Per 1REGULAR BOARD MEETING
CANYON REGIONAL WATER AUTHORITY
Monday May 13, 2024, at 6:00 PM
850 Lakeside Pass, New Braunfels, TX 78130

This meeting is to be conducted at the Canyon Regional Offices located at 850 Lakeside Pass, New Braunfels, Texas

This Notice is posted pursuant to the Texas Open Meeting Act (Chapter 551, Texas Government Code). The Board of Trustees of Canyon Regional Water Authority (CRWA) will hold a meeting in person at 6:00 P.M., Monday, May 13, 2024, in the Board Room. The public may observe this meeting in person. As authorized by Texas Gov. Code sections 551.127 and 551.131(e) and Section 3.04(b) of the CRWA Bylaws, Members of the Board of Trustees may attend the meeting remotely via video conference. Additional information can be obtained by calling: (830) 609-0543. The CRWA Board of Trustees may consider, discuss, and act on any of the matters identified below.

Item 1 **CALL TO ORDER**

Item 2 **BOARD ROLL CALL**

Item 3 **INVOCATION AND PLEDGE OF ALLEGIANCE**

Item 4 **OATH AND STATEMENT OF OFFICE OF NEW TRUSTEES**

Item 5 **ELECTION OF OFFICERS**

Item 6 **PUBLIC COMMENTS**

A. Comments on non-agenda items - no discussion from the Board, 3-minute time limit.

B. Comments on specific items on this agenda – discussion from/with the Board may be allowed; 3-minute time limit per citizen. Time may not be "shared or ceded" to another citizen.

Members of the public wishing to make a public comment during the meeting must register by emailing hdiaz@crwa.com prior to the meeting. Written comments may also be submitted. If you wish to speak, please state your name.

Item 7 **CONSENT ITEMS**

All items listed below are considered to be routine and non-controversial by the Board and will be considered by one motion. There will be no separate discussion of these items unless a Board member requests, in which case the item will be removed from the consent agenda and will be considered as part of the order of business.

A. CRWA 24-05-001 Concerning Approval of Minutes (*CRWA Staff*)
Adopt Resolution 24-05-001 approval of minutes for April 15, 2024, Board of Trustees meeting.

B. CRWA 24-05-002 Concerning Approval of Financial and Check Registers Reports (*CRWA Staff*)
Adopt Resolution 24-05-002 approval of March 2024 Financial Report and Check Register Report until audited.

Item 8 **PRESENTATIONS/DISCUSSIONS**

A. GBRA Habitat Conservation Plan
- Discussion of potential CRWA participation in plan

B. 2001 Water Transportation and Wheeling Agreement with Maxwell SUD
   - Discussion of draft amended agreement to the Wheeling Agreement extending the agreement for two years, and establishing a new rate ~ *Legal Counsel*

C. Need for Interlocal Agreement with County Line Special Utility District and Martindale Water Supply Corporation providing for the pass-through and reimbursement to CRWA of compensation and other costs payable from CRWA to Maxwell SUD under the proposed amendment to the 2001 Water Transportation and Wheeling Agreement.

D. Discussion of the CRWA Board of Trustees involvement in the daily operations of CRWA

E. Recently discovered discrepancy in past reporting to the TCEQ regarding discharges from the Wells Ranch WTP.

F. Presentation to Lou Rosenberg expressing appreciation for his years of dedicated service to the CRWA ~ *Tim Fousse*

Item 9 **CRWA STAFF REPORTS**

(Updates from written reports by staff, legal counsel, and others)

A. Drought Report ~ *Staff*

B. Water Treatment, Storage, and Transmission Operations ~ *Staff*
   - Lake Dunlap WTP:
     - Production
     - Nanostone Performance Evaluation and Next Steps
     - Status of the ARWA Interconnect
   - Hays Caldwell WTP:
     - Production
     - Pall mobile membrane filtration
       - Pilot Study
       - Options for membrane filtration
     - Phase 1 Improvements
     - Phase 2 Improvements
   - Wells Ranch WTP:
     - Production

C. Wells Ranch III Project ~ *Staff*
   - Draft Water Supply and Treatment Contract
   - Groundwater leasing and permitting
   - Plant Expansion

D. South Texas Regional Water Planning Group – Region L ~ *Staff*

E. GMA 13 ~ *Staff*

F. Groundwater Districts of Guadalupe and Gonzales Counties ~ *Staff*

G. Legal and legislative matters ~ *Legal Counsel and Staff*

Item 10 **CRWA COMMITTEE AND BOARD OF MANAGERS REPORTS**

A. Budget Committee: ~ *Committee Chairperson*

B. Policy and Legislative Committee: ~ *Committee Chairperson*

C. Construction Committee: ~ Committee Chairperson

D. Board of Managers ~ *Chairperson*

Item 11 **GENERAL BUSINESS**

A. CRWA 24-05-003 Concerning Acceptance of the Recommendation of the Appointed Committee to select an Engineering Firm to provide Construction Administration Services
The Board will discuss, consider and act on Resolution 24-05-003 acceptance of the recommendation of the Appointed Committee to select Cobb Fendley to provide construction administrative services, and authorizing the General Manager to negotiate the terms, scope of work and rates for Cobb Fendley to provide services.

B. CRWA 24-05-004 Concerning Acceptance of the Recommendation of the Appointed Committee to select a Financial Firm to provide Financial Auditing Services
The Board will discuss, consider, and act on Resolution 25-05-004 acceptance of the recommendation of the Appointed Committee to select Armstrong, Vaughan, & Associates, P.C. to provide financial auditing services, and authorizing the General Manager to negotiate the terms, scope of work, and rates for Armstrong, Vaughan, & Associates, P.C. to provide services.

C. CRWA 24-05-005 Concerning Acceptance of the Recommendation of the Policy and Legislative Committee to Adopt the Revised CRWA Employee Handbook
The Board will discuss, consider, and act on Resolution 25-05-005 acceptance of the recommendation of the Policy and Legislative Committee to adopt the revised CRWA Employee Handbook.

D. CRWA 24-05-006 Concerning Acceptance of the Recommendation of the Policy and Legislative Committee to Adopt the Revised CRWA Administrative Policy
The Board will discuss, consider, and act on Resolution 25-05-006 acceptance of the recommendation of the Policy and Legislative Committee to adopt the revised CRWA Administrative Policy.

A. CRWA 24-005-007 Concerning Acceptance of the Recommendation of the Policy and Legislative Committee to Adopt the CRWA Tuition Reimbursement Policy
The Board will discuss, consider, and act on Resolution 24-05-007 acceptance of the recommendation of the Policy and Legislative Committee to adopt the revised CRWA Tuition Reimbursement Policy.

E. CRWA 24-05-008 Concerning Approval of a Request for TWDB SWIFT Funding
The Board will discuss, consider and act on Resolution 24-05-008 approval of submittal of the full application for SWIFT funding to the Texas Water Development Board.

F. CRWA 24-05-009 Concerning an Amendment to the 2001 Water Transportation and Wheeling Agreement with Maxwell SUD f/k/a Maxwell WSC.
The Board will discuss, consider and act on Resolution 24-05-009 approval of an Amendment to the 2001 Water Transportation and Wheeling Agreement with Maxwell SUD. Approval of the Amendment may be conditioned upon approval by County Line SUD and Martindale WSC of a separate Interlocal Agreement providing for the pass-through and reimbursement to CRWA of compensation and other costs payable to Maxwell SUD.

G. Resolution No. 24-05-010 Concerning Amendments to the FY 2021, 2022, 2023, and 2024 Budgets
The Board will discuss, consider and act on Resolution 24-05-010 approving amendments to the FY 2021, 2022, 2023, and 2024 Budgets

Item 12 EXECUTIVE SESSION

The Board of Trustees may meet in a closed session to discuss the following items and any item listed above pursuant to Chapter 551 of the Texas Government Code, including, where appropriate, sections 551.071, 551.072, 551.074, 551.076, 551.086, 551.089, and 418.183(f) of the Texas Government Code. All deliberations and formal action will occur in open session.

A. Discussion with counsel concerning contract dispute and settlement offer with Nanostone Water related to performance of the ceramic membrane filtration system at Lake Dunlap Water Treatment Plant.

Item 13 RETURN TO OPEN MEETING

The Board may consider, deliberate, and act on the items discussed in Executive Session.

Item 14 FUTURE BOARD MEMBER AGENDA ITEMS

Item 15 Adjourn the meeting

SPRINGS HILL WATER SUPPLY CORPORATION

RESOLUTION APPOINTING ONE MEMBER TO THE BOARD OF TRUSTEES OF CANYON REGIONAL WATER AUTHORITY FOR A TWO-YEAR TERM OF OFFICE

THE STATE OF TEXAS §
§
THE COUNTIES OF GUADALUPE AND WILSON §

WHEREAS, that the Board of Directors of Springs Hill Water Supply Corporation has previously appointed Mike Andrews to serve as its representative on the Board of Trustees of Canyon Regional Water Authority;

WHEREAS, that the Board of Directors Hill Water Supply Corporation desires to reappoint a Mike Andrews as its representative on the Board of Trustees of Canyon Regional Water Authority; and

WHEREAS, Mike Andrews has indicated that he is willing to serve on the Board of Trustees of Canyon Regional Water Authority on behalf of Springs Hill Water Supply Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SPRINGS HILL WATER SUPPLY CORPORATION THAT:

Section 1: The Board of Directors of Springs Hill Water Supply Corporation appoints Mike Andrews to serve as its representative to the Board of Trustees of Canyon Regional Water Authority for a two-year term of office that expires May 2026, effective immediately.

Section 2: The Board of Directors memorializes that the above-named representative is authorized to represent, and act on behalf of, in the best interest of Springs Hill Water Supply Corporation in the process of maintaining and conducting of business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

Section 3: This Resolution shall be effective immediately.

APPROVED AND ADOPTED on the 30th day of April 2024.

SPRINGS HILL WATER SUPPLY CORPORATION

James Martin, President, Board of Directors

ATTEST:

Bernie Mueller, Secretary, Board of Directors

CERTIFICATE OF SECRETARY

I, Bernie Mueller, do hereby certify that I am the Secretary of the above named entity and that the above and foregoing is a true, full and correct copy of a resolution duly adopted by the Board of Directors of the above named entity at its meeting held on April 30, 2024, and entered into the Minutes of the above named entity, that the meeting was duly and regularly held in accordance with the Bylaws of and or laws governing the above named entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand this 30th day of April 2024.

Bernie Mueller
Secretary, Board of Directors
Springs Hill Water Supply Corporation

RESOLUTION OF THE GOVERNING BODY OF

Martindale Special Utility District

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED 2/8 **2024**

RESOLVED, that the Governing Body of **Martindale Special Utility District** has appointed:

Steven Fonville to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED. FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

* * * * *

CERTIFICATE OF SECRETARY

I, Rae Josey do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on February 8 **2024**, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day February 8 **2024**

Rae Josey

Secretary

SEAL

RESOLUTION OF THE GOVERNING BODY OF

County Line Special Utility District

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED March 18 **2024**

RESOLVED, that the Governing Body of **County Line Special Utility District** has appointed:

Humberto Ramos to serve as their representative to the **Board of Trustees** of Canyon Regional Water Authority.

RESOLVED. FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

* * * * *

CERTIFICATE OF SECRETARY

I, Joseph Howe do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on March 18 **2024**, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day March 18 **2024**.

County Line Special Utility District
CLSUD
131 S. Camino Real Uhland, TX 78640
SEAL

Secretary

RESOLUTION OF THE GOVERNING BODY OF MAXWELL SPECIAL UTILITY DISTRICT APPOINTING ONE MEMBER TO THE BOARD OF TRUSTEES OF CANYON REGIONAL WATER AUTHORITY FOR A TWO-YEAR TERM OF OFFICE

RESOLVED, that the Governing Body of Maxwell Special Utility District has appointed Doris Steubing to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, Mabel Vaughn do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on March 28, 2024, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day **March 28, 2024.**

M Vaughn

Mable Vaughn, Secretary

RESOLUTION OF THE GOVERNING BODY OF

Crystal Clear Special Utility District

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED March 28 **2024**

RESOLVED, that the Governing Body of **Crystal Clear Special Utility District** has appointed:

Robert Snipes to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED, FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, Allen Pooley do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on March 28, **2024**, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day March 28, **2024**.

Allen Boley

Secretary

SEAL

RESOLUTION OF THE GOVERNING BODY OF

Green Valley Special Utility District

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED November 28, **2023**

RESOLVED, that the Governing Body of **Green Valley Special Utility District** has appointed:

Nicholas "Nick" Sherman to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED. FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, James Hendrix do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on November 28, 2023 **2023**, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day December 8, **2023**.

Secretary

SEAL

Green Valley Special Utility District
Marion, Texas

RESOLUTION NO. 2024 – 06

EAST CENTRAL SPECIAL UTILITY DISTRICT
APPOINTING TO CANYON REGIONAL WATER AUTHORITY
ONE MEMBER
TO THE BOARD OF TRUSTEES

ADOPTED APRIL 11, 2024

RESOLVED, that the Governing Body of East Central Special Utility District has appointed Paul Bricker to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED, FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

CERTIFICATE OF SECRETARY

I, **MILTON LOWAK**, do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on April 11, 2024, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day April 11, 2024.

EAST CENTRAL SPECIAL UTILITY DISTRICT
DISTRICT SEAL
SEAL

Milton Lowak, Secretary

RESOLUTION OF THE GOVERNING BODY OF

City of Marion

APPOINTING TO CANYON REGIONAL WATER
AUTHORITY ONE MEMBER TO THE BOARD OF
TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED October 16, 23 ~~2024~~

RESOLVED, that the Governing Body of **City of Marion** has appointed:

Abigaile Mayberry to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED. FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, Suzanne Gonzales do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on 10-16-2023 **2024**, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day February 15 **2024**

Suzanne Gonzales
Secretary

SEAL

CITY OF MARION TEXAS

Resolution No. 030724-02

RESOLUTION OF THE GOVERNING BODY OF

City of LaVernia

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED March 07, 2024

RESOLVED, that the Governing Body of **City of LaVernia** has appointed: **Martin Poore** to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED, FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of the above-said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, **Lindsey Wheeler**, do hereby certify that I am the Secretary of the above-mentioned entity and that the above and foregoing is a true, full, and correct copy of the resolution duly adopted by the Members of the Governing Body of the above-mentioned entity at its meeting held on March 07, 2024 and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day March 07, 2024

Secretary

SEAL

Res No 852-2024A

RESOLUTION OF THE GOVERNING BODY OF

City of Converse

APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO-YEAR TERM OF OFFICE.

ADOPTED April 16, **2024**

RESOLVED, that the Governing Body of **City of Converse** has appointed:

Marc Gilber to serve as their representative to the **Board of Trustees** of Canyon Regional Water Authority.

RESOLVED, FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

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CERTIFICATE OF SECRETARY

I, Samantha Lee do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on April 16 **2023**4, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day April 16, **2024**

Samantha Lee
Secretary

CITY OF CONVERSE, TEXAS
SEAL

"City of Choice"

Resolution No. 1671

CITY OF CIBOLO

Resolution of the governing Body of the City of Cibolo appointing to Canyon Regional Water Authority one member to the Board of Trustees for a two-year term of office.

ADOPTED: April 9, 2024

RESOLVED, the Governing Body of the City of Cibolo has appointed Timothy D. Fousse, to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED. FURTHER, that the above-named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

Mark Allen
Mayor

* * * * *

CERTIFICATE OF SECRETARY

I, Peggy Cimics do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on April 9, 2024, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this day 9th day of April, 2024

Peggy Cimics, TRMC
City Secretary

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	CONSENT AGENDA ITEM BOARD OF TRUSTEES MEETING MINUTES OF APRIL 15, 2024	CRWA 24-05-001

INITIATED BY

KERRY AVERYT / HANNA DIAZ

STAFF RECOMMENDATION

Approve the Minutes of the Regular Board Meeting of the Board of Trustees held on April 15, 2024, as amended, or not amended.

BACKGROUND INFORMATION

The minutes of the meeting are attached.

FINANCIAL IMPACT

None

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-001

BE IT RESOLVED that the Minutes of the Regular Meeting of the Board of Trustees held on April 15, 2024, as amended, or not amended, are approved.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

MINUTES
REGULAR BOARD MEETING
CANYON REGIONAL WATER AUTHORITY
BOARD OF TRUSTEES

Regular meeting:

The Canyon Regional Water Authority (CRWA) Board of Trustees met for a regular meeting in person on Wednesday, April 15, 2024, at 6:00 p.m.

The following individuals attended the meeting:

Board of Trustees:		CRWA Staff:		Board of Managers and Others:	
Timothy Fousse	Brandon Rohan	Randy Schwenn	Hanna Diaz	Trey Wilson	David Kneuper
Ted Gibbs	Nicholas Sherman	David McMullen	Joan Wilkinson	Daniel Smith	Daniel Smith
Martin Poore	Steve Cooper	Fran Powers	Kerry Averyt	Louis Rosenberg	Graham Moore
Regina Franke	Steven Fonville			Mike Saldana	Greg Swoboda
Donald Bosworth	James Forssell			Keith Steffen	Justin Ivicic
Paul Bricker	Mabel Vaughn			Brent Millar	
Marc Gilbert	Doris Steubing				
Al Suarez	Clint Ellis				
	Mike Andrews				

Item 1 **CALL TO ORDER**

» President Timothy Fousse opened the meeting at approximately 6:00 p.m.

Item 2 **BOARD ROLL CALL**

» Seventeen (17) Board members were present.

Item 3 **INVOCATION AND PLEDGE OF ALLEGIANCE**

Item 4 **OATH AND STATEMENT OF OFFICE OF NEW TRUSTEE**

Item 5 **PUBLIC COMMENTS**

A. Comments on non-agenda items - no discussion from the Board, 3-minute time limit.
B. Comments on specific items on this agenda – discussion from/with the Board may be allowed; 3-minute time limit per citizen. Time may not be "shared or ceded" to another citizen.

Members of the public wishing to make public comment during the meeting must register by emailing hdiaz@crwa.com prior to the meeting. Written comments may also be submitted. If you wish to speak, please state your name.

Item 6 **CONSENT ITEMS**

All items listed below are considered to be routine and non-controversial by the Board and will be considered by one motion. There will be no separate discussion of these items unless a Board member requests, in which case the item will be removed from the consent agenda and will be considered as part of the order of business.

A. CRWA 24-04-001
Adopt Resolution 24-04-001 approval of Board of Trustees meeting minutes of March 11, 2024.

B. CRWA 24-04-002
Adopt Resolution 24-04-002 approval of February 2024 Financial Report and Check Register Report until audited.

C. CRWA 24-04-003
Adopt Resolution 24-04-003 approval of Second Quarter FY2024 Financial Report.

» Paul Bricker stated on page 3 under item 8 of the Minutes, the word "hearing" in "mitigation hearing" needs to be changed to say "agreement".
» Regina Franke made a motion to approve the Consent Agenda items.
» Donald Bosworth seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 16 ayes.

Item 7 **PRESENTATIONS/DISCUSSIONS**

A. Final Drought Mitigation Plan Report (Due May 1, 2024) TCEQ Five-Year Update ~ *Staff*

B. Final Conservation Plan Report (Due May 1, 2024) TCEQ Five-Year Update ~ *Staff*

C. 2001 Water Transportation and Wheeling Agreement with Maxwell SUD
   a. August 9, 2023, notice from Maxwell SUD through counsel of intent to exercise claimed "right of exclusive use of the excess capacity within the Existing Transmission Lines," with said exclusive use to commence one year from date of notice.

D. Discussion of CRWA Administrative Policies revised and submitted by the Policy and Legislative Committee ~ *Ted Gibbs*

» Final Drought Mitigation Plan Report: Mr. Adam Telfer informed the Trustee's that CRWA has to revise their Drought Mitigation Plan every 5 years. CRWA's Plan is highly tied to GBRA's Wholesale Drought Mitigation Plan. GBRA has discovered that their drought trigger levels were aggressive compared to other river authorities. GBRA has since added two more stages to their drought plan and dropped the trigger levels. This document must be submitted to TCEQ by May 1, 2024. Stage 3 is no longer pro-rata share, it is voluntary. Pro-rata share will begin in stage 4. Stage 5 is when there could be a pro-rata share cut of 30% of your contract capacity with GBRA. Stage 6 is the emergency stage.
» Final Conservation Plan Report: Mr. Telfer stated that this Plan is also on a 5-year cycle. There were not a lot of changes to this plan.
» Wheeling Agreement: Vice President Brandon Rohan gave a brief background on the 2001 Water Transportation and Wheeling Agreement with Maxwell SUD. Maxwell SUD's General Manager, Justin Ivicic, responded by saying that with Maxwell SUD's service area population expanding, they need their full capacity. Mr. Ivicic stated that operationally, it is not working any longer. Maxwell SUD is willing to negotiate a plan to fix this issue.
» CRWA Administrative Policy: The Policy and Legislative Committee Chairman, Ted Gibbs, discussed the Administrative Policy. The Committee members are Clint Ellis, Regina Franke, Doris Steubing, and Randy Schwenn. The Administrative Policy has had 9 edited versions. Mr. Gibbs gave a recount of the work that was put into the Administrative Policy. Any comments or questions about the Administrative Policy are due to Mr. Gibbs by April 19th.

Item 8 **CRWA STAFF REPORTS**

(Updates from written reports by staff, legal counsel, and others)

A. Drought Report ~ *Staff*
B. Water Treatment, Storage, and Transmission Operations ~ *Staff*
   - Lake Dunlap WTP:
     - Production
   - Hays Caldwell WTP:
     - Production
     - Pall mobile membrane filtration
   - Wells Ranch WTP:
     - Production
C. Wells Ranch III Project ~ *Staff*
   - Draft Water Supply and Treatment Contract
   - Groundwater leasing and permitting
D. South Texas Regional Water Planning Group – Region L ~ *Staff*

E. GMA 13 ~ *Staff*
F. Groundwater Districts of Guadalupe and Gonzales Counties ~ *Staff*
G. Legal and legislative matters ~ *Legal Counsel and Staff*

» **Drought Reports:** CRWA General Manager, Kerry Averyt, gave a drought report update. There are handouts in the packet.
» **Water Treatment, Storage, and Transmission Operations:** Mr. Averyt stated that regarding production, the usage is in line with where we are in the year. CRWA is going to be critical, with the most critical being Hays Caldwell WTP, going into the hotter months. Construction will be starting at Hays Caldwell WTP on a new Tank with a notice to proceed date of June 10th. Completion for this project estimated to be completed in 365 days from the start day.
» **Wells Ranch III Project**: Mr. Randy Schwenn reported that CRWA is looking at permitting the Wilcox and Carrizo aquifers. Staff is studying over some of the Well Sites that were proposed by James Bennet. CRWA Staff are looking into a new Well Site at the Wells Ranch WTP and a new Well Site on the Bloomberg property from the Wilcox.
» **Region L:** There is no update.
» **GMA 13:** Mr. Averyt said that GMA 13 is working on WAM funding.
» **Groundwater Districts of Guadalupe and Gonzales Counties:** Mr. Schwenn reported that himself and General Manager, Kerry Averyt, attended the Gonzales County Underground Conservation District meeting. This meeting was short and covered the proposed new rules. The Guadalupe Underground meeting also proposed some new rules. Springs Hill WSC requested a permit for additional water and were granted the permit.
» **Legal and Legislative Matters:** Trey Wilson, Legal Counsel, gave an update on CRWA's search for General Legal Counsel. There is an action item later in the night to retain Langley & Banack as CRWA's new General Legal Counsel. There is a copy of their proposed letter of engagement included in the packet. In respect to the Trihydro Lawsuit, the initial disclosures have been completed, and now written requests for information are being exchanged. CRWA is attempting to get a trial date by agreement for 2025, the only problem is that the court does not have their 2025 calendar available yet. The Hays Caldwell mediation will be May 17th at the mediator's office in Austin.

Item 9 **CRWA COMMITTEE REPORTS**
Budget Committee: ~ *Committee Chairwoman*
Policy and Legislative Committee: ~ *Committee Chairman*
Construction Committee: ~ *Committee Chairman*
Board of Managers: ~ *Chairman*

» **Audit Committee:** The Committee will need to meet on May 2nd to review the submittals.
» **Budget Committee:** The Budget Committee will meet in mid-late may to review the current budget and begin working on the new budget.
» **Policy and Legislative Committee:** Mr. Ted Gibbs gave a policy update. There will be a workshop on May 6th at 6 PM to discuss the changes that have been made to the Employee Handbook. The preliminary copy of the Employee Handbook will be sent to the Trustee's this week. The Employee Handbook will be put before the Board of Trustee's for acceptance at the May 13th meeting.
» **Construction Committee**: Vice President Brandon Rohan gave an update on CRWA's construction projects. The Santa Clara and FM 1518 have started construction. The GIS system has an estimated April 26th completion date. The Standards and Specifications are still being reviewed by CRWA Staff. On the Hays Caldwell WTP, the Pall Filter trailer lease will be up at the beginning of 2025. The Hays Caldwell group will need to have a discussion on how they want to move forward with the Pall trailer.
» **Board of Managers:** The Board of Manager's met and have 2 recommendations for the Board of Trustee's. The Board of Manager's is recommending both the Drought Mitigation Plan and the Water Conservation Plan.

Item 10 **GENERAL BUSINESS**

A. CRWA 24-04-004 Concerning Acceptance of the Recommendation of the Appointed Committee to select an Engineering Firm to provide General Construction/Design Services

The Board will discuss, consider and act on Resolution 24-04-004 acceptance of the recommendation of the Appointed Committee to select STV to provide construction administrative services, and authorizing the General Manager to negotiate the terms, scope of work and rates for STV to provide services.

» Nicholas Sherman made a motion to approve Resolution 24-04-004.
» Steven Fonville seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 17 ayes.

B. CRWA 24-04-005 Concerning Adoption of the 2024 Drought Contingency Plan per the Recommendation of the Board of Managers

The Board will discuss, consider and act on Resolution 24-04-005 adoption of the 2024 Drought Contingency Plan per the recommendation of the Board of Managers, and authorizing CRWA staff to submit the plan to the Texas Commission on Environmental Quality.

» Doris Steubing made a motion to approve Resolution 24-04-005.
» Mabel Vaughn seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 17 ayes.

C. CRWA 24-04-006 Concerning Adoption of the 2024 Water Conservation Plan per the Recommendation of the Board of Managers

The Board will discuss, consider and act on Resolution 24-04-006 adoption of the 2024 Water Conservation Plan per the recommendation of the Board of Managers, and authorizing CRWA staff to submit the plan to the Texas Commission on Environmental Quality.

» Doris Steubing made a motion to approve Resolution 24-04-006.
» Mike Andrews seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 17 ayes.

D. CRWA 24-04-007 Concerning a contract with Langley & Banack, Inc. to provide General Counsel Legal Services

The Board will discuss, consider and act on Resolution 24-04-007 approving a contract with Langley & Banack, Inc. to provide General Counsel Legal Services, and authorizing the President of the Authority to execute that certain Letter of Engagement for such services dated March 29, 2024.

» Doris Steubing made a motion to approve Resolution 24-04-007.
» James Forsell seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 17 ayes.

E. CRWA 24-04-008 Concerning Nominations and Appointment of a Representative of CRWA on the Alliance Regional Water Authority Board of Directors

The Board will discuss, consider and act on Resolution 24-04-008 accepting nominations and appointing a representative of CRWA to the Alliance Regional Water Authority Board of Directors.

» Regina Franke made a motion to approve the Consent Agenda items.
» Donald Bosworth seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 16 ayes.

» The Board of Trustee's entered Executive Session at 7:20.

Item 11 **EXECUTIVE SESSION**

The Board of Trustees will meet in a closed session to discuss the following items pursuant to Chapter 551 of the Texas Government Code, including, where appropriate, Sections 551.071, 551.072, 551.074, 551.076, 551.086, 551.089, and 418.183(f) of the Texas Government Code.

CRWA staffing and personnel matters including Consultant Agreement for Interim General Manager Services by and between CRWA and Randolph "Randy" M. Schwenn with effective date of January 2, 2024.

» The Board of Trustee's returned from Executive Session at 7:38.

Item 12 **RETURN TO OPEN MEETING**

The Board may consider, deliberate, and take action on any item discussed in the Executive Session.

A. Resolution No. 24-04-009 Concerning an Amendment to Consulting Services Agreement with Randy Schwenn.

The Board will discuss, consider and take action to approve a *First Amended Agreement for Consulting Services* by and between CRWA and Randolph "Randy" M. Schwenn, which such amendment shall amend and supersede that certain *Consultant Agreement for Interim General Manager Services* dated January 2, 2024.

» Nick Sherman made a motion to approve Resolution 24-04-009.
» Ted Gibbs seconded the motion.
» President Timothy Fousse called for a vote. The motion passed with 17 ayes.

Item 13 **FUTURE BOARD MEMBER AGENDA ITEMS**

» This is Donald Bosworth's final meeting as a Trustee member.
» Board appointments are due by May 1st.

Item 14 **Adjourn the meeting**

» Martin Poore made a motion to adjourn the meeting.
» President Fousse adjourned the meeting at approximately 7:43.

Respectfully submitted

Doris Steubing, Secretary

NOTICE: The Board of Trustees may meet in a closed session to discuss any item listed above pursuant to Chapter 551 of the Texas Government Code, including, where appropriate, sections 551.071, 551.072, 551.074, 551.076, 551.086, 551.089, and 418.183(f) of the Texas Government Code. All deliberations and formal action will occur in open session.

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	FINANCIAL REPORT AND CHECK REGISTER REPORT	CRWA 24-05-002

INITIATED BY JOAN WILKINSON

STAFF RECOMMENDATION

Approve the March 2024 Financial Report and Check Register Report until audited.

BACKGROUND INFORMATION

The March 2024 Financial Report and Check Register Report are attached.

FINANCIAL IMPACT

None

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-002

BE IT RESOLVED that the March 2024 Financial Report and Check Register Report of Canyon Regional Water authority are approved until audited.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

CANYON REGIONAL WATER AUTHORITY
Balance Sheet
As of March 31, 2024

	Mar 31, 24	
ASSETS		
Current Assets		
Checking/Savings		
1001 · First United Bank		
1006 · First United Checking #5207	1,290,662.10	
1010 · First United Special #7162	2,132.34	
1015 · Money Market #2160	1,322,514.30	
1017 · HC SM Capacity Buy-In #6744	1,161,658.10	
Total 1001 · First United Bank		3,776,966.84
1100 · First United Bank (Res)		
1105 · LD/MC Series 2016, #3017	3,247,928.61	
1107 · HC 2005 #3603	4,017.21	
1111 · HC Series 2017 #6074	271,133.48	
1109 · HC Series 2021 #6663	455,420.04	
1113 · HC Counties 2021 Ref #0636	124,186.42	
1132 · Wells Ranch Series 2015, #6031	2,772,913.08	
1133 · Wells Ranch Series 2016, #3009	2,313,576.26	
1134 · Wells Ranch Series 2021 #0911	856,740.62	
1140 · L/D Membrane Fund #5701	1,115,001.29	
1140-01 · LD Membr-Nanostone Escrow #2545	291,001.07	
1142 · H/C Membrane Fund #5693	503,520.44	
1145 · Repair & Replacement Fund	4,876,115.25	
Total 1100 · First United Bank (Res)		16,831,553.77
1120 · Logic		
1121 · Logic, General Funds	1,233,715.75	
1127 · Wells Ranch, Construction #027	798.43	
1158 · HC Construction	17,421,609.26	
Total 1120 · Logic		18,656,123.44
1160 · BOKF, NA, Austin,WR Series 2015		128,330.70
1161 · BOKF, NA,Austin, HC Series 2017		4,242,278.48
Total Checking/Savings		43,635,253.23
Accounts Receivable		
1200 · Accounts Receivable		3,651,453.16
1205 · A/R, Alliance Water		
1205-01 · A/R, Alliance,Crystal Clear SUD	1,821,238.07	
1205-02 · A/R, Alliance, Martindale WSC	24,838.05	
1205-03 · A/R, Alliance, Green Valley SUD	1,134,207.53	
1205-04 · A/R, Alliance, County Line SUD	189,827.00	
Total 1205 · A/R, Alliance Water		3,170,110.65
Total Accounts Receivable		6,821,563.81
Other Current Assets		
1499 · Undeposited Funds		1,050,783.93
Total Other Current Assets		1,050,783.93
Total Current Assets		51,507,600.97
Fixed Assets		
1491 · Right of Use Asset		612,153.36

CANYON REGIONAL WATER AUTHORITY
Balance Sheet
As of March 31, 2024

		Mar 31, 24
1400 · Capital Assets		
1404 · Administration Building		586,288.00
1406 · Capitalized Construction Intere		11,273,728.00
1410 · Equipment & Vehicles		489,024.50
1411 · Nanostone - Lake Dunlap		1,156,411.20
1416 · Hays Caldwell		6,437,579.37
1420 · Lake Dunlap Phase I		4,764,833.00
1422 · Mid-Cities Phase I		8,475,370.50
1424 · Office Equipment		77,863.66
1434 · Property Improvements		60,021.00
1436 · River Crossing		577,934.36
1441 · LD Ozone Project		3,677,549.16
1442 · Dunlap Water Treatment Plant		5,155,886.29
1443 · Dunlap Chemical Tanks		30,326.57
1444 · Hays Caldwel Phase 2		2,053,300.19
1445 · HC Chemical Tanks		5,293.13
1446 · Mid-Cities Phase 2		32,322,395.02
1447 · Hays Caldwell Expansion-2017		
1447-01 · HC Expansion, Capitalized Int	122,276.51	
1447 · Hays Caldwell Expansion-2017 - Other	1,921,905.28	
Total 1447 · Hays Caldwell Expansion-2017		2,044,181.79
1450 · Wells Ranch Project		
1450-01 · WellsRanch, Cap Interest	5,041,728.49	
1450 · Wells Ranch Project - Other	40,885,863.75	
Total 1450 · Wells Ranch Project		45,927,592.24
1451 · Wells Ranch Phase II-2011		
1451-01 · Capitalized Interest	1,872,118.97	
1451 · Wells Ranch Phase II-2011 - Other	14,113,408.01	
Total 1451 · Wells Ranch Phase II-2011		15,985,526.98
1452 · Wells Ranch Phase II-2015		
1452-01 · Capitalized Interest	1,930,053.69	
1452 · Wells Ranch Phase II-2015 - Other	40,453,759.05	
Total 1452 · Wells Ranch Phase II-2015		42,383,812.74
1453 · Wells Ranch III		
1453-01 · WR III, Phase I	35,059.04	
1453 · Wells Ranch III - Other	457,558.04	
Total 1453 · Wells Ranch III		492,617.08
1490 · Accumulated Depreciation		-51,905,737.19
Total 1400 · Capital Assets		132,071,797.59
Total Fixed Assets		132,683,950.95
Other Assets		
1805 · Deferred Outflow-Pension		276,952.66
1670 · Land		
1672 · Johnson Abstract #47		163,243.95
1673 · Hays Caldwell Project		
1673-01 · Carlisle - 2.009 Acres	549,930.44	
1673-02 · Land Acquisition Consultant HC	5,698.00	
Total 1673 · Hays Caldwell Project		555,628.44
1674 · Randolph Foster 10 Acres		290,837.56
1675 · Wells Ranch Project		62,061.82
1676 · Land & Land Rights		1,276,634.70
Total 1670 · Land		2,348,406.47

