

**Self-Evaluation Report
for the
Red River Authority of Texas**



Sunset Advisory Commission

September 1, 2017

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RED RIVER AUTHORITY OF TEXAS Self-Evaluation Report

I. Agency Contact Information

A. Please fill in the following chart.

**Red River Authority of Texas
Exhibit 1: Agency Contacts**

	Name	Address	Telephone & Fax Numbers	Email Address
Agency Head	Curtis W. Campbell, General Manager	P.O. Box 240 Wichita Falls, TX 76307	(940) 723-2236	curtis.campbell@rra.texas.gov
Agency's Sunset Liaison	Danna P. Bales, Executive Assistant	P.O. Box 240 Wichita Falls, TX 76307	940-723-2236	danna.bales@rra.texas.gov

II. Key Functions and Performance

Provide the following information about the overall operations of your agency. More detailed information about individual programs will be requested in a later section.

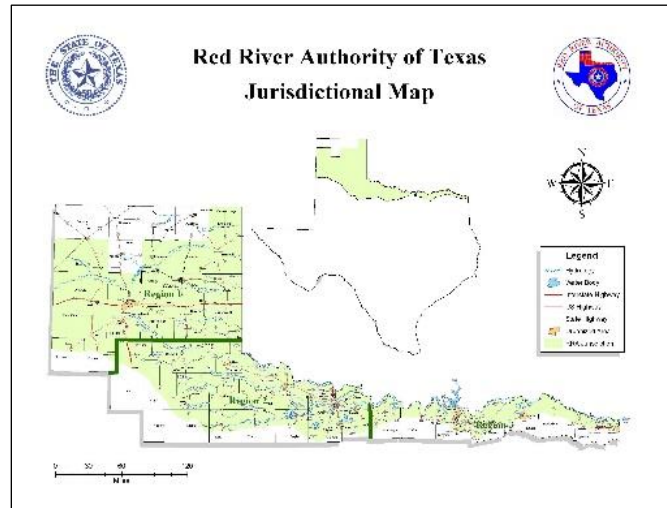
A. Provide an overview of your agency's mission, objectives, and key functions.

The Red River Authority of Texas (the Authority) was created in 1959 by acts of the 56th Legislature as a conservation and reclamation district, a political subdivision of the state, a body politic and corporate under Article XVI, Section 59 of the Texas Constitution. The Authority's mission is the orderly conservation, reclamation, protection, and development of the water resources throughout the Red River Basin for the benefit of the public.

The following map depicts the Authority's legal jurisdiction:

The following Scope of Services, as outlined in the Administrative Policy and Procedure Manual, describes the Authority's objectives and key functions:

- a. Preparation / maintenance of a Master Plan for the organized protection, reclamation, conservation,



and development of the water resources throughout the Red River Basin for the benefit of the general public;

b. Provide administrative and technical assistance in the areas of development, operation, and maintenance to meet the water resource needs of communities and municipalities within the designated legal jurisdiction;

c. Provide financial assistance to aid in the control of pollution, conservation of water, resource management and development, water and wastewater treatment, navigation, flood control, and solid waste disposal;

d. Provide sponsorship of any feasible public works project where the intent is to reclaim, improve, or develop the water resources of the watershed within the framework of the Master Plan and all applicable state and federal statutes;

e. The Authority may exercise its legislative powers to contract, construct, purchase, lease, own and/or operate any public facilities necessary to benefit the public, within the scope of its Enabling Legislation;

B. Do your key functions continue to serve a clear and ongoing objective? Explain why each of these functions is still needed. What harm would come from no longer performing these functions?

Our key functions continue to serve a clear and on-going objective. The Authority is a small but crucial organization for the counties it represents. The agency manages efficiently with its small staff, while accomplishing more than many other agencies with large staff numbers. No funds are received from state appropriations and the Authority's operations rely solely on water sales revenue, laboratory service fees, contract services and special studies.

