF THE SOUTH TEXAS WATER AUTHORITY – HOLIDAYS.

WHEREAS, the South Texas Water Authority has adopted Personnel Policies as guidelines for the Authority, and

WHEREAS, it is advisable and necessary to amend these policies from time to time to facilitate the operations of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority approves the attached amendments to the Personnel Policies.

Duly adopted this 26th day of October, 2021.

BRANDON BARRERA, PRESIDENT

ATTEST:

IMELDA GARZA, SECRETARY/TREASURER

ATTACHMENT 5

Emergency Preparedness Plan

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Interim Administrator
Date: October 22, 2021
Re: Professional Contract - Emergency Preparedness Plan

Background:

During the 86th Regular Legislative Session, Senate Bill 3 (SB3) was adopted and signed into law. SB3 was created in response to Winter Storm Uri which took most Texas utilities off-line and presented life threatening situations for the customers of electric, water and wastewater providers. The principal response to SB3 was to require that all Texas utilities file with their Electric providers for "Critical Load Status" allowing each, priority to receive electricity first for any future infrastructure disasters. The current documentation needed to complete these forms are extremely complex with most water providers seeking to outsource this time-consuming task. The STWA through our Finance Manager sought an outside bid from Adurra for the amount of \$6,900 to complete the 40 plus page (Emergency Preparedness Plan) EPP document to submit to TCEQ no later than March 1, 2022.

Analysis:

The EPP is a time-consuming form that many water providers are outsourcing since staffing levels cannot handle that sole responsibility. The bid amount is on par with other firms seeking similar bids.

Staff Recommendation:

Staff recommends entering into agreement with Adurra for \$6,750 to complete the form to be submitted to the Texas Commissioner on Environmental Quality.

Board Action:

Approve the contract to allow Adurra to finish the EPP prior to the March deadline.

Summarization:

Approving this agreement follows general practice of water providers, reduces the time staff would be required to complete. Adurra is a firm that can finish this work based on the resources available to them as a national firm with a local office. Awarding this bid cannot be delayed since the STWA board does not meet again until December 2021 which places a shorter timeframe to have the documentation complete.

Joella Wagner

From: Joella Wagner <jwagner@stwa.org>
Sent: Thursday, October 7, 2021 2:56 PM
To: 'Allison Nix'
Subject: RE: Emergency Preparedness Plan

Allison,

Thank You so much for watching out after us. We attended an online training session put on by TCEQ in September. Unfortunately, no one has time to work on it yet. I asked Mr. Marez to please take the lead in that but nothing has gotten done yet. I will review it hopefully next week.

Thanks again and please keep me in the loop on reminders. 😊
Jo Ella

From: Allison Nix <anix@wfaustin.com>
Sent: Thursday, October 7, 2021 14:26
To: Jo Ella Wagner <jwagner@stwa.org>
Subject: Emergency Preparedness Plan

Hi Jo Ella,

I hope you're doing well.

I am writing to ask if you're aware of the Emergency Preparedness Plan requirements resulting from Senate Bill 3? Other districts we represent are working with their engineers on the plan and the other deadlines associated with SB 3. It appears it will apply to y'all, too.

Thank you,

Allison Nix

Legal Assistant

Willatt & Flickinger, PLLC

Attorneys at Law

12912 Hill Country Blvd., Ste. F-232

Austin, Texas 78738

Phone: (512) 476-6604

Fax: (512) 469-9148

anix@wfaustin.com

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ARDURRA

October 22, 2021

Jo Ella Wagner

Assistant Executive Director/Finance Manager
South Texas Water Authority

Subject: South Texas Water Authority Emergency Preparedness Plan
Proposal for Engineering Services

Dear Ms. Wagner,

I would like to present this proposal to assist the South Texas Water Authority (STWA) with the Emergency Preparedness Plan (EPP) required under the Senate Bill 3 for water systems serving communities, residents and entities in central Kleberg County and western Nueces County.

A detailed scope of work and fees is included under Attachment 1 for your review.

In case you have any questions or need any clarifications, please feel free to reach out to me.

Regards,

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Logan Burton
For Logan Burton
Practice Director



Attachment 1
South Texas Water Authority Emergency Preparedness Plan
Project Scope and Fees

BACKGROUND & PURPOSE

Emergency Preparedness Plan

The Texas Commission on Environmental Quality (TCEQ) requires utilities to complete and submit an Emergency Preparedness Plan by March 1, 2022. In addition, the EPP is required to be implemented by July 1, 2022, according to Senate Bill 3.

SCOPE OF WORK:

An EPP Form provided by TCEQ will be filled out to include how the affected utility will maintain a minimum pressure of 20 psi (pounds per square inch) throughout the distribution system when the power has been off for more than 24 hours during an emergency and contains emergency contact information. It is assumed that the STWA has sufficient existing documents, and the scope of this task will include updating and compiling these documents as necessary. The Engineer will perform the following tasks:

- Conduct kick-off meeting with STWA staff to discuss EPP requirements, availability of relevant documents and information with the STWA, project timeline and future steps.
- Using existing documents as base, develop a draft EPP for STWA review and comment.
- Conduct a submittal workshop to discuss draft document and get STWA input and comments.
- Submit final EPP document for STWA use.

Deliverables:

- DRAFT Emergency Preparedness Plan
- FINAL Emergency Preparedness Plan

Meetings:

- One (1) 2-hour kick-off meeting
- One (1) 4-hour project workshop/asset site visit

Notes on scope of work:

- STWA utility staff is requested to provide required information such as system maps, existing emergency response documents, record drawings along with access to asset sites as required and available.
- STWA will coordinate with non-utility agency staff (such as from police or fire departments) who are identified as part of the EPP Response Team.



