

AGENDA

**MEETING OF THE BOARD OF DIRECTORS'
FISCAL COMMITTEE AND/OR OF THE
BOARD OF DIRECTORS**



SAN ANTONIO RIVER AUTHORITY

December 12, 2011, 12:00 noon

**Estimated Presentation Time: 1.75 Hours*

GENERAL AND CEREMONIAL ITEMS:

Estimated Presentation Time: 5 minutes

- 1. CALL TO ORDER BY THE CHAIR, MS. TERRY E. BAIAMONTE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL BY THE SECRETARY, MR. MICHAEL W. LACKEY, P.E.**

- Terry E. Baiamonte, Chair
- Hector R. Morales, Vice-chair
- Michael W. Lackey, P.E., Secretary
- Darrell T. Brownlow, Ph.D.
- Gaylon J. Oehlke
- Thomas G. Weaver

- 4. CERTIFICATION OF A QUORUM BY THE SECRETARY**
- 5. INTRODUCTION OF VISITORS**
- 6. CITIZENS TO BE HEARD**

**Represents the time staff anticipate that it will take to make presentations or give briefings; does not include an estimate of the time required for discussions generated by Board members.*

7. **PRESENTATION, DISCUSSION AND TRAINING REGARDING THE USAGE OF A MOBILE DIGITAL DEVICE (iPad®)**
8. **APPROVAL OF THE MINUTES OF THE BOARD OF DIRECTORS' FISCAL COMMITTEE MEETING HELD ON NOVEMBER 7, 2011**
9. **PRESENTATION, DISCUSSION AND APPROPRIATE ACTION REGARDING A SAN ANTONIO RIVER AUTHORITY EFFORT TO PROVIDE WATER QUALITY LABORATORY SERVICES TO LAND OWNERS AND BUSINESSES LOCATED WITHIN AREAS WHERE HYDRAULIC FRACTURING TECHNIQUES ARE IN USE**
10. **PRESENTATION AND DISCUSSION REGARDING AN OVERVIEW OF THE CALCULATIONS FOR THE SAN ANTONIO RIVER AUTHORITY'S WASTEWATER RATES**
11. **PRESENTATION AND DISCUSSION REGARDING THE REVISED BUDGET PROCESS WITH REGARDS TO STRATEGIC PLANNING**
12. **GENERAL MANAGER'S REPORT**
 - **UPCOMING EVENTS CALENDAR;**
 - **FUTURE BOARD AND/OR COMMITTEE MEETINGS; AND**
 - **MEETINGS INVOLVING THE ATTENDANCE OF ONE OR MORE BOARD MEMBERS**
13. **ITEMS FOR FUTURE CONSIDERATION**
14. **NEXT MEETING DATE**
15. **ADJOURN**

Estimated Presentation Time: 1.75 Hours

SAN ANTONIO RIVER AUTHORITY
General Statements

This meeting is wheelchair accessible. Accessible parking is located at 100 E. Guenther Street. Requests for an interpreter for the hearing impaired must be received at least 48 hours prior to the meeting, or, to arrange for special assistance to attend this meeting, please call the Operator at 210-227-1373.

The Board of Directors' Fiscal Committee and/or the Board of Directors of the San Antonio River Authority may discuss and/or take action on any item listed in this agenda while convened in open session. The Board of Directors' Fiscal Committee and/or of the Board of Directors of the San Antonio River Authority may also meet in Executive Session, pursuant to Section 551.071 of the Texas Government Code, to receive advice from legal counsel on any item listed in this agenda.

Fiscal Committee

Date: 12/12/2011

iPad Usage and Training

Submitted For: Art Herrera

Submitted By: Lupe Sanchez

Division: Support Services

CAPTION

PRESENTATION, DISCUSSION AND TRAINING REGARDING THE USAGE OF A MOBILE DIGITAL DEVICE (iPad®)

Presenter

Art Herrera

Estimated Presentation Time: 30 minutes

During the first fifteen minutes of this time, staff will provide initial instructions to Committee members on the general usage of the iPad and answer any questions that may arise. The last fifteen minutes will be conducted near the end of the agenda when all other Individual items have been presented. Staff will return to this item and provide detailed instructions and tailor the discussion to fit Committee members' individual needs.