As a partner for the Clean Rivers Program, the Authority monitors sites that other agencies can no longer service and contributes to the state water quality database. The Authority continues to see water quality improvements through its programs that have benefited the watershed through implemented structural and non-structural controls. The Red River Chloride Control Project authorized by congress began in 1959 and the Authority was appointed as the local sponsor to control this natural pollutant in the Red River Basin in Texas. The Authority has also worked to economically finance many pollution control improvements to small cities and businesses that would otherwise been put off or never completed. The Authority also provides lab services to a large area of customers both local government and private firms who have few options for lab services in our area. The Authority operates 33 water systems in parts of 15 counties. The Authority provides rural water in areas that have been neglected by private sources and has stepped in and taken over failing systems as a last resort. If the Authority could no longer serve in this capacity, the area rivers, streams and tributaries entrusted to it would no longer have oversight and mediation, municipalities would be without assistance, small water districts would lose access to valuable financial resources, customers would be without a key option in lab

services, and many rural water customers would be without water service without the the Authority. And lastly, all gains in changing public perception through programming, particularly in regards to the value of water and the importance of maintaining the integrity of water quality, would be lost. The Authority continues to play an essential and vital role in the watershed it serves.

C. What evidence can your agency provide to show your overall effectiveness and efficiency in meeting your objectives?

The Authority's staff evaluates the effectiveness and efficiency in meeting objectives through the measures of success required by all of its programs in assessment reporting, physical evidence and public perception. All projects require extensive quarterly and final reports. Copies of project reports may be made available for review upon request. The Authority and its staff have an impeccable reputation with the citizens in the communities served, with local media, and with other federal, state and local agencies with whom it partners. The Authority is relied upon heavily for leadership and expertise as the agency and staff are asked for input and consultation in water quality/quantity matters on a regular basis.

D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions?

The Authority believes that its broad enabling legislation continues to reflect its mission and objectives.

E. Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?

In January 2013, the Authority requested two changes to its enabling legislation. Senate Bill 281 amended the law to authorize the Red River Authority of Texas to purchase groundwater rights in a county in the Authority's territory under certain conditions. The bill also provides for meetings of the Authority's Board of Directors to be held by telephone conference call, video conference call, or through communications over the Internet. These changes became effective January 1, 2014.

F. Do any of your agency's functions overlap or duplicate those of another state or federal agency? Explain if, and why, each of your key functions is most appropriately placed within your agency. How do you ensure against duplication with other related agencies?

The Authority believes its functions do not overlap or duplicate those of other state or federal agencies, but is unsure as to how other states carry out similar functions. The Authority's dealings are typically on a state or jurisdictional level only and are specific to Red River Basin watershed in Texas. Even though some functions may seem similar, each of the river authorities in the State of Texas are unique in how they deliver services to their legal jurisdictions.

G. In general, how do other states carry out similar functions?

The Authority and its staff participate in the Red River Valley Association to share ideas and promote conservation efforts throughout the Red River Valley as it stretches from Texas along Oklahoma and then down through Arkansas and Louisiana. Though we share information there are no combined programs and the Authority is not informed of each neighboring states entities daily functions.

H. What key obstacles impair your agency's ability to achieve its objectives?

The Authority feels there are no real key obstacles to achieving its objectives, as it has a good working relationship with local, state and federal agencies, as well as good working relationships with area political representatives.

I. Discuss any changes that could impact your agency's key functions in the near future (e.g., changes in federal law or outstanding court cases).

The Authority is unaware of any pending changes that would impact the Authority's key functions.

J. What are your agency's biggest opportunities for improvement in the future?

As the Authority does not receive state appropriations, all funding is derived from interest income, water sales, lab service fees, and special projects. The biggest opportunities are in expanding our rural water systems and increasing our customer base. The Authority recently issued bonds to implement major capital improvements in its Utility Division, which will enhance and improve its overall operations.

K. In the following chart, provide information regarding your agency's key performance measures included in your appropriations bill pattern, including outcome, input, efficiency, and explanatory measures. Please provide information regarding the methodology used to collect and report the data.

The performance measures chart has been deleted since the Authority does not receive state appropriations.

L. Please discuss any "high-value data" your agency possesses, as defined by Section 2054.1265 of the Government Code. In addition, please note whether your agency has posted those data sets on publically available websites as required by statute.