- STWA is requested to identify utility staff to assist with the project by participating in workshop.
- The STWA staff will be responsible for certifying by letter to the Administrator of the TCEQ, that the EPP has been completed, copying the Engineer on the correspondence. Such certification will remain valid for five years. It is recommended that the STWA perform a review yearly and significant revision after four years, recertifying to TCEQ following each revision.
- This scope only includes EPP preparation, it does not include EPP implementation.

SCHEDULE

The deadline set forth by TCEQ under the SB3 is as follows:

- EPPs are required to be submitted to TCEQ for review by March 1, 2022

In order to meet the deadlines and providing the STWA with sufficient time to certify the completion of these tasks to TCEQ, the Engineer anticipates completing this project as per the following schedule:

TASK	DURATION
Notice to Proceed (NTP)	To be determined
Task: Emergency Response Plan Preparation	1 month

FEE

The services for this project will be provided on a Lump Sum (LS) basis. The engineering fee proposed for this project is \$6,750.00. The Engineer will not incur cost in excess of this not-to-exceed amount without prior authorization from the STWA.

ATTACHMENT 6

Status of Office Closure

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Interim Administrator
Date: October 22, 2021
Re: Office Closure in Response to COVID-19

Background:

In response to the increasing numbers of COVID-19 in our community the STWA lobby area was closed to the public to prevent or reduce transmission between staff and the community. During the September 2021 board meeting, members expressed the desire to monitor current rates and determine the best schedule to reopen the lobby area to the public.

Analysis:

Opening the lobby is based on current trends and transmission rates in and around Kleberg County. Opening the lobby will allow the public an additional option to make payments in person. STWA staff have operated with a closed office for over a year and a half which has allowed them and the public less dependence on using the lobby/front reception area.

Staff Recommendation:

Transmission rates and current trends show a dramatic decrease in COVID 19 cases. This would allow for limited exposure to possible transmission and follows the trends that most governmental entities, business and other public gatherings are exposed to at this time. It is recommended to open the lobby/front reception area at this time but allow STWA management in consultation with the local public health authority to close this area should cases increase prior to any board action can be taken.

Board Action:

Approve the reopening the lobby/receptionist area but allow for STWA management to close without board approval should trends increase prior to a board meeting can be called.

Summarization:

Approving the reopening of the STWA to public access follows current practice adopted by schools, governmental entities and other public areas and returns operations to pre-COVID 19 levels.

ATTACHMENT 7

Management Salaries

The needed information has not been completed
but will be provided prior to the meeting.

ATTACHMENT 8

2022 Bond

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Interim Administrator
Date: October 22, 2021
Re: Discussion of 2022 Bond

Background:

Bond certificates (bonds) is a certificate of debt (usually interest-bearing or discounted) that is issued by a government entity to raise money; the issuer is required to pay a fixed sum annually until maturity and then a fixed sum to repay the principal. Most issuance is for 20 to 30 years with some refinancing worked later into the note to adjust the repayment into a shorter timeframe. In 2012, the STWA sought the public's support and investment in a bond to benefit our infrastructure and personnel cost that far exceed an annual budget revenue. This is early stages of gauging the board's desire to seek out another bond and to discuss which projects, both short and long-term, that would serve the STWA and the public.

Analysis:

Bonds require a clear vision of what items will benefit current and future operations of the entire STWA system. Beginning now allows the board to create ideas based on previous classification of projects and to determine what facilities, personnel and water delivery can benefit the public.

Staff Recommendation:

Determine if the board wishes to further explore a bond to be presented to the public for election in 2022.

Board Action:

If desirable, select a timeframe and approach to pursuing a bond. Staff will then select projects with board input and lay out all the requirements necessary from all board meetings and workshops moving forward.

Summarization:

Any successful bond program will require a significant time placed on staff and the board to identify and plan projects to be presented to the voters. If the STWA is to grow an aggressive bond could ensure that the facilities, equipment, personnel and overall water delivery is provided with quality to the consuming public.

ATTACHMENT 9

2022 Board Meeting Schedule

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Interim Administrator
Date: October 22, 2021
Re: STWA Board of Directors Meeting Schedule 2022

Background:

Staff request the Board review the proposed meeting dates for 2022. Enclosed shows the suggested meeting dates.

Analysis:

Regarding the Fiscal Year 2022 budget and rate adoption, the appraisal districts' July 25th certified roll deadline falls on a Monday the day prior to a potential scheduled meeting date. In addition, this date does not provide sufficient time to calculate the required rates and notices as well as review time for the Board. Staff suggests that the August meeting be postponed and held September 6th.

Due to observed holidays and sufficient time between meetings, staff has suggested holding two meetings in September (6th & 27th). This allows for additional time for staff to develop the end of the year budget amendments. In addition, traditionally the Board has combined the November and December meeting dates.

Staff Recommendation:

Determine which dates work best for the majority of the Board members.

Board Action:

Determine whether the following schedule is acceptable or if alternative dates are needed.

January 25, 2022	August 2, 2022
February 22, 2022	September 6, 2022
March 22, 2022	September 27, 2022
April 26, 2022	October 25, 2022
May 24, 2022	December 6, 2022
June 28, 2022	

Summarization:

Approving these dates will assist the Authority in establishing quorums in order to conduct necessary business.