CANYON REGIONAL WATER AUTHORITY
Balance Sheet
As of March 31, 2024

		Mar 31, 24
1703 · Water Rights		3,439,604.49
1800 · Deferred Loss on Debt Refunding		111,397.00
Total Other Assets		6,176,360.62
TOTAL ASSETS		190,367,912.54
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		678,897.21
Total Accounts Payable		678,897.21
Other Current Liabilities		
2300 · Net Pension Liability		242,430.00
2451 · Current Portion of Capital Leas		462,805.24
2002 · A/P, Misc.		-240.00
2050 · Accrued Interest Payable		558,646.10
2100 · Payroll Liabilities		938.76
2140 · Texas Workforce		2,007.49
2165 · TCDRS Retirement Payable		21,376.98
Total Other Current Liabilities		1,287,964.57
Total Current Liabilities		1,966,861.78
Long Term Liabilities		
2200 · Deferred Revenue - San Marcos		4,811,128.00
2450 · Long Term Capital Lease		159,471.36
2400 · Bonds Payable		
2408 · LD/MC Tax-Exempt Series 2016	16,720,000.00	
2426 · Hays Caldwell Series 2005	535,000.00	
2430 · Hays Caldwell Series 2017	4,055,000.00	
2431 · Hays Caldwell TE Series 2021	11,650,000.00	
2432 · Hays Caldwell Series 2021 Ref	1,940,000.00	
2443 · Wells Ranch Series 2015	33,195,000.00	
2446 · Wells Ranch Series 2016	21,385,000.00	
2447 · Wells Ranch Series 2021	12,600,000.00	
Total 2400 · Bonds Payable		102,080,000.00
2490 · Unamortized Premiums		5,073,612.00
Total Long Term Liabilities		112,124,211.36
Total Liabilities		114,091,073.14
Equity		
3810 · Restricted for Membranes		1,765,717.00
3820 · Restricted for Debt Service		4,966,441.00
3950 · Retained Earnings		12,162,281.73
3975 · Inv in Cap Asset, net of debt		50,192,310.93
Net Income		7,190,088.74
Total Equity		76,276,839.40
TOTAL LIABILITIES & EQUITY		190,367,912.54

Canyon Regional Water Authority
Profit Loss Budget vs. Actual
October 2023 - March 2024

	March 2024	October 2023 March 2024	Annual Budget	$ Over/(Under) Annual Budget	% of Annual Budget
Income					
4000 · Revenues					
4002 · Debt Payments	991,247.36	6,064,806.47	11,992,805.46	-5,927,998.99	50.57%
4003 · Raw Water	551,172.93	3,336,334.53	6,643,637.11	-3,307,302.58	50.22%
4004 · Water-New Berlin	0.00	16,128.00	57,023.93	-40,895.93	28.28%
4009 · Membrane Replacement Fund	45,153.81	270,922.86	541,867.57	-270,944.71	50.0%
4010 · Line Use & Delivery Contracts	11,902.44	71,414.64	142,835.08	-71,420.44	50.0%
4011 · Line Use New Berlin	1,429.94	8,579.64	17,160.00	-8,580.36	50.0%
4012 · Raw Water Delivery Fees	30,454.48	186,609.85	496,318.63	-309,708.78	37.6%
4017 · Water Sales	516,013.57	3,171,180.97	6,229,853.33	-3,058,672.36	50.9%
4018 · Plant Operations	336,096.75	2,034,646.92	4,051,389.03	-2,016,742.11	50.22%
4020 · Repair & Replacement Funds	146,474.73	888,081.54	1,767,000.00	-878,918.46	50.26%
4022 · CRWA Administrative	196,810.82	1,192,402.45	2,373,362.17	-1,180,959.72	50.24%
4023 · Alliance Water	522,904.88	3,137,424.40	6,275,109.42	-3,137,685.02	50.0%
4024 · Interest Income General	43,027.76	222,600.78		222,600.78	100.0%
4026 · Interest Income Bond Accounts	36,223.31	166,057.22		166,057.22	100.0%
4028 · Interest Construction Accounts	97,274.11	578,703.00		578,703.00	100.0%
4030 · Other Income	1,211.03	9,425.70		9,425.70	100.0%
Total 4000 · Revenues	3,527,397.92	21,355,318.97	40,588,361.73	-19,233,042.76	52.61%
Expense					
5000 · Bond Repayments					
5005 · Bond Payments	1,055,989.69	6,335,937.96	11,992,805.46	-5,656,867.50	52.83%
Total 5000 · Bond Repayments	1,055,989.69	6,335,937.96	11,992,805.46	-5,656,867.50	52.83%
5500 · Water Purchases					
5501 · Raw Water Purchases	205,962.82	3,006,274.82	6,643,637.11	-3,637,362.29	45.25%
5502 · Water Purchases, New Berlin	0.00	16,128.00	57,023.93	-40,895.93	28.28%
Total 5500 · Water Purchases	205,962.82	3,022,402.82	6,700,661.04	-3,678,258.22	45.11%
5600 · Membrane Funds	0.00	201,420.00	541,867.57	-340,447.57	37.17%
5700 · Repair & Replacement Funds	26,509.05	399,813.71	1,767,000.00	-1,367,186.29	22.63%
6000 · Line Use & Delivery Costs					
6005 · Line Use Contract Maxwell	0.00	0.00	3,988.00	-3,988.00	0.0%
6008 · Line Use Contract New Berlin	0.00	0.00	17,160.00	-17,160.00	0.0%
6010 · Line Contract GBRA	11,570.59	69,423.54	138,847.08	-69,423.54	50.0%
6011 · GBRA Raw Water Delivery Fees	28,893.20	188,986.89	496,318.63	-307,331.74	38.08%
Total 6000 · Line Use & Delivery Costs	40,463.79	258,410.43	656,313.71	-397,903.28	39.37%
7000 · Plant Expenses-Variable Costs					
7005 · Plant Utilities	225,209.47	1,460,990.69	3,151,733.24	-1,690,742.55	46.36%
7010 · Chemicals	138,289.47	1,404,509.02	3,084,120.09	-1,679,611.07	45.54%
Total 7000 · Plant Expenses-Variable Costs	363,498.94	2,865,499.71	6,235,853.33	-3,370,353.62	45.95%

Canyon Regional Water Authority
Profit Loss Budget vs. Actual
October 2023 - March 2024

	March 2024	October 2023 March 2024	Annual Budget	$ Over/(Under) Annual Budget	% of Annual Budget
7100 · Operating Expenses					
7115 · Plant Maintenance & Supplies	109,656.95	669,370.91	1,220,200.00	-550,829.09	54.86%
7116 · Generator Maintenance	6,091.48	34,744.16	109,800.00	-75,055.84	31.64%
7117 · Equipment rental	4,560.71	25,326.64	40,360.00	-15,033.36	62.75%
7120 · SCADA	0.00	14,546.00	205,000.00	-190,454.00	7.1%
7122 · Vehicle Operations	2,496.60	16,171.59	158,000.00	-141,828.41	10.24%
7125 · Grounds Maintenance	19,223.01	71,940.11	134,350.00	-62,409.89	53.55%
7131 · Permits and Fees	115.00	10,833.79	28,650.00	-17,816.21	37.81%
7135 · Lab Supplies & Testing Fees	15,109.05	80,886.29	126,600.00	-45,713.71	63.89%
7140 · Insurance	0.00	124,280.84	133,998.88	-9,718.04	92.75%
7150 · Meals & Functions	2,811.66	13,373.31	36,500.00	-23,126.69	36.64%
7155 · Memberships & Dues	420.00	4,246.00	10,550.00	-6,304.00	40.25%
7160 · Mileage	2,021.39	13,772.69	38,800.00	-25,027.31	35.5%
7162 · Office Supplies and Expense	7,439.89	21,777.36	30,000.00	-8,222.64	72.59%
7165 · Training	0.00	948.75	9,500.00	-8,551.25	9.99%
7170 · Clothing	0.00	5,000.00	7,000.00	-2,000.00	71.43%
7175 · Telephones	414.84	2,562.13	4,500.00	-1,937.87	56.94%
7180 · Mobile Telephones	1,084.10	6,607.31	18,500.00	-11,892.69	35.72%
7190 · Network Expenses	0.00	570.00	10,000.00	-9,430.00	5.7%
7191 · Internet Domain	405.46	2,427.73	5,000.00	-2,572.27	48.56%
7195 · Contract Labor	0.00	0.00	4,000.00	-4,000.00	0.0%
7196 · GW Transport/Pumping Fees	15,288.55	184,087.15	400,000.00	-215,912.85	46.02%
Total 7100 · Operating Expenses	187,138.69	1,303,472.76	2,731,308.88	-1,427,836.12	47.72%
7500 · Payroll Expenses					
7505 · Annual Pay	94,277.06	684,996.41	1,862,317.62	-1,177,321.21	36.78%
7510 · Overtime	11,612.37	53,741.71	129,769.45	-76,027.74	41.41%
7530 · On Call	200.00	2,100.00	15,600.00	-13,500.00	13.46%
Total 7500 · Payroll Expenses	106,089.43	740,838.12	2,007,687.07	-1,266,848.95	36.9%
7600 · Employee Benefits					
7605 · Payroll Taxes	9,582.98	55,133.00	155,244.08	-100,111.08	35.51%
7610 · Insurance	22,647.61	140,599.68	439,220.28	-298,620.60	32.01%
7615 · Retirement	13,770.41	97,225.64	261,140.89	-163,915.25	37.23%
Total 7600 · Employee Benefits	46,001.00	292,958.32	855,605.25	-562,646.93	34.24%

Canyon Regional Water Authority
Profit Loss Budget vs. Actual
October 2023 - March 2024

	March 2024	October 2023 March 2024	Annual Budget	$ Over/(Under) Annual Budget	% of Annual Budget
7800 · Professional Fees					
7801 · SEC Disclosure	0.00	0.00	2,250.00	-2,250.00	0.0%
7802 · Bank Service Fees	0.00	0.00	200.00	-200.00	0.0%
7803 · 401(k) Plan Fees	0.00	442.50	2,500.00	-2,057.50	17.7%
7806 · Bond Fees	400.00	1,200.00	3,000.00	-1,800.00	40.0%
7805 · Legal Fees	9,023.00	169,568.64	400,000.00	-230,431.36	42.39%
7810 · Engineering	27,026.75	227,900.06	400,000.00	-172,099.94	56.98%
7815 · Director Bonds	0.00	0.00	1,200.00	-1,200.00	0.0%
7820 · Accounting & Audit	0.00	14,825.00	15,000.00	-175.00	98.83%
Total 7800 · Professional Fees	36,449.75	413,936.20	824,150.00	-410,213.80	50.23%
7823 · Alliance Water	1,495,270.02	2,990,540.04	6,275,109.42	-3,284,569.38	47.66%
Total Expense	3,563,373.18	18,825,230.07	40,588,361.73	-21,763,131.66	46.38%
Net Ordinary Income	**-35,975.26**	**2,530,088.90**	**0.00**	**2,530,088.90**	**100.0%**
Other Income/Expense					
Other Income					
8000 · Bond Payment Principal	776,666.64	4,659,999.84	0.00	0.00	100.0%
Net Other Income/Expense	776,666.64	4,659,999.84	0.00	4,659,999.84	100.0%
Net Income	**740,691.38**	**7,190,088.74**	**0.00**	**7,190,088.74**	**100.0%**

CANYON REGIONAL WATER AUTHORITY
Profit & Loss Prev Year Comparison
October 2023 through March 2024

	Oct '23 - Mar 24	Oct '22 - Mar 23	$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Revenues				
4002 · Debt Payments	6,064,806.47	6,442,661.16	-377,854.69	-5.9%
4003 · Raw Water	3,336,334.53	3,252,259.14	84,075.39	2.6%
4004 · Water-New Berlin	16,128.00	3,423.00	12,705.00	371.2%
4009 · Membrane Replacement Fund	270,922.86	270,922.86	0.00	0.0%
4010 · Line Use & Delivery Contracts	71,414.64	71,414.64	0.00	0.0%
4011 · Line Use New Berlin	8,579.64	8,579.64	0.00	0.0%
4012 · Raw Water Delivery Fees	186,609.85	163,090.69	23,519.16	14.4%
4017 · Water Sales	3,171,180.97	2,481,787.76	689,393.21	27.8%
4018 · Plant Operations	2,034,646.92	1,771,786.08	262,860.84	14.8%
4020 · Repair & Replacement Funds	888,081.54	870,965.10	17,116.44	2.0%
4022 · CRWA Administrative	1,192,402.45	924,649.56	267,752.89	29.0%
4023 · Alliance Water	3,137,424.40	2,494,057.02	643,367.38	25.8%
4024 · Interest Income General	222,600.78	165,330.29	57,270.49	34.6%
4026 · Interest Income Bond Accounts	166,057.22	120,221.40	45,835.82	38.1%
4028 · Interest Construction Accounts	578,703.00	423,673.53	155,029.47	36.6%
4030 · Other Income	9,425.70	7,369.03	2,056.67	27.9%
Total 4000 · Revenues	21,355,318.97	19,472,190.90	1,883,128.07	9.7%
Total Income	21,355,318.97	19,472,190.90	1,883,128.07	9.7%
Gross Profit	21,355,318.97	19,472,190.90	1,883,128.07	9.7%
Expense				
5000 · Bond Repayments				
5005 · Bond Payments	6,335,937.96	6,322,481.26	13,456.70	0.2%
Total 5000 · Bond Repayments	6,335,937.96	6,322,481.26	13,456.70	0.2%
5500 · Water Purchases				
5501 · Raw Water Purchases	3,006,274.82	2,819,928.63	186,346.19	6.6%
5502 · Water Purchases, New Berlin	16,128.00	3,423.00	12,705.00	371.2%
Total 5500 · Water Purchases	3,022,402.82	2,823,351.63	199,051.19	7.1%
5600 · Membrane Funds	201,420.00	80,568.00	120,852.00	150.0%
5700 · Repair & Replacement Funds	399,813.71	371,133.93	28,679.78	7.7%
6000 · Line Use & Delivery Costs				
6010 · Line Contract GBRA	69,423.54	69,423.54	0.00	0.0%
6011 · GBRA Raw Water Delivery Fees	188,986.89	164,982.20	24,004.69	14.6%
Total 6000 · Line Use & Delivery Costs	258,410.43	234,405.74	24,004.69	10.2%
7000 · Plant Expenses-Variable Costs				
7005 · Plant Utilities	1,460,990.69	1,474,507.32	-13,516.63	-0.9%
7010 · Chemicals	1,404,509.02	1,230,911.00	173,598.02	14.1%
Total 7000 · Plant Expenses-Variable Costs	2,865,499.71	2,705,418.32	160,081.39	5.9%
7100 · Operating Expenses				
7115 · Plant Maintenance & Supplies	669,370.91	353,034.99	316,335.92	89.6%
7116 · Generator & Compressor Maint.	34,744.16	31,286.68	3,457.48	11.1%
7117 · Equipment rental	25,326.64	18,995.26	6,331.38	33.3%
7120 · SCADA	14,546.00	57,510.87	-42,964.87	-74.7%
7122 · Vehicle Operations	16,171.59	25,424.18	-9,252.59	-36.4%
7125 · Grounds Maintenance	71,940.11	63,693.81	8,246.30	13.0%
7131 · Permits and Fees	10,833.79	26,937.61	-16,103.82	-59.8%
7135 · Lab Supplies & Testing Fees	80,886.29	50,333.96	30,552.33	60.7%
7140 · Insurance	124,280.84	99,459.38	24,821.46	25.0%
7150 · Meals & Functions	13,373.31	15,553.37	-2,180.06	-14.0%
7155 · Memberships & Dues	4,246.00	9,057.00	-4,811.00	-53.1%
7160 · Mileage	13,772.69	17,840.57	-4,067.88	-22.8%
7162 · Office Supplies and Expense	21,777.36	15,390.36	6,387.00	41.5%
7165 · Training	948.75	1,618.19	-669.44	-41.4%
7170 · Clothing	5,000.00	3,300.00	1,700.00	51.5%
7175 · Telephones	2,562.13	2,199.14	362.99	16.5%
7180 · Mobile Telephones	6,607.31	7,216.49	-609.18	-8.4%
7190 · Network Expenses	570.00	6,719.00	-6,149.00	-91.5%
7191 · Internet Domain	2,427.73	2,412.64	15.09	0.6%
7196 · GW Transport/Pumping Fees	184,087.15	186,197.91	-2,110.76	-1.1%
Total 7100 · Operating Expenses	1,303,472.76	994,181.41	309,291.35	31.1%

CANYON REGIONAL WATER AUTHORITY
Profit & Loss Prev Year Comparison
October 2023 through March 2024

	Oct '23 - Mar 24	Oct '22 - Mar 23	$ Change	% Change	
7500 · Payroll Expenses					
7505 · Annual Pay	684,996.41	674,163.25	10,833.16	1.6%	
7510 · Overtime	53,741.71	35,334.97	18,406.74	52.1%	
7530 · On Call	2,100.00	1,740.00	360.00	20.7%	
Total 7500 · Payroll Expenses	740,838.12	711,238.22	29,599.90		4.2%
7600 · Employee Benefits					
7605 · Payroll Taxes	55,133.00	51,571.51	3,561.49	6.9%	
7610 · Insurance	140,599.68	83,448.12	57,151.56	68.5%	
7615 · Retirement	97,225.64	88,008.87	9,216.77	10.5%	
Total 7600 · Employee Benefits	292,958.32	223,028.50	69,929.82		31.4%
7800 · Professional Fees					
7802 · Bank Service Fees	0.00	109.00	-109.00	-100.0%	
7803 · 401(k) Plan Fees	442.50	807.50	-365.00	-45.2%	
7806 · Bond Fees	1,200.00	1,200.00	0.00	0.0%	
7805 · Legal Fees	169,568.64	212,192.41	-42,623.77	-20.1%	
7810 · Engineering	227,900.06	39,200.01	188,700.05	481.4%	
7820 · Accounting & Audit	14,825.00	14,825.00	0.00	0.0%	
Total 7800 · Professional Fees	413,936.20	268,333.92	145,602.28		54.3%
7823 · Alliance Water	2,990,540.04	2,281,793.25	708,746.79		31.1%
Total Expense	18,825,230.07	17,015,934.18	1,809,295.89		10.6%
Net Ordinary Income	2,530,088.90	2,456,256.72	73,832.18		3.0%
Other Income/Expense					
Other Income					
8000 · Bond Payment Principal	4,659,999.84	4,477,499.94	182,499.90		4.1%
Total Other Income	4,659,999.84	4,477,499.94	182,499.90		4.1%
Net Other Income	4,659,999.84	4,477,499.94	182,499.90		4.1%
Net Income	**7,190,088.74**	**6,933,756.66**	**256,332.08**		**3.7%**

CANYON REGIONAL WATER AUTHORITY
Monthly General Account Check Register
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
1001 · First United Bank						2,820,646.28
1006 · First United Checking #5207						2,820,646.28
Check	03/01/2024	37809	John Charles Dubose J...	Initial & Semi-Ann...	-9,091.12	2,811,555.16
Check	03/01/2024	37810	Ronald Whit Dubose Jr ...	Initial & Semi-Ann...	-9,091.12	2,802,464.04
Check	03/01/2024	37811	Charles C. Bailey	Monthly Governm...	-2,000.00	2,800,464.04
Bill Pmt -C...	03/01/2024	ACH	Texas Fleet Fuel	Vehicle & Equipm...	-921.16	2,799,542.88
Bill Pmt -C...	03/01/2024	37812	Avesis	Employee Vision I...	-171.37	2,799,371.51
Bill Pmt -C...	03/01/2024	37813	B&B Family Partnership	Baugh Water Lea...	-2,000.00	2,797,371.51
Bill Pmt -C...	03/01/2024	37814	Brenntag Southwest, Inc.	Chemicals	-13,964.12	2,783,407.39
Bill Pmt -C...	03/01/2024	37815	Council Automotive Sup...	Vehicle Maintenan...	-13.97	2,783,393.42
Bill Pmt -C...	03/01/2024	37816	Dex Imaging	Admin Copier	-978.00	2,782,415.42
Bill Pmt -C...	03/01/2024	37817	Frantiska Powers	Mileage Reimburs...	-186.26	2,782,229.16
Bill Pmt -C...	03/01/2024	37818	Gold Star Exterminators	Pest Control	-260.00	2,781,969.16
Bill Pmt -C...	03/01/2024	37819	Grainger	Parts	-4,655.74	2,777,313.42
Bill Pmt -C...	03/01/2024	37820	Guadalupe County Gro...	GW Transport/Pu...	-15,288.55	2,762,024.87
Bill Pmt -C...	03/01/2024	37821	Hawkins	Chemicals	-28,929.60	2,733,095.27
Bill Pmt -C...	03/01/2024	37822	Hierholzer Engineering, ...	SCADA	-14,186.00	2,718,909.27
Bill Pmt -C...	03/01/2024	37823	Hild Brothers, Inc.	Weed Killer	-110.00	2,718,799.27
Bill Pmt -C...	03/01/2024	37824	Loftin Equipment Comp...	Generator Mainten...	-10,082.87	2,708,716.40
Bill Pmt -C...	03/01/2024	37825	Matheson Tri-Gas, Inc.	Oxygen	-9,192.02	2,699,524.38
Bill Pmt -C...	03/01/2024	37826	New Braunfels Welders...	Nitrogen	-46.84	2,699,477.54
Bill Pmt -C...	03/01/2024	37827	NewGen Strategies and...	HC Overage Fees	-2,446.25	2,697,031.29
Bill Pmt -C...	03/01/2024	37828	Pollution Control Services	Lab Testing	-2,282.00	2,694,749.29
Bill Pmt -C...	03/01/2024	37829	PVS DX, INC	Chlorine	-6,665.60	2,688,083.69
Bill Pmt -C...	03/01/2024	37830	Texas Land and Right o...	Wells Ranch Wat...	-4,028.25	2,684,055.44
Bill Pmt -C...	03/01/2024	37831	Tri-County A/C & Heati...	Repaired Refriger...	-1,055.00	2,683,000.44
Bill Pmt -C...	03/01/2024	37832	Waste Connections	Garbage Disposal	-414.89	2,682,585.55
Bill Pmt -C...	03/01/2024	37833	Williams Supply Compa...	Supplies	-118.33	2,682,467.22
Bill Pmt -C...	03/04/2024	ACH	GVEC - Big Oaks	01/05/2024 - 02/0...	-28.00	2,682,439.22
Bill Pmt -C...	03/04/2024	ACH	GVEC - Bond East Well	01/05/2024 - 02/0...	-7,373.50	2,675,065.72
Bill Pmt -C...	03/04/2024	ACH	GVEC - Bond West Well	01/05/2024 - 02/0...	-4,115.50	2,670,950.22
Bill Pmt -C...	03/04/2024	ACH	GVEC - Bull Trap Well	01/05/2024 - 02/0...	-2,720.00	2,668,230.22
Bill Pmt -C...	03/04/2024	ACH	GVEC - Camphouse Well	01/05/2024 - 02/0...	-3,336.00	2,664,894.22
Bill Pmt -C...	03/04/2024	ACH	GVEC - Chicken House...	01/05/2024 - 02/0...	-3,013.77	2,661,880.45
Bill Pmt -C...	03/04/2024	ACH	GVEC - Christian East ...	01/05/2024 - 02/0...	-3,491.00	2,658,389.45
Bill Pmt -C...	03/04/2024	ACH	GVEC - Christian West ...	01/05/2024 - 02/0...	-3,753.22	2,654,636.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Cibolo	01/05/2024 - 02/0...	-41.00	2,654,595.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Coastal Field ...	01/05/2024 - 02/0...	-3,092.00	2,651,503.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Damerau	01/05/2024 - 02/0...	-64.00	2,651,439.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Deadman Tank...	01/05/2024 - 02/0...	-10,089.00	2,641,350.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Deer Stand Well	01/05/2024 - 02/0...	-12,484.00	2,628,866.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - FM 467	01/05/2024 - 02/0...	-66.00	2,628,800.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Green Valley	01/05/2024 - 02/0...	-42.00	2,628,758.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - GV 7293 IH 10	01/05/2024 - 02/0...	-38.00	2,628,720.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Hardy Road	01/05/2024 - 02/0...	-40.00	2,628,680.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Hickory Forest	01/05/2024 - 02/0...	-39.00	2,628,641.23
Bill Pmt -C...	03/04/2024	ACH	GVEC - Littlefield Well	01/05/2024 - 02/0...	-3,795.91	2,624,845.32
Bill Pmt -C...	03/04/2024	ACH	GVEC - Marion	01/05/2024 - 02/0...	-34.00	2,624,811.32
Bill Pmt -C...	03/04/2024	ACH	GVEC - Pig Trap Well	01/05/2024 - 02/0...	-2,486.00	2,622,325.32
Bill Pmt -C...	03/04/2024	ACH	GVEC - Pivot Irrigation	01/05/2024 - 02/0...	-62.00	2,622,263.32
Bill Pmt -C...	03/04/2024	ACH	GVEC - Tommys Well	01/05/2024 - 02/0...	-2,692.00	2,619,571.32
Bill Pmt -C...	03/04/2024	ACH	GVEC - Wagner Booste...	01/05/2024 - 02/0...	-2,661.72	2,616,909.60
Bill Pmt -C...	03/04/2024	ACH	GVEC - WR Generators	01/05/2024 - 02/0...	-2,010.06	2,614,899.54
Paycheck	03/08/2024	Dire...	Allman, Michael		-3,216.79	2,611,682.75
Paycheck	03/08/2024	Dire...	Arreaga, Ivan R		-1,564.89	2,610,117.86
Paycheck	03/08/2024	Dire...	Diaz, Hanna S		-1,392.64	2,608,725.22
Paycheck	03/08/2024	Dire...	Flores, Jimmy		-2,145.62	2,606,579.60
Paycheck	03/08/2024	Dire...	Kirkland, Debra M		-1,873.67	2,604,705.93
Paycheck	03/08/2024	Dire...	Moreno, Joe		-4,796.90	2,599,909.03
Paycheck	03/08/2024	Dire...	Powers, Frantiska A		-1,779.99	2,598,129.04
Paycheck	03/08/2024	Dire...	Saldana, Michael A		-1,823.46	2,596,305.58
Paycheck	03/08/2024	Dire...	Schnautz, Kelby D.		-956.42	2,595,349.16
Paycheck	03/08/2024	Dire...	Shirk, Austin		-1,676.24	2,593,672.92
Paycheck	03/08/2024	Dire...	Sims, Clarissa R		-2,096.35	2,591,576.57
Paycheck	03/08/2024	Dire...	Wallace, Russell L		-1,688.76	2,589,887.81
Paycheck	03/08/2024	Dire...	Wilkinson, Joan A.		-3,417.59	2,586,470.22
Paycheck	03/08/2024	Dire...	McMullen, David W.		-3,886.78	2,582,583.44
Paycheck	03/08/2024	Dire...	Telfer, Adam C		-3,720.40	2,578,863.04

CANYON REGIONAL WATER AUTHORITY
Monthly General Account Check Register
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Liability Ch...	03/08/2024	EFT...	US Treasury	74-2586063	-12,671.84	2,566,191.20
Liability Ch...	03/08/2024	ACH	John Hancock	401(k) Retirement ...	-822.65	2,565,368.55
Liability Ch...	03/08/2024	37834	California State Disburs...	200000001098628	-449.07	2,564,919.48
Liability Ch...	03/08/2024	37835	Office of the Attorney G...	AG# 0012809999	-489.69	2,564,429.79
Check	03/08/2024	37836	Mund Grandchildren's T...	Initital Prorated W...	-1,059.80	2,563,369.99
Transfer	03/08/2024			Install Blowers & ...	2,330.60	2,565,700.59
Bill Pmt -C...	03/08/2024	37837	5S Service Company LLC	Plumbing & Install...	-2,330.60	2,563,369.99
Bill Pmt -C...	03/08/2024	37838	American Water Works ...	2024 Annual Dues...	-394.00	2,562,975.99
Bill Pmt -C...	03/08/2024	37839	Armadillo Lawn Care & ...	Lawn Maintenance	-7,651.67	2,555,324.32
Bill Pmt -C...	03/08/2024	37840	Attorney R. L. Wilson	Legal Fees	-34,987.50	2,520,336.82
Bill Pmt -C...	03/08/2024	37841	Brenntag Southwest, Inc.	Chemcials	-2,562.00	2,517,774.82
Bill Pmt -C...	03/08/2024	37842	Bryant Law PC	RE: Louis Rosenb...	-8,451.60	2,509,323.22
Bill Pmt -C...	03/08/2024	37843	Callis Professional Serv...	Office Cleaning	-370.70	2,508,952.52
Bill Pmt -C...	03/08/2024	37844	Citibank, N.A.	Mastercard	-7,344.27	2,501,608.25
Bill Pmt -C...	03/08/2024	37845	DISA Global Soluions, I...	New Hire Backgro...	-46.29	2,501,561.96
Bill Pmt -C...	03/08/2024	37846	Evoqua Water Technol...	Chemicals	-33,526.80	2,468,035.16
Bill Pmt -C...	03/08/2024	37847	Helping Hand Hardware	Parts	-114.24	2,467,920.92
Bill Pmt -C...	03/08/2024	37848	Hofmann's Supply	Cylinder Rental	-17.98	2,467,902.94
Bill Pmt -C...	03/08/2024	37849	Joe Moreno.	Mileage Reimburs...	-233.16	2,467,669.78
Bill Pmt -C...	03/08/2024	37850	Kurita America Inc.	Valves	-4,785.95	2,462,883.83
Bill Pmt -C...	03/08/2024	37851	Law Offices of Patricia ...	Groundwater Per...	-12,715.50	2,450,168.33
Bill Pmt -C...	03/08/2024	37852	Lhoist North America of...	Lime	-8,831.59	2,441,336.74
Bill Pmt -C...	03/08/2024	37853	Matheson Tri-Gas, Inc.	Cylinder Rental	-2,855.61	2,438,481.13
Bill Pmt -C...	03/08/2024	37854	Morales, Fletcher Law, ...	Employee Handbo...	-552.50	2,437,928.63
Bill Pmt -C...	03/08/2024	37855	New Braunfels Welders...	Cylinder Rental	-30.00	2,437,898.63
Bill Pmt -C...	03/08/2024	37856	PVS DX, INC	Chemicals	-7,325.36	2,430,573.27
Bill Pmt -C...	03/08/2024	37857	Randolph Schwenn	Interim GM Servic...	-11,465.50	2,419,107.77
Bill Pmt -C...	03/08/2024	37858	Standard Insurance Co...	Dental Insurance	-1,213.04	2,417,894.73
Bill Pmt -C...	03/08/2024	37859	Texas Excavation Safet...	Texas 811	-438.15	2,417,456.58
Bill Pmt -C...	03/08/2024	37860	Waste Management	Garbage Disposal	-1,530.46	2,415,926.12
Deposit	03/11/2024			Deposit	63,227.05	2,479,153.17
Deposit	03/11/2024			Deposit	614,958.35	3,094,111.52
Liability Ch...	03/15/2024	ACH	TCDRS		-10,640.67	3,083,470.85
Liability Ch...	03/15/2024	ACH	TCDRS		-12,432.43	3,071,038.42
Check	03/15/2024	37861	Mund Grandchildren's T...	Initital Prorated W...	-781.20	3,070,257.22
Transfer	03/15/2024			Kurita-Tonka Pan...	21,336.45	3,091,593.67
Bill Pmt -C...	03/15/2024	ACH	Texas Fleet Fuel	Vehicle Fuel	-1,097.02	3,090,496.65
Bill Pmt -C...	03/15/2024	37862	Alliance Regional Wate...	Jan - March 2024 ...	-1,495,270.02	1,595,226.63
Bill Pmt -C...	03/15/2024	37863	Charter Communications	HC Internet	-120.61	1,595,106.02
Bill Pmt -C...	03/15/2024	37864	Dex Imaging	Admin Copier	-799.99	1,594,306.03
Bill Pmt -C...	03/15/2024	37865	DSHS Central Lab MC2...	Lab Testing Fees	-595.00	1,593,711.03
Bill Pmt -C...	03/15/2024	37866	Fluid Meter Service, Co...	Brass Fittings for LD	-767.50	1,592,943.53
Bill Pmt -C...	03/15/2024	37867	Friedel Drilling Co.	Repair Well #7	-17,005.00	1,575,938.53
Bill Pmt -C...	03/15/2024	37868	GBRA-Raw Water & TM	12613 A/F @ $17...	-224,403.37	1,351,535.16
Bill Pmt -C...	03/15/2024	37869	Gold Star Exterminators	Pest Control	-115.00	1,351,420.16
Bill Pmt -C...	03/15/2024	37870	Hach Company	Lab Supplies	-7,123.68	1,344,296.48
Bill Pmt -C...	03/15/2024	37871	Hawkins	Chemicals	-27,846.00	1,316,450.48
Bill Pmt -C...	03/15/2024	37872	Kurita America Inc.	Tonka 1-4 Panel ...	-21,336.45	1,295,114.03
Bill Pmt -C...	03/15/2024	37873	Lhoist North America of...	Lime	-27,477.84	1,267,636.19
Bill Pmt -C...	03/15/2024	37874	PVS DX, INC	Chlorine	-8,338.00	1,259,298.19
Bill Pmt -C...	03/15/2024	37875	R.W Harden & Associat...	Wells Ranch Deve...	-13,067.50	1,246,230.69
Bill Pmt -C...	03/15/2024	37876	Sam's Club MC/SYNCB	Supplies	-455.42	1,245,775.27
Bill Pmt -C...	03/15/2024	37877	Wastewater Transport ...	Sludge Removal	-18,920.40	1,226,854.87
Bill Pmt -C...	03/15/2024	37878	Williams Supply Compa...	Supplies	-50.20	1,226,804.67
Deposit	03/15/2024			Deposit	669,240.31	1,896,044.98
Bill Pmt -C...	03/18/2024	ACH	CPS - I 10	I-10 Utilities	-15.88	1,896,029.10
Deposit	03/20/2024			Deposit	247,588.26	2,143,617.36
Bill Pmt -C...	03/20/2024	ACH	GVEC - Lake Dunlap	01/25/2024 - 02/2...	-56,003.43	2,087,613.93
Bill Pmt -C...	03/20/2024	ACH	GVEC - Leissner Boost...	01/25/2024 - 02/2...	-20,808.18	2,066,805.75
Bill Pmt -C...	03/20/2024	ACH	GVEC - Leissner Rd Bo...	01/25/2024 - 02/2...	-15,674.09	2,051,131.66
Bill Pmt -C...	03/20/2024	ACH	GVEC - Wagner Booster	01/25/2024 - 02/2...	-13,132.63	2,037,999.03
Bill Pmt -C...	03/20/2024	ACH	GVEC - WR Plant	01/25/2024 - 02/2...	-20,737.63	2,017,261.40
Bill Pmt -C...	03/20/2024	ACH	GVEC - WR Plant #2	01/25/2024 - 02/2...	-21,673.49	1,995,587.91
Bill Pmt -C...	03/21/2024	ACH	Bluebonnet Electric	HC Utilities - 5000...	-16,203.33	1,979,384.58
Paycheck	03/22/2024	Dire...	Allman, Michael		-2,940.30	1,976,444.28
Paycheck	03/22/2024	Dire...	Arreaga, Ivan R		-1,756.71	1,974,687.57
Paycheck	03/22/2024	Dire...	Diaz, Hanna S		-1,535.72	1,973,151.85
Paycheck	03/22/2024	Dire...	Flores, Jimmy		-2,397.15	1,970,754.70