The Authority maintains all of its publications on its website at www.rra.texas.gov/publications. This includes but is not limited to the Authority's audited Comprehensive Annual Financial Reports, reports required by the Texas Commission on Environmental Quality, and reports required by the Texas Water Development Board.

III. History and Major Events

Provide a timeline of your agency's history and key events, including:

- the date your agency was established;
- the original purpose and responsibilities of your agency; and
- major changes in responsibilities or statutory authority.

Also consider including the following information if beneficial to understanding your agency:

- changes to your policymaking body's name or composition;
- significant changes in state/federal legislation, mandates, or funding;
- significant state/federal litigation that specifically affects your agency's operations; and
- key changes in your agency's organization (e.g., a major reorganization of the agency's divisions or program areas).

The Red River Authority of Texas was created in 1959 by Acts of the 56th Legislature as a political subdivision of the state, a body politic and corporate under Article XVI, Section 59 of the Texas Constitution.

The Authority's Enabling Legislation, Article 8280-288 of Vernon's Annotated Civil Statutes (VACTS), enumerates the primary powers granted under the general and special laws of the state to fulfill its purpose. Those powers include water resource conservation, planning, development, management, pollution control, flood control and navigation, public facility financing, development, operation and maintenance, all of which must meet strict criteria of being beneficial to the public. Therefore, the Authority's mission shall be interpreted as the orderly conservation, reclamation, protection, and development of the water resources throughout the Red River Basin for the benefit of the public.

The Authority's territorial jurisdiction encompasses all or part of forty-three Texas counties lying within and adjacent to the watershed of the Red River and its tributaries upstream from the northeast corner of Bowie County to the New Mexico state line. In 1981, the Legislature divided the Authority's territorial jurisdiction into three geographical regions based on population with gubernatorial appointment of three directors to serve from each region.

Since 1964, the Authority has been a self-supporting agency of the state receiving no appropriations. The only state funds received are by contracts with the Texas Commission on Environmental Quality for the Texas Clean Rivers Program and the Texas Water Development Board for work as the Administrative Agency for the Region B Water Planning Group. The billing of these projects to the respective agencies is at cost, however the Texas Water Development Board does not reimburse for the Authority's staff time spent on the

project. All other funds received by the Authority are from charges billed for services rendered to its customers, which include retail water and wastewater fees, maintenance fees, contract operations fees, laboratory analysis fees and financial assistance fees. Additionally, the Authority does not own or operate any reservoirs, parks, or major wholesale water or wastewater facilities.

The Authority's Utility Division, which owns and operates thirty-three rural water systems and three wastewater systems spread across fifteen counties within the Red River Basin, generates the majority of the revenues received by the Authority. The remaining revenue is generated primarily from the Environmental Laboratory Service and contract services. The Authority completes all of this with a staff of 31 employees.

IV. Policymaking Structure

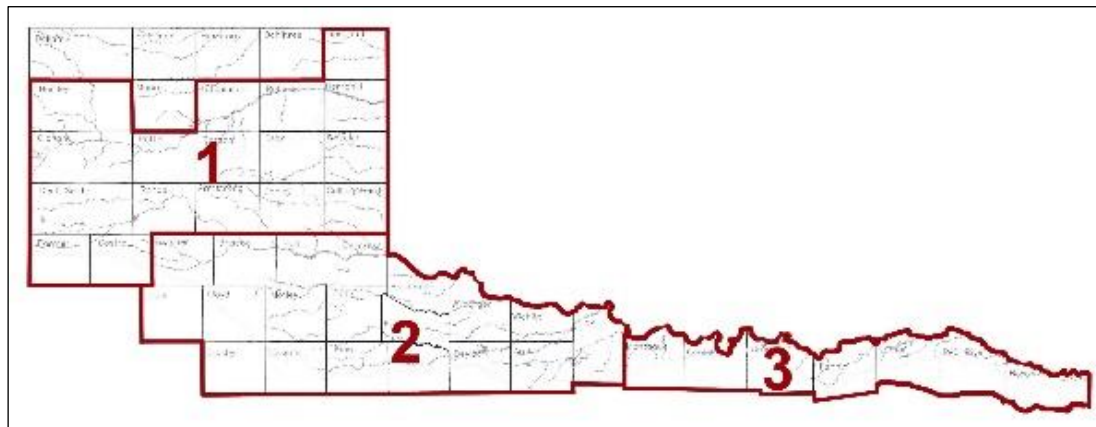
- A. Complete the following chart providing information on your policymaking body members.