Discussion

Fiscal Committee

Date: 12/12/2011

Approval of the Minutes

Submitted For: Karen Bishop

Submitted By: Lupe Sanchez

Division: Executive Offices

CAPTION

APPROVAL OF THE MINUTES OF THE BOARD OF DIRECTORS' FISCAL COMMITTEE MEETING HELD ON NOVEMBER 7, 2011

Presenter

Terry E. Baiamonte, Committee Chair

Estimated Presentation Time: 5 minutes

Recommendation

Motion to approve the minutes of the Board of Directors' Fiscal Committee meeting held on November 7, 2011, as presented.

Discussion

Vote

Attachments

November 7, 2011, Fiscal Committee Meeting Minutes

MINUTES

**MEETING OF THE BOARD OF DIRECTORS'
FISCAL COMMITTEE**

SAN ANTONIO RIVER AUTHORITY

November 7, 2011, 12:00 noon



GENERAL AND CEREMONIAL ITEMS:

1. **CALL TO ORDER WAS MADE BY THE CHAIR, MS. TERRY E. BAIAMONTE, AT 12:22 P.M.**
2. **PLEDGE OF ALLEGIANCE WAS RECITED**
3. **THE COMMITTEE SECRETARY, MR. MICHAEL W. LACKEY, P.E., CALLED THE ROLL AND REPORTED THE FOLLOWING COMMITTEE MEMBERS PRESENT:**

- Terry E. Baiamonte, Chair
- Hector R. Morales, Vice-chair
- Michael W. Lackey, P.E., Secretary
- Darrell T. Brownlow, Ph.D. (Absent)
- Gaylon J. Oehlke
- Thomas G. Weaver

4. **CERTIFICATION OF A QUORUM WAS ANNOUNCED BY THE SECRETARY, MR. LACKEY**

5. **INTRODUCTION OF VISITORS**

Ms. Sanchez announced the visitors who were present in the audience.

6. **CITIZENS TO BE HEARD**

Ms. Sanchez announced that there were no citizens signed up to speak.

7. APPROVAL OF THE MINUTES OF THE BOARD OF DIRECTORS' FISCAL COMMITTEE MEETING HELD ON OCTOBER 10, 2011

Staff recommended a motion to approve the minutes of the Board of Directors' Fiscal Committee meeting held on October 10, 2011, as presented.

Motion made by Michael W. Lackey, P.E.

Seconded by Thomas G. Weaver

Vote: 5 - 0 Passed

Other: Darrell T. Brownlow, Ph.D.
(Absent)

8. PRESENTATION AND DISCUSSION REGARDING THE MANAGEMENT LETTER AND CONTROL DEFICIENCIES ASSOCIATED WITH THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2011

There being no action taken on this item, Ms. Baiamonte called for Agenda Item 9.

9. PRESENTATION, DISCUSSION, AND APPROPRIATE ACTION REGARDING THE CREATION OF A FINANCIAL POLICY ADDRESSING NOTES RECEIVABLE AND THE CORRESPONDING AMENDMENT OF ARTICLE VI, FISCAL POLICY, OF THE BYLAWS OF THE BOARD OF DIRECTORS

There being no action taken on this item, Ms. Baiamonte called for Agenda Item 10.

10. DISCUSSION AND APPROPRIATE ACTION REGARDING THE FUNDS MANAGEMENT POLICY, FN 0002

There being no action taken on this item, Ms. Baiamonte called for Agenda Item 11.