CANYON REGIONAL WATER AUTHORITY
Monthly General Account Check Register
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/22/2024	Dire...	Kirkland, Debra M		-1,923.18	1,968,831.52
Paycheck	03/22/2024	Dire...	Moreno, Joe		-3,259.68	1,965,571.84
Paycheck	03/22/2024	Dire...	Powers, Frantiska A		-1,921.72	1,963,650.12
Paycheck	03/22/2024	Dire...	Saldana, Michael A		-1,986.30	1,961,663.82
Paycheck	03/22/2024	Dire...	Schnautz, Kelby D.		-857.07	1,960,806.75
Paycheck	03/22/2024	Dire...	Shirk, Austin		-1,996.41	1,958,810.34
Paycheck	03/22/2024	Dire...	Sims, Clarissa R		-1,505.15	1,957,305.19
Paycheck	03/22/2024	Dire...	Telfer, Adam C		-3,720.41	1,953,584.78
Paycheck	03/22/2024	Dire...	Wallace, Russell L		-2,671.91	1,950,912.87
Paycheck	03/22/2024	Dire...	McMullen, David W.		-3,886.77	1,947,026.10
Paycheck	03/22/2024	Dire...	Wilkinson, Joan A.		-3,417.58	1,943,608.52
Liability Ch...	03/22/2024	ACH	John Hancock	401(k) Retirement ...	-827.34	1,942,781.18
Liability Ch...	03/22/2024	EFT...	US Treasury	74-2586063	-12,679.08	1,930,102.10
Bill Pmt -C...	03/22/2024	37879	5S Service Company LLC	Wired Flowmeter ...	-1,775.45	1,928,326.65
Bill Pmt -C...	03/22/2024	37880	Aflac	Employee Volunta...	-1,148.04	1,927,178.61
Bill Pmt -C...	03/22/2024	37881	America Air Duct Cleani...	Air Duct Cleaning ...	-1,500.00	1,925,678.61
Bill Pmt -C...	03/22/2024	37882	Analytical Environment...	Lab Testing Fees	-540.00	1,925,138.61
Bill Pmt -C...	03/22/2024	37883	Attorney R. L. Wilson	Legal Fees	-20,001.46	1,905,137.15
Bill Pmt -C...	03/22/2024	37884	DISA Global Soluions, I...	New Hire Backgro...	-36.05	1,905,101.10
Bill Pmt -C...	03/22/2024	37885	Friedel Drilling Co.	Repair Well #7 - V...	-2,455.00	1,902,646.10
Bill Pmt -C...	03/22/2024	37886	Guadalupe-Blanco Rive...	Lab Testing Fees	-1,307.00	1,901,339.10
Bill Pmt -C...	03/22/2024	37887	GVEC - Internet	Internet @ WBS, ...	-284.85	1,901,054.25
Bill Pmt -C...	03/22/2024	37888	Hild Brothers, Inc.	Weed Killer	-110.00	1,900,944.25
Bill Pmt -C...	03/22/2024	37889	HL Equipment, Inc.	Boom Lift	-667.12	1,900,277.13
Bill Pmt -C...	03/22/2024	37890	James Radtke Constru...	Repair 6" Valve & ...	-975.00	1,899,302.13
Bill Pmt -C...	03/22/2024	37891	Lhoist North America of...	Lime	-27,059.61	1,872,242.52
Bill Pmt -C...	03/22/2024	37892	New Braunfels Utilities	46 Standpipe Utilit...	-35.52	1,872,207.00
Bill Pmt -C...	03/22/2024	37893	PVS DX, INC	Chlorine & Cylinde...	-4,326.80	1,867,880.20
Bill Pmt -C...	03/22/2024	37894	The Key Depot	New Keys for Adm...	-536.00	1,867,344.20
Bill Pmt -C...	03/22/2024	37895	Utility Engineering Grou...	Engineering Fees	-3,510.00	1,863,834.20
Bill Pmt -C...	03/22/2024	37896	Verve Cloud, Inc.	Telephones	-414.84	1,863,419.36
Bill Pmt -C...	03/25/2024	ACH	CPS - 1518	Utilities	-127.19	1,863,292.17
Deposit	03/25/2024			Deposit	304,139.83	2,167,432.00
Transfer	03/27/2024			Funds Transfer	-45,603.64	2,121,828.36
Transfer	03/27/2024			Funds Transfer	-28,969.53	2,092,858.83
Transfer	03/27/2024			Funds Transfer	-53,344.44	2,039,514.39
Transfer	03/27/2024			Funds Transfer	-18,557.12	2,020,957.27
Transfer	03/27/2024			LD-Monthly Bond ...	-138,517.18	1,882,440.09
Transfer	03/27/2024			Bond Payment Tr...	-22,760.70	1,859,679.39
Transfer	03/27/2024			MC-Bond Paymen...	-145,347.66	1,714,331.73
Transfer	03/27/2024			Bond Payment Tr...	0.00	1,714,331.73
Transfer	03/27/2024			Bond Payment Tr...	-33,595.19	1,680,736.54
Transfer	03/27/2024			Bond Payment Tr...	-54,926.41	1,625,810.13
Transfer	03/27/2024			Bond Payment Tr...	-13,416.02	1,612,394.11
Transfer	03/27/2024			Bond Payment Tr...	-242,307.58	1,370,086.53
Transfer	03/27/2024			Bond Payment Tr...	-231,700.11	1,138,386.42
Transfer	03/27/2024			Bond Payment Tr...	-86,196.58	1,052,189.84
Transfer	03/27/2024			Bond Payment Tr...	-22,479.93	1,029,709.91
Transfer	03/27/2024			Monthly Membran...	-5,155.41	1,024,554.50
Transfer	03/27/2024			Monthly Membran...	-39,998.40	984,556.10
Bill Pmt -C...	03/27/2024	ACH	CPS - 1604	Utilities	-19,513.49	965,042.61
Transfer	03/28/2024			RAM Utilities, 151...	187,535.54	1,152,578.15
Bill Pmt -C...	03/28/2024	37897	5S Service Company LLC	Electrical Repairs	-11,425.75	1,141,152.40
Bill Pmt -C...	03/28/2024	37898	AT&T Mobility	Mobile Telephones	-949.10	1,140,203.30
Bill Pmt -C...	03/28/2024	37899	Avesis	Employee Vision I...	-178.46	1,140,024.84
Bill Pmt -C...	03/28/2024	37900	Bleck Electric Company	Motor Repair @ LD	-3,860.00	1,136,164.84
Bill Pmt -C...	03/28/2024	37901	Council Automotive Sup...	LD Forklift Batteries	-609.98	1,135,554.86
Bill Pmt -C...	03/28/2024	37902	David McMullen	February Mileage ...	-2,229.42	1,133,325.44
Bill Pmt -C...	03/28/2024	37903	Dynamic Mechanical C...	A/C Maintenance ...	-1,332.47	1,131,992.97
Bill Pmt -C...	03/28/2024	37904	Gold Star Exterminators	Pest Control	-300.00	1,131,692.97
Bill Pmt -C...	03/28/2024	37905	Hach Company	Lab Supplies	-2,017.45	1,129,675.52
Bill Pmt -C...	03/28/2024	37906	Hawkins	Chemicals	-28,224.00	1,101,451.52
Bill Pmt -C...	03/28/2024	37907	Hierholzer Engineering, ...	SCADA	-9,312.00	1,092,139.52
Bill Pmt -C...	03/28/2024	37908	Ingersoll Rand Company	Annual Maintenan...	-8,704.54	1,083,434.98
Bill Pmt -C...	03/28/2024	37909	Lhoist North America of...	Lime	-9,159.28	1,074,275.70
Bill Pmt -C...	03/28/2024	37910	Matheson Tri-Gas, Inc.	Oxygen	-9,055.98	1,065,219.72
Bill Pmt -C...	03/28/2024	37911	Pollution Control Services	Lab Testing	-2,094.00	1,063,125.72
Bill Pmt -C...	03/28/2024	37912	RAM Utilities, LLC	FM 1518 Project-...	-187,535.54	875,590.18

CANYON REGIONAL WATER AUTHORITY
Monthly General Account Check Register
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -C...	03/28/2024	37913	Schaeffer Mfg. Co.	Food Grade Oil	-4,963.25	870,626.93
Bill Pmt -C...	03/28/2024	37914	Standard Insurance Co...	Employee Life, ST...	-890.30	869,736.63
Bill Pmt -C...	03/28/2024	37915	Texas Social Security P...	Annual Administra...	-35.00	869,701.63
Bill Pmt -C...	03/28/2024	37916	The Key Depot	Rekey @ LD Plant	-98.00	869,603.63
Bill Pmt -C...	03/28/2024	37917	TX Health Benefits Pool	Employee Health I...	-24,637.87	844,965.76
Bill Pmt -C...	03/28/2024	37918	UMB Bank, N.A.	HC Series 2021 R...	-400.00	844,565.76
Bill Pmt -C...	03/28/2024	37919	Waste Connections	Garbage Disposal	-414.89	844,150.87
Bill Pmt -C...	03/28/2024	37920	Williams Supply Compa...	Supplies	-26.32	844,124.55
Check	03/28/2024	37921	Charles C. Bailey	Monthly Governm...	-2,000.00	842,124.55
Bill Pmt -C...	03/28/2024	37922	B&B Family Partnership	Baugh Water Lea...	-2,000.00	840,124.55
Deposit	03/28/2024			Deposit	449,561.23	1,289,685.78
Deposit	03/31/2024			Interest	976.32	1,290,662.10
Total 1006 · First United Checking #5207					-1,529,984.18	1,290,662.10
Total 1001 · First United Bank					-1,529,984.18	1,290,662.10
TOTAL					**-1,529,984.18**	**1,290,662.10**

CANYON REGIONAL WATER AUTHORITY
Legal Fees by Payee
October 2023 through March 2024

Type	Date	Num	Name	Memo	Amount	Balance
Attorney R. L. Wilson						
Bill	10/31/2023	3756	Attorney R. L. Wilson	General Matters 10/01/2023 - 10/31/2023	5,685.00	5,685.00
Bill	10/31/2023	3759	Attorney R. L. Wilson	Wells Ranch 10/01/2023 - 10/31/2023	645.00	6,330.00
Bill	10/31/2023	3757	Attorney R. L. Wilson	Hays Caldwell 10/01/2023 - 10/31/2023	4,995.00	11,325.00
Bill	11/30/2023	3760	Attorney R. L. Wilson	General Matters 11/01/2023 - 11/30/2023	6,837.00	18,162.00
Bill	11/30/2023	3763	Attorney R. L. Wilson	Wells Ranch 11/01/2023 - 11/30/2023	840.00	19,002.00
Bill	11/30/2023	3761	Attorney R. L. Wilson	Hays Caldwell 11/01/2023 - 11/30/2023	1,545.00	20,547.00
General J...	12/31/2023	1099-Ad...	Attorney R. L. Wilson	Form 1099 Adj from WR II	16,754.60	37,301.60
General J...	12/31/2023	1099-Ad...	Attorney R. L. Wilson	Reverse of GJE 1099-Adj 2 -- Form 1099 ...	-16,754.60	20,547.00
Bill	01/31/2024	3777	Attorney R. L. Wilson	General Matters 12/01/2023 - 01/31/2024	24,435.00	44,982.00
Bill	01/31/2024	3778	Attorney R. L. Wilson	Hays Caldwell 12/01/2023 - 01/31/2024	6,270.00	51,252.00
Bill	01/31/2024	3781	Attorney R. L. Wilson	Wells Ranch 12/01/2023 - 01/31/2024	3,720.00	54,972.00
Bill	01/31/2024	3779	Attorney R. L. Wilson	Lake Dunlap/Nanostone 12/01/2023 - 01/...	120.00	55,092.00
Bill	02/29/2024	3795	Attorney R. L. Wilson	General Matters 02/01/2024 - 02/29/2024	8,481.00	63,573.00
Bill	02/29/2024	3796	Attorney R. L. Wilson	Hays Caldwell 02/01/2024 - 02/29/2024	2,742.00	66,315.00
Bill	02/29/2024	3799	Attorney R. L. Wilson	Wells Ranch 02/01/2024 - 02/29/2024	3,735.00	70,050.00
Total Attorney R. L. Wilson					70,050.00	70,050.00
Bryant Law PC						
Bill	10/31/2023	2091	Bryant Law PC	RE: Louis Rosenberg	5,058.10	5,058.10
Bill	10/31/2023	2092	Bryant Law PC	RE: Louis Rosenberg-Hays Caldwell Cont...	3,181.50	8,239.60
Bill	10/31/2023	2093	Bryant Law PC	RE: Louis Rosenberg	2,259.60	10,499.20
Bill	11/30/2023	2212	Bryant Law PC	RE: Louis Rosenberg	5,551.10	16,050.30
Bill	11/30/2023	2212	Bryant Law PC	Hays-Caldwell Contract Water Rights Issu...	824.00	16,874.30
Bill	11/30/2023	2212	Bryant Law PC	RE: Louis Rosenberg	2,561.60	19,435.90
Bill	12/31/2023	2303	Bryant Law PC	RE: Louis Rosenberg	4,480.10	23,916.00
Bill	12/31/2023	2303	Bryant Law PC	Hays Caldwell Contract Water Rights Issu...	660.00	24,576.00
Bill	12/31/2023	2303	Bryant Law PC	RE: Louis Rosenberg	2,427.10	27,003.10
Bill	01/24/2024	2389	Bryant Law PC	RE: Louis Rosenberg	3,769.60	30,772.70
Bill	01/24/2024	2389	Bryant Law PC	Policy and Legislative	190.00	30,962.70
Bill	01/31/2024	2454	Bryant Law PC	RE: Louis Rosenberg	137.50	31,100.20
Bill	02/29/2024	2504	Bryant Law PC	RE: Louis Rosenberg	1,439.50	32,539.70
Bill	02/29/2024	2504	Bryant Law PC	Policy Committee	7,012.10	39,551.80
Bill	03/31/2024	2622	Bryant Law PC	RE: Louis Rosenberg	334.50	39,886.30
Bill	03/31/2024	2622	Bryant Law PC	Policy and Legislative Committee	4,008.50	43,894.80
Total Bryant Law PC					43,894.80	43,894.80
Charles C. Bailey						
Check	11/03/2023	37342	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	2,000.00
Check	12/08/2023	37468	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	4,000.00
Check	12/15/2023	37501	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	6,000.00
Check	01/26/2024	37706	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	8,000.00
Check	03/01/2024	37811	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	10,000.00
Check	03/28/2024	37921	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00	12,000.00
Total Charles C. Bailey					12,000.00	12,000.00
Collaborative Water Resolution, LLC						
Bill	01/08/2024		Collaborative Water R...	General Manager Recruiter	23,750.00	23,750.00
Total Collaborative Water Resolution, LLC					23,750.00	23,750.00
Morales, Fletcher Law, P.C.						
Bill	12/31/2023	16	Morales, Fletcher Law...	Employee Handbook Review	3,060.00	3,060.00
Bill	02/29/2024	943	Morales, Fletcher Law...	Employee Handbook Review	552.50	3,612.50
Bill	03/31/2024	964	Morales, Fletcher Law...	Employee Handbook Review	680.00	4,292.50
Total Morales, Fletcher Law, P.C.					4,292.50	4,292.50
Strategic Government Resources, Inc.						
Bill	11/29/2023	2023-10...	Strategic Government...	Assistant General Manager Recruiter	8,165.67	8,165.67
Bill	11/29/2023	2023-10...	Strategic Government...	Project Engineer Recruiter	7,415.67	15,581.34
Total Strategic Government Resources, Inc.					15,581.34	15,581.34
TOTAL					**169,568.64**	**169,568.64**

CANYON REGIONAL WATER AUTHORITY
Legal Fees by Category
October 2023 through March 2024

Type	Date	Num	Name	Memo	Amount
Other Charges					
Legal & professional fees					
Contracts					
Bill	10/31/2023	2092	Bryant Law PC	RE: Louis Rosenberg-Hays Caldwell Contrac...	3,181.50
Bill	10/31/2023	3757	Attorney R. L. Wilson	Hays Caldwell 10/01/2023 - 10/31/2023	4,995.00
Bill	11/30/2023	2212	Bryant Law PC	Hays-Caldwell Contract Water Rights Issues	824.00
Bill	11/30/2023	3761	Attorney R. L. Wilson	Hays Caldwell 11/01/2023 - 11/30/2023	1,545.00
Bill	12/31/2023	2303	Bryant Law PC	Hays Caldwell Contract Water Rights Issues	660.00
Bill	01/31/2024	3778	Attorney R. L. Wilson	Hays Caldwell 12/01/2023 - 01/31/2024	6,270.00
Bill	01/31/2024	3779	Attorney R. L. Wilson	Lake Dunlap/Nanostone 12/01/2023 - 01/31/...	120.00
Bill	02/29/2024	3796	Attorney R. L. Wilson	Hays Caldwell 02/01/2024 - 02/29/2024	2,742.00
Total Contracts					20,337.50
Committee Matters					
Bill	10/31/2023	2093	Bryant Law PC	RE: Louis Rosenberg	2,259.60
Bill	11/30/2023	2212	Bryant Law PC	RE: Louis Rosenberg	2,561.60
Bill	12/31/2023	2303	Bryant Law PC	RE: Louis Rosenberg	2,427.10
Bill	12/31/2023	16	Morales, Fletcher Law,...	Employee Handbook Review	3,060.00
Bill	01/24/2024	2389	Bryant Law PC	Policy and Legislative	190.00
Bill	02/29/2024	943	Morales, Fletcher Law,...	Employee Handbook Review	552.50
Bill	02/29/2024	2504	Bryant Law PC	Policy Committee	7,012.10
Bill	03/31/2024	964	Morales, Fletcher Law,...	Employee Handbook Review	680.00
Bill	03/31/2024	2622	Bryant Law PC	Policy and Legislative Committee	4,008.50
Total Committee Matters					22,751.40
Wells Ranch					
Bill	10/31/2023	3759	Attorney R. L. Wilson	Wells Ranch 10/01/2023 - 10/31/2023	645.00
Bill	11/30/2023	3763	Attorney R. L. Wilson	Wells Ranch 11/01/2023 - 11/30/2023	840.00
Bill	01/31/2024	3781	Attorney R. L. Wilson	Wells Ranch 12/01/2023 - 01/31/2024	3,720.00
Bill	02/29/2024	3799	Attorney R. L. Wilson	Wells Ranch 02/01/2024 - 02/29/2024	3,735.00
Total Wells Ranch					8,940.00
General					
Bill	10/31/2023	2091	Bryant Law PC	RE: Louis Rosenberg	5,058.10
Bill	10/31/2023	3756	Attorney R. L. Wilson	General Matters 10/01/2023 - 10/31/2023	5,685.00
Bill	11/29/2023	202...	Strategic Government ...	Assistant General Manager Recruiter	8,165.67
Bill	11/29/2023	202...	Strategic Government ...	Project Engineer Recruiter	7,415.67
Bill	11/30/2023	2212	Bryant Law PC	RE: Louis Rosenberg	5,551.10
Bill	11/30/2023	3760	Attorney R. L. Wilson	General Matters 11/01/2023 - 11/30/2023	6,837.00
Bill	12/31/2023	2303	Bryant Law PC	RE: Louis Rosenberg	4,480.10
Bill	01/08/2024		Collaborative Water R...	General Manager Recruiter	23,750.00
Bill	01/24/2024	2389	Bryant Law PC	RE: Louis Rosenberg	3,769.60
Bill	01/31/2024	2454	Bryant Law PC	RE: Louis Rosenberg	137.50
Bill	01/31/2024	3777	Attorney R. L. Wilson	General Matters 12/01/2023 - 01/31/2024	24,435.00
Bill	02/29/2024	2504	Bryant Law PC	RE: Louis Rosenberg	1,439.50
Bill	02/29/2024	3795	Attorney R. L. Wilson	General Matters 02/01/2024 - 02/29/2024	8,481.00
Bill	03/31/2024	2622	Bryant Law PC	RE: Louis Rosenberg	334.50
Total General					105,539.74
Legislation					
Check	11/03/2023	37342	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Check	12/08/2023	37468	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Check	12/15/2023	37501	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Check	01/26/2024	37706	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Check	03/01/2024	37811	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Check	03/28/2024	37921	Charles C. Bailey	Monthly Governmental Consulting Services	2,000.00
Total Legislation					12,000.00
Total Legal & professional fees					169,568.64
Total Other Charges					169,568.64
TOTAL					**169,568.64**

Wells Ranch Project - Phase II
Bond Series 2015
Budget vs. Actual
March 31, 2024

	TOTAL BUDGET	TOTAL DISBURSEMENTS	% Complete
Wells Ranch Series 2015 Bond Proceeds	42,000,000.00	42,000,000.00	100.00%
Bond Issue Costs	420,840.00	420,840.00	100.00%
Capitalized Interest	1,664,000.00	1,664,000.00	100.00%
Beginning Cash Available for Project	39,915,160.00	39,915,160.00	100.00%
Preliminary Engineering Report	25,000.00	25,000.00	100.00%
Environmental Services	54,080.82	54,080.82	100.00%
Engineering Add'l Services (RCE Inspections)	317,067.50	317,067.50	100.00%
Inspection Services (HOT)	37,510.00	37,510.00	100.00%
SCADA Engineering Services	50,000.00	50,000.00	100.00%
Legal Notices	22,940.45	22,940.45	100.00%
Prof Services-TWDB Assistance	15,887.86	15,887.86	100.00%
Santa Clara Road TM	4,545,112.65	4,545,112.65	100.00%
Crystal Clear TM	3,102,090.36	3,102,090.36	100.00%
Wagner Booster Station Expansion	4,472,598.27	4,472,598.25	100.00%
Wells Ranch Plant Improvements	7,678,408.73	7,678,407.73	100.00%
Leissner Booster Station Imp.			
Legal Fees	110,925.31	110,925.31	100.00%
Basic Engineering Services	227,160.00	227,160.00	100.00%
Engineering Add'l Services	50,078.25	48,272.75	96.39%
Construction Costs - 2 MG Tank (Preload)	1,533,365.90	1,533,365.90	100.00%
Construction Costs - Facility (Payton)	1,185,478.00	1,185,478.00	100.00%
SCADA	16,000.00	16,000.00	100.00%
Total Leissner Booster Stn Expansion	3,123,007.46	3,121,201.96	99.94%
Oak Tree Elevated Storage Tank	2,778,256.00	2,778,256.02	100.00%
Well Field (7 wells)	10,812,545.17	10,812,544.67	100.00%
Generator Installation Project			
Legal, Consultant Fees	74,026.35	74,026.35	100.00%
Legal Notices	5,864.16	5,864.16	100.00%
Basic Engineering Services	203,320.00	172,822.00	85.00%
Engineering Add'l Services	9,000.00	9,000.00	100.00%
Generator Project Rework	15,783.27	15,783.27	100.00%
Deadman Well Site			
Generator Cost	71,265.00	71,265.00	100.00%
Generator Installation	202,500.00	202,500.00	100.00%
Total Deadman Well Site	273,765.00	273,765.00	100.00%
Deer Stand Well Site			
Generator Cost	71,265.00	71,265.00	100.00%
Generator Installation	202,500.00	202,500.00	100.00%
Total Deer Stand Well Site	273,765.00	273,765.00	100.00%
Wells Ranch WTP Site			
Generator Cost-WTP	317,295.00	317,295.00	100.00%
Generator Cost-MCC-2	279,140.00	279,140.00	100.00%
Generator Installation-WTP	412,350.00	412,350.00	100.00%
Generator Installation-MCC-2	376,140.00	376,140.00	100.00%
Total Wells Ranch WTP Site	1,384,925.00	1,384,925.00	100.00%
Leissner BPS Site			
Generator Cost	212,200.00	212,200.00	100.00%
Generator Installation	337,000.00	337,000.00	100.00%
Total Leissner BPS Site	549,200.00	549,200.00	100.00%
Wagner Booster Station			
Generator Cost	212,200.00	212,200.00	100.00%
Generator Installation	259,000.00	259,000.00	100.00%
Total Wagner Booster Station	471,200.00	471,200.00	100.00%
Well #5 & Well #13 Generator Cost	71,710.00	71,710.00	100.00%
Mobilization, Bonds & Insurance	119,000.00	119,000.00	100.00%
Total Generator Installation Project	3,451,558.78	3,421,060.78	99.12%
Total Phase II - 2015	40,486,064.05	40,453,759.05	99.92%
Unallocated Contingency	-570,904.05		
Total Expenditures		40,453,759.05	
Interest Income		444,491.80	
Cash from General Funds		223,236.38	
Cash from General Funds		0.00	
Ending Cash		129,129.13	

Wells Ranch Phase II - 2015
Account QuickReport
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
BOKF, NA, Austin - Escrow						127,856.57
Deposit	03/01/2024			Interest	474.13	128,330.70
Total BOKF, NA, Austin - Escrow					474.13	128,330.70
Logic-Construction Acct						794.71
Deposit	03/28/2024			Interest	3.72	798.43
Total Logic-Construction Acct					3.72	798.43
TOTAL					**477.85**	**129,129.13**

Hays Caldwell WTP Improvements
Budget vs. Actual
March 31, 2024

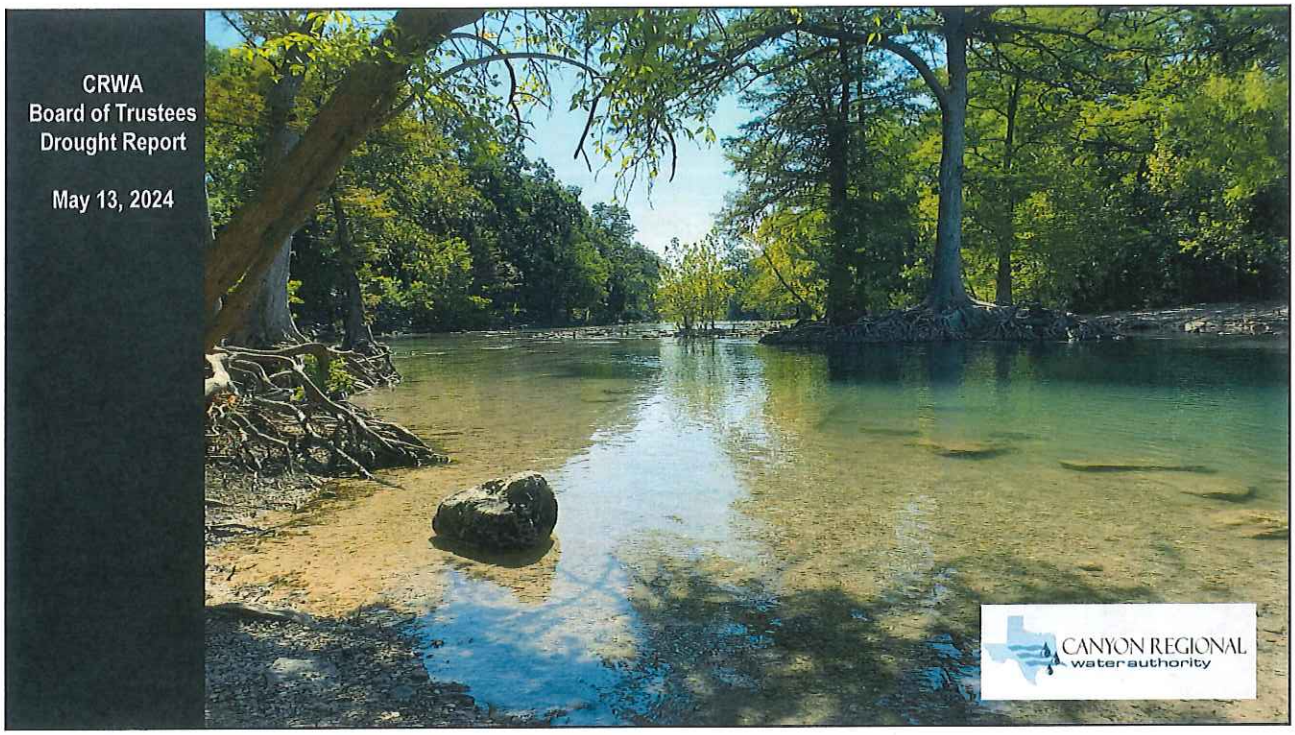
	TOTAL BUDGET	TOTAL DISBURSEMENTS	%
Hays Caldwell Series 2017 Bond Net Proceeds	4,801,596.00	4,801,596.00	100.00%
Hays Caldwell Series 2021 Bond Net Proceeds	12,355,000.00	12,355,000.00	100.00%
City of San Marcos Cash Contribution	511,593.00	511,593.00	100.00%
City of San Marcos Cash Contribution	4,634,982.00	4,634,982.00	100.00%
Beginning Cash Available for Project	22,303,171.00	22,303,171.00	100.00%
Land Purchase - 2.009 Acres	555,628.44	555,628.44	100.00%
Advertisement for Bids	3,598.90	3,598.90	100.00%
TWDB D-Fund Application Services	35,700.00	35,700.00	100.00%
HMGP Application	12,000.00	12,000.00	100.00%
Basic Engineering Services:			
Preliminary Phase	403,700.00	403,700.00	100.00%
Design Phase	728,400.00	728,400.00	100.00%
Bid Phase	73,900.00		0.00%
Construction Phase	458,800.00		0.00%
Total Basic Engineering Services	1,664,800.00	1,132,100.00	68.00%
Additional Engineering Services:			
Grant Application Services	6,927.90	6,927.90	100.00%
Environmental Review & Permitting	121,200.00	107,838.80	88.98%
Topographic Survey	36,900.00	32,950.00	89.30%
Warranty Phase	30,900.00		0.00%
Start-Up Services	59,000.00		0.00%
O&M Manual Update	16,900.00		0.00%
Water Treatment Plant Audit	0.00		0.00%
Flood Protection	0.00		0.00%
CT Study & TCEQ Update	17,000.00	16,954.00	99.73%
Constr Observation & Resident	174,000.00		0.00%
Geotechnical Investigation	76,200.00	76,186.25	99.98%
TWDB & TCEQ Coordination	102,500.00	102,617.49	100.11%
Power System Study	55,000.00	55,000.00	100.00%
City of San Marcos Permitting	104,200.00	104,270.89	100.07%
City of San Marcos Platting	28,900.00	30,032.00	103.92%
Ozone Bldg Upgrade to CMU	49,800.00	46,813.60	94.00%
TCEQ Pilot Study	4,000.00		0.00%
Preconstruction T&E Surveys-Terrestrial	2,600.00		0.00%
Preconstruction T&E Surveys-Mussels	8,500.00		0.00%
Dewatering Aquatic Resources	27,600.00		0.00%
Geotechnical Baseline for River Intake	4,800.00	4,782.50	99.64%
Cultural Resources Constr Monitoring	42,500.00		0.00%
OSSF Irrigation Reconfig & Permitting	9,000.00		0.00%
Total Additional Engineering Services	978,427.90	584,373.43	59.73%
HCWTP Ozone Deman & Decay Testing	9,992.00	9,992.00	100.00%
Caldwell County Permits	51,950.00	51,950.00	100.00%
City of San Marcos-Permits	19,323.14	19,323.14	100.00%
SCADA			
Design Fees	20,000.00	3,963.75	19.82%
Construction Costs	150,000.00		0.00%
Total SCADA Costs	170,000.00	3,963.75	2.33%
Bluebonnet Electric Coop - Service Entrances & Easeme	61,512.02	61,512.02	100.00%
Miscellaneous Fees	3,077.04	3,077.04	100.00%

Hays Caldwell WTP Improvements
Budget vs. Actual
March 31, 2024

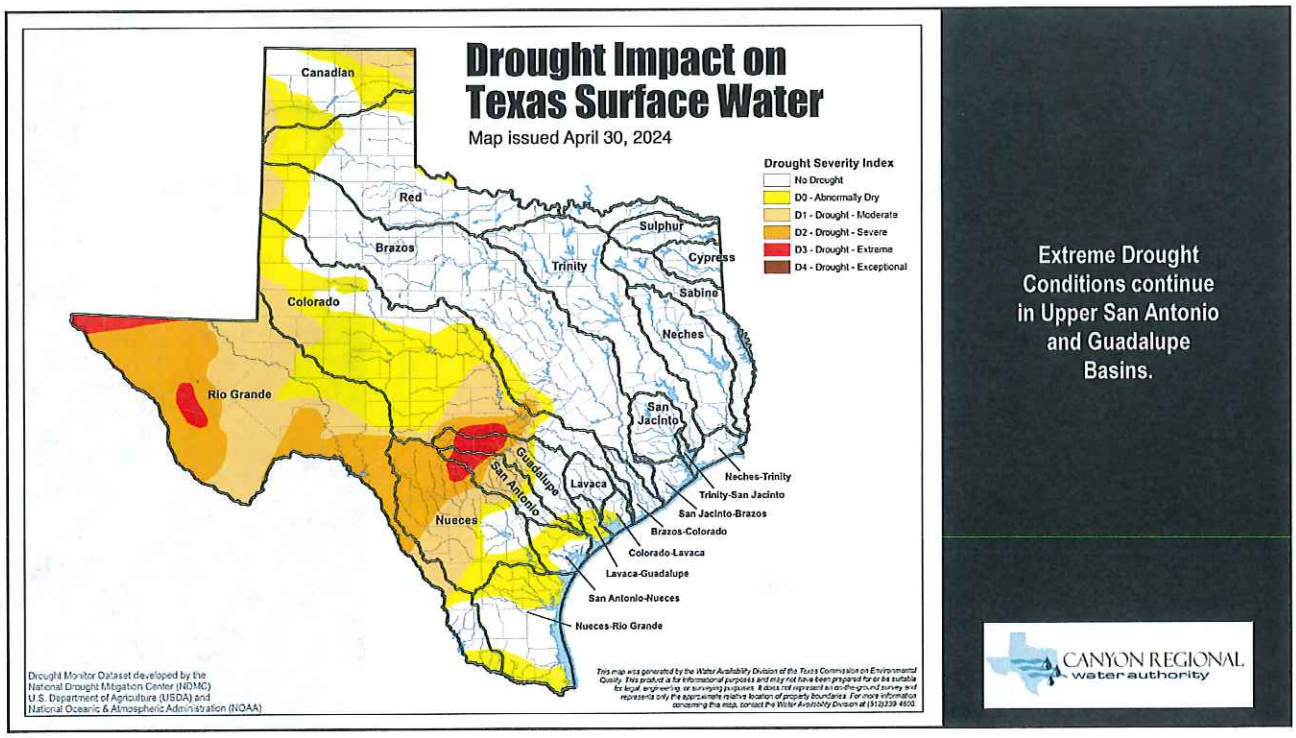
	TOTAL BUDGET	TOTAL DISBURSEMENTS	%
Probable Construction Costs			
Raw Water Pump Station & Intake	3,210,643.00		0.00%
Raw Water Electrical Building	346,491.00		0.00%
Yard Piping	1,160,146.00		0.00%
Clarifier Upgrades	2,656,275.00		0.00%
Splitter Box	760,340.00		0.00%
Chemical Feed & Storage	372,721.00		0.00%
Ozone Improvements	4,209,987.00		0.00%
New 1 MG GST	2,104,317.00		0.00%
Existing GST Rehab	311,740.00		0.00%
HSPS Improvements	698,145.00		0.00%
Recycle Pump Station	113,687.00		0.00%
Decant Pump Station	179,174.00		0.00%
Decant Ponds	611,499.00		0.00%
Site Civil Paving, etc.	1,961,807.00		0.00%
Electrical Improvement	4,842,702.00		0.00%
Instrumentations & Controls	1,372,320.00		0.00%
Subtotal	24,911,994.00	0.00	0.00%
Additive Alternate: 200kW Generator	813,704.00		0.00%
Additive Alternate: 350kW Generator	1,260,262.00		0.00%
Additive Alternate: Motorized Gates	60,480.00		0.00%
Addtive Alternate: Security System Integ.	36,000.00		0.00%
Total Probable Construction Costs	**27,082,440.00**	**0.00**	**0.00%**
Total Hays Caldwell WTP Improvements	**30,648,449.44**	**2,473,218.72**	8.07%
Unallocated Contingency	-8,345,278.44		0.00%
Total Expenditures		**2,473,218.72**	
Interest Income		1,832,935.46	
Paid from General Funds-Electrical Easement		1,000.00	
Ending Cash		**21,663,887.74**	

Hays Caldwell WTP Improvements
Banking Activity
As of March 31, 2024

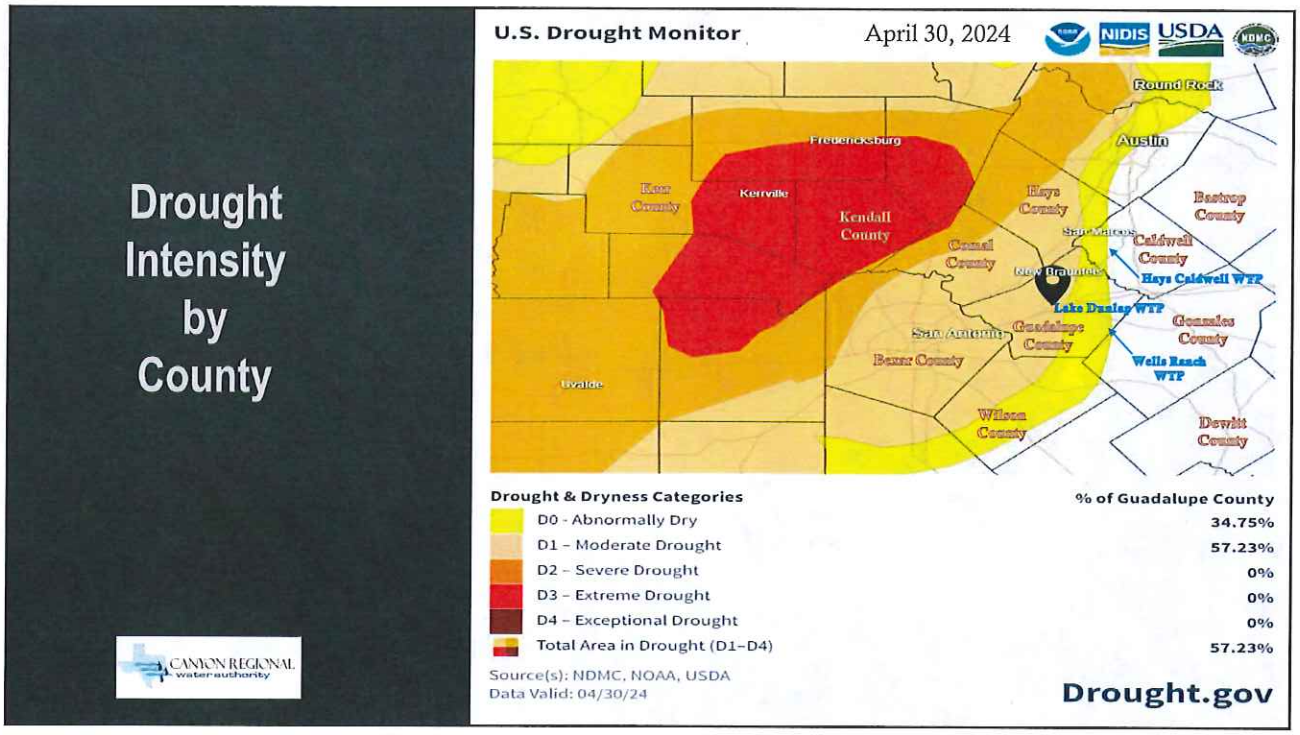
Type	Date	Num	Name	Memo	Amount	Balance
Logic, Construction Acct						17,340,998.32
Deposit	03/28/2024			Interest	80,610.94	17,421,609.26
Total Logic, Construction Acct					80,610.94	17,421,609.26
BOKF, NA						4,226,093.16
Deposit	03/01/2024			Interest	16,185.32	4,242,278.48
Total BOKF, NA					16,185.32	4,242,278.48
TOTAL					**96,796.26**	**21,663,887.74**


CRWA
Board of Trustees
Drought Report
May 13, 2024
CANYON REGIONAL
water authority

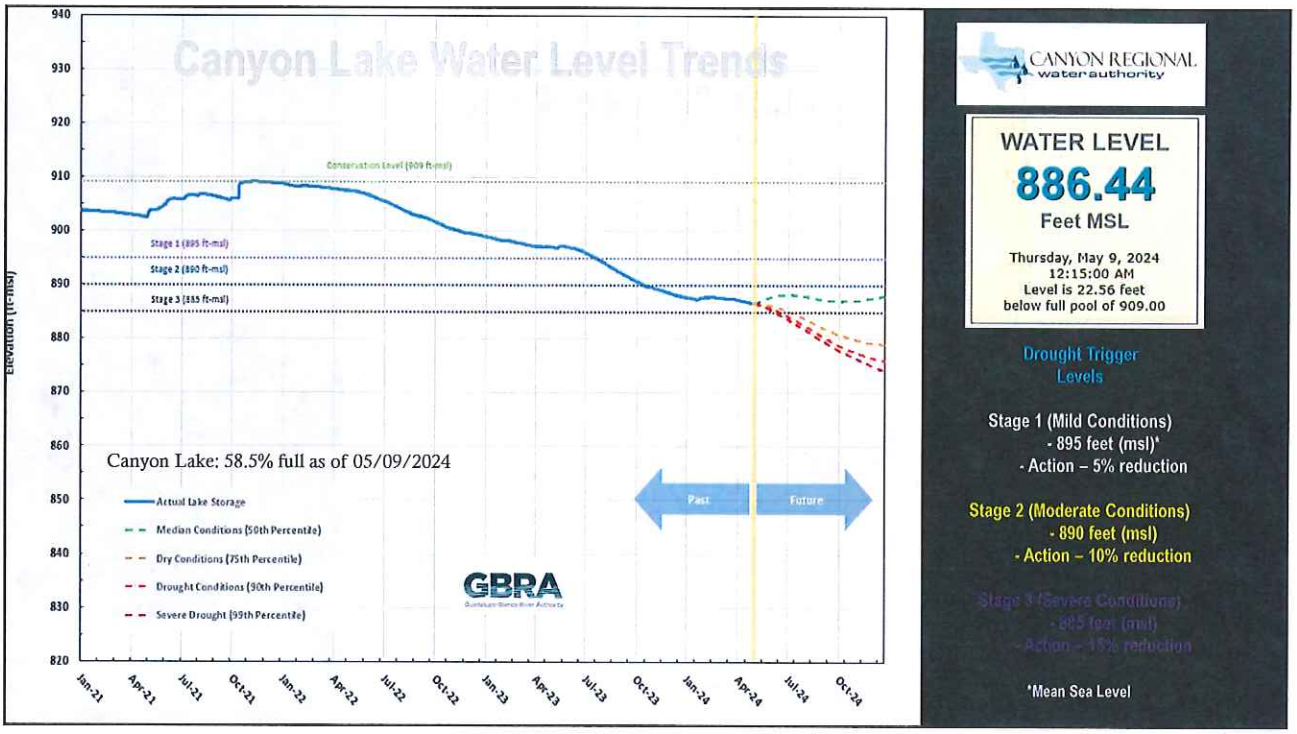
1


Drought Impact on
Texas Surface Water
Map issued April 30, 2024
Drought Severity Index
No Drought
D0 - Abnormally Dry
D1 - Drought - Moderate
D2 - Drought - Severe
D3 - Drought - Extreme
D4 - Drought - Exceptional
Canadian
Red
Brazos
Colorado
Rio Grande
Trinity
Sulphur
Cypress
Sabine
Neches
San Jacinto
Guadalupe
San Antonio
Lavaca
Nueces
Neches-Trinity
Trinity-San Jacinto
San Jacinto-Brazos
Brazos-Colorado
Colorado-Lavaca
Lavaca-Guadalupe
San Antonio-Nueces
Nueces-Rio Grande
Drought Monitor Dataset developed by the
National Drought Mitigation Center (NDMC)
U.S. Department of Agriculture (USDA) and
National Oceanic & Atmospheric Administration (NOAA)
Extreme Drought
Conditions continue
in Upper San Antonio
and Guadalupe
Basins.
CANYON REGIONAL
water authority

2

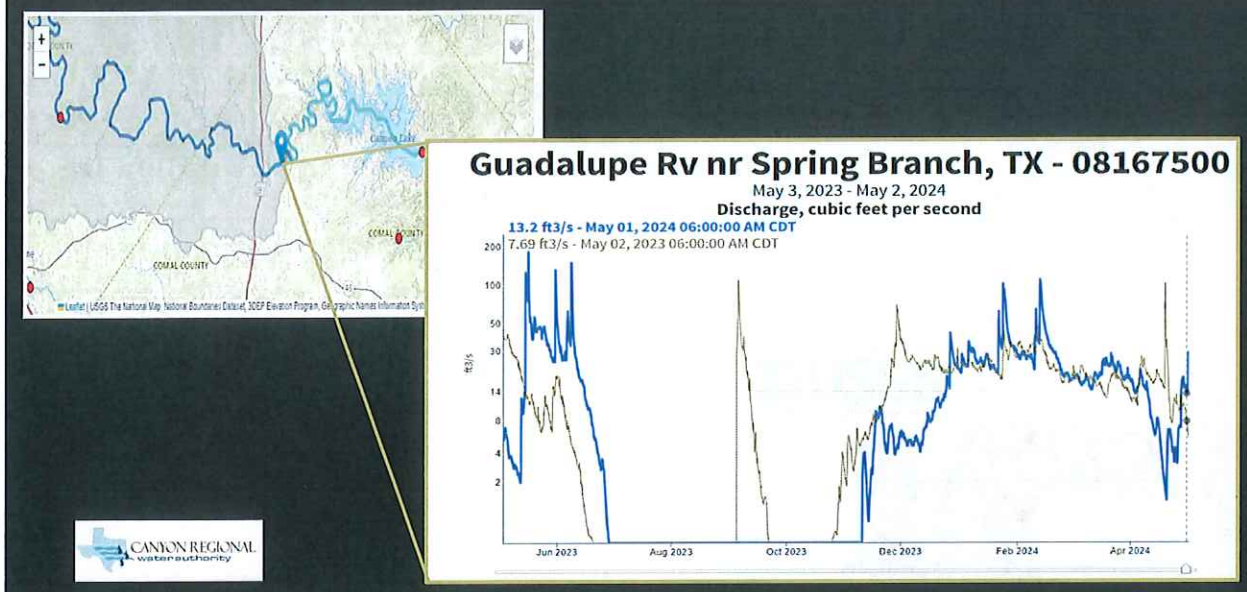

Drought Intensity by County
U.S. Drought Monitor
April 30, 2024
NIDIS
USDA
Round Rock
Fredericksburg
Austin
Kerr County
Kerrville
Kendall County
Hays County
Bastrop County
Comal County
Caldwell County
Hays Caldwell WTP
Lake Dunlap WTP
Guadalupe County
Gonzales County
San Antonio
Bexar County
Wells Ranch WTP
Uvalde
Wilson County
Dewitt County
Drought & Dryness Categories
% of Guadalupe County
D0 - Abnormally Dry 34.75%
D1 – Moderate Drought 57.23%
D2 – Severe Drought 0%
D3 – Extreme Drought 0%
D4 – Exceptional Drought 0%
Total Area in Drought (D1–D4) 57.23%
Source(s): NDMC, NOAA, USDA
Data Valid: 04/30/24
Drought.gov
CANYON REGIONAL water authority

3


Canyon Lake Water Level Trends
Conservation Level (909 ft-msl)
Stage 1 (895 ft-msl)
Stage 2 (890 ft-msl)
Stage 3 (885 ft-msl)
Elevation (ft-msl)
Canyon Lake: 58.5% full as of 05/09/2024
Actual Lake Storage
Median Conditions (50th Percentile)
Dry Conditions (75th Percentile)
Drought Conditions (90th Percentile)
Severe Drought (95th Percentile)
Past
Future
GBRA
Jan-21
Apr-21
Jul-21
Oct-21
Jan-22
Apr-22
Jul-22
Oct-22
Jan-23
Apr-23
Jul-23
Oct-23
Jan-24
Apr-24
Jul-24
Oct-24
CANYON REGIONAL water authority
WATER LEVEL
886.44
Feet MSL
Thursday, May 9, 2024
12:15:00 AM
Level is 22.56 feet
below full pool of 909.00
Drought Trigger Levels
Stage 1 (Mild Conditions)
- 895 feet (msl)*
- Action – 5% reduction
Stage 2 (Moderate Conditions)
- 890 feet (msl)
- Action – 10% reduction
Stage 3 (Severe Conditions)
- 885 feet (msl)
- Action – 15% reduction
*Mean Sea Level

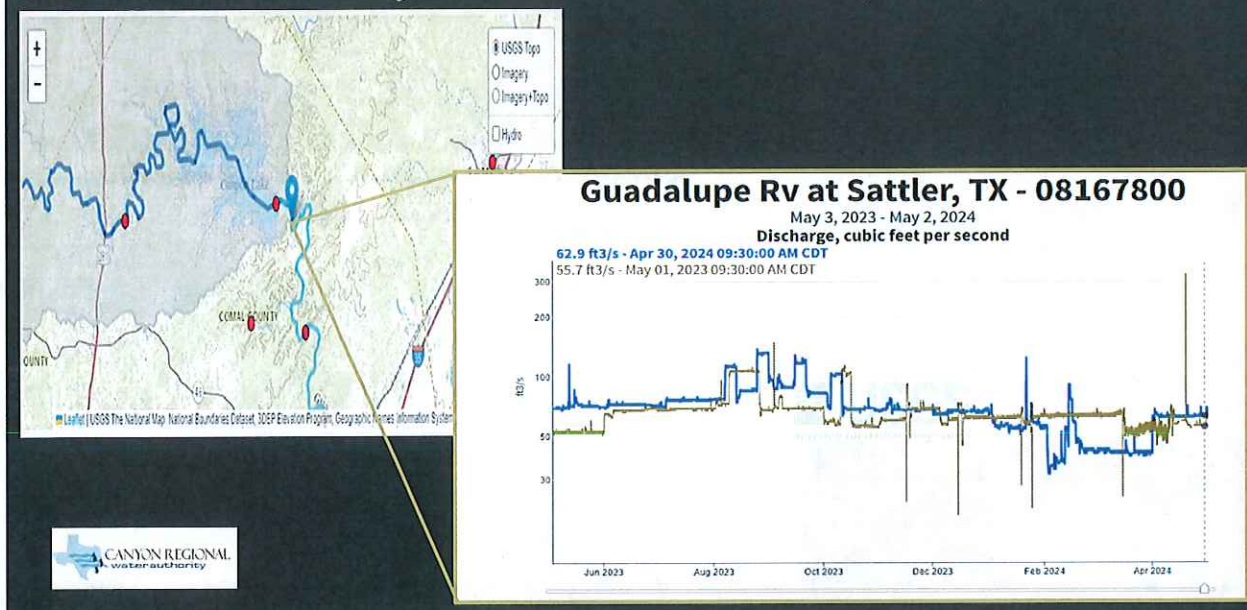
4

Canyon Lake In-Flow (ft3/s)



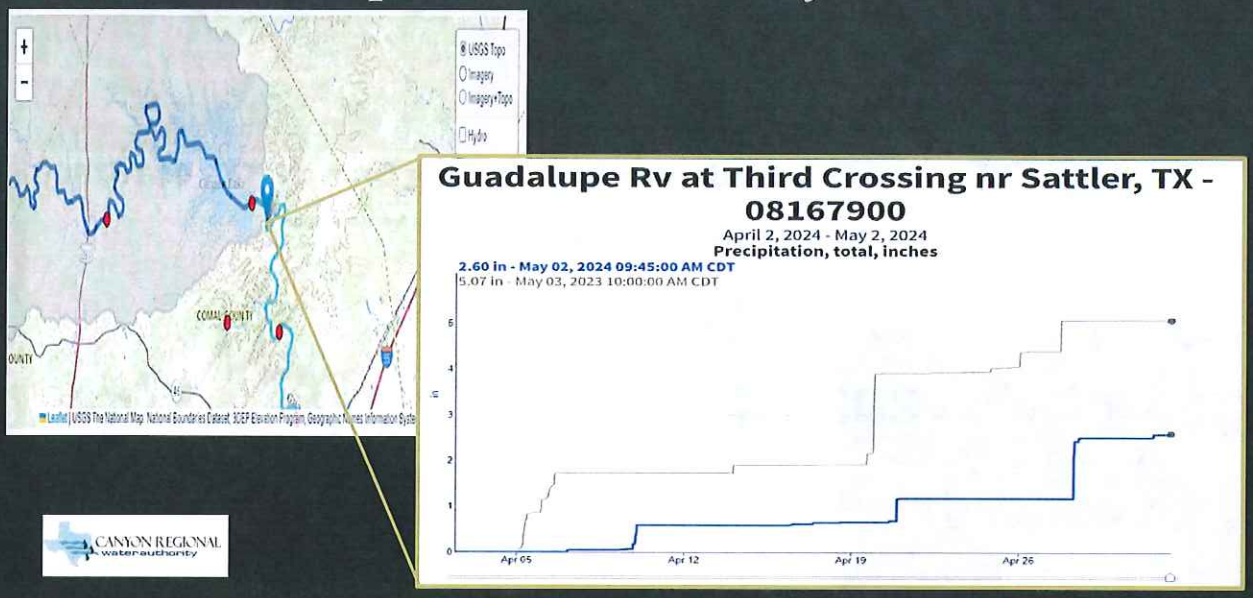
5

Canyon Lake Out-Flow (ft3/s)



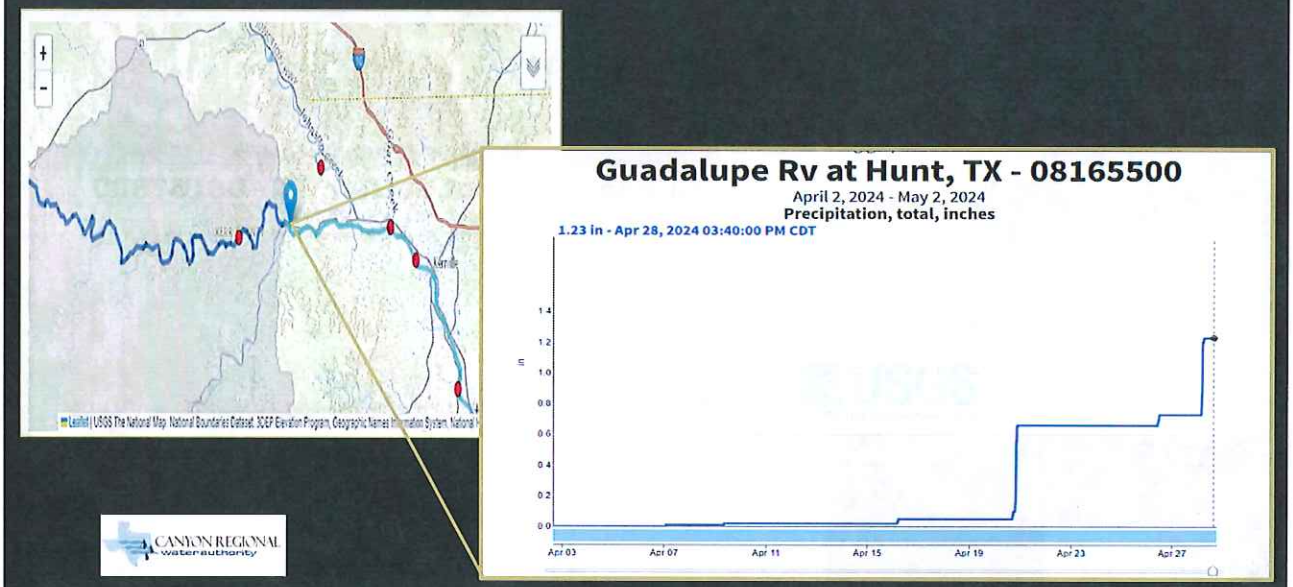
6

Precipitation below Canyon Lake

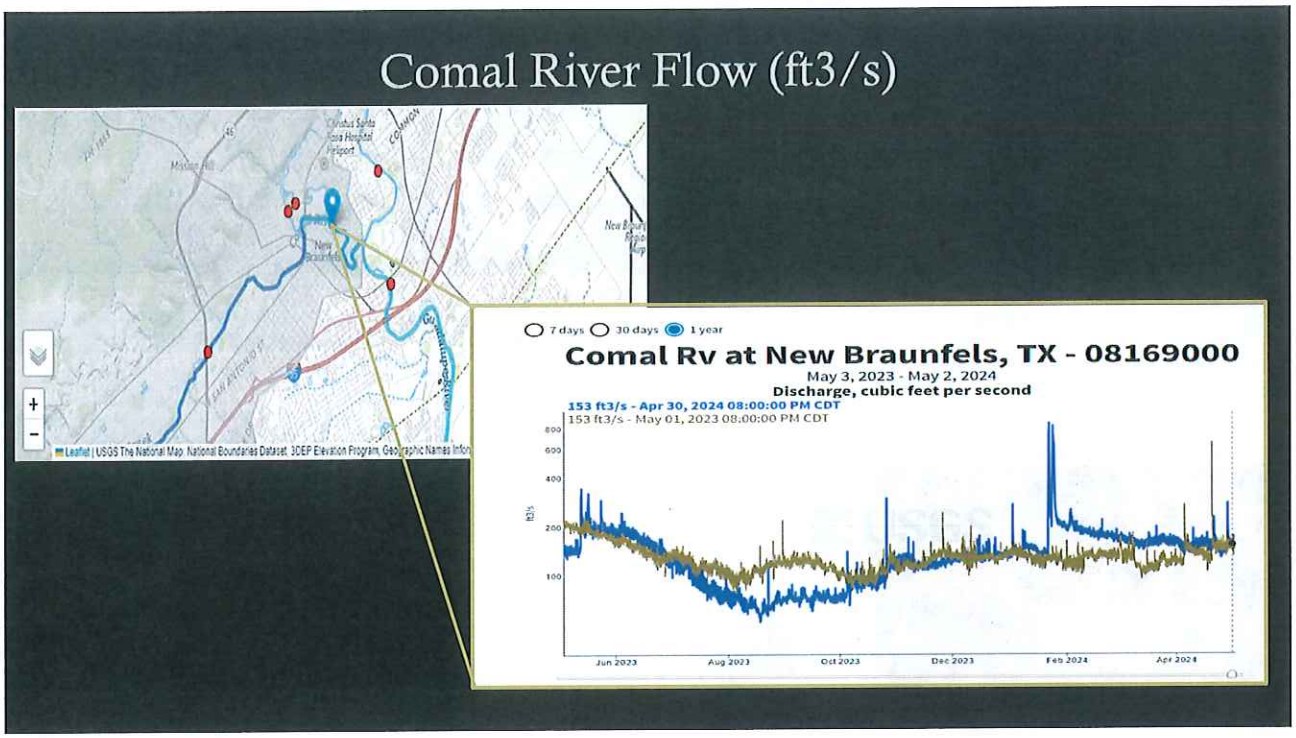


7

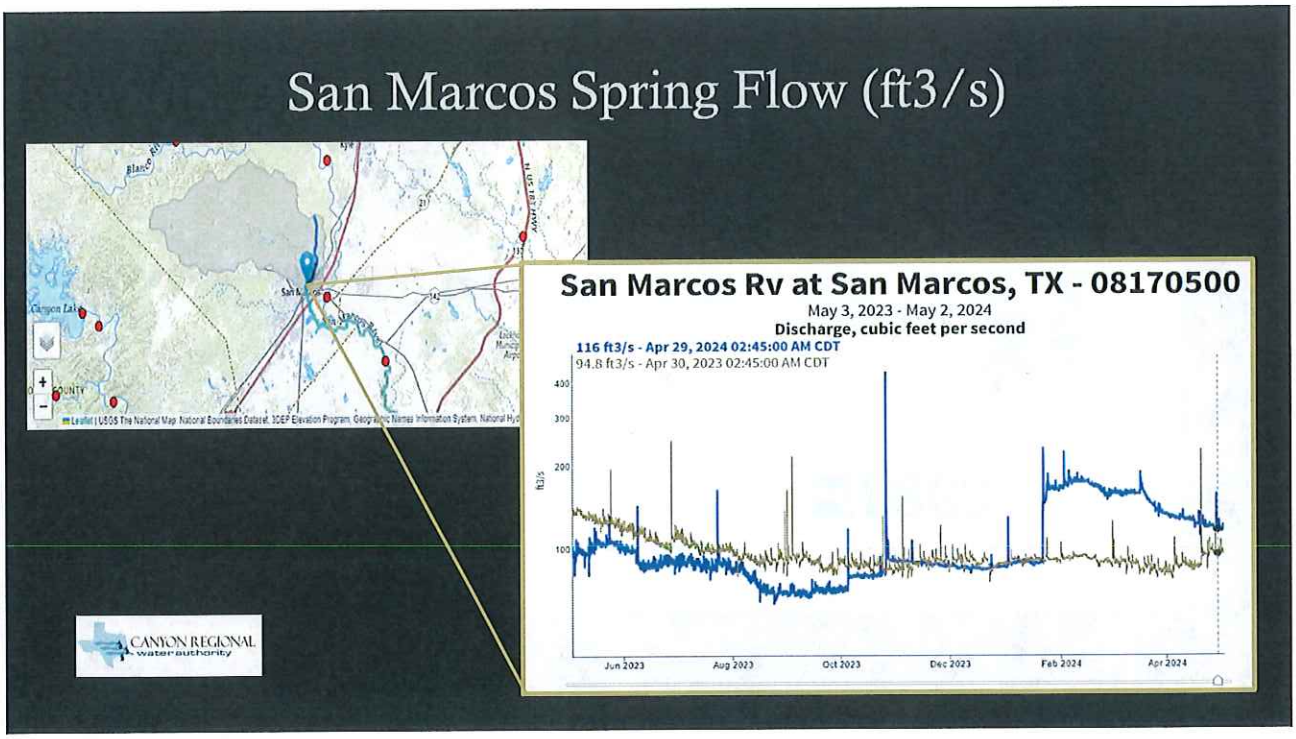
Precipitation above Canyon Lake – Kerr County



8

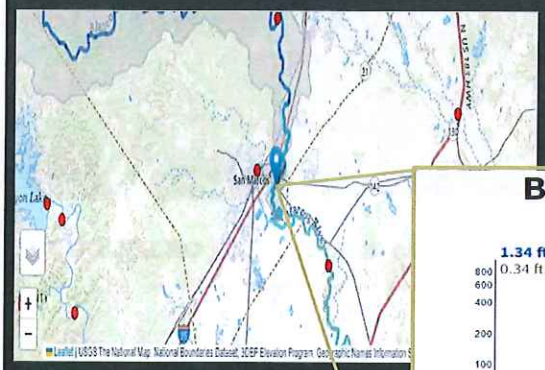

Comal River Flow (ft3/s)
7 days
30 days
1 year
Comal Rv at New Braunfels, TX - 08169000
May 3, 2023 - May 2, 2024
Discharge, cubic feet per second
153 ft3/s - Apr 30, 2024 08:00:00 PM CDT
153 ft3/s - May 01, 2023 08:00:00 PM CDT
ft3/s
Jun 2023
Aug 2023
Oct 2023
Dec 2023
Feb 2024
Apr 2024

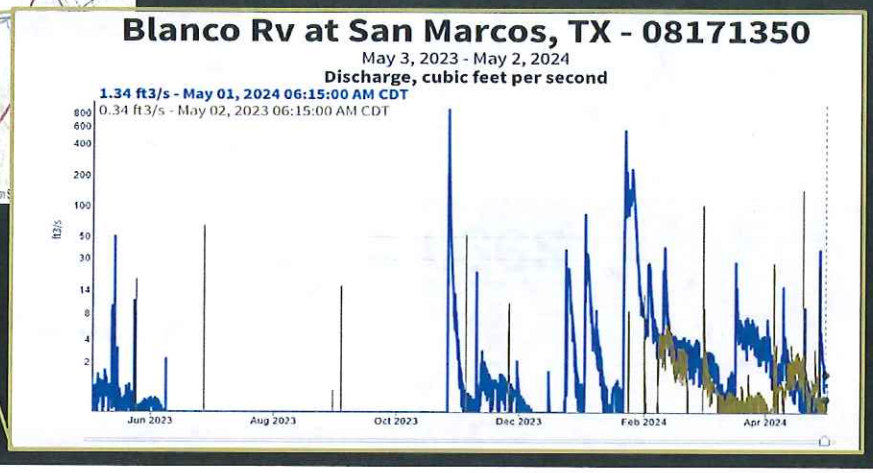
9


San Marcos Spring Flow (ft3/s)
San Marcos Rv at San Marcos, TX - 08170500
May 3, 2023 - May 2, 2024
Discharge, cubic feet per second
116 ft3/s - Apr 29, 2024 02:45:00 AM CDT
94.8 ft3/s - Apr 30, 2023 02:45:00 AM CDT
ft3/s
Jun 2023
Aug 2023
Oct 2023
Dec 2023
Feb 2024
Apr 2024
CANYON REGIONAL
water authority

10

Blanco River Flow at San Marcos (ft3/s)





11

12

CANYON REGIONAL water authority

Lake Dunlap/Wells Ranch/Hays Caldwell
Usage Summary

CRWA Monthly Production, Daily Average and Peak Day									
2024	Lake Dunlap WTP			Wells Ranch WTP			Hays Caldwell WTP		
Date	Total Monthly Production MG	Production Daily Average MG	Production Peak Day MG	Total Monthly Production MG	Production Daily Average MG	Production Peak Day MG	Total Monthly Production MG	Production Daily Average MG	Production Peak Day MG
Jan-24	214.52	6.92	9.87	269.09	8.68	11.58	69.22	2.23	2.62
Feb-24	203.50	7.02	10.32	228.37	7.87	10.52	61.52	2.12	2.49
Mar-24	239.01	7.71	8.95	264.10	8.52	11.11	64.24	2.07	2.46
Apr-24	219.70	7.32	8.96	266.87	8.90	11.29	61.18	2.04	2.44
May-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	YTD Total MG		876.73	YTD Total MG		1,028.43	YTD Total MG		256.17
	YTD Acre-feet		2,690.57	YTD Acre-feet		3,156.14	YTD Acre-feet		786.16

Comments:

MG = Million Gallons

Utility Engineering Group, PLLC
191 N. Union Ave., New Braunfels, Texas 78130
Tel 830.214.0521

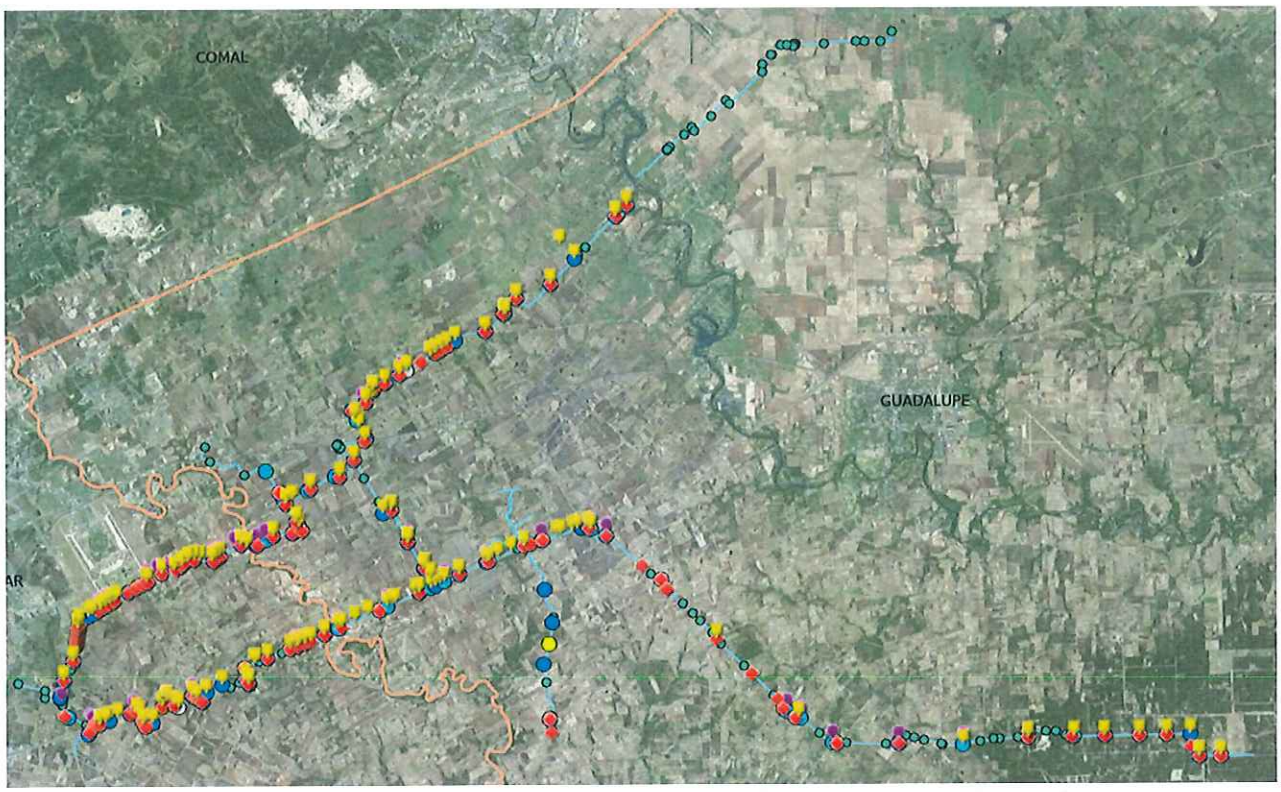
PROJECT STATUS REPORTS

PROJECT STATUS REPORT SUMMARY

REPORT DATE	PREPARED BY
May 9, 2024	David Kneuper, P.E. – Utility Engineering Group

CRWA GIS SYSTEM STATUS SUMMARY

Since the last project status report to Canyon Regional Water Authority (CRWA), the Global Positioning System (GPS) field verification data collection has been completed (as of 4/29). The data is currently being compiled. Once complete, UEG will coordinate a meeting with CRWA Staff to review the data collected, any missing or inaccessible transmission main above ground appurtenances, and determine the preferred method of displaying the information on the site. Additionally, the project base scope of services is complete with the additional Hays Caldwell transmission main system final as-built uploads (completed the week of 4/29). Below is a location map showing the assets that have been verified.



Currently, $84,197.50 (73%) of the Phase 4 overall total budget ($114,807.50) has been invoiced.