11. GENERAL MANAGER'S REPORT

- **DISTRIBUTION OF BOARD MEMBER'S PREFERRED E-MAIL ADDRESS FORM;**
- **UPCOMING EVENTS CALENDAR;**
- **FUTURE BOARD AND/OR COMMITTEE MEETINGS; AND**
- **MEETINGS INVOLVING THE ATTENDANCE OF ONE OR MORE BOARD MEMBERS**

There being no action taken on this item, Ms. Baiamonte called for Agenda Item 12.

12. ITEMS FOR FUTURE CONSIDERATION

Mr. Oehlke asked staff to research and report back to the Fiscal Committee regarding the creation of a brochure listing lab fees for water testing associated with hydraulic fracturing within the downstream counties in SARA's service area.

13. NEXT MEETING DATE

Staff has scheduled the next Fiscal Committee meeting tentatively on Monday, February 9, and/or March 12, 2012, at 12:00 p.m. The full Board will meet on Wednesday, January 18, 2012, at 10 a.m. for a Special meeting regarding Budget and Strategic planning.

14. ADJOURN

There being nothing further to report, Ms. Baiamonte called the meeting adjourned at 1:52 p.m.

PREPARED AND RECOMMENDED FOR COMMITTEE APPROVAL BY THE MANAGER.

SUZANNE B. SCOTT, General Manager

APPROVED BY THE BOARD OF DIRECTORS' FISCAL COMMITTEE AT THE MEETING HELD ON DECEMBER 12, 2011.

TERRY E. BAIAMONTE, Committee Chair

ATTEST:

MICHAEL W. LACKEY, P.E., Committee Secretary

Fiscal Committee

Date: 12/12/2011

Water Quality and Hydraulic Fracturing

Submitted By: Steve Lusk

Division: Technical Services

Department: Environmental Sciences

CAPTION

PRESENTATION, DISCUSSION AND APPROPRIATE ACTION REGARDING A SAN ANTONIO RIVER AUTHORITY EFFORT TO PROVIDE WATER QUALITY LABORATORY SERVICES TO LAND OWNERS AND BUSINESSES LOCATED WITHIN AREAS WHERE HYDRAULIC FRACTURING TECHNIQUES ARE IN USE

Presenter

Steve Lusk

Estimated Presentation Time: 15 minutes

Landowners and businesses within the Eagle Ford Shale Formation are seeking information about the water quality parameters to be tested, interpretation of the analytical results, the significance of the data collected, and the locations where laboratory services can be provided to monitor any potential impacts of hydraulic fracturing on well water quality. The San Antonio River Authority (SARA) has analytical capabilities and procedures in place that can help address land owner queries. SARA staff will provide an overview of current capabilities and how services may be expanded in the future.

Recommendation

Motion to be crafted, if necessary, after Committee discussion.

Discussion

Vote

Fiscal Committee

Date: 12/12/2011

Calculations for Utility Rates

Submitted For: Larry Anderson

Submitted By: Lupe Sanchez

Division: Support Services

CAPTION

PRESENTATION AND DISCUSSION REGARDING AN OVERVIEW OF THE CALCULATIONS FOR THE SAN ANTONIO RIVER AUTHORITY'S WASTEWATER RATES

Presenter

Sharon McCoy-Huber

Estimated Presentation Time: 10 minutes

During a previous discussion with the fiscal committee, staff was asked to share the calculation for the wastewater rate.

Staff will be walking the Fiscal Committee through this calculation at the meeting.

	Water Purveyor	Variable Charge per 1,000 Gallons	Average Gallns per Cutomer	Operating & Maintenance Charge	Fixed Charge	Average Single Family Residence Monthly Charge	
Average	2011/2012 rate	4.89	5,247	25.66	8.81	34.47	1.14%
	2010/2011 rate	4.40	5,896	25.94	8.14	34.08	8.95%
	2009/2010 rate	3.76	6,756	25.40	5.88	31.28	4.51%
	2008/2009 rate	4.50	5,393	24.27	5.66	29.93	5.31%
	2007/2008 rate	4.06	5,562	22.58	5.84	28.42	3.99%
	2006/2007 rate	3.45	6,283	21.68	5.65	27.33	2.78%
	All Other Users Rate per 1,000 Gallons			6.57			