TXDOT/CRWA IH-10 (SANTA CLARA & ZUEHL) TRANSMISSION LINE ENCASEMENT STATUS SUMMARY

The project includes the addition of approximately 190 LF of steel split casing on the existing CRWA transmission main at Santa Clara Road and the relocation and encasement of approximately 200 LF of the transmission main at Zuehl Road. The project is required due to the reconstruction of the two intersections by the Texas Department of Transportation (TxDOT) with their IH-10 expansion project.

Since the last project status report, the project pre-construction meeting was held on 2/27. The project Notice-to-Proceed has been issued for 2/29, giving the Contractor 120 calendar days to reach Substantial Completion and 150 calendar days (total) to reach Final Project Completion. The Contractor mobilized to the site and started work on 4/23. The Contractor has started work at the Santa Clara intersection, installing the project split casing. Construction had been delayed, with the Contractor waiting on casing spacer deliveries since 3/27. CRWA received notice from TxDOT that they are notifying CRWA they need to escalate the project timing to avoid additional TxDOT Contractor delays. UEG has been providing TxDOT updates on the project progress and the Contractor anticipates completion of the split casing work on 5/13 – weather permitting. Currently the Contractor has installed all the split casing and is currently backfilling the pipe. Work at the Zuehl intersection will be dependent on the pipeline material delivery schedule and coordination with CRWA on timing of the tie-ins.

The contract amount is currently $541,424.21, which includes the original bid and approved Change Order's No. 1 and No. 2, all of which are fully reimbursable.

TXDOT/CRWA FM 1518 TRANSMISSION LINE RELOCATION STATUS SUMMARY

The project includes the offset and bore of a new section of 30-Inch CRWA transmission main, approximately 250 LF, across FM 1518 at the intersection with Lower Seguin Road. The project is required due to the TxDOT widening of FM 1518 and associated drainage improvements. The TxDOT standard utility agreement was approved by the Board of Trustees on 5/8/23 and executed by TxDOT on 5/16/23.

Since the last project status report, a second TxDOT field pre-construction meeting was held on 2/6. The project Notice-to-Proceed was issued for 2/13, giving the Contractor 120 calendar days to reach Substantial Completion and 150 calendar days (total) to reach Final Project Completion. Material deliveries started the week of 2/18 with construction of the bore pit starting in early March. UEG completed the processing of a TxDOT permit revision to adjust the pipeline alignment 3.5-feet to accommodate the boring equipment within the existing bore pit boundaries. Currently, the Contractor has started the bore, completing the first 60 feet as of 5/8 and expects to be complete with 100 feet on 5/9.

With the Notice-to-Proceed issued for 2/13, the Contract Documents give the Contractor 120 calendar days to reach Substantial Completion (6/12). The current construction contract amount is $731,420.79. Proposed Change Order No. 1 has been provided to CRWA staff for review and includes the removal of the 30-inch gate valve from the project. The lead time for delivery of the valve is currently 36-38 weeks, which conflicts with TxDOT's relocation project schedule. Change Order No. 1 is a deduct change order in the amount of ($106,537.24), lowering the contract value to $624,883.55. The project is not fully reimbursable, based on the approved Standard Utility Agreement with TxDOT and proposed Change Order No. 1, approximately $125,101.69 (20.02%) would be reimbursable.

WATER SYSTEM STANDARDS & TECHNICAL SPECIFICATIONS DEVELOPMENT STATUS SUMMARY

The project includes the preparation, review, and finalization of a new set of water system standards, technical specifications, and forms. The proposed water system standards are limited to CRWA's facilities related to the water transmission main system.

Since the last project status report to CRWA, UEG has revised the draft water system details based on CRWA comments. Additionally, UEG finalized work on the draft water system technical specifications, submitting the updated details and draft specifications to CRWA on 2/16.

Currently $21,865.00 (88%) of the total project budget ($24,760) has been invoiced.

13750 San Pedro Ave.
Suite 350
San Antonio, TX 78232

TEL 210.447.6250

www.GarverUSA.com

Canyon Regional Water Authority
Lake Dunlap WTP Membrane Evaluation

To: Kerry Averyt, PE
General Manager
Canyon Regional Water Authority

From: Greg Swoboda, PE

Date: May 13, 2024

RE: Lake Dunlap WTP Membrane Evaluation
Project Status Report

Below is a status update for the Lake Dunlap WTP Membrane Evaluation.

1. Membrane performance evaluation findings draft submitted to CRWA team for review. Draft report submitted on 3/26/2024.
    a. Plant water quality data was reviewed and included in the report.
    b. Membrane performance was reviewed and evaluated in the report.
    c. Support Systems were reviewed and evaluated in the report.
    d. Key findings were summarized in the report for review by CRWA.
    e. Recommended next steps identified in the draft report for review by CRWA.
2. Report will be finalized pending CRWA review.
3. Key Findings:
    a. Membrane System Upgrades are recommended.
        i. Provide 3 new equally sized membrane filter units (44 modules/rack).
        ii. This change will reduce normal operating flux (instantaneous) from around 220 GFD to approximately 160 GFD.
    b. Membrane Support System Upgrades are recommended.
        i. Replacement of the UF Feed Strainers is recommended. The existing strainers are older models and locating spare parts is challenging.
        ii. Replacement of the UF Feed Pumps is recommended. Providing an additional 10 PSI of supply pressure would expand the permeability range of the membranes by approximately 40%, allowing the system to experience more fouling prior to backwashing.

iii. Adding one new backwash pump and piping is recommended. The change would allow the system to operate with a second backwashing queue, allowing for shorter filtration cycles and more ability to clean at times when unusually high fouling is occurring.

c. CRWA provided input regarding agreement with the Key Findings noted above.
   i. Based on CRWA agreement of Key Findings, a 10% OPCC was developed.
   ii. The 10% OPCC noted a Project Construction Cost of approximately $6.5 million.

d. Pretreatment System Upgrades
   i. Continue using the current coagulant while assessing the performance of other coagulants at bench scale. The current coagulant is working ok, but other formulations may help control carryover.
   ii. Evaluate clarifier improvements, either by adding a new clarifier or by adding plate/tube settlers in the existing clarifiers to improve performance at high flow and at times when the clarifiers are upset.
   iii. Evaluate ozone addition upstream of the clarifiers. The ozone will help to treat organics in the water that can foul the ceramic membranes.

4. Next Steps
   a. Membrane System Expansion Project – Considered High Priority and Accelerated
      i. Consider use of preselection and pre-negotiation to accelerate equipment delivery.
         1. Procure 3 new UF trains and membranes.
         2. Preselect/Prenegotiate new feed strainers.
         3. Preselect/Prenegotiate new electrical equipment
      ii. Design of improvements in parallel.
      iii. Permitting undertaken after design (TCEQ ATC)
      iv. Construct Improvements – May 2025 depending on TCEQ and CRWA bid/procure requirements) start construction timeframe with preselected equipment.
   b. Pretreatment Improvements Project – Considered High priority, regular design/construction project.
      i. Evaluate clarifier and plate settler expansion options.
      ii. Pilot test preozonation, plate settlers and alternative coagulants – duration (3 months)
      iii. Design of Improvements

iv. Permitting undertaken after design (TCEQ ATC)
v. Construct Improvements Start Fall 2025.

Xc: Buddy Boysen, Garver
Jeff Meadows, Garver

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	CONSTRUCTION ADMINISTRATION SERVICES	24-05-003

INITIATED BY

CONSTRUCTION ADMINISTRATION SERVICES SELECTION COMMITTEE

STAFF RECOMMENDATION

Accept and approve the recommendation for the Construction Administration Selection Committee to select Cobb Fendley to provide construction administrative services, and authorizing the General Manager to negotiate terms, scope of work, and rates for Cobb Fendley to provide services.

BACKGROUND INFORMATION

CRWA posted a Request for Qualifications for Construction Administration services. Three firms submitted a response to the RFQ. A committee was selected to review and score the submittals. The committee is recommending Cobb Fendley as the selected firm to provide construction administration services for CRWA.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-003

BE IT RESOLVED that Canyon Regional Water Authority Board of Trustee's has approved the recommendation of Cobb Fendley to provide construction administration services.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

CANYON REGIONAL
water authority

May 10, 2024

To: Tim Fousse, President, Board of Trustees, Canyon Regional Water Authority
From: Kerry Averyt, Chair, Construction Administration Engineering Services Evaluation Committee
CC: Executive Committee Members, Construction Administration Engineering Services RFQ Evaluation Committee Members, CRWA Special Counsel

Re: RFQ Evaluation Results and Recommendation Concerning Construction Administration Engineering Services

Mr. Fousse,

You tasked me and other members of the RFQ Evaluation Committee with evaluating the firms responding to CRWA's RFQ concerning Construction Administration Engineering Services. CRWA received three Statements of Qualifications submitted in response to the RFQ. These respondents were Cobb Fendley, Mendez Engineering, and Garver Engineering.

After reviewing and evaluation the Statement of Qualifications submitted by each firm, the Evaluation Committee members agreed that Cobb Fendley is the most qualified firm to be selected as the provider of Construction Administration Engineering Services to CRWA.

If you or any other members of the Executive Committee, or the Board of Trustees as a whole, have questions or would like further information about this Committee's recommendation of Cobb Fendley, I would be happy to meet with you and address them.

Sincerely,

Kerry Averyt, PE
General Manager
Canyon Regional Water Authority

850 Lakeside Pass • New Braunfels, TX 78130-8233
(830) 609-0543 • Fax: (830) 609-0740
email: crwa@crwa.com

RFQ Selection Committee Evaluation Scoring Matrix Combined Scores

RFQ: 2024-002 Construction Administration Services
DATE: 5/3/24

		Evaluator 1		Evaluator 2		Evaluator 3		Evaluator 4		Evaluator 5	
FIRM	COMBINED SCORE	RANK	TOTAL SCORE	RANK	TOTAL SCORE	RANK	TOTAL SCORE	RANK	TOTAL SCORE	RANK	TOTAL SCORE
Garver	**373**	2	73	2	70	2	76	1	76	1	78
Mendez	**165**	3	44	3	9	3	20	3	27	3	65
Cobb Fendley	**414**	1	84	1	81	1	100	2	74	2	75

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	FINANCIAL AUDITING SERVICES	24-05-004

INITIATED BY **AUDIT COMMITTEE**

STAFF RECOMMENDATION

Accept and approve the recommendation of Armstrong, Vaughan, & Associates, P.C. to provide financial auditing services by the Audit Committee, and authorize the General Manager to negotiate terms, scope of work and rates for services.

BACKGROUND INFORMATION

CRWA mailed a Request for Qualifications for Financial Auditing Services. One firm submitted a response to the RFQ. A committee was selected to review and score the submittal. The committee is recommending Armstrong, Vaughn, & Associates, P.C. as the selected firm to provide financial auditing services for CRWA.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-004

BE IT RESOLVED that Canyon Regional Water Authority Board of Trustee's has approved Armstrong, Vaughan, & Associates, P.C. to provide financial auditing services.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

To: Tim Fousse, President
Canyon Regional Water Authority (CRWA) Board of Trustees

From: Regina C. Franke, Chair
Financial Auditing Services RFQ Evaluation Committee

Date: May 9, 2024

RE: Request for Qualifications (RFQ) Evaluation Results and Recommendation Concerning Financial Auditing Services

President Fousse,

As the Audit Committee, we were tasked with assessing the above referenced submissions. CRWA sent the RFQ to the following firms:

Armstrong, Vaughn & Associates
Williams Steinert Mask
ABIP, PC
W. Dean Hatch CPA
Atchley & Associates

Timeline included in the RFQ for Reference:

Date	Event
March 14, 2024	RFQ Issued
April 11, 2024	Deadline for written inquiries
April 18, 2024	Proposals due at Authority's office
May 2, 2024	Committee reviews proposals, votes on recommendation to Authority Board
May 13, 2024, 6:00pm	Authority Board awards agreement

There was one (1) firm that initially submitted by the deadline (April 18, 2024), Armstrong, Vaughan & Associates. After speaking with Mr. Averyt, I requested that Staff contact the firms that did not respond to determine the reasoning. This would aid in the decision whether reissuance would prove beneficial. Consensus was that the firm(s) did not have the time to produce and respond to a RFQ.

On May 6, 2024, the Audit Committee met and scored the single submission. Armstrong, Vaughan & Associates is a qualified firm which has performed previous audits for CRWA, many Member Entities of CRWA, and several other Districts and Municipalities. The Committee Members are unanimous in their support of the choice of Armstrong, Vaughan & Associates as the Financial Auditing Services provider for CRWA.

If you or any other members of the Executive Committee or Board of Trustees, as a whole, have questions or would like additional information regarding this committee's decision, please advise.

Respectfully,
Regina C. Franke
CCSUD GM
CRWA Treasurer
Audit Committee Chair

RFQ Selection Committee Evaluation Scoring Matrix Combined Scores

RFQ: RFQ for Financial Auditing Services
DATE: 5/7/24

		Evaluator 1			Evaluator 2			Evaluator 3			Evaluator 4	
FIRM	COMBINED SCORE	RANK	TOTAL SCORE		RANK	TOTAL SCORE		RANK	TOTAL SCORE		RANK	TOTAL SCORE
Armstrong, Vaughn, & Associates, P.C.	393	1	100		1	95		1	98		1	100

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	CRWA EMPLOYEE HANDBOOK	24-05-005

INITIATED BY

TED GIBBS

STAFF RECOMMENDATION

Adopt the revised Employee Handbook.

BACKGROUND INFORMATION

CRWA's Policy and Legislative Committee, CRWA Staff members, CRWA Legal, and Melissa Morales Fletcher (Labor Attorney) have met and worked extensively over many months to revise the CRWA Employee Handbook.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-005

BE IT RESOLVED that Canyon Regional Water Authority Board of Trustee's has adopted the revised Employee Handbook.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

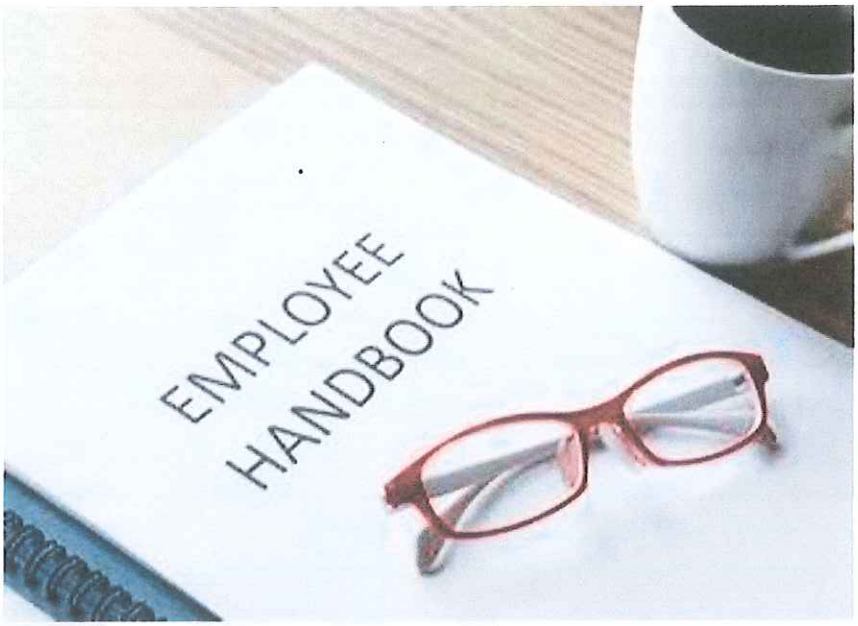
Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

DRAFT

Canyon Regional Water Authority

Employee Handbook



Originally Adopted on January 9, 1995
Revised October 14, 2002
Revised October 14, 2013
Revised November 19, 2013
Revised November 9, 2015
Revised _____, 2023

Canyon Regional Water Authority

850 Lakeside Pass

New Braunfels, Tx 78130

Welcome to the **Canyon Regional Water Authority ("CRWA")** employee group. CRWA is a subdivision of the State of Texas created by the Texas Legislature in 1989. It is a political subdivision of water supply corporations, cities, and districts responsible for acquiring, treating, and transporting a reliable supply of potable (drinkable) water, through relationships with other Regional Entities. It is mandated with the duty to encourage water conservation; to develop and deliver properly treated water pursuant to wholesale water supply requirements; and to protect, preserve and restore the purity of water where applicable.

As of July 2023, Member Entities are: East Central Special Utility District, City of Cibolo, City of La Vernia, City of Marion, County Line Special Utility District, Green Valley Special Utility District, Martindale Water Supply Corporation, Maxwell Special Utility District, Springs Hill Water Supply Corporation, City of Converse, and Crystal Clear Special Utility District. Associate Members include Guadalupe Valley Electric Cooperative, Sutherland Springs (S.S.) Water Supply Corporation and Texas Water Company.

San Antonio Water System and City of San Marcos are wholesale customers of CRWA.

CRWA is dedicated to serving the above to the best of its ability so that they can provide a dependable flow of high-quality water to their customers.

1.1 Handbook Disclaimer

This Employee Handbook ("Handbook") is intended to be a guide for the employees to follow while working as team members of CRWA. Careful observation of the provisions of these policies will help an employee maintain a harmonious and productive relationship with CRWA management, other employees, and the Member Entities which we serve. A summary of information pertaining to general personnel matters, conditions of employment, the work week and working hours, compensation, benefits, and other organizational policies are included in this Handbook. Consequently, the Handbook is not all-inclusive. This edition of the Handbook supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements.

The language used in this Handbook, any benefit plan, and/or any verbal statements made by management are not intended to create an employment contract, either express or implied, or an implied or express promise of continued employment with CRWA. Employment with CRWA is "at-will," which means employees or CRWA may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that an employee will be employed with CRWA for any set period of time.

This Handbook may provide a summary of employee health and retirement benefits, however actual coverage and details will be determined by the express terms of the benefit plan documents. If there are any conflicts between the Handbook or summaries provided and the plan documents, the plan documents will control. CRWA reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

1.2 Changes in Policy

CRWA also has the right, with or without notice, to change any of the rules, policies or procedures in this Handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. Change at CRWA is inevitable. Therefore, CRWA expressly reserves the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by CRWA, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult the Human Resources Office.

2.1 CRWA is operated by a Board of Trustees that hires a General Manager for the purpose of managing the day-to-day operations of CRWA. The General Manager has the responsibility of supervision of all employees. The General Manager may delegate supervision responsibility to another employee as the General Manager's representative. The employee will be responsible for reporting directly to the supervisor indicated by the job description of the position held by the employee. Every employee is encouraged to work through the supervisor on any work-related problems that the employee may encounter unless otherwise stated in this Handbook.

2.2 The Board of Trustees of CRWA shall be the final and sole authority for the approval/adoption and amendment of this Employee Handbook. The Board of Trustees may amend, revise or revoke this Handbook without prior notice to or the approval of any employee of CRWA.

2.3 The General Manager shall be responsible for the administration of the Employee Handbooks and shall maintain a complete Handbook together with all revisions for reference by employees. The General Manager shall provide a copy of the revised Handbook within 7 (seven) business days of approval by the Board of Trustees. The Employee is required to sign an Employee Acknowledgment Form.

3.1 At-Will Employment

Employment with CRWA is "at-will" employment. This means an employee is free to resign at any time, with or without cause, and CRWA may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that an employee will be employed with CRWA for any set period of time. The policies set forth in this Handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by CRWA, except for the policy on at-will employment, which may only be modified by a signed, written agreement between the General Manager (or his/her authorized representative) and the employee at issue. Nothing in this Handbook may be construed as creating a promise of future employment or benefits, or a binding contract between CRWA and the employee.

3.2 Immigration Law Compliance

CRWA is committed to employing only United States citizens and persons who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If a former employee is rehired the employee must also complete the form if the employee has not completed an I-9 with CRWA within the past three (3) years, or if their previous I-9 is no longer retained or valid.

3.3 Equal Employment Opportunity

CRWA is an equal opportunity employer. Employment opportunities at CRWA are based upon one's qualifications and capabilities to perform the essential functions of a particular job. In accordance with applicable law, CRWA prohibits discrimination and harassment against any applicant or employee based on any legally-recognized protected basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, disability, genetic information (including testing), or marital status. CRWA's commitment to equal opportunity employment applies to any employee involved in CRWA operations and prohibits unlawful discrimination by any employee, including managers, supervisors, co-workers, vendors, customers, consultants, clients, and contractors. This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

3.4 Probationary Period

Any newly hired CRWA employee must serve a single sixty (60) day probationary period (the "Probationary Period") before becoming eligible for regular employment. The Probationary Period commences on the first day that the employee reports to work after accepting an offer of employment. The Probationary Period will be used by CRWA to evaluate whether a new employee can and will perform the duties of the position for which the employee was hired satisfactorily, competently and in a manner desirable to CRWA. Approximately thirty (30) days after the

employee commences service, the employee's supervisor or General Manager generally conducts a progress review with the employee.

3.5 Reasonable Accommodations

Any Employee and applicant with known disabilities may be entitled to reasonable accommodations where appropriate under the terms of the Americans with Disabilities Act, and any amendments thereto, and certain state or local laws unless doing so would result in an undue hardship. Moreover, an employee and applicant may be entitled to reasonable accommodations for their sincerely held religious beliefs where appropriate under the terms of Title VII, any amendments thereto, and certain state or local laws unless doing so would result in an undue hardship. Finally, an employee and applicant may also be entitled to reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would result in an undue hardship. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact Human Resources. This policy is not intended to afford an employee or applicant with any greater protections than those which exist under federal, state or local law.

Retaliation against an employee for requesting reasonable accommodations under this policy is strictly prohibited and is subject to disciplinary action, up to and including termination.

3.6 Nursing Mother Accommodation

For up to one year after a child's birth, a nursing employee will be provided with a reasonable break each time the nursing employee has a need to express milk. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, Human Resources and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt). If an employee's break to express milk is less than 20 minutes, the employee will be paid. Additionally, if an employee is not completely relieved from duty during breaks to express milk, time used to express milk will be paid. In the event unpaid leave is used (non-exempt employee), the employee will be relieved of all work-related duties during any unpaid break. An employees will not be required to make up the time spent on such breaks.

An employee will be provided with a space, other than a bathroom, to express milk, which is functional for pumping milk, shielded from view, free from intrusion, and available as needed.

An employee should contact Human Resources to discuss the location for storage of expressed milk.

Where state law imposes more specific requirements regarding the break time or lactation accommodation, CRWA will comply with those requirements.

Retaliation against an employee for using breaks under this policy is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

3.7 Equal Employment Opportunity (EEO) Harassment

CRWA strives to maintain a work environment free of unlawful harassment. It is against the policies of CRWA for an employee or third-party to harass or discriminate against another person because of the person's race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age (40 or over), citizenship status, disability military or veteran status, genetic information, marital status, or any legally-recognized protected basis. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants.

3.8 Sexual Harassment

Sexual harassment is a form of discrimination and harassment, and is prohibited by law and CRWA's policies. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, emailed, or electronic or physical conduct of a sexual nature.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive emails, instant messages, voicemails or text messages
- Suggestive or sexually explicit cartoons, posters, calendars, notes, photographs, or graffiti
- Making or threatening reprisals after a negative response to sexual advances
- Foul or obscene language of a sexual nature
- Gossiping or asking questions about another's sex life
- Repeated unwanted requests for dates
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters
- Physical conduct and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, brushing up against another's body, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to CRWA's legitimate business interests

3.9 Complaint Procedure

If you believe that you are being harassed or discriminated against, or witness another employee being harassed or discriminated against, including sexual harassment, in violation of CRWA's policies, please use the following complaint procedure. CRWA expects an employee to make a

timely complaint to enable CRWA to investigate and correct any behavior that may be in violation of these policies.

Report the incident to the General Manager. If: (1) you are uncomfortable with reporting the harassing or discriminatory conduct to the General Manager, (2) the General Manager is the person engaging in the unlawful harassment or discrimination, or (3) you are dissatisfied with the action taken by the General Manager, you must report the harassing or discriminatory conduct to the President of the Board of Trustees.

All complaints of harassment or discrimination will be promptly and thoroughly investigated and, where CRWA concludes that harassment or discrimination has occurred, prompt and appropriate corrective action will be taken up to and including termination. Complaints will be kept as confidential as practicable. Any person found to have harassed or discriminated against another employee in violation of CRWA's policies will be subject to appropriate disciplinary action, up to and including termination.

3.10 No Retaliation

CRWA prohibits retaliation against any employee for the use of this complaint procedure in good faith. CRWA further prohibits retaliation against any employee who participates in an investigation or as a witness in a discrimination, harassment and/or retaliation complaint. In furtherance of this policy, anyone who retaliates against a complaining party or witness will be subject to disciplinary action, up to and including termination of employment. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be promptly and thoroughly investigated. If CRWA determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

4.1 Job Descriptions

The General Manager or designee generally prepares job descriptions for all classes of employees. These job descriptions shall be reviewed periodically to ensure that they adequately and effectively reflect the duties and responsibilities. Job physical requirements are outlined with each job description. The employee must be able to perform all essential functions of the job with or without reasonable accommodation. Any change in job description may result in changes in pay and/or other employee benefits; however, said changes in pay or benefits will not be applied retroactively. At the time that an offer of employment is made, appointment of an existing employee to a different position, or if the duties for the position have been amended, a job description for such position will be (1) given to the employee; (2) reviewed and signed by the employee, and (3) placed in the employee's personnel file. CRWA may require a physical examination once an offer is made or for current employees.

4.2Performance Evaluation

The General Manager or applicable supervisor shall prepare a written performance evaluation and conduct a performance interview with each employee at any time during an employee's tenure, but, no less than once every year. A signed copy of the performance evaluation will be retained in the Employees personnel file.

An employee may respond in writing to any performance evaluation to the General Manager. This written response shall be placed in the employee's personnel file.

4.3Promotions

Promotions shall be based on performance, evaluated merit, availability of funds and any other criteria considered appropriate by the General Manager. A promotion is considered a change from one job class (if available) to another which requires higher qualifications and may be accompanied by a higher pay schedule. An increase of pay within the same job class is not considered a promotion.

5.1 General

An employee must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. An employee is required to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials.

5.2 Timekeeping and Overtime

It is CRWA's policy to comply with applicable laws that requires records be maintained of the hours worked by an employee. Every employee is responsible for accurately recording time worked. It is the responsibility of an employee to submit their time at the close of each pay period to the General Manager or their supervisor. Time records must be signed by the employee and the employee's immediate supervisor or the General Manager. Forms for this purpose are provided by CRWA.

A nonexempt employee is required to record all their time worked for payroll purposes. It addition to recording arrival and departure time, a nonexempt employee is required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records must be immediately reported to the employee's supervisor or Human Resources. A nonexempt employee's failure to report all time worked is a violation of CRWA's policies and is grounds for disciplinary action up to and including termination.

An employee may be required to work more than the normal number of working hours in any scheduled workweek. A nonexempt employees shall be paid time one and one-half (1.5) of their regular rate of pay for any hours worked in excess of forty (40) hours per scheduled workweek (excluding duty free meal periods). The calculation of overtime hours will not include holiday, vacation, sick pay, or paid time off during a given scheduled workweek.

A nonexempt employees shall not work more than forty (40) hours in a scheduled workweek, except as specifically directed and authorized, in writing, by the General Manager or the employee's supervisor. Working more than forty (40) hours in a scheduled workweek without written authorization may lead to employee discipline up to and including termination of employment.

Absent prior written authorization, a nonexempt employee is not permitted to work until their scheduled start time or work past their scheduled ending time.

CRWA strictly prohibits a nonexempt employee from working off the clock for any reason. All time spent working must be logged and accounted for by the employee including, but not limited to time spending using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for other leave provided by CRWA pursuant to this Handbook must be specifically recorded by an employee.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

An exempt employee is required to report to their department manager if they have taken time off from their regular worked schedule, and to report vacation days, sick days, holidays, and absences for

other leave provided by CRWA. An exempt employee is exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services with no additional compensation.

5.3 Timeliness and Attendance

An employee is expected to be on time and punctual. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of CRWA. Excessive tardiness or absences of an employee will not be tolerated.

An employee who expects to be late or absent from work, must report the expected tardiness or absence to his or her supervisor, if not the General Manager or designee, as soon as possible and no later than 15 minutes after the employee's shift starting time. An employee who is going to be absent for more than one (1) day should report their absence in compliance with this policy on each day of their absence. Failure to comply with this notice requirement is grounds for disciplinary action up to and including termination of employment.

An employee who is absent for two (2) consecutive workdays and has not contacted their supervisor or General Manager as required by this policy is assumed to have abandoned their job and voluntarily resigned unless otherwise prohibited by law.

CRWA will review any extenuating circumstances that may have prevented an employee from calling in as required by this policy.

5.4 Outside Employment

An employee may not engage in any outside employment or enterprise determined by the General Manager (1) to be inconsistent or incompatible with CRWA; or (2) to adversely affect the employee's job performance. Outside employment must not create any actual conflict or the appearance of a conflict of interest with CRWA and must not affect an employee's ability to meet job requirements, perform competently, or accept overtime hours. CRWA's property, office space, equipment, or confidential information may not be used for any purposes relating to an employee's outside employment. Tardiness, absenteeism, or on-the-job distractions due to outside employment will not be tolerated and may result in disciplinary action up to and including termination of employment.

5.5 Conflict of Interest

CRWA requires an employee to protect CRWA information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for a contractor of CRWA should also be avoided.

Other examples of conflict of interest include, but are not limited to: serving as a board member or director of a firm, holding financial interest in a business, or being self-employed in an occupation which provides goods or services to CRWA; ownership, partnership, or personal involvement in supplier companies or distribution outlets related to CRWA business; accepting a gift, favor, benefit or service that reasonably tends to influence or reward official conduct; and soliciting, accepting, or agreeing to accept any cash payment or in-kind gift in consideration of

services that an employee would not have been requested to provide but for his position with CRWA.

If an employee has any question whether a situation is a conflict of interest, the employee should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the General Manager for a final determination.

5.6 Political Activities

An employee may not advocate a political cause or candidate while on duty.

5.7 Communications

An employee may request that a matter be considered by the Board of Trustees by submitting the item to the General Manager.

Communication with the public about CRWA's business or problems is the sole responsibility of the General Manager. An employee shall refer the public to the General Manager if a question is non-routine, controversial, or outside of the scope of the employee's normal duties. Absent express written consent, employees are not authorized to speak on behalf of CRWA, nor to represent that they do.

5.8 Use of CRWA Property

CRWA property refers to anything owned by CRWA: physical, electronic, intellectual, or otherwise. The use of CRWA property is for CRWA business necessity only. An employee using or operating CRWA equipment shall be trained in the safe use of equipment and is responsible for CRWA equipment care and maintenance. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. At all times, equipment assigned to an employee remains the property of CRWA, and is subject to reassignment and/or use by CRWA without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. CRWA has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to CRWA property.

Personal Use of CRWA Property: CRWA property is not permitted to be taken from the premises without proper written authority from CRWA management.

CRWA Equipment and Tools: All necessary equipment and tools are furnished to the employee in order to assist them in their required duties. The employee is in turn, responsible for this equipment and/or tools. Equipment or tools damaged or stolen as a result of an employee's intentional or willful action, negligence, or recklessness will, to the extent permitted by federal, state, and local law be charged to the employee, or the employee will be responsible for repair or replacement.

The theft misappropriation, misuse, damage of or unauthorized removal, possession, or use of CRWA property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination.

5.9 Use of CRWA and Privately Owned Vehicles

A vehicle provided by CRWA will be treated with care and shall be given proper preventive maintenance. Vehicles may not be used for personal use, and the personalization of any CRWA vehicle is prohibited. Only an employee of CRWA is allowed to drive CRWA vehicles. No CRWA vehicle shall be used to transport unauthorized personnel. Unauthorized personnel is defined as any person not a CRWA employee or legally engaged in the conduct of CRWA business.

No employee shall drive a vehicle, company or personal, on CRWA business while under the effects or influence of alcohol, illegal drugs, controlled substances, inhalants, intoxicants, a prescription drug without a prescription, or prescription medications that could impair the employee's faculties, or at any other time when the employee's faculties are impaired for any reason. Any person convicted of a DWI or DUI while driving a CRWA vehicle, or privately-owned vehicle on CRWA business, will be subject to disciplinary action, up to and including termination of employment. See also Section 20/Drugs & Alcohol.

Vehicle speed limits and all other laws and legal restrictions shall be observed. If CRWA satisfies any fines imposed upon an employee for violation of any motor vehicle statutes during the employee's operation of a CRWA vehicle, CRWA shall deduct the amount of such fine from the employee's compensation.

CRWA shall compensate an employee for the use of personal vehicles as per section 13.3.2.

CRWA will periodically perform a driver's license check to verify the ability of the employee to drive a CRWA vehicle or a personal vehicle for CRWA purposes.

Any moving violation or involvement in an accident, whether in a personal or CRWA vehicle, shall be reported in writing to the employee's supervisor or General Manager within forty-eight (48) hours. The involvement of a CRWA vehicle in any type of accident or legal entanglement, except when on CRWA business, will be the responsibility of the person to whom the vehicle was assigned, and all costs of such accidents/entanglements will be assumed by that person.

CRWA will not be held responsible for any personal items that are damaged or stolen from a CRWA vehicle.

It is the responsibility of the person assigned to a CRWA vehicle to report any repair or maintenance needs to their supervisor as soon as possible so that they can be addressed.

An employee's abuse of the privilege to operate a CRWA vehicle or improper care of an assigned vehicle may result in the employee being denied access to CRWA vehicles, or other disciplinary action, up to and including termination of employment.

An employee who fails to comply with this policy will be subject to disciplinary action, up to and including termination of employment.

5.10 Property, Computer, Email & Internet Usage

An employee may not use any property of CRWA for personal use, except as otherwise herein provided.

Use of mobile phones, computers, office supplies, copy machines, fax machines, and other equipment may be authorized in writing by the General Manager for personal use in combination with work use. However, data acquired in the course of such use of private cell phones is public information subject to disclosure under the Texas Public Information Act ("TPIA") and record retention policies.

Use of CRWA networks are limited to CRWA business activities only.

5.10.1 Ownership of Computerized Equipment and Electronic Information

All computer equipment, electronic devices, servers, data storage (to include hard-drives, shared drives, servers, cloud-based storage and other media for the storage of electronic data) (collectively the "Computer Equipment") and all files, data, information, records, photographs, videos, hardware, programs/applications and software (collectively the "Electronic Information") situated within the premises of CRWA's office and facilities or otherwise under CRWA's control is and shall remain the sole property of CRWA.

5.10.2 Confidentiality and Non-Disclosure/Copying of Computerized Information

An employee is prohibited from copying or transferring any file, image, document, program, photograph, video or electronic data from any computer, server, media or other similar device owned by CRWA for any purpose other than for performing employee's job duties. All electronic data, documents, photographs, videos, and records – to include those created by an employee – shall be conclusively deemed to be the exclusive property and work product of CRWA. An employee shall have no ownership interest in or claim to any correspondence, data, file, information, record, photograph, video or other material – to include those created by the employee.

5.10.3 Unacceptable Uses

CRWA's network, Computer Equipment, and Electronic Information are not to be used for personal gain or the advancement of individual views. All messages must be communicated using your name and not an assumed name. CRWA forbids the storage, transmission, or viewing of "adult materials" on any CRWA network, Computer Equipment or Electronic Information, or in any form, whether done on CRWA's premises or using its network, Computer Equipment or Electronic Information. Creation, sending or forwarding of verbal or graphic messages that are intimidating, harassing, offensive, profane or hostile on the basis of a legally-recognized protected class is also prohibited. These systems may not be used for gambling, shopping, bidding on auction items, playing games, participation in chat rooms, viewing webcams or any other personal purposes. Moreover, CRWA strives to maintain a workplace free of discrimination and harassment. Therefore, CRWA prohibits the use of CRWA's network, Computer Equipment and Electronic Information for bullying, harassing, discriminating, or engaging in unlawful or inappropriate misconduct in violation of CRWA's policies against discrimination and harassment. An employees who fails to comply with this policy will be subject to disciplinary action, up to and including termination of employment.

5.10.4 Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For CRWA's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property. An employee is also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights. Further, CRWA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CRWA does not have the right to reproduce such software for use on more than one computer. An employee may only use software according to the software license agreement. CRWA prohibits the illegal duplication of software and its related documentation. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination of employment, legal action by the copyright or license owner, or both.

5.10.5 No Right to Privacy

An employee of CRWA does not maintain any right to privacy with respect to any information, program, file, picture, e-mail message, attachment, internet browsing history, social media post, password, Computer Equipment, Electronic Information, or other data contained on any network, computer or other electronic media owned by CRWA.

5.10.6 Definition of Social Media

"Social Media" shall mean and refer to internet-based communications platforms or venues with a focus on immediacy, interactivity, user-contributed content, user participation and information sharing. These venues include social networking sites, forums, weblogs (blogs, vlogs, microblogs), online chat sites, and video/photo posting sites or any other such similar output or format. Examples of social media platforms include but, are not limited to, Facebook, Twitter, Instagram, TikTok, Snapchat, and YouTube.

5.10.7 Creation of Social Media Accounts

No employee other than the General Manager may establish, create or operate any social media account on behalf of or in the name of the CRWA. In the event that the General Manager elects to establish one or more Social Media accounts for the CRWA, the General Manager or designee shall have the sole authority to post, edit or delete content for all such accounts.

5.10.8 Use of Socia Media by an Employee

Access to the CRWA's Computer Equipment, Electronic Information, and electronic devices are provided solely for business purposes. Accordingly, no CRWA -owned Computer Equipment or Electronic Information shall be used for accessing, viewing or posting to social media except for business purposes.

CRWA recognizes that an employee might have an interest in using social media for personal purposes during their non-working time and on devices not owned by CRWA. However, use of social media involves certain risks and responsibilities, some of which may impact CRWA. This policy will ensure that employee social media use does not interfere with the operations or mission of CRWA. Employees of CRWA shall comply

with the following responsible practices when using social media. An employee who violates this social media policy is subject to discipline, up to and including termination. An employee who uses social media for illegal purposes is subject to appropriate legal action.

5.10.8.1 Protect Confidential Information
For purposes of protecting the operations of CRWA, the information will be presumed to be proprietary and confidential. Even when using social media for personal purposes, an employee shall protect the CRWA proprietary and confidential information. Disclosure of CRWA trade secrets, proprietary or confidential information is prohibited.

5.10.8.2 Comply with CRWA Policies
An employee is responsible for ensuring that their online activities do not violate CRWA's policies, including but not limited to policies prohibiting harassment, discrimination, and retaliation. An employee is also prohibited from using social media to post or display comments about CRWA employees, customers, vendors, suppliers, consultants or other third parties that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the CRWA's policies.

5.10.8.3 In Compliance with Applicable Laws
An employee is responsible for abiding by all laws when using social media, including without limitation intellectual property, data protection, privacy, and libel/slander laws.

5.10.8.4 Make Clear an Employee is Not Speaking for CRWA
When posting online, an employee is responsible for avoiding any statement or implication that the views or opinions expressed are those of CRWA. An employee who posts information online that mention or refer to CRWA or CRWA's former, current, or potential business, other employees or customers must identify that they are an employee of CRWA and that the statements and views expressed are solely those of the employee and not CRWA's views or statements. Absent express written consent, an employee is not authorized to speak on behalf of CRWA, nor to represent that they do.

Violations of this policy may result in disciplinary action, up to and including termination, and in certain cases, may result in legal action.

5.11 Appearance

An employee is expected to maintain a neat and clean personal appearance. Standard of dress shall be according to CRWA's needs and policies.

CRWA understands that in certain situations, it may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local

law. In accordance with all applicable laws, CRWA will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on CRWA.

5.12 Reporting Illegal Activities

It is the responsibility of all employees to report any illegal or suspicious activities to the General Manager

5.13 Nepotism

No employee may directly or indirectly supervise or be supervised by a member of their immediate family, or a person related within the third degree of consanguinity (blood). Immediate family is defined as: spouse, child, parent, sibling, grandparent, grandchild, spouse of any of the foregoing, or anyone living in the same household as the employee or the employer. In the event that the marriage or cohabitation of an employee places them in violation of this policy, they will be given the opportunity to decide between themselves which of them is to resign or apply for an open position. If the employee fails to make this selection within thirty (30) calendar days, the employee having less time in service will be discharged.

5.14 Residence Requirements for Employment

A CRWA employee that responds to emergency or on-call requirements must reside within an area required to reasonably respond within the required time outline within the employee's job description, not to exceed forty-five (45) minutes response time to CRWA's place of work, or other facility designated by the General Manager, unless approved in writing by the General Manager.

For purposes of this subsection, "emergency" is an impending or existing unforeseen or unscheduled interruption of water diversion, water treatment and/or water/conveyance for any reason that may adversely impact one or more of CRWA's entity customers, or as otherwise determined by the General Manager.

5.15 Smoke Free Workplace

Smoking or vaping is not permitted in the workplace except in certain designated areas as may be designated by the General Manager. An employee who smokes should observe all fire and safety rules when working around or near hazardous chemicals or materials.

CRWA maintains a smoke- and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) are permitted in any part of the building or in vehicles owned, leased, or rented by CRWA. An employee may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else.

Please remember to conform to the smoking or tobacco use policies of CRWA's customers when working at a customer's site.

5.16 Concealed Handguns

Concealed handguns shall only be allowed in accordance with State Law. Open carry will not be allowed while on duty or on CRWA property.

5.17 Impartiality, Gifts, and Charitable Contributions

In addition to the prohibitions related to avoidance of conflicts of interest as set-forth in Section 5.5 of this Employee Handbook, no CRWA employee may engage in any of the following at any time:

a. Accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;

b. Accept other employment or engage in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the employee's official position with CRWA;

c. Accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;

d. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed the employee' s official duties in favor of another.

e. Without limiting the generality of the provisions of Section 5.17, no CRWA employee may, directly or indirectly, solicit or accept any gift, contribution or donation including without limitation a donation made through a private or public crowdsourcing or fundraising platform, in excess of $50.00 per year from any vendor, supplier or consultant of CRWA or from any person or entity who the CRWA employee knows is interested, or likely to become interested, in any contract, purchase, payment, claim or transaction, *irrespective of whether the CRWA employee will perform any activity or exercise any discretion in connection with such contract, purchase, payment, claim or transaction.* The prohibitions contained in this Section apply regardless of whether the donor seeks or expects anything in consideration for the benefit.

5.18 Employee Endorsements

An employee, in any capacity that reflects upon CRWA, is prohibited from publicly endorsing products, consultants, industry technology used, or professional services associated with or paid for by CRWA without the written authorization from the CRWA Board.

6.1 Categories of Handbook

An employee of CRWA is classified as either exempt or nonexempt under federal wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits. This Handbook applies to both exempt and nonexempt employees. The following classifications are used throughout this Handbook:

- **Exempt Employee**: An exempt employee is an employee whose job duties meet specific tests established by the federal Fair Labor Standards Act ("FLSA"), and who is exempt from minimum wage and/or overtime pay requirements.
    - If you change positions during your employment with CRWA, if your job duties change, or if your status is changed, you will be informed by Human Resources of any change in your exempt status.
    - An exempt employee shall be paid on a salary basis. CRWA is committed to complying with salary basis requirements, which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.
- **Nonexempt Employee**: A nonexempt employee is an employee whose job duties do not meet FLSA exemption tests, and who is not exempt from minimum wage and/or overtime pay requirements. A nonexempt employee shall be paid time one and one-half (1.5) of their regular rate of pay for any hours worked in excess of forty (40) hours per scheduled work week (excluding duty free meal periods). The calculation of overtime hours will not include holiday, vacation, sick pay, or paid time off during a given scheduled workweek.
    - If you change positions during your employment with CRWA, if your job duties change, or if your status is changed, you will be informed by Human Resources of any change in your nonexempt status.
    - A nonexempt employee may not work more than forty (40) hours in a scheduled work week, except as specifically directed and authorized, in writing, by the General Manager or the employee's supervisor. Working more than forty (40) hours in a scheduled workweek without written authorization may lead to employee discipline up to and including termination.
- **Full-Time Employee**: A full-time employee is one who is normally scheduled to work a schedule of **thirty (30)** hours or more per workweek.
- **Part-Time Employee**: A part-time employee is an employee who is normally scheduled to work fewer than **thirty (30)** hours per workweek. A part-time employee may be assigned a work schedule in advance or may work on an as-needed basis.
- **Rate of Compensation**: Levels of compensation shall be defined within each job by the General Manager.
- **Pay Periods and Check Delivery**: The pay period for CRWA is every two (2) weeks and checks shall be issued at a time designated by the General Manager. There are twenty-six (26) pay periods per year. The pay period begins on Friday of the first pay week and ends on Thursday of the second pay week. If payday falls on a holiday, paychecks will be issued on the last working day preceding the holiday or weekend.
    - Paychecks will not be issued other than on the days set out above.

- Paychecks shall be electronically deposited for any employee and forms for that purpose shall be executed as necessary.
- In the event of the termination of an employee, the employee will receive their accrued pay in accordance with federal, state and local laws.

6.2 Deductions

CRWA is required by law to make certain deductions from your paycheck each time one is prepared. These mandatory deductions include the following:

- Federal Income Tax
- Social Security (FICA)
- Medicare
- Texas County and District Retirement System
- Court-ordered deductions such as court-ordered garnishments

These deductions will be itemized on your check stub. The amount of the tax-related deductions will depend on your earnings and on the information you furnish on your W-4 form. If you wish to update this form, please request a new W-4 form from Human Resources immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. It is your responsibility to check your check stub to ensure it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Additionally, CRWA may deduct money from your wages in accordance with applicable law. For example, by signing this Handbook, you expressly agree, and authorize, that CRWA may deduct money from your pay from time to time for reasons that fall into the following categories:

1. Medical, dental, life insurance and/or other employee benefit plan premiums applicable to employee benefit plans in which you or your eligible dependents participate;
2. If you receive an overpayment of wages for any reason, repayment to CRWA of such overpayments;
3. The cost to CRWA of personal long-distance calls you make on CRWA phones or on CRWA accounts, of personal faxes sent by you using CRWA equipment or CRWA accounts, or of non-work related access to the Internet or other computer networks by you using CRWA equipment or CRWA accounts;
4. Administrative fees in connection with court-ordered garnishments or legally-required wage attachments of your pay, limited in extent to the amount or amounts allowed under applicable laws;
5. The cost of supplies and equipment provided to you by CRWA;
6. The cost of damaged equipment provided to you or for your use by CRWA when the damage is caused by your willful, negligent or reckless conduct;

7. The replacement cost of any CRWA property that is not returned to CRWA upon your employment termination;
8. The cost of any fines, satisfied by CRWA, and imposed upon you for violation of any motor vehicle statutes during your operation of a CRWA vehicle; and
9. The value of any time off for absences to which paid leave is not applied (a non-exempt employee will have all such unpaid leave deducted from their pay, while an exempt salaried employee will experience salary reductions only in units of a full day at a time, unless partial-day deductions are specifically allowed under the applicable law).

CRWA will provide you with documentation of all deductions. It is your responsibility to monitor all deductions from your pay for accuracy and to inform CRWA of any changes/mistakes. If you discover what you believe to be an improper deduction or have any questions about any deduction from your pay, you must notify Human Resources immediately. In the event that CRWA makes an improper deduction from your pay, CRWA will reimburse you for the improper deduction.

By acknowledging receipt of this Handbook, you authorize CRWA to deduct amounts from your compensation for the above-mentioned reasons.

6.3 Merit Increases

Merit increases may be granted from time-to-time and are based on job performance in the current position. Any merit increases will be recommended to or provided by the General Manager.

7.1 Work-Week

The official workweek for all CRWA employees begins on Friday morning at 12:01 a.m. and ends at 12:00 midnight on the following Thursday. The eight (8) hour workday starts and ends at times designated by the General Manager.

Within the workday a nonexempt employee is eligible for an unpaid time period for lunch and two (2) paid 15-minute work breaks per 8-hour shift as specified by the General Manager.

In addition, the General Manager may set other hours of work for individuals or groups of employees if necessary or desirable to accomplish the mission of CRWA.

An employee is expected to report punctually for duty at the beginning of their assigned workday and work the full workday established. See Section 5.3.

7.2 On-Call Duty

"**On-Call Duty**" means a period of time during which a non-exempt CRWA employee is on standby/waiting to be engaged in CRWA work in addition to the employee's officially scheduled work hours and previously scheduled overtime or holiday time. On-Call Duty provides monitoring and/or responding to CRWA facilities after normal working hours. This includes nights, weekends, and holidays.

An employee scheduled for on call duty is required to remain AVAILABLE and CAPABLE to return to work if necessary. Except as expressly stated in this Handbook, CRWA employee who is "On-Call" may use the on-call time for the employee's own purposes. Reference Section 6.14 of this Employee Handbook. During On-Call, the employee must be physically located within the area referenced in Section 5.14.

All plant operators will be scheduled on a rotating basis to work On-Call Duty. Any employee designated for On-Call Duty will receive differential pay. The differential pay rate will be at the discretion of the General Manager as included in the annual approved budget.

7.3 Schedule Adjustments

Adjustments to the normal hours of operation may be made by the General Manager to better serve the operation of CRWA. Offices may remain open during the noon hour. Lunch periods for an employee may be staggered according to the requirements of CRWA.

Vacation time provides an eligible employee with an opportunity to rest and relax and refresh themselves, which benefits both the employee and CRWA. Taking a vacation can improve physical and mental health, enhance well-being, increase mental motivation, improve family relationships, decrease work burnout, and boost overall happiness. An eligible employee is encouraged to take their earned vacation.

8.1 Vacation Accrual

Subject to the terms and conditions of set forth below, a regular, Full-Time employee is entitled to vacation with pay based on their length of service with CRWA according to the following pay-period schedule:

Length of Service (Years)	Annual Vacation Allowance	Accrual rate (Hours Per Pay Period)
0 to 5	15 days (120 hours)	4.62
5 to 10	18 days (144 hours)	5.54
10 to 15	21 days (168 hours)	6.46
15 or more	24 days (192 hours)	7.39

[a/] There are 26 pay periods per year.

Vacation leave must be earned before it is used and will not be accrued during any extended leave of absence and as otherwise stated in this Handbook. Pay for vacation time will not be counted as hours worked for the purpose of calculating overtime pay.

The employee becomes eligible to take accrued vacation time after they are notified that they have successfully completed the probationary period (see Section 3.4). Exceptions must be approved in writing by the General Manager.

8.2 Scheduling Vacation

8.2.1 Approval of Leave

All leave taken by a CRWA employee must be approved in writing by the employee's supervisor or the General Manager.

8.2.2 Supervisor's Responsibility for Verification.

Supervisors or the General Manager are responsible for determining that leave is accrued and available for use in the amounts requested by an employee. In addition, supervisors must notify the General Manager regularly of each employee who is taking authorized or unauthorized leave.

8.3 Vacation Carry-Over

Vacation leave may carry over from one year to the next at a maximum of 160 hours vacation. Vacation leave in excess of the carry-over maximum must be scheduled and taken before March 31 of the following year or it will be lost/not paid. Each employee is responsible for keeping track of his or her vacation accrual hours. When the maximum accrual is reached, no additional vacation leave accrues until the employee uses vacation leave.

8.4 Holidays

If a CRWA paid holiday occurs during an employee's vacation, the holiday is not chargeable as vacation time, but rather as a paid holiday.

8.5 Leave of Absence, Voluntary Resignation, and Termination

Unless otherwise required by law, an employee on a leave of absence exceeding thirty (30) calendar days (paid or unpaid) will cease earning additional vacation until they return to active employment.

If an Employee voluntarily resigns on his/her own initiative, and provides at least two-week's notice of said voluntary resignation, the employee will be paid for any unused vacation accruals at their current rate of pay. Upon notice of voluntary resignation, an employee may not schedule vacation time during their final weeks of employment.

If an employee has used vacation in excess of his or her accrual, such excess vacation time will be deducted from the employee's final paycheck as allowed by law.

Accrued but unused vacation will not be paid if an employee's separation of employment is classified as a Termination.

9.1 Purpose of Sick Leave

The CRWA's sick leave plan allows a Full-Time Employee to be away from work for a period of time without loss of pay for the following reasons:

- Illness
- Medical appointments
- Injury of the employee
- Illness or injury that prevents the employee from being able to perform their duties
- Inability to work due to pregnancy
- To care for member of their immediate family (defined as parents, legal spouse, and children[1]) during injury, illness, or pregnancy
- To transport or support members of their immediate family during doctor or dentist appointments.

Sick days can be used for the above reasons only and should not be used as additional vacation or personal time.

Violations of this policy may result in discipline, up to and including termination of employment.

9.2 Accumulation of Sick Leave

A Full-Time Employee earns one (1) day of sick leave for every month of work for CRWA, with a maximum sick leave accrual being thirty-six (36) working days, or two hundred eighty-eight (288) hours. This accrual equates to 3.69 hours per pay period. An employee is not eligible to begin using accrued sick leave time until after they successfully complete the probationary period (See Section 3.4).

With the approval of the General Manager, accumulated vacation time may be used to cover sick leave if an employee becomes ill and has used all of his/her sick leave.

Pay for sick time will not be counted as hours worked for the purpose of calculating overtime pay.

A maximum of two hundred eighty-eight (288) sick leave hours may be accrued. Sick leave hours may be carried forward from one year to the next up to two hundred and forty (240) hours but can never exceed the maximum amount at any one time of 288. Earned unused paid sick leave time is not paid upon termination or resignation of employment, whether the termination or resignation is voluntary or involuntary. An employee becomes ineligible for paid sick leave time benefits upon giving notice of resignation. Any waiver of this requirement must be approved in writing by the General Manager and Human Resources Manager.

An employee who is confined to bed during their vacation time due to illness or injury may request that the time of illness or injury be charged to sick leave instead of vacation leave.

[1] Natural child, adopted child, foster child, or child for whom the employee is the legal guardian.

9.3 Notification Procedures

In order to receive paid sick leave time, an employee must notify their supervisor of the request as required by the attendance policy. A supervisor and/or Human Resources Manager may at any time require satisfactory proof of the proper use of sick leave time and/or a statement from a medical provider, and may disallow use of sick leave time in the absence of such documentation. Absences of three (3) or more consecutive days must be documented by a statement for a medical provider. A medical provider's statement must include the dates of illness, the date the employee will return to work, whether the employee has limitations, and if applicable, release the employee to return to work without limitations unless otherwise prohibited by law. The physician's statement is required to be presented to the Human Resources Manager before the employee may return to work.

An employee's department must be able to cover the employee's work for any days the employee is out due to illness or injury. Therefore, an employee must call and notify his or her supervisor as soon as possible and no later than one (1) hour before your normal scheduled start time that you will be taking a sick day. In the case of an emergency an employee must notify his or her supervisor as soon as possible. An employee should make every effort to have a direct conversation with their supervisor. Because leaving a voicemail or text message may not be adequate, an employee should follow up directly with his or her supervisor. If the supervisor is unavailable, the employee should contact Human Resources Manager. In addition, an employee is responsible for reporting absences on his or her time sheets and department attendance records. Failure to comply with these notice requirements may result in disciplinary action, up to and including termination of employment.

9.4 Use of Sick Leave

Paid sick leave time must be earned before it can be used.

Paid sick leave time benefits are not to be used for any purposes other than for the reasons defined above.

9.5 Returning to Work

As noted above an Employee may be required to submit verification from his or her health care provider. An Employee who does not furnish the requested information will not be entitled to sick pay and may be subjected to disciplinary action up to and including termination of employment.

9.6 Serious or Extended Illness or Injury

If an employee's illness or injury lasts longer than five (5) consecutive days or requires the employee to be hospitalized, the employee's supervisor must report it to Human Resources Manager.

9.7 Workers Compensation

Workers Compensation payouts will be coordinated with sick leave pay so that benefits do not exceed an employee's wages. An Employee who is out on workers compensation shall use accrued sick or vacation leave pay to supplement worker's compensation benefits to cover any gap of unpaid leave.

9.8 Fraudulent Use of Sick Leave is Not Tolerated

Fraudulent use of sick leave by an employee will not be tolerated and may result in disciplinary action, up to and including, termination of employment.

9.9 Shared Sick Leave Pool

The "Sick Leave Pool" is a benefit that provides an eligible employee with additional sick leave in the event of a catastrophic injury or illness that exhausts all other accrued paid leave. A pool of leave is accumulated through contributions of accrued sick leave from active employees. Employees will authorize the contributions using the "Authorization to Transfer Sick Leave to Sick Leave Pool" form (this form is available in the Human Resource department). Guidelines for making contributions to the pool are as follows:

- An employee's maximum allowed sick leave carry-over is two hundred forty (240) hours annually.
- Hours in excess of two hundred forty (240) hours will be automatically deducted from the employee's accrued sick leave and donated to the Shared Sick Leave Pool on January 1.
- Additional contributions to the Sick Leave Pool are strictly voluntary and must be submitted in writing to the Human Resources Manager.
- Contributions must be made in increments of four (4) hours.
- An Employee may not stipulate who is to receive his or her contributions to the Sick Leave Pool.

Requests from the Sick Leave Pool must be made on the "Request for Shared Sick Leave Pool" benefit form and submitted to the Human Resources Manager. All requests to use leave from the Shared Sick Leave Pool will be considered based on the following:

- Employee has been employed full-time for twelve (12) continuous months.
- Proper documentation is submitted by the employee and/or medical provider.
- The amount of leave in the pool at the time of the request to use Shared Sick Leave Pool.
- An Employee may request an amount equal to his or her leave balance at the onset of an extended illness or disability, not to exceed two hundred forty (240) hours from the Sick Leave Pool.

Shared Sick Leave may be used intermittently as may be needed for on-going medical treatment. Any Shared Sick Leave granted under this policy shall run concurrently with any leave an employee is granted under the Family and Medical Leave policy and/or any other unpaid leave granted under the policies in this Handbook. Availability of Shared Sick Leave in the pool does not guarantee an employee any leave of absence, paid or unpaid; that is, a leave of absence is only granted pursuant to the reasons and conditions noted in the particular leave policy.

Use of Shared Sick Leave from the pool shall terminate, and the remaining balance of shared leave returned to the Shared Sick Leave Pool, if any of the following occurs:

- The Employee receives an appropriate medical release from the medical provider.
- The Employee returns to work.

- The Employee is separated from employment.
- The employee fails to provide medical documentation as requested by the plan administrator or otherwise violates CRWA policy regarding the use of sick or unpaid leave.
- On the date of the participant's death.
- Once disability coverage begins (the employee must apply for the applicable disability as long as a policy exists, and the employee is responsible for providing all required documents to the insurance company to facilitate this claim)

10.1 Family and Medical Leave

In accordance with the Family and Medical Leave Act ("FMLA"), CRWA provides eligible an employee unpaid, job-protected leave for certain family and medical reasons.

10.1.1 *Employee Eligibility*

An employee is eligible for FMLA leave if the employee:

- Has been employed with the company for at least twelve (12) months
- Has worked at least one thousand two hundred and fifty (1,250) hours during the previous twelve (12) months
- **WORKS IN A LOCATION THAT HAS 50 OR MORE EMPLOYEES WITHIN A seventy-five (75) MILE RADIUS.**

10.1.2 *Conditional Triggering Leave*

CRWA will grant job-protected FMLA leave for up to twelve (12) cumulative weeks within a rolling twelve (12)-month period for any of the following reasons:

- The birth of the employee's child and care for such child (must be taken within twelve (12) months of birth);
- Incapacity due to pregnancy, prenatal medical care or child birth;
- Placement of a child with the employee for adoption or foster care (must be taken within twelve (12) months of placement);
- Care for the employee's spouse, child, or parent with a serious health condition;
- An employee's own serious health condition that causes the employee to be unable to perform his or her job; or
- Active Duty Leave (as defined below).

10.1.3 ***Active Duty Leave.*** An eligible employee with a spouse, son, daughter or parent who is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces may use their twelve (12)-week entitlement to address certain qualifying exigencies. "Covered Active Duty" means: (1) duty during deployment of a member of the Armed Forces to a foreign country; and (2) duty during deployment of a member of the reserves to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. An employee requesting this type of leave must provide proof of the qualifying family member's call up or active military service or other documentation as appropriate and permitted by law before leave is granted.

In addition, CRWA provides up to twenty-six (26) weeks within a single twelve (12)-month period for Military Caregiver Leave (as defined below).

10.1.4 ***Military Caregiver Leave.*** An eligible employee who is the spouse, son, daughter, parent or "next of kin" of a covered servicemember may take up to twenty-six (26) weeks of leave in a single twelve (12)-month period to care for a covered servicemember. A "covered servicemember" is (a) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on

the temporary disability retired list for a serious injury or illness; and (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the five (5)-year period preceding the date on which the veteran undergoes the medical treatment, recuperation or therapy.

10.1.5 ***Duration of Leave***

With the exception of military caregiver leave (discussed above), an eligible employee may receive up to twelve (12) workweeks of unpaid leave during any rolling 12-month period, FMLA leave involving the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

An eligible employee may take FMLA leave intermittently—which means taking leave in blocks of time, or by reducing his or her normal weekly or daily work schedule—in certain circumstances. If the employee takes leave intermittently or on a reduced work schedule basis, the employee must attempt to schedule the leave so as not to unduly disrupt CRWA's operations. If the medical treatment is foreseeable, CRWA may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

An employee on FMLA leave must exhaust all accrued paid leave before taking any unpaid leave. After the exhaustion of any accrued paid leave that the employee uses, any additional time used as part of the employee's twelve (12)-week FMLA leave shall be without pay.

The employee's FMLA twelve (12)-week entitlement will run concurrently with any leave taken for an injury compensable under workers' compensation insurance, as long as the injury is one that meets the criteria for a serious health condition.

10.1.6 ***Maintenance of Health Benefits***

CRWA will maintain coverage for an eligible employee and (if applicable) their eligible dependents under the group health plan during FMLA leave, as long as the employee pays his or her usual share of health plan premiums while on leave; the employee will need to make arrangements to do so prior to taking leave to the extent possible. This coverage will be provided if the employee or eligible dependent was covered under the plan before the leave was taken and on the same terms as if the employee had continued to work.

10.1.7 ***Notice of Leave, Update on Status and Return to Work***

The employee must give CRWA thirty (30)-day advance notice of the need to take FMLA when the leave is foreseeable and must complete a Request for Leave Form. CRWA further requires the employee to provide written certification, such as a written medical certification from a healthcare provider, to support the FMLA leave request within fifteen (15) days after the leave request is made, if possible. Failure to submit the certification or incomplete or inaccurate information may result in denial of the

employee's request for FMLA leave. The necessary forms can be obtained from the General Manager or Human Resources Manager. CRWA may request re-certification at reasonable intervals during the employee's FMLA leave.

In unforeseeable events, the employee must give notice of the need for FMLA leave as soon as practical, ordinarily within one (1) or two (2) working days.

An employee must provide sufficient information for CRWA to determine that the requested leave qualifies for FMLA protection, including the anticipated time and duration of the leave. Merely calling-in sick will not provide notice of the employee's need for FMLA leave. An employee must also inform CRWA if the requested leave is for a reason for which FMLA leave was previously taken or certified. Failure to comply with the CRWA's notice requirements may result in a delay or denial of FMLA leave.

An employee on leave, upon CRWA's request, should contact the General Manager and/or Human Resources Manager at reasonable intervals to report on the status of the reason for the leave, the employee's intent to return to work, and the expected date of return.

The employee should submit to the General Manager and Human Resources Manager a letter of intent to return to work at least fifteen (15) days prior to the scheduled return date, if possible. Before the employee who has been on FMLA for a serious health condition will be permitted to return to work, the employee must have his or her health-care provider complete a Certification of Fitness to Return to Work form (available from Human Resources Manager) confirming that the employee is able to return to work and can perform the essential functions of the job. The completed form should be submitted to Human Resources.

Upon return from FMLA leave, an employee will ordinarily be restored to the same position with pay, benefits, and other terms and conditions of employment, subject to the following restrictions:

(1) An employee is entitled to reinstatement only if he/she has continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

(2) If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee may not be entitled to reinstatement.

(3) CRWA reserves the right to deny reinstatement to a salaried, eligible employee who is among the highest paid ten (10) percent of CRWA's employees employed within seventy-five (75) miles of the worksite ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to CRWA's operations.

Unless otherwise prohibited by law, if an employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. CRWA may recover health insurance premiums paid on behalf of the employee during any unpaid FMLA leave except that CRWA's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, CRWA may require the employee to provide medical certification of the employee's or the family member's serious health condition.

Additional information on the Family Medical Leave Act can be obtained from Human Resources. Retaliation against an employee for using FMLA is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.
Public sector employers are subject to the provisions of the Family Medical Leave Act (FMLA). To be eligible to take FMLA leave, an employee must work at a worksite within at least fifty (50) employees within seventy-five (75) miles.

10.2 Military Leave
As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), a CRWA applicant and employee who applies for or performs military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of the performance of United States military service.

Eligible military service includes performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active and inactive duty for training, National Guard duty under Federal statute, a period of time for which the employee is absent to determine fitness for duty or to perform funeral honors duty, or service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System or as a participant in an authorized training program.

An employee who enters the uniformed services of the United States will be granted a military leave of absence. To qualify for reemployment, an employee must have:

- Given CRWA written or verbal notice in advance of service, unless the giving of notice is precluded by military necessity;
- A cumulative length of absence, including any previous military absence while employed by CRWA, which does not exceed five (5) years;
- Not been separated from service with a disqualifying discharge or under other than honorable conditions; and
- Applied for reemployment with CRWA according to these guidelines:

Length of Period of Service	Reapply No Later Than
Less than thirty-one (31) days	Next regular workday after completion of service and

	time to travel from place of service to residence, plus eight hours.
More than thirty (30) days, but less than one hundred and eighty-one (181) days	Fourteen (14) days after completion of service.
More than one hundred and eighty (180) days	Ninety (90) days after completion of service.

Upon reemployment, the employee will be placed in the position he or she would have attained were it not for the break in employment, unless the employee is not qualified to perform that job and cannot be trained through reasonable efforts of CRWA. If not so qualified, the employee will be placed in the position the employee held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during or aggravated by military service prevents the employee from performing the job he or she would have held were it not for the break in service, despite CRWA's efforts at reasonable accommodation of the disability, the employee will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, the employee will be placed in a job which is the nearest approximation of like seniority, status and pay.

For more information about the USERRA, please see www.dol.gov/elaws/userra.

Retaliation against an employee for use of Military Leave in accordance with this policy is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

10.3 Civil Leave

10.3.1 Jury Duty

An employee will be permitted to take time off to serve on jury duty. An employee must provide their Supervisor and the Human Resources Manager with a copy of the jury summons as soon as possible so that the Supervisor may make arrangements to accommodate their absence.

A Full-Time employee will be paid for the time taken to serve as a juror. Jury Duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence. If an Exempt employee missed work because of jury duty, they will receive their full salary.

An Employee must report to work if excused from jury duty four (4) hours or more prior to the end of their regularly scheduled shift. An employee should report to work at their regularly scheduled start time if appearance for jury duty is required three (3) or more hours after the beginning of their regularly scheduled shift, or if the employee is instructed to call in to court for their appearance time. An employee must report to work if not required to

appear in court. Once they have completed their jury duty, an eligible employee must supply the court's attendance record to Human Resources to be paid as required by this policy for time spent in jury duty.

During jury duty leave, an eligible employee will continue to accrue benefits (such as vacation and sick), if any, to which they were entitled before their jury leave began. Additionally, during the jury duty leave, CRWA will continue to make those benefit contributions, if any, that it was making on their behalf before their leave began.
Retaliation against an employee for attending jury duty under this policy is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

10.3.2 Witness Leave

An employee who is required by law to appear at a legal proceeding pursuant to a subpoena will be permitted time off for that purpose. The employee must provide their Supervisor and the Human Resources Manager with a copy of the subpoena as soon as possible so that the supervisor may make arrangements to accommodate their absence.

A Full-Time employee will be paid for the time taken to appear in court pursuant to a subpoena. Witness leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence. If an exempt employee misses work to appear in court pursuant to a subpoena, they will receive their full salary.

An employee using witness leave must report to work when attendance is not required at the legal proceeding.

An employee will not be compensated for time off to participate in their own personal legal matters, unless a subpoena has been issued to the employee.

Retaliation against an employee for attending a legal proceeding under this policy is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

10.3.3 Voting Time Off

Voting is an important responsibility we all assume as citizens. We encourage an employee to exercise their voting rights in all municipal, state, and federal elections.

CRWA requests that, whenever possible, that an employee vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast a ballot, the employee may be eligible for a reasonable amount of administrative paid time off to vote.

CRWA may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise approved by their supervisor.

Assuming an employee has not already voted in early voting, if there are fewer than two (2) consecutive hours between the opening of the polls and the beginning of an employee's workday, or between the end of an employee's works day and the closing of the polls, the employee may take a reasonable amount of administrative paid leave to vote on Election day.

If it is necessary for employees to take administrative paid Voting Time pursuant to this policy, the employee should notify and make arrangements with their supervisor no later than the day prior to Election Day.

Retaliation against employees for using Voting Leave under this policy is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

10.4 Leave of Absence Without Pay

Leave of Absence Without Pay is an approved absence from duty in an unpaid status. Except as required by law, including, but not limited to the Americans with Disabilities Act, as amended, granting a Leave of Absence Without Pay is at the sole discretion of the General Manager, but such leave will not be authorized unless there is a reasonable expectation that the employee will return to employment with CRWA at the end of the approved period. The employee must have completed the probationary period established in the CRWA policy.

An employee on Leave of Absence Without Pay will not receive compensation and will not accrue any benefits. However, previously accrued benefits are retained during Leave of Absence Without Pay unless otherwise prohibited by the terms or provisions of the benefit programs. An employee on Leave of Absence Without Pay must use all available individual sick leave and accrued vacation before taking a Leave of Absence Without Pay. Holidays, bereavement pay, witness pay and/or jury duty pay will not be granted when an employee is on Leave of Absence Without Pay.

A Leave of Absence Without Pay may be revoked upon receipt of evidence that the cause for granting such leave was misrepresented or has ceased to exist.

Except as required by law, CRWA does not guarantee reinstatement of an employee from Leave of Absence Without Pay to the employee's former job or any other job.

Nothing in this section is intended to afford an employee with any greater protections than those which exist under federal, state, or local law.

10.5 Administrative, Bereavement and Emergency Leave

10.5.1 General Manager Authority

The General Manager is authorized to grant Administrative and Bereavement to an employee in certain limited circumstances.

10.5.2 Administrative Leave

The General Manager may authorize administrative leave, with or without pay, with the expectation an employee is returning to full duty, when warranted by unforeseen circumstances not otherwise provided for in these policies.