Discussion

Fiscal Committee

Date: 12/12/2011

The Revised Budget Process Timing

Submitted For: Larry Anderson

Submitted By: Lupe Sanchez

Division: Support Services

CAPTION

**PRESENTATION AND DISCUSSION REGARDING THE REVISED BUDGET
PROCESS WITH REGARDS TO STRATEGIC PLANNING**

Presenter

Sharon McCoy-Huber

Estimated Presentation Time: 10 minutes

Annually, staff brings forward a calendar for the preparation of the upcoming fiscal year's budget. This year, staff has revisited the budget process and is proposing a reduced time schedule.

The new budget planning process is outlined in the attached document. Staff will discuss this new process with the Committee during the meeting.

Discussion

Attachments

New Budget Planning Process

BUDGET PLANNING PROCESS

<u>Board</u>	<u>Management</u>	<u>Department/Project</u>	<u>Date</u>	<u>Description</u>	
Strategic Plan Priorities	Current Year Estimate / Pooling		10/20/2011	include vacancy funds / operational funds	
			Dec - Feb		
	Current Year Estimate / Pooling		1/10/2012	include vacancy funds / operational funds	
	Budget Kick-off Meeting		1/5-6/2012	include program leaders	
	Increase for Performance Pay (estimate)			see formula	
	Projected Revenues/fixed expenses			listing of current projects-ranked	
	Ranking of projects and efforts (pooled expenses)				
	Guidelines				
		Departmental KAA 2012/13		Mar 2012	
		Staff plan			
	Operating				
	Training				
	Proposed Projects				
	Equipment				
	Management Workshop		4/5/2012	include program leaders	
	Current Year Estimate / Pooling			include vacancy funds / operational funds	
	Projects			reranking of projects (include proposed)	
	New Staffing				
	New Equipment				
Fiscal Meeting			4/9/2012	Increase for Performance Pay	
Fiscal Meeting			5/7/2012	tax, utility, projects, fund bal	
	Current Year Estimate / Pooling (if needed)		5/25/2012	include vacancy funds / operational funds	
Budget workshop w/ Board			6/1/2012	Draft Budget (previously at May BOD mtg)	
Budget adopted by Board			6/30/2012	Final	

Fiscal Committee

Individual Items #: 12. - 14.

Date: 12/12/2011

GM's Report / Items for Future Consideration / Next Meeting Date

Submitted For: Suzanne B. Scott

Submitted By: Lupe Sanchez

Division: Executive Offices

12.

CAPTION

GENERAL MANAGER'S REPORT CONCERNING THE FOLLOWING:

- **UPCOMING EVENTS CALENDAR,**
- **FUTURE BOARD AND/OR COMMITTEE MEETINGS, AND**
- **MEETINGS INVOLVING THE ATTENDANCE OF ONE OR MORE BOARD MEMBERS**

Presenter

Suzanne B. Scott

Estimated Presentation Time: 10 minutes

Discussion

13.

CAPTION

ITEMS FOR FUTURE CONSIDERATION

Presenter

Ms. Baiamonte, Committee Chair

Estimated Presentation Time: 5 minutes

Discussion

14.

CAPTION

NEXT MEETING DATE

Presenter

Ms. Baiamonte, Committee Chair

Estimated Presentation Time: 5 minutes

Staff has tentatively scheduled the next Fiscal Committee meetings on Monday, February 6, and March 12, 2012, at 12:00 p.m. During this item, the Committee will discuss and coordinate schedules to decide on a definite date or dates. In addition, the full Board will meet on Wednesday, January 18, 2012, for a Special meeting regarding Budget and Strategic planning.

Discussion

Fiscal Committee

Item #: 15.

Date: 12/12/2011

Adjourn

Submitted For: Karen Bishop

Submitted By: Lupe Sanchez

Division: Executive Offices

CAPTION

ADJOURN

Presenter

Mr. Baiamonte, Committee Chair