10.5.3 Bereavement Leave

CRWA will provide a Full-Time employee with paid bereavement leave as follows: Up to five (5) days of paid bereavement leave will be granted to attend the funeral and to attend to personal matters related to the death of a member of an employee's immediate family. The employee must be a full-time employee who has successfully satisfied the sixty (60) day probationary period (See Section 4.2) in order to be eligible for this benefit. For the purposes of this policy, immediate family includes the employee's spouse, domestic partner, child, stepchild, parent, step-parent, grandparent, grandchild, sibling, and the employee's spouse or domestic partner's same relatives. Upon the approval of the leave by Supervisor and Human Resources Manager, an employee who is eligible for paid bereavement leave may also use accrued paid vacation or sick leave for a death that does not meet the criteria set forth above or for time off in excess of this policy. The employee must notify the Supervisor as soon as possible when Bereavement Leave is needed. While on bereavement leave, an employee will be paid the employee's regular rate of pay for each scheduled workday missed. The employee may be required to furnish satisfactory evidence to support the employee's request for bereavement leave.

10.6 Maximum Leave of Absence Policy

Except as required by law, including, but not limited the Americans with Disabilities Act, as amended, if any employee away from work on an approved leave of absence does not return to work, or is unable to return to work to an available position for which the employee is qualified for any reason, including, without limitation, for a lack of a health care provider's release to return to work, within twelve (12) weeks of the date the leave of absence commences, the employee's employment will automatically be terminated at the end of the six (6) months period. A "leave of absence" is defined as an absence provided for under the policies reflected in this Handbook.

This policy applies from the date of its implementation forward. It applies to all current and future employees, including, without limitation, employees currently out on any leave of absence.

An employee whose employment is terminated under this policy is welcome to re-apply for any available positions for which they are qualified after their termination.

Policy limiting leave except as excused by USERRA or any other applicable law, no leave of absence or absences, by itself or in combination with other periods of leave, may last longer than a period of twelve (12) weeks in any rolling twelve (12) month period. Except as excused by USERRA or any other applicable law, an employee who for any reason or combinations of reasons misses a total of twelve (12) weeks of work in a rolling twelve (12) month period, will be separated from employment due to unavailability for work. An employee so separated will be eligible for rehire and will be able to apply for any vacancy that may exist at any given time, depending upon his or her qualifications

11.1 General Policy

The following days are observed as paid holidays for CRWA full-time employees:

New Year's Day	Columbus Day
Martin Luther King	Veterans Day
Presidents Day	Thanksgiving Day
Labor Day	Friday after Thanksgiving Day
Good Friday	Christmas Eve day
Memorial Day	Juneteenth
Christmas Day	New Year's Eve Day
Independence Day	

An employee who is separated from employment is not eligible for any holiday pay.

Holidays falling within an employee's vacation period or within a period of absence properly chargeable to some other leave, will be paid as a holiday and will not be counted against that leave.

The General Manager may designate other holidays in accordance with directions from the Board of Trustees of CRWA.

11.2 Floating Holiday

A full-time, regular employee will receive one floating holiday per year in addition to CRWA's regular paid holidays during which CRWA stays open. A floating holiday is a day of paid time off that an employee can use in addition to vacation time and sick leave at any time during the calendar year received.

A floating holiday is available at the beginning of each calendar year for a current employee. A new employee hired before the end of the first half of the calendar year will receive a floating holiday upon hire; a new employee hired during the second (2nd) half of the calendar year will not receive a floating holiday until the beginning of the following calendar year.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken. Floating holidays will not be paid upon termination of employment.

11.3 Holidays Falling on the Weekend

Whenever a legal holiday listed above falls on a Saturday the holiday will be observed on the preceding Friday. If the listed legal holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Thursday, the employee will get Friday off as well. If a holiday falls on a Tuesday, the employee will get the prior Monday off as well.

11.4 Working During Holidays

The Supervisor or General Manager may direct an employee or all employees of CRWA to report on any holiday.

As many employees as possible will be given each holiday off, consistent with the maintenance of CRWA functions.

An employee who works on a holiday as directed will receive the holiday pay and the hourly pay applicable as worked. In the event hours worked exceed eight (8) hours an employee will be paid holiday pay equal to time worked.

12.1 Health Insurance Benefits and Retirement Plan

Health Insurance, Life Insurance and Disability Benefits are currently provided to A CRWA eligible Full-Time employee upon the terms and conditions as the Board of Trustees elects.

Health Insurance Benefits will begin at the first of the month after sixty (60) days of employment. Eligibility requirements applicable to an employee is included in the plan document and/or insurance certificate of coverage governing the medical insurance program. In order to receive reimbursements of covered medical expenses, the employee must properly complete and submit claims for reimbursement to the insurance company. CRWA will not complete insurance reimbursement forms on the employee's behalf. Information on submitting claims for reimbursement, including a telephone number for the insurance company representative will be given to the employee when the employee enrolls in the medical insurance program. For the status of payment of any claim submitted, it will be the employee's duty to contact the insurance company directly.

Texas County and District Retirement System Retirement Plan membership is mandatory for all regular Full-time employees upon meeting the eligibility requirements of the Retirement Plan.

Health Insurance Benefits and Retirement Plans may be modified from time to time at the discretion of the Board.

Upon employment, each regular full-time employee shall be given detailed information about CRWA's benefit programs in existence at that time. A copy of the acknowledgment for such benefits plan information shall be placed in the employee's personnel file.

For a more complete description, consult the summary plan descriptions, insurance certificates of coverage and/or the plan documents, as applicable.

12.2 Continuing Education Required by the Authority

When CRWA or state law requires an employee to attend any education or training course, conference, or seminar, CRWA will provide the necessary time with pay and will reimburse the employee for all associated costs including tuition or registration fees and authorized (in writing) travel, meals, and lodging.

12.3 Affordable Care Act and COBRA

CRWA complies with all mandatory provisions of the Affordable Care Act and the Consolidated Omnibus Budget Reconciliation Act (COBRA) as such exist as of the date of this policy or as may be subsequently amended.

13.1 General Policy

An employee will be fully reimbursed for necessary and reasonable job-related expenses incurred in the authorized conduct of CRWA business. All requests for reimbursement of expenses are subject to requirements of documentation and reasonableness and will be honored in compliance with adopted policies and procedures. Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements nor to CRWA and must be accounted for in their proper budgetary category

13.2 Reimbursable Expenses

Expenses reimbursed to an employee shall be only for necessary and reasonable actual costs as verified by expense receipts which indicate the date, vendor, explanation and itemization of expenses, and a list of all persons covered, not to exceed the IRS per diem rate, unless approved by the General Manager or designee.

When receipts are not available, a written statement must be provided containing the information above, as well as the reason why a receipt was not available to be submitted.

The following expenditures are not reimbursable expenses unless specifically authorized, in writing, by the General Manager:

- Alcoholic Beverages
- Personal employee or family expenses
- Sports and entertainment fees
- Donations, contributions, and non-work-related memberships
- Team and or Group expenses unless approved in writing by the General Manager
- Any other expenditures not reasonably related to and necessary for the efficient conduct of CRWA business.

13.3 Travel, Mileage Reimbursement

All CRWA paid employee travel must be on necessary CRWA business, the details of which shall be approved, in writing, in advance by the Supervisor or General Manager.

13.3.1 First class accommodation on public carriers shall not be authorized unless lesser fares are not available on required trips or of equal cost to economy class.

13.3.2 When approved in advance, in writing, by the General Manager, an employee shall be paid mileage for personal vehicles at the current standard Internal Revenue Service rate. An employee must provide evidence of privately owned vehicle insurance as required by law prior to such use for CRWA authorized travel.

13.3.3 At the discretion of the General Manager funds may be advanced for anticipated travel expenses.

13.3.4 During any travel or CRWA related activity, any incident involving personal injury or property damage must be immediately reported to the General Manager for the purpose of initiating an investigation or report to authorities as required by CRWA's insurance.

14.1 Safety Policy

It is the policy of CRWA to make every effort to provide healthy and safe working conditions for its employees.

14.2 Employee Responsibilities, Reporting

An employee is responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

An employee must report every on-the-job accident, personal or property, no matter how seemingly insignificant the injury or damage, to his or her supervisor or the General Manager as soon as possible or within twenty-four (24) hours of the incident. If such an incident is reported to a supervisor, the supervisor must immediately report the incident to the General Manager. The General Manager must contact the Human Resources Manager to obtain the required claim forms and instructions.

An employee shall report immediately to their supervisors or the General Manager any condition that in their good faith judgment threatens the health and safety of employees or visitors.

An employee is encouraged to make suggestions to their supervisors or the General Manager of improvements that would make CRWA workplace safer or more healthful.

An employee who violates safety standards, cause hazardous or dangerous situations, or fail to report an incident as required by this section may be subject to disciplinary action, up to and including termination of employment.

14.3 On the Job Injuries/Worker's Compensation Insurance

In accordance with state law, CRWA provides workers' compensation insurance for its employees for injuries arising in the course of your employment. CRWA pays the entire cost of this insurance. No premium is charged for this coverage and no individual enrollment is required.

While on worker's compensation leave, an employee must contact his or her supervisor or the General Manager to report on his or her condition. Unless otherwise required by law, failure to provide the required medical status reports or to contact the supervisor or the General Manager on the schedule required by the General Manager may result in revocation of the leave and/or immediate termination and loss of all accrued benefits.

An employee on worker's compensation leave must return to work after the approval of the attending physician. Unless otherwise required by law, failure to return to work when directed may result in immediate termination and loss of any accrued benefits. At the discretion of the General Manager and unless otherwise required by law, an employee who is able to return to work in light duty status may be required to work in a different department and perform duties not contained within his or her current classification.

An employee does not accrue benefits while receiving workers' compensation payments.

A non-essential employee will not be subject to termination, demotion, suspension, or any other adverse employment action for leaving work in order to participate in a general public evacuation ordered under an emergency evacuation order. For purposes of this policy, a "non-essential" employee includes employees other than those employees who are necessary to provide for the safety and well-being of the general public, including, without limitation, an employee necessary for the restoration of vital services.

An "emergency evacuation order" is an official statement issued by the governing body of the state or of a political subdivision of the state recommending the evacuation of all or part of the population of an area stricken or threatened with a disaster. This includes a declaration of local disaster under Section 418.108 of the Texas Government Code.

Disciplinary action as determined in the sole discretion of the General Manager may be taken against an employee for actions of the employee including, but not limited to the following:

- Insubordination (i.e., refusal to comply with instructions or intentional failure to perform assigned duties or tasks);
- Absence without leave including, but not limited to absence without permission, failure to notify a supervisor or the General Manager of an absence, and repeated tardiness or early departures;
- Endangering the safety of other persons through negligent, reckless, or willful acts;
- The use, possession, distribution, transfer, manufacture, sale, or purchase of illegal drugs, inhalants or prescription drugs without a prescription, at any time. In addition, possession, consumption and/or being under the influence of alcohol, intoxicants (including, but not limited to THC whether you have a prescription or not), or illegal drugs while on duty, while on CRWA property, or while in a CRWA vehicle;
- Unauthorized use, abuse, or damage of CRWA funds or property;
- Conviction of a felony or a crime of moral turpitude, such as fraud, theft, burglary, robbery, perjury;
- Falsifying of or intentionally omitting information in CRWA's records including, but not limited to employment applications, time records, leave records, expense reports, or any other documents used or required by CRWA
  Unauthorized use or disclosure of CRWA information and/or confidential information to CRWA;
- Failure to observe CRWA's policies regarding communications with CRWA's General Manager, participating members, and the public;
- Incompetence or neglect of duty;
- Disruptive behavior which impairs the performance of others;
- Retaliation, discrimination, or harassment;
- Threatening, intimidating, harassing, defaming, using abusive language, physical assaults, verbal assaults, fighting, or other similar conduct unbecoming of a CRWA employee towards fellow employees, the public, and/or customers;
- Theft, embezzlement, misuse, fraud or unauthorized removal/possession of CRWA, customer, or fellow employees' funds or property;
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or against visitors;
- Willful or negligent destruction or damage of CRWA-owned property;
- Non-compliance with, or disregard of, safety and health rules;
- Engaging in unsafe conduct;
- Smoking in the workplace or in an undesignated area;
- Harassing or discriminating against any employee because of their race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship, age, disability, or other class protected by law;
- Sexual or other unlawful and/or unwelcome harassment;
- Failure to perform an employee's job functions to CRWA's satisfaction;
- Failure to perform assigned duties in an efficient manner, or performance which, in CRWA's opinion does not meet the requirements of the position;

- Sleeping while on CRWA time;
- Conducting personal business during working hours;
- Poor attitude;
- Poor work performance;
- Any misrepresentation of CRWA to a customer, the general public, or an employee; and
- Any violation of CRWA's policies,
- Inability to maintain certification or licenses required for job requirements.

This list is not all-inclusive and other behaviors, actions, or inactions may subject the employee to disciplinary action up to and including termination of employment. In addition, these rules do not change the fact that CRWA is an "at-will" employer.

The General Manager's discretion may allow immediate non-progressive disciplinary action, including termination, against an employee at any time. Generally, the severity of the discipline depends upon the nature of the infraction. CRWA may, but will not necessarily follow the listed discipline system:

- Oral warnings;
- Written warning with records of each warning maintained by the supervisor or the General Manager and placed in the employee's personnel file;
- Plan of action for improvement;
- Suspension with or without pay;
- Demotion;
- Termination of employment.

Except in the case of oral warnings, disciplinary action shall be accomplished or preceded by written notice to the employee involved. The notice includes a description of the action and, except in the case of termination, states the likely consequences of further unsatisfactory performance or conduct. Written notice of disciplinary action is included in the employee's personnel file.

Notwithstanding anything stated in this discipline policy, an employee may be subject to immediate termination. Termination for any violation of CRWA policy may be with no prior warnings or other evidence of prior violation(s).

17.1 Policy

It is the policy of CRWA insofar as possible to prevent the occurrence of grievances and to deal promptly with those which occur. This grievance procedure is provided for the purpose of giving an employee the opportunity to present a grievance concerning the employee's working conditions that the employee claims have been adversely affected by a violation, misinterpretation, or misapplication of a specific policy. No adverse action will be taken against an employee for reason of his or her exercise of the grievance procedure. Retaliation against an employee for using this grievance procedure is strictly prohibited and is subject to disciplinary action, up to and including termination of employment.

This policy shall not be used for complaints of discrimination or harassment based on a legally-recognized protected basis, or for complaints of sexual harassment. Any such complaints should be made pursuant to the Complaint Procedure in Section 3.9 of this Handbook.

17.2 Procedures

17.2.1 Informal Grievances

The first step in the grievance procedure is for the employee to resolve the grievance by informal conference with the supervisor. This discussion must be held within five calendar days of the incident. Within two business days of the informal conference, the supervisor will communicate the decision to the employee. If: (1) an employee is uncomfortable with having an informal conference with their supervisor; (2) the informal conference with the supervisor does not result in a resolution of the problem(s) that is satisfactory to the employee; or (3) the supervisor does not communicate his or her decision within two business days of an informal conference, the employee may file a formal grievance.

17.2.2 Formal Grievances

Formal grievances must be submitted in writing and signed by the employee within five calendar days of: (1) the incident; (2) the supervisor communicating his or her decision regarding an informal grievance to the employee; or (3) the supervisor's failure to timely communicate his or her decision regarding an informal grievance, whichever is applicable.

A formal grievance must include: (1) a clear statement of the issue, including, but not limited to the date when the incident occurred and any witnesses to the event; (2) an identification of the CRWA policy at issue; (3) a description of the supervisor's decision regarding an informal grievance, if applicable; and (4) the specific remedial action requested by the employee. The formal grievance must be submitted to the following persons as applicable: (1) the employee' immediate supervisor; (2) to the General Manager if and only if the employee is uncomfortable with submitting the formal grievance to their immediate supervisor; or (3) the President of the Board of Trustees of CRWA if and only if the employee's immediate supervisor is the General Manager. An employee's immediate supervisor will notify the General Manager immediately after being presented with a formal grievance by forwarding said formal grievance to the General Manager.

The General Manager will resolve the grievance and communicate the decision to the employee, and the immediate supervisor, within five (5) working days after receipt of the formal grievance.

In those instances where the employee appeals the decision of the General Manager, the Executive Committee of the Board of Trustees of CRWA will determine if further action is required and if so bring to, the next regularly scheduled Board of Trustees meeting.

The decision of the Board of Trustees of CRWA regarding all grievances is final. Communication by the employee with any individual member of the Board of Trustees of CRWA regarding the grievance shall be cause for disciplinary action up to and including termination.

18.1 General

Personnel files are maintained by the Human Resources Manager. A copy of all personnel information related to an employee shall be filed in the employee's personnel file and be treated as confidential unless otherwise stated herein.

No information from any record placed in an employee's file will be communicated to any person or CRWA except by the General Manager or an employee authorized to do so by the General Manager.

An employee or his or her legal representative designated in writing may examine the employee's personnel file upon request during normal working hours at CRWA's office. When a supervisor requires access to the personnel file of an employee under his or her supervision for the handling of personnel matters, the supervisor must obtain written authorization from the General Manager or the General Manager's designee.

The employee is expected to inform their supervisors of any changes in or corrections to information recorded in their individual personnel file such as legal name, home address, mailing address, telephone number, person to be notified in case of emergency, change of beneficiary, tax withholding allowances, or other pertinent information. Such changes may affect your eligibility of benefits, the amount you pay for benefit premiums, and your tax withholdings.

18.2 Contents of Personnel File (excluding health information kept in a HIPAA file[1])

An employee's personnel file contains:

- An employment record;
- A copy of the employee's application for employment;
- Completed Form I-9;
- Completed Form W-4;
- A signed copy of the employee's acknowledgement of receiving a copy of the Employee Handbook, the job (class) description for the position he or she currently occupies, and a copy of all CRWA's personnel evaluation form(s);
- Election to Disclose or Keep Confidential Home Address and Home Telephone Number Form;
- Personnel Action Forms;
- Performance evaluation records;
- Records of any citations for excellence or awards for good performance;
- Records of disciplinary action;
- Records of leave accrued and taken; and
- Any other pertinent information having a bearing on the employee's status.

18.3 Leave Records

[1] Medical information will be maintained in a separate file and will be treated as confidential. CRWA will comply with all laws, including, but not limited the Americans with Disabilities Act (as amended) with regard to the release of said information and documentation.

Official records of annual Vacation Leave and Sick Leave accrual, and of leave usage are kept for each employee (exempt or not exempt) by an employee designated by the General Manager. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled.

18.4 Confidentiality of Personnel Files

Personnel files shall be separately stored, secured and treated as confidential unless an Attorney General's Opinion in regard to a Texas Public Information Act request requires release.

All separations of employment are designated as one of the following types:

- Resignation;
- Retirement;
- Reduction in force;
- Termination;
- Disability; or
- Death.

19.1 Types of Separation

19.1.1 Resignation

Voluntary separation of employment initiated by the employee.

Employees are encouraged to provide CRWA with at least two weeks' written notice prior to resignation. Failure to provide such notice may result in non-rehireable status in their personnel file. Also see Vacation Policy Section 8.5.

19.1.2 Retirement

Voluntary separation of employment upon eligibility for retirement.

An employee who intends to retire should notify the General Manager in writing at least thirty (30) working days prior to the last day of work.

19.1.3 Reduction in force

Involuntary separation of employment initiated by CRWA for non-disciplinary reasons.

19.1.4 Termination

Involuntary separation of employment initiated by CRWA due to disciplinary or performance reasons.

19.1.5 Disability

Separation of employment due to disability or medical reasons.

19.1.6 Death

Separation of employment due to the death of an employee.

If a CRWA employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death unless the deceased's Will provides otherwise.

19.2 Final Pay

If an employee resigns, the final pay will be paid on the next regularly scheduled payday following the resignation. Otherwise, the final pay will be paid no later than the sixth (6th) day after the employee is discharged.

If an employee is entitled to the payment of accrued but unused vacation pursuant to this Handbook, it will be included in the employee's final pay check.

19.3 Exit Interviews

The Supervisor of an employee who is separated may discuss with the employee the reason(s) for the separation in an exit interview whenever possible.

19.4 CRWA Property

Upon separation of employment (regardless of whether the separation is voluntary or involuntary), or an earlier time as directed by CRWA, the employee shall return any and all: (1) property, including, but not limited to computer equipment, keys, parking passes, etc.; (2) CRWA Confidential Information; (3) any other documents or items that the employee acquired as a result of employment with CRWA; and (4) any copies of such documents/items.

20.1 Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties.

Working while under the influence or effects of alcohol, a controlled substance, inhalants, intoxicants, or a prescription drug without a prescription is strictly prohibited. This includes, but is not limited to working while under the influence or effects of THC or Cannabis, whether or not you have a lawful prescription.

Furthermore, the possession, purchase, consumption (use), distribution, transfer, manufacture, procurement, dispensing, or sale of a controlled substance, illegal drug, inhalant, intoxicant, prescription drug without a prescription, or alcohol while on CRWA's premises, while in a CRWA vehicle, or while conducting CRWA's business is strictly prohibited.

The use of legally-prescribed prescription drugs is permitted provided that they are used in the manner for which they were prescribed, and do not: (a) impair or hinder the employee's performance; (b) impair or hinder the employee's ability to safely perform their job; and (c) endanger the health or safety of the employee or other individuals in the workplace, including, but not limited to any CRWA employee. An employee should inform the General Manager or Human Resources if they believe legally-prescribed prescription drugs will impair/hinder their job performance, impair/hinder their ability to safely perform their job, or will endanger the health or safety of others in the workplace, or if they believe they need a reasonable accommodation when using such medication.

Violations of this policy will result in disciplinary action, up to and including termination of employment.

20.2 Pre-employment Drug Testing – Background Check

CRWA may extend a conditioned job offer to a prospective employee that is contingent on the applicant passing a drug/alcohol test.

20.3 Post-Accident Testing

An Employee is required to submit to a controlled substance test after an accident. An "accident" is defined as: (1) an event resulting in a fatality, (2) any event resulting in an injury to any person requiring treatment beyond first aid (except for any injuries incurred from law enforcement use of force), (3) any unintended event resulting in any damage to a vehicle/trailer/CRWA equipment rendering it inoperable such as that it needs to be towed or hauled away on a trailer, (4) property damage estimated to be equal to or greater than $1,000, or (5) a violation of federal or state law, city ordinance, or city policy or procedure. In addition, an employee is required to take an alcohol concentration test after an accident involving a fatality or injury.

An employee who is seriously injured and unable to provide a specimen at the time of the accident, or who are otherwise physically unable to comply with the controlled substance and alcohol concentration testing, shall provide the necessary authorization for CRWA to obtain medical records, law enforcement reports, and other documents that may indicate the presence of controlled substances or alcohol concentration.

20.4 Removal From Duty

An employee may be placed on administrative leave; placed on modified duty (to eliminate operation of heavy machinery and/or vehicles); and/or may not be allowed to remain on duty in a safety sensitive position if they are in violation of this policy. Additionally, violations of this policy will result in disciplinary action, up to and including termination of employment.

20.5 Return to Duty

If an Employee's test results are found to be negative (the tested substances are found to be in the sample in a quantity less than the cut-off level as recommended by the Substance Abuse and Mental Health Services Administration, an agency within the U.S. Department of Health and Human Services), the Employee shall return to duty in their usual capacity in a sensitive position when it is determined that this action would not pose a danger to public health or safety.

20.6 Refusal to Test

An Employee who refuses to submit to drug and alcohol testing as required by this policy and at a location acceptable to the General Manager will be subject to disciplinary action up to and including termination.

20.7 Reporting Drug, Alcohol Arrest, or Conviction

An employee is required to report any arrest for a criminal drug or alcohol related statute. A report of conviction must be made to the General Manager immediately after the conviction.

20.8 Outside Agencies

Positive drug and alcohol testing may be reported to outside agencies and licensing authorities as required by law.

20.9 Addiction Assistance, Education, and Training

CRWA encourages any employee who has an alcohol or other drug problem to seek treatment before the problem manifests itself in a violation of this Policy. All inquiries about assistance and treatment providers will be kept strictly confidential and will be disclosed only to those persons who have a legitimate business need to know the information. To avoid disciplinary action or termination, an employee must voluntarily come to seek treatment before CRWA notifies or schedules the employee for testing or otherwise discovers a violation of this policy. The request for amnesty based on addiction and desire for treatment must be made in writing to the Human Resources Manager, or designee. The employee must agree to and successfully complete an approved treatment program, execute an authorization for release of relevant treatment and return to work records, and agree to be subjected to random testing upon return to work as a condition of continued employment.

CRWA considers alcoholism and other drug addictions to be illnesses that may be eligible for the benefits provided under CRWA's medical insurance program and other policies. CRWA will work to assist any employees desiring treatment in finding appropriate resources. Unless otherwise required by law, participation in a rehabilitation program does not excuse an employee from complying with CRWA's policies or from meeting job requirements before, during, or after assistance is received.

Acknowledgement

I RECEIVED A COPY OF CANYON REGIONAL WATER AUTHORITY'S ("CRWA") EMPLOYEE HANDBOOK ON THE DATE NOTED BELOW. BY SIGNING THIS ACKNOWLEDGEMENT, I UNDERSTAND I MUST READ AND BECOME FAMILIAR WITH ITS CONTENTS AS IT GENERALLY OUTLINES MY RESPONSIBILTIES, BENEFITS, AND CRWA'S POLICIES. BY CONTINUING TO WORK WITH CRWA, I ACCEPT THE POLICIES AND PROCEDURES CONTAINED HEREIN.

FURTHER, I UNDERSTAND, AGREE, AND ACKNOWLEDGE THE FOLLOWING:

- MY EMPLOYMENT WITH CRWA IS AT-WILL, WHICH MEANS THAT (1) NEITHER I NOR CRWA IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME; AND (2) THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR CRWA AT ANY TIME FOR ANY REASON OR NO REASON AT ALL.
- THE LANGUAGE USED IN THIS HANDBOOK AND/OR ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.
- NO REPRESENTATIVE OF CRWA, OTHER THAN THE GENERAL MANAGER, OR HIS/HER AUTHORIZED REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, AND ANY SUCH AGREEMENT MUST BE IN WRITING SIGNED BY THE GENERAL MANAGER AND ME. THEREFORE, NO VERBAL PROMISES OF ANY PERSON EMPLOYED BY OR ASSOCIATD WITH CRWA CONSTITUTE A MODIFICATION OF MY "AT WILL" EMPLOYMENT.
- THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR AN EMPLOYEE AND, THEREFORE, NOT ALL-INCLUSIVE. CRWA RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES, AND THAT THESE CHANGES MAY OCCUR AT ANY TIME WITH OR WITHOUT NOTICE.
- CRWA'S HARASSMENT, SEXUAL HARASSMENT, AND REPORTING POLICIES ARE INCLUDED IN SECTION 4 OF THIS HANDBOOK.
- CRWA MAY MAKE, AND I AUTHORIZE IT TO MAKE, CERTAIN DEDUCTION FROM MY PAYCHECK IN ACCORDANCE WITH SECTION 7.10 OF THIS HANDBOOK.

I understand that my signature below indicates that: (1) I have read and understand the above statements; (2) I will abide by the policies in this Employee Handbook as a term and condition of my employment; and (3) this Employee Handbook supersedes all prior handbooks distributed by CRWA.

_____ _____

Signature Date

_____

Employee's Printed Name

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	APPROVAL OF CRWA'S ADMINISTRATION POLICY	24-05-006

INITIATED BY

TED GIBBS

STAFF RECOMMENDATION

Adopt the CRWA Administration Policy.

BACKGROUND INFORMATION

CRWA's Policy and Legislative Committee, CRWA Staff members, and CRWA Legal, have met and worked extensively over many months to revise the CRWA Employee Handbook.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-006

BE IT RESOLVED that Canyon Regional Water Authority Board of Trustee's has adopted the Administration Policy.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

Canyon Regional Water Authority

ADMINISTRATIVE POLICIES

January 8, 2024

Table of Contents

Table of Contents

Section 1.0 DEFINITIONS

Unless the context otherwise, the following terms and phrases used in this Administrative Policies ("Policies") shall mean the following:

1. The term "Authority" shall be used to denote Canyon Regional Water Authority {CRWA}, established by the Texas Legislature, August 28, 1989, upon signature of Governor William Clements;

2. The term "Board" means the Board of Trustees of the Authority, as more particularly defined by the Bylaws;

3. The Authority is a regional water supplier of wholesale water and shall comply with its enabling Act and general law and administrative policies applicable to the Authority's water development, production, and delivery activities;

4. The term "Member Entity" means those organizations that are Members of Canyon Regional Water Authority and that place Members on the Board of Trustees and the Board of Managers;

5. The term "Policies" means the rules and regulations governing the operations and activities of the Authority; and

6. The term "Representative" includes the following: the Board of Trustees, Employees, Board of Managers, Vendors, Committee Members, or any designee of the General Manager.

Section 2.0 PURPOSE OF AUTHORITY

The Authority was created for the following purposes:

1. To purchase, own, hold, lease, and otherwise acquire sources of potable water supply;
2. To build, operate, and maintain facilities for the treatment and transportation of water;
3. To build and maintain facilities for the collection, treatment, and reuse of wastewater;
4. To sell water to local governments, special utility districts, water supply corporations, and other persons living in this state; and;
5. To protect, preserve, and restore the purity and sanitary condition to water in the Authority.

Section 3.0 GENERAL POLICIES

Section 3.01 Purpose
These Policies are adopted for the following purposes: (a) to assure compliance with the Texas Water Code and other applicable law as it may be amended from time-to-time; (b) to encourage high ethical standards in official conduct by the Board of the Authority; and (c) to establish guidelines for such ethical standard of conduct.

Section 3.02 Board Conduct
It is the policy of the Authority that member entities of the Authority Board shall conduct themselves in a manner consistent with sound business and ethical practices; that the public interest shall always be considered in conducting business; that the appearance of impropriety shall be avoided to ensure and maintain public confidence in the Authority; and that the Board shall control and manage the affairs of the Authority fairly, impartially, and without discrimination; and, in accordance with the stated purpose of the Authority.

Section 3.03 Training of Board Members
Within thirty (30) days of appointment, all members of the Board of Trustees must undergo Texas Open Meetings and Texas Public Information Act training as required by the Texas Government Code. Upon completion, each Trustee must file a record of such training with the Secretary of the Board of Trustees.

1. The General Manager shall possess demonstrable experience and knowledge in the operation and supervision of a retail and or wholesale public water entity and the acquisition, treatment, and delivery of water pursuant to the Safe Drinking Water Act and Clean Water Act. The General Manager shall serve from year-to-year as the Chief Executive Officer of the Authority under such terms and conditions as the Board of Trustees and General Manager shall determine appropriate. The General Manager shall be responsible for all employees, their benefits and performance; and the General Manager shall report his or her recommendations in such a manner that the budget requirements for said employees are properly included in the budgeting process.

2. The General Manager's job description is more particularly set out in the General Manager's Job Description, included as Attachment "A" to these Administrative Policies and incorporated herein by reference.

3. The General Managers Performance Review processes include the following steps:

    a. The General Manager will prepare a detailed schedule for the annual review process and present it to the Executive Committee for their review and approval by May 10th of each year.

    b. The General Manager completes the results section of the Goals approved by the Authority's Board of Trustees as part of the previous year's performance review process and accomplishments. The results section is generally to be completed by May 15th of each year.

    c. The General Manager e-mails the Board of Trustees detailing the schedule for the review and telling them the name of the person within the legal counsel team that will be sending out and collecting the annual performance evaluation documents. The e-mail should be sent out generally by May 23rd of each year.

d. The legal counsel team collects the performance evaluation documents, tabulates the scores and comments into a summary. The legal team will reach out to any Board members that have not responded by the due date. The summary should generally be completed by June 15th of each year and then presented to the Executive Committee.

e. The Executive Committee will email the summary to the Board of Trustees.

f. The Board of Trustees will meet in Executive Session at the July Board meeting to discuss the results of the annual performance evaluation. The Board may elect to share the results with the General Manager at the meeting or may share the information afterwards.

g. After the performance evaluation feedback has been received, the General Manager will prepare a proposed set of goals for the following fiscal year. The Board of Trustees will consider the goals at their August meeting, will amend them as necessary, and will ultimately approve a set of goals at the next Board meeting. Schedule may be adjusted, as necessary. A copy of the evaluation will be maintained in the employee's personnel file.

SAMPLE FORMS:

Sample GM Performance Evaluation Form
Sample GM Performance Evaluation Score Sheet

Section 3.04 Conflicts of Interest

1. An Authority Official, Trustee or member of management, is prohibited by the Local Government Code from deliberating and or participating, directly or indirectly, in a vote or a decision or from acting as a surety on any matter involving a business entity in which the Official has substantial interest, if it is reasonably foreseeable that an action on the matter would confer an economic or any other benefit on the business entity and will annually execute the disclosure statement.

2. In cases of conflicts of interest, the Authority's Board shall disclose such conflicts and shall file with the Board Secretary an affidavit stating the nature and extent of the conflict of interest. Thereafter, that Authority Official shall abstain from participation in the matter as provided by law.

3. Authority's Board shall not disclose, without written legal authorization, confidential information to advance the financial or other private interests regarding any contract or transaction which is or may be the subject of an official action of the Authority.

The Authority may not contract for the purchase of services or personal property directly with an Authority Official or with a business entity in which an Authority official has substantial interest except as permitted by law. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member of the Board of Trustees or Board of Managers has a substantial interest. The member of the Board of Trustees having the substantial interest may not participate in that separate vote but may vote on the final budget if the separate budget item voted on does not exceed 10% of the total budget.

Attachment; the Authority's Conflict of Interest Affidavit

Section 3.05 Employment
The Board may confirm the appointment to any position and award a contract to a person related to a member of the Board of Trustees or Authority employee within the second degree by affinity (marriage) or within the third degree by consanguinity (ancestry) when the salary or other compensation of such appointee is paid, directly or indirectly from Authority funds except as provided by Tex. Rev. Civ. Stat. Ann. Art 5996(a) (Vernon Supp. 1988).

Section 3.06 Impartiality, Gifts and Charitable Contributions

The Authority's employee or Trustee may not engage in any of the following at any time:

1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the Trustee or employee in the discharge of official duties, or that the Trustee or employee knows or should know is being offered with the intent to influence the Trustee or employee's official conduct;

2) Accept other employment or engage in a business or professional activity that the Trustee or employee might reasonably expect would require or induce the Trustee or employee to disclose confidential or business information acquired by reason of the official position with the Authority;

3) Accept other employment or compensation that could reasonably be expected to impair the Trustee or employee's independence of judgment in the performance of the Trustee or employee's official duties;

4) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the Trustee or employee's official powers or performed by the Trustee or employee's official duties in favor of another;

5) Without limiting the generality of the foregoing, the Authority employee or Trustee may not, directly or indirectly, solicit or accept any gift, contribution or donation including without limitation a donation made through a private or public crowdsourcing or fundraising platform, in excess of $50.00 per year from any vendor, supplier or consultant of the Authority or from any person or entity who the Authority employee knows is interested, or likely to become interested, in any contract, purchase, payment, claim or transaction, irrespective of whether the Authority employee will perform any activity or exercise any discretion in connection with such contract, purchase, payment, claim or transaction. The prohibitions contained in this Section apply regardless of whether the donor seeks or expects anything in consideration for the benefit; or

6) Employees and Trustees are prohibited from publicly endorsing products, consultants, industry technology used, or professional services associated with or paid for by the Authority without the written authorization from the Authority Board.

Section 3.07 No Board member, officer, or employee shall permit any personal or unauthorized use of Authority-owned or Authority-controlled equipment, materials, supplies, or property. Disposition of Authority property shall be in accordance with state law.

Administrative Policies

Cell phones, smartphones, laptops, or similar electronic devices belonging to the Authority, may be used to receive or send personal messages; provided, however, if so used, the equipment, messages and physical control of the equipment shall be available to document or retrieve office, government, or public business without limitation per public policy of the Authority and applicable state law.

Section 4.0 TRAVEL EXPENDITURE POLICY

Section 4.01 Reimbursement of Travel Expenses
The Board hereby establishes policies for reimbursing members of the Board of Trustees or Board of Managers, and employees for necessary and reasonable travel expenses incurred while conducting overnight business or travel while performing official duties or assignments. Reimbursement will be based on current IRS per diem guidelines and mileage reimbursement guidelines.

Section 4.02 Unless further restricted by legislation, reimbursement to members of the Board of Trustees for actual expenses for conferences, training and lodging expended for the regular conducted business of the Authority shall be reasonable, and customary as provided by at the current rate allowed by the Internal Revenue Service.

Section 4.03 Members of the Board of Trustees, or employees who use personal vehicles while on Authority business travel may be reimbursed for actual miles driven at the current rate allowed by the Internal Revenue Service. Mileage will be computed by the most direct route, and the use of personal vehicles for Authority travel must be approved where feasible by the General Manager in advance. Members of the Board of Trustees, or employees traveling by commercial transportation are entitled to reimbursement of the actual cost of necessary transportation for performing official business, except the reimbursement for air transportation shall not exceed the next lowest available airline fare below first class unless such is not available.

Section 5.0 INVESTMENT POLICY

The Investment Policy is defined in a separate document in addition to these Administrative Policies and incorporated herein by reference.

Section 6.0 PROFESSIONAL SERVICES POLICY

The Procurement Policy is defined in a separate document in addition to these Administrative Policies and incorporated herein by reference.

Section 7.0 MANAGEMENT POLICY

Section 7.01 Management Information

The Board desires to adopt a policy to ensure effective use of management information, including the use of budgets in planning and controlling costs, the establishment of a functioning Budget Committee, and the use of uniform reporting requirements. The General Manager and Budget Committee shall be governed by Government Generally Accepted Accounting Procedures, the most current Governmental Accounting Standards Board upon the preparation for or commencement of a fiscal year. The auditor's opinion of applicable processes and requirements shall be sought in writing.

Section 7.02 Accounting Records

Authority accounting records shall be prepared on a timely basis and maintained in an orderly manner, in conformity with generally accepted accounting principles and the more stringent requirements of the Texas Commission on Environmental Quality (TCEQ)or other State or Federal agencies. Electronic retention shall meet the requirements of this policy, to the extent that such does not conflict with state law. Such records shall be reasonably available for public inspection.

Section 7.03 Audit Requirements

1. Unless otherwise exempted by the rules of the TCEQ, the Authority's fiscal accounts and records shall be audited annually in accordance with State law governing the audits of water districts, at the expense of the district, by a certified public accountant familiar with the TCEQ's rules, regulations, standards, and guidelines applicable to water district audits. As of the date of adoption, of these policies, the Texas Water Code, 30 Texas Admin. Code Section 293.94 (Rules of the TCEQ), Government Generally Accepted Accounting Procedures, the most current Governmental Accounting Standards Board statement, and any other applicable audit standards govern the audits of water districts (the "Audit Laws"), including reference to arbitrage with respect to any public bonds.

2. The audit, or other required reports, shall be completed and filed within the time limits established by the rules and regulations established by the TCEQ and Bond Covenants. Copies shall be filed with the TCEQ, together with an annual filing affidavit in the form prescribed by the TCEQ and Bond Covenants. In the event the Board refuses to approve the annual audited report, the district shall file a statement with the audit which explains the reason for disapproval of the audit. the authority's annual financial audit shall be posted to the website within ten (10) days after Board approval.

Section 7.04 Budget Committee

The Board shall establish a Budget committee comprised of at least four Trustees, one of which shall be the Board Treasurer and such other Trustees as the Board may deem appropriate. The President will appoint these persons. The Budget Committee shall conduct, at a minimum, an annual review of the Authority's financial status. The Budget Committee shall monitor variances from the Authority's budget and shall make recommendations thereon to the Board. The committee shall also review the annual Authority audit and shall make recommendations thereon to the Board. In conjunction with staff and the General Manager, the Budget Committee shall formulate an annual budget to be approved by the Board.

Section 7.05 Annual Budget
The Authority's Board shall annually adopt a budget in accordance with Rule 30 Texas Administrative Code, section 293.97. The budget may be amended at any time, but such amendment shall be approved in advance by the Board; provided, however, the general manager of the Authority shall have the Authority to reallocate up to 10% of any numbered line item within the same category, as initially approved by the Board; and such action shall be immediately reported for Board review at the next monthly meeting. Anything exceeding 10% must have prior approval by the Board.

Section 7.06 Annual Budget Schedule
The Entities are on different budget cycles. In order to provide the Entities with timely input on CRWA's impact to their budget the following schedule will be followed;

- June the Budget Committee and Staff will meet to review a preliminary Budget.
- In the July Board of Managers meeting a draft budget will be reviewed for input and feedback.
- The Budget Committee will review and consider comments from the Board of Managers.
- The Final Proposed Budget should be sent to the BOM for their review and recommendation of adoption at their August meeting
- In the August Board of Trustees meeting the budget will be presented for questions and approval sought.

Section 8.0 RECORDS MANAGEMENT AND PUBLIC INFORMATION

Section 8.01 TLGRA AND TPIA

The purpose of this Policy is to establish guidelines to assure compliance with the Texas Local Government Records Act ("TLGRA") and the Texas Public Information Act ("TPIA"). These guidelines shall conform to State law and affirm that the Authority's functions shall be open to public inquiry and that the public has access to information and records of the Authority as provided by applicable laws. Upon appointment, any Board of Trustee or Board of Managers appointee shall have thirty (30) days to take the Attorney General's Open Records and Open Meetings Act training and Certificate of Completion shall be filed with the Secretary of the Board of Trustees. To the extent such law shall be amended, these policies shall conform to such amendment.

Section 8.02 Records Management Requirements

State law requires, and good business practices dictate, that all Authority records and information ("Authority Information") be managed in accordance with the provisions of this policy. The Authority Information includes all information and records in any format that is collected, assembled, or maintained in connection with the transaction of official business: (1) by the Authority; or (2) for the Authority, if the Authority owns the information or has a right of access to it. Authority Information includes but is not limited to, documents, writings, maps, drawings, and electronically stored information (including electronic mail). Specifically:

1. Authority Information must be created, captured, stored, maintained, and disposed of in compliance with the Authority's Records Management Program pursuant to Chapter 201, Local Government Code, as amended from time-to-time;

2. Authority Information belongs to the Authority and not to the particular individuals who create it. Information and records must transfer intact to successors when staff changes are made;

3. Authority Information must be composed with a concern for ethics, legal compliance, safety, and proper business practices;

4. Unauthorized destruction, removal, or use of Authority Information is prohibited;

5. Authority Information must be protected from loss, including desk files, cell phone data, and other stored information required for retention as public data upon personnel departure;

6. The Authority hereby designates the General Manager as the Authority's "TPIA Response Officer" who shall also be responsible for generating Authority Information for purposes of state records management and retention requirements; and

7. All Authority Information must be carefully protected and preserved from deterioration, alteration, mutilation, loss, removal, or destruction, except as provided by approved retention schedule and established destruction procedures.

Section 8.03 Public Information Requirements

As a governmental entity, the Authority is subject to the Open Records requirements of TPIA. Specifically;

1. Authority Information is presumed to be open to public inspection and copying unless an exception to disclosure applies;

2. In the normal course of conducting business, it is necessary for the Authority to provide public information to any requestor including residents, government Board, vendors, and others; and

3. It is the policy of the Authority to provide access to and copies of the Authority Information maintained by the Authority as reasonably prompt as possible after a request is made, except where the requested information may be exempted from disclosure or a request for an Attorney General Ruling is made. Authority Information is not exempt from disclosure and is available for inspection by the public during posted business hours, as provided by this policy.

Section 8.04 Request Procedure
The Authority must respond to written requests ***within*** ten (10) business days ***or exceptions to disclosure are waived*** as a matter of law. Specifically:

1. A request for Authority Information is considered received by the Authority when it is received in writing (including hand delivery, mail, email, fax, or physical delivery at the Authority's office);

2. If the request is received via electronic mail or facsimile, the request must be made to the Authority's TPIA Response Officer or his/her designee to be considered a written request;

3. If the written request is unclear, with respect to the information or records being sought, the TPIA Response Officer may ask the requestor to clarify the request; and

4. State law ***prohibits*** the Authority's TPIA Response Officer or any employee from asking a requestor the purpose or reason for the request.

Section 8.05 Records Request Processing

1. The Authority's TPIA Response Officer, in consultation with the Authority's legal counsel, may designate certain information that may be released directly upon request to the public.

2. After review and consultation with legal counsel, the TPIA Response Officer shall either (1) release the requested Authority Information to the requestor with statement for costs related to copying and preparation; or (2) refer the Authority's Information request to legal counsel to determine through the Texas Attorney General's Office if the requested Authority Information is excepted from public disclosure.

Section 8.06 Exception to Public Disclosure
The Authority can only assert an exception to public disclosure of information or records if the Authority formally requests a decision from the Texas Attorney General, asserting the exception within ten (10) business days of the date the request is received in writing. Legal Counsel will be responsible for preparing requests to the Attorney General to assert appropriate exceptions.

Section 8.07 Cost for Copies of Public Information
The Authority incorporates by reference the procedure for itemizing and charging a requestor for costs of copies of public information and all related charges, as set forth in Sections 552.261 and 552.2615 of the Texas Government Code, as may be amended by the legislature from time-to-time.

Section 8.08 Records Retention
Records retention shall comply with the Texas Public Information Act.

Section 8.9 Email
Records, including business communications of the Authority's Board and employees are the property of the Authority and must be accessible to and controlled by the Authority's information technology staff (or consultant).

Each Trustee, official and employee of the Authority shall receive and send electronic mail pertaining to the business of the Authority exclusively through use of an Authority-issued electronic mail address. Private email addresses and servers shall not be used in connection with any Authority-related business or communications, and no information, data or communications related to the Authority shall be stored on private mail servers.

At the time of hire or other affiliation with the Authority as a Trustee or Official, the Authority's information technology staff or consultant shall issue a unique email address affiliated with the Authority.com domain. Notwithstanding such use, all information, data, and communications stored on an Authority-issued email address shall be owned by the Authority, who shall maintain the same as a governmental record to the extent required by applicable law. Use of and access to each Authority-issued email address shall terminate upon separation from official capacity with the Authority.

Section 8.10 Social Media

Social Media Accounts
Only the General Manager or his or her designee may establish, create, or operate any social media account on behalf of or in the name of the Authority. In the event that the General Manager elects to establish one or more social media accounts for the Authority, the General Manager or designee shall have the sole authority to post, edit or delete content for all such accounts.
Use of Social Media
Access to the Authority's computer equipment and electronic devices is provided solely for business purposes. Accordingly, the Authority-owned Computer equipment shall not be used for accessing, viewing, or posting to social media except for business purposes.

This policy will ensure social media use does not interfere with the operations or mission of the Authority. All representatives of the Authority shall comply with the following responsible practices when using social media. Representatives who use social media for illegal purposes are subject to appropriate legal action.

1. **Protect Confidential Information.** Even when using social media for personal purposes, representatives shall protect the Authority's proprietary and confidential information. Disclosure of the Authority's trade secrets, proprietary or confidential information is prohibited.

2. **Comply with the Authority Policies.** representatives are responsible for ensuring that their online activities do not violate Authority policies, including but not limited to policies prohibiting harassment, discrimination, and retaliation. Representatives are also prohibited from using social media to post or display comments about Authority employees, customers, vendors, suppliers, consultants or other third parties that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the Authority 's policies.

3. **Comply with Applicable Laws.** Representatives are responsible for abiding by all applicable laws when using social media, including without limitation intellectual property, data protection, privacy, and libel/slander laws.

4. **Make Clear Representatives Are Not Speaking for the Authority.** When posting online, Representatives are responsible for avoiding any statement or implication that the views or opinions you express are those of the Authority.

Section 9.0 MISCELLANEOUS

Any references herein to the masculine or feminine gender shall be deemed to be inclusive of any gender or sexual persuasion, and are intended for use in a neutral, non-discriminatory application.

Section 9.01 Use of or Connection to Authority Facilities for Private Service or Fireflow
Authority-owned facilities, including without limitation transmission mains, shall be operated, altered, or modified exclusively by Authority staff or authorized contractors.

No person or party, to include a Member Entity, may make any connection to an Authority-owned facility without written authorization from the Board of Trustees. Except for a temporary period during exigent circumstances, the Authority shall not permit use of or connection to any Authority-owned facility for the purposes of providing direct retail water service or fire flow.

From and after the date of this policy each Member Entity shall refrain from utilizing Authority facilities to provide retail water service to any connection. Furthermore, within the time frame to be negotiated and memorialized in a memorandum of understanding between the effected Member Entities cease use of Authority facilities for such purpose upon written request from the General Manager.

Member Entities will provide a list of connections that exist as of the date of approval of the Administration Policy and all existing connections are grandfathered.

Section 10.0 OFFICIAL SEAL

The Authority's seal is circular, contains the five-pointed Texas star, within an interior circle, and states Canyon Regional Water Authority in a second, exterior circle with the date 1989 centered at the bottom.

Map of the Authority is Attached

Section 11.0 DATE OF ADOPTION

These policies were originally adopted January 11, 1993, revised May 13, 1996, and October 14. 2013. This revision was adopted upon motion made by _____ and seconded by _____, and upon discussion, the Board voted with __ Trustees in favor, __ opposed, __ abstained, and __ absent, and the motion thereby PASSED on this ___ day of _____, 2024.

CANYON REGIONAL WATER AUTHORITY

_____
Timothy Fousse
President
Board of Trustees

Attest:

_____
Secretary
Board of Trustees

(Seal)

ATTACHMENTS:

EXHIBIT A – Job Description of the General Manager & Chief Executive Officer

EXHIBIT B - Affidavit of Conflict-of-Interest Statement

EXHIBIT C - Affidavit of Relationship Disclosure

- Originally adopted: 1/11/93,
- Revised: 5/13/96,
- Revised: 10/14/2013
- Revised XX/XX/2023

EXHIBIT A to the Administrative Policy

CANYON REGIONAL WATER AUTHORITY
JOB DESCRIPTION OF THE
GENERAL MANAGER & CHIEF EXECUTIVE OFFICER

ARTICLE I.
APPLICABILITY

DIVISION: Executive Offices
JOB TITLE: General Manager & Chief Executive Officer
FAIR LABOR STANDARDS ACT STATUS: Exempt Status

ARTICLE II.
JOB PURPOSE

Section 2.01 Manages the affairs and business of the Authority (a.k.a. the "District") to achieve its mission. Serves as liaison with the legislature, other governmental entities, the Region "L" Planning Group and represents the Authority at public meetings, hearings, and in other venues where CRWA's mission may be advanced.

ARTICLE III.
ORGANIZATIONAL REPORTING

Section 3.01 Responsible to the President and Board of Trustees for the proper conduct of all functions of the Authority and other duties as assigned.

Section 3.02 All agents and professional consultants of the Authority are directed by the General Manager and conduct their work under the General Manager's supervision and direction. Directly supervises the staff, provides leadership and direction to CRWA employees and contractors and delegates and supervises performance but retains responsibility to the Board for accomplishment of the mission. Works with and attends Committees established by the President or Board.

ARTICLE IV.
DUTIES AND RESPONSIBILITIES INCLUDING EMERGENCIES

Section 4.01 Ensures that the Board is informed on the conditions and operations of the Authority and on all important factors influencing the Authority.

Section 4.02 Authorized, along with President, Vice President, Treasurer, and Secretary to execute all Board approved banking transaction documents. Sign all real estate documents and project documents for Board authorized projects, with legal counsel review; and provide authority to approve emergency contract(s) or approvals for continued (emergency) performance of the requirements of the Texas Utilities Code, Section 186.002 and report to the Board as necessary for ratification of same.

Section 4.03 Routinely executes contracts when duly authorized, including real estate documents and implements Board policies in consultation with the Board, President, Treasurer, and Executive

Committee or Specialized Committees appointed by the President for purposes of water development, delivery, conservation and compliance with volume and TCEQ quality requirements.

Section 4.04 Supervises regulatory compliance for all of the Authority's development, storage and delivery programs. Effectuates construction projects and continuing program execution with detailed oversight, delegating daily functions to the maximum extent possible and accomplishing the overall statutory and regulatory programs of the Authority with fidelity and integrity commensurate with the position and directions from the Board of Trustees.

Section 4.05 Interacts on a regular basis with the Board of Managers to request advice, request that the Board of Managers integrate supply and development functions, and engages with the Board of Managers to receive, consider and assure that the Board of Managers' advice is communicated to the full Board of Trustees.

Section 4.06 Directs the Authority's public information program and is responsible for relationships with related organizations, both public and private, seeing that the position of the Authority is enhanced and executed in accordance with its policies and contracts. In close coordination with the Board of Trustees, establishes and maintains effective working relationships with federal and state legislators, regional and local agencies, community leaders, and the general public.

Section 4.07 Plans, formulates, and recommends, for the approval of the Board of Trustees, policies and programs that will further the objectives of the Authority. Provides for the annual replacement of Trustee members consistent with their terms and term limits, their Oath of Office and training program described below. Supervises the hiring of all Authority employees, agents, and consultants and ensures procedures are in place for their selection in accordance with state and federal laws and Board policies.

Section 4.08 The Manager is responsible for assuring the conduct of the Trustees' annual training program which shall include, but is not limited to the following:

(1) Open Records and Open Meetings Act training and records evidencing completion upon Trustees' appointment in May;

(2) Completion of Investment Officer training for any newly designated person and refresher training as may be suggested by changes in law, economic conditions, or requirements with respect to the Authority's funds investment, including arbitrage requirements;

(3) Officer and Board Member training with respect to activities within their official capacities; and

(4) Training with respect to ethics and conflict of interest.

Section 4.09 The foregoing list of responsibilities is not intended for the purpose of defining the training that must be personally conducted by the General Manager, but rather is to describe training that must be provided to the Trustees through scheduling and use of third party trainers or professionals, to

assist the Presiding Officer and the Board in the development of competency and knowledge to perform the office of Trustee.

Section 4.10 Obtains maximum utilization of the staff by defining duties, establishing performance standards, conducting performance reviews, and recommending competitive salary structure.

Section 4.11 Arranges for an annual audit.

Section 4.12 Provide a summary of quarterly results to the Executive Committee.

Section 4.13 Responsible for compliance with all State and Federal regulations including but not limited to Public Funds Investment Act, Public Information Act, and applicable labor laws.

Section 4.14 Create and maintain a 5- and 10-year strategic plan.

Section 4.15 Create and maintain a succession plan.

ARTICLE V.
ALL OTHER DUTIES AS ASSIGNED

Section 5.01 As a catch all category, makes best effort to interact with the Board of Trustees to provide for the smooth operation of the Authority, interaction with local and state agencies, conduct the legislative program of the Board, and perform such other duties as the Board may assign by policy enacted through resolution, motions or directives duly approved by the President or a majority vote of the Board of Trustees.

APPROVED BY THE BOARD OF TRUSTEES on the ~~14th day of October, 2013~~, as part of the CRWA Administrative Policies.

_____
Tim Fousse
President

Attest:

_____
Doris Stubing
Secretary

CRWA ANNUAL PERFORMANCE EVALUATION: GENERAL MANAGER

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

Employee Name _____ Job Title _____

Date _____ Appraisal Period: / / to / /
From To

5	Outstanding	Consistently exceeds job factor expectation and is recognized by employees and/or Board Directors as a leader and positive example for others
4	Above Expectations	Consistently meets and occasionally exceeds job factor expectation.
3	Meets expectations	Consistently meets job expectation.
2	Below Expectations	Frequently fails to meet standards.
1	Needs Improvement	Consistently fails to meet job expectations and a job improvement plan is required.

1. COMMUNICATION AND COMMUNITY RELATIONS:	**Rating:**
Interacts professionally and courteously with the public, supervisors, employees, customers, and others. Delivers presentations in local venues when necessary. Represents the organization to federal, state, regional, local agencies, and private businesses for the benefit of CRWA. Ensures that employees understand how their work relates to the organization's mission. Shares and communicates goals to increase alignment, cooperation, and opportunities to collaborate. Is receptive to new ideas and adapts to new situations. Clearly communicates the direction, required performance, and challenges of change to all involved parties.	1 2 3 4 5
COMMENTS:	

2. GOVERNING BOARD RELATIONSHIP:	**Rating:**
Proactively and periodically meets with Board members to identify, confirm, and address priorities. Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole. Keeps the governing Board informed of current plans and activities of CRWA and of new developments; provides the governing Board with anticipated issues that could come before the governing Board.	1 2 3 4 5
COMMENTS:	

3. FISCAL MANAGEMENT:	Rating:
Adequately oversee the budgeting, accounting, payroll, Bonds, debt, investments, performance reporting, and revenue, of all CRWA finance operations. Oversee the development of CRWA annual budget and financing plans for future projects. Ensure compliance with local, state and federal reporting requirements for budgets, audits, and other financial documents. Understands the relationship of the budget and resources to the strategic plan. Monitors expenditures and resources to ensure spending is within allotments or makes appropriate modifications. Oversees contracts and vendor relationships to include negotiating terms and binding the organization to an agreement. Ensures all contracts are fulfilled in accordance with agreement terms. Complies with contracts, and procurements to preclude fraud or mismanagement of resources. Monitors and verifies ongoing cost effectiveness.	1 2 3 4 5
COMMENTS:	

4. LEADERSHIP:	Rating:
Confidently serves as a driving force in creating a culture that welcomes all employees and community members. Adheres to and models high levels of implementation of written protocols and processes. Serves as a personal model of the change that one expects of others by demonstrating commitment to innovation and continuous improvement in organizational performance. Takes into account CRWA as a whole when making decisions. Identifies and pushes for solutions in which all parts of CRWA can benefit. Builds on ideas of others to come up with new ways to address organizational issues. Generates creative new solutions and approaches to employee issues and organizational processes. Actively pursues learning and self–development.	1 2 3 4 5
COMMENTS:	

5. MANAGEMENT:	Rating:
Establishes clear roles and responsibilities. Builds capacity with CRWA supervisors to lead highly productive meetings and tasks with clear outcomes for employee performance. Motivates employees to meet and/ or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Is receptive to new ideas and procedures. Demonstrates respect and professionalism through appearance, words, and actions. Identifies and applies best practices to improve performance of departments. Ensures employees maintain up-to-date critical knowledge, skills, and certifications for job responsibilities. Seeks out opportunities to improve, streamline, and reinvent work processes. Explores potential solutions and evaluates each before accepting any.	1 2 3 4 5
COMMENTS:	

6. HUMAN CAPITAL:	Rating:
Overseas human resource functions, including but not limited to: hiring and termination, developing job descriptions, compensation, and benefit plans. Monitors and provides reports to the Board on salary plans and Health/Welfare plan and makes recommendations to the Board regarding salary plans. Ensures timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggest opportunities to enhance performance for employees who may have room for improvement.	1 2 3 4 5
COMMENTS:	

SUMMARY AND OVERALL EVALUATION
Total Rating: _____
SUGGESTIONS FOR IMPROVEMENT:
EMPLOYEE COMMENTS:

Board President Signature	Date
Board Vice President Signature	Date
Board Secretary/ Treasurer Signature	Date
Director	Date
Director	Date
Employee Signature	Date

General Manager - Performance Evaluation Scores

	1	2	3	4	5	6	7	8	9	10		
	Job Knowledge	Judgement & Decision Making	Planning & Organization	Quality of Work	Quantity of Work	Attitude & Initiative	Dependability	Communication	Growth Potential	Puncuality & Attendence	Average	Comments

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	TUITION REIMBURSEMENT POLICY	CRWA 24-05-007

INITIATED BY TED GIBBS

STAFF RECOMMENDATION

Accept and approve the revised CRWA Tuition Reimbursement Policy.

BACKGROUND INFORMATION

Canyon Regional Water Authority's Policy and Legislative Committee, CRWA Staff members, and CRWA Legal, have met and worked extensively over many months to revise the CRWA Tuition Reimbursement Policy.

FINANCIAL IMPACT

None

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-007

BE IT RESOLVED that the CRWA Board of Trustees have approved and accepted the revised Tuition Reimbursement Policy.

Adopted this 13th day of May2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

Tuition Reimbursement Policy

The enrollment period to determine applicants requesting Tuition Reimbursement and eligibility based on the needs of the Authority will be the month of June. If program area funds are in the approved budget, and the supervisor approve, an eligible employee may receive tuition reimbursement for courses (including online courses) completed while attending an accredited vocational school, technical school, college, or university.

The courses must:

- relate to current or prospective job duties; and
- benefit the Authority by increasing employee knowledge, understanding and skills needed to achieve HHS goals and objectives.

Note: Tuition reimbursement only covers the cost of the course. Examples of costs that are covered include, but are not limited to, the following:

- tuition cost
- mandatory lab fees;
- books;
- required materials;

Special Conditions: CRWA will not pay the cost of tuition and mandatory fees which are paid by other sources, such as scholarships, grants, veterans programs, U.S. Military Reserve, and programs or other subsidies. Proof of enrollment, proof of payment and successful completion of the course in accordance with the eligibility requirements must be provided. National Center for Education Statistics Classification of Instructional Programs (CIP): 01) agriculture, agriculture operations, and related sciences. 03) natural resources and conservation. 04) architecture and related services. 11) computer and information sciences and support services. 14) engineering. 15) engineering technologies and engineering related fields. 22) legal professions and studies. 26) biological and biomedical sciences. 27) mathematics and statistics. 40) physical sciences. 41) science technologies/technicians. 49) ground transportation and materials moving. 52) business, management, marketing, and related support services. 53) vocational training.

Note: Employees are not eligible for tuition reimbursement for courses already paid for through the Hazlewood Act, grants, or other scholarships or fellowships.

Eligibility and Reimbursement

An employee may receive tuition reimbursement for courses completed while attending a vocational school, technical school, college, or university, at the time courses begin, if the employee:

- has successfully completed his or her probationary period;
- is not on an active written warning in the Performance and Conduct Management System;
- has not received a disciplinary action in the last 12 months; and
- is performing the job at a level that is at least what is normally expected or required, as reflected in his or her most recent performance evaluation.

An employee may be reimbursed upon providing proof of satisfactory course completion. Satisfactory course completion must include the end date of the course taken and the official grade slip or transcript that shows either:

- a final grade of:
- "C" or above for undergraduate work; or
- "B" or above for graduate work; or
- a "pass" grade (only for schools with a pass/fail system that do not provide a letter grade).

The employee will be reimbursed 100 percent of the tuition, up to a total of $10,000 in a fiscal year. Beyond that, the employee will be responsible for half of the total amount that exceeds $10,000.
An employee should request tuition reimbursement as far in advance as possible, but no later than 20 working days after that semester ends.

All requests for tuition reimbursement are reviewed by the HR and Finance manager and Must be currently employed at the Authority.

A requirement for continued employment with CRWA after course completion is an assurance that CRWA will benefit from employee participation in this program. If an employee leaves CRWA employment for any reason before a employment requirement is completed, the employee must repay CRWA for tuition that was paid to the employee. A twelve (12) month employment requirement begins on the reimbursement check date. A separate employment requirement must be completed for each reimbursement payment made to the employee. Please note that an employment requirement is not a guarantee of continued employment for any period of time, is not an assurance of continued employment by CRWA and does not alter the at-will employment relationship. Employees who participate in this tuition reimbursement benefit continue to be at-will employees of CRWA.

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	TWDB SWIFT FUNDING APPLICATION	CRWA 24-05-008

INITIATED BY ARDURRA ENGINEERING

STAFF RECOMMENDATION

Accept and approve the submittal of the full application for SWIFT funding to the Texas Water Development Board.

BACKGROUND INFORMATION

THE HAYS CALDWELL WATER TREATMENT PLANT IS CURRENTLY OPERATING AT ITS FULL CAPACITY AND IS OPERATING WITH EQUIPMENT THAT IS NEARING THE END OF ITS USEFUL LIFE. IN ADDITION, A PLANT EXPANSION IS NEEDED TO MEET THE FUTURE TREATED WATER DEMANDS OF CRWA'S MEMBER ENTITIES.

FINANCIAL IMPACT

TWDB SWIFT FUNDING IS REQUIRED TO FUND THE REPLACEMENT OF EXISTING EQUIPMENT AND INSTALLATION OF NEW EQUIPMENT.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-008

BE IT RESOLVED that the CRWA Board of Trustees has approved the submittal of the full application for SWIFT funding to the Texas Water Development Board.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	AMENDMENT TO THE 2001 WATER TRANSPORTATION AND WHEELING AGREEMENT W/ MAXWELL SUD	CRWA 24-05-009

INITIATED BY KERRY AVERYT, P.E.

STAFF RECOMMENDATION

Accept and approve the amendment to the Wheeling Agreement, conditioned upon CLSUD and Martindale WSC agreeing to pay all Rental Payments and other charges to be incurred by CRWA under the Amendment.

BACKGROUND INFORMATION

CRWA and Maxwell entered into that certain *Water Transportation and Wheeling Agreement* effective January 8, 2001 (the "Original Contract"). The Original Contract authorizes CRWA to deliver up to 311 GPM of treated surface water produced by the CRWA Hays Caldwell Project (the "Project") to County Line Special Utility District ("CLSUD") and Martindale Water Supply Corporation ("MWSC") by and through wheeling such water through a portion of Maxwell's water system, including through use of certain Maxwell-owned facilities together with certain facilities in which CRWA and Maxwell share in ownership of line capacity due to shared construction costs.

The Original Contract, at Section 3.02, authorizes Maxwell to terminate CRWA's right to use the facilities wholly owned by Maxwell upon six (6) months' notice.

On August 9, 2023, Maxwell delivered to CRWA written notice (the "Termination Notice") of intent to terminate CRWA's right to use the Existing Transmission Lines (as defined in the Original Contract) in accordance with Section 3.02. Since that time, CRWA has met and negotiated with Maxwell to reach mutually agreeable terms under which Maxwell with withdraw the Termination Notice so that CRWA and the Hays Caldwell Participating Members may explore alternate options, including a designated pipeline, for delivery of Project water to CLSUD.

The proposed Amendment has a two (2) year term and no automatic renewal provision. The Amendment would significantly increase both the volume of water that Maxwell will wheel through its system and the Rental Payment due to Maxwell, and base such payment on gallonage delivered, as opposed to linear feet of pipeline which is the methodology used in the Original Contract.

CRWA staff and legal counsel do not recommend that CRWA absorbs the increased costs of wheeling the water. Instead, these costs should be passed through to CLSUD and MWSC through a formal Interlocal Cooperation Agreement, a draft of which has already been prepared by CRWA.

FINANCIAL IMPACT

It is anticipated that the increased cost of Maxwell's wheeling services will be passed through to CLSUD and MWSC, who will contractually agree to reimburse CRWA. In the event of that no such

agreement is reached, the increased cost of Maxwell's wheeling services is approximately $100,000 - $150,000 annually.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-009

BE IT RESOLVED that the CRWA Board of Trustees approve the First Amendment to Water Transportation and Wheeling Agreement with Maxwell SUD and authorizes the President of the Board of Trustees to execute such document. This approval

☐ IS

☐ IS NOT

conditioned upon CLSUD and MWSC entering into a separate agreement with CRWA to reimburse CRWA for all costs of Maxwell's wheeling services to be provided under the Original Contract, as amended by the First Amendment.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

CANYON REGIONAL WATER AUTHORITY
BOARD COMMUNICATION

DATE	SUBJECT	AGENDA NUMBER
05/13/2024	AMENDMENTS TO THE FY 2021, 2022, 2023, AND 2024 BUDGETS	CRWA 24-05-010

INITIATED BY

STAFF RECOMMENDATION

To accept and approve the amendments to the FY 2021, 2022, 2023, and 2024 Budgets.

BACKGROUND INFORMATION

IN THE 2021, 2022, 2023, AND 2024 CRWA BUDGETS, THE STATED RATE HAS NOT MATCHED THE AMOUNT ACTUALLY BILLED TO THE MEMBER ENTITIES AND WHOLESALE CUSTOMERS. THIS RESOLUTION AMENDS THE BUDGETS TO MATCH THE ACTUAL AMOUNT CHARGED.

FINANCIAL IMPACT

THERE IS NO FINANCIAL IMPACT RESULTING FROM THIS RESOLUTION.

MOTION

Motion to approve the following resolution.

CANYON REGIONAL WATER AUTHORITY

RESOLUTION NO. 24-05-010

BE IT RESOLVED the Board of Trustees has accepted the amendments to the FY 2021, 2022, 2023, and 2024 Budgets.

Adopted this 13th day of May 2024

Ayes ____ Nays____ Abstained____ Absent____

Approved by: _____
Timothy D. Fousse, CPM
President

Certified and attested by: _____
Doris Steubing
Secretary

FY 2021, 2022, 2023, 2024
Cost per 1,000 Gallons Adjustment

	Projected Sales (Gallons)	Cost Per 1,000 Gallons (Per Budget)	Total Cost (Per Budget)	Cost Per 1,000 Gallons (Billed to Entities)	Total Cost (Projected Sales)	Variance
FY 2021						
LD/MC/WR	2,887,039,860	$0.71	$2,058,714.24	$0.72	$2,078,668.70	$19,954.46
LD/WR	566,980,740	$0.49	$278,839.56	$0.50	$283,490.37	$4,650.81
			$2,337,553.80		$2,362,159.07	$24,605.27
HC	684,264,880	$0.66	$449,046.28	$0.67	$458,457.47	$9,411.19
			$2,786,600.08		$2,820,616.54	$34,016.46
FY 2022						
LD/MC/WR	4,529,328,900	$0.76	$3,426,204.77	$0.77	$3,487,583.25	$61,378.48
LD/WR	876,539,190	$0.55	$478,881.91	$0.56	$490,861.95	$11,980.04
			$3,905,086.68		$3,978,445.20	$73,358.52
HC	798,334,950	$0.72	$574,801.16	$0.73	$582,784.51	$7,983.35
			$4,479,887.84		$4,561,229.71	$81,341.87
FY 2023						
LD/MC/WR	4,684,108,125	$0.81	$3,770,901.28	$0.82	$3,840,968.66	$70,067.38
LD/WR	1,118,972,334	$0.59	$662,233.39	$0.60	$671,383.40	$9,150.01
			$4,433,134.67		$4,512,352.06	$79,217.39
HC	898,697,058	$0.74	$665,035.82	$0.75	$674,022.79	$8,986.97
			$5,098,170.49		$5,186,374.86	$88,204.37
FY 2024						
LD/MC/WR	5,096,309,640	$0.94	$4,773,627.76	$0.95	$4,841,494.16	$67,866.40
LD/WR	961,260,450	$0.74	$712,416.04	$0.75	$720,945.34	$8,529.30
			$5,486,043.80		$5,562,439.50	$76,395.70
HC	834,148,960	$0.89	$743,809.53	$0.90	$750,734.06	$6,924.53
			$6,229,853.33		$6,313,173.56	$83,320.23