**Red River Authority of Texas
Exhibit 3: Policymaking Body**

Member Name	Term / Appointment Dates / Appointed by (e.g., Governor, Lt. Governor, Speaker)	Qualification (e.g., public member, industry representative)	City
Nathan J. (Jim) Bell, IV	Six Year / 10-13-00 / Gov. Perry	Public Member	Paris
C. Cole Camp	Six Year / 07-28-08 / Gov. Perry	Public Member	Amarillo
Penny C. Carpenter	Six Year / 07-28-08 / Gov. Perry	Public Member	Silverton
Stephen A. Thornhill	Six Year / 09-05-14 / Gov. Perry	Public Member	Denison
Jerry Bob Daniel	Six Year / 06-02-08 / Gov. Perry	Public Member	Truscott
Montford T. (Monty) Johnson, III	Six Year / 10-14-12 / Gov. Perry	Public Member	Amarillo
Billy Mayfield McCraw, II	Six Year / 09-22-08 / Gov. Perry	Public Member	Telephone
George Wilson Scaling, II	Six Year / 06-02-08 / Gov. Perry	Public Member	Henrietta
Todd W. Boykin	Six Year / 12-20-16 / Gov. Abbott	Public Member	Amarillo

- B. Describe the primary role and responsibilities of your policymaking body.

The Authority’s governing body is composed of a nine-member Board of Directors, all of whom are appointed by the Governor, confirmed by the Senate; must be a legal voter, property taxpayer and a resident in the Authority’s jurisdiction. Each Director serves a six-year staggered term. The Directors are organized by electing from their membership a President, Vice-President, Secretary and Assistant Secretary. One Director is appointed from each of the three geographical regions of the Red River Basin (see map below) to serve with the President on the Executive Committee. The Executive Committee is a policy, administrative and fiscal oversight committee for all agency related activities. The Board of Directors administers all affairs of the Authority through a Board adopted Administrative Policy and a Board-appointed chief executive officer in the position of General Manager.



C. How is the chair selected?

The President of the Board (chair) is elected by a majority vote of the Board of Directors in September of each year for the ensuing fiscal year.

D. List any special circumstances or unique features about your policymaking body or its responsibilities.

In 1981, the Legislature divided the Authority's territorial jurisdiction into three geographical regions based on population with gubernatorial appointment of three directors to serve from each region. Each director must be a legal voter, property tax payer and resident in the Authority's jurisdiction. The Executive Committee is a policy, administrative and fiscal oversight committee for all agency related activities.

E. In general, how often does your policymaking body meet? How many times did it meet in FY 2016? In FY 2017?

The Authority's Board of Directors meet on a quarterly basis every January, April, July and September. The Executive Committee meets each January prior to the regular Board of Directors Meeting.

F. What type of training do members of your agency's policymaking body receive?

Each Board of Director is provided with an Administrative Policy and Procedure Manual, which includes the Authority's enabling legislation and bylaws. Additionally, all Board of Directors are required to complete training on Open Meetings and Public Information, as provided by the Texas Attorney General and all new members attend the Governor's seminar for new appointees.

G. Does your agency have policies that describe the respective roles of the policymaking body and agency staff in running the agency? If so, describe these policies.

Yes, the following excerpt is cited from the Authority's Administrative Policy and Procedure Manual:

The General Administration Division is designated to function as the chief executive branch of the Authority and directed to carry out the policies sanctioned by the Board of Directors to achieve the purpose for which the agency was created. All officers and employees shall adhere to the policies adopted by the Board of Directors and administer the responsibilities entrusted the agency with the highest ethical and professional regard.

A General Manager shall be appointed by the Board of Directors and charged with the administration of the affairs and operations of the Authority under the guidelines and procedures set forth in this General Policy as adopted by the Board of Directors.

The General Manager may be assisted by a professional staff and employees in the accomplishment of his or her duties, and shall be solely responsible to the Board of Directors for the proper implementation of all policies and the successful operation of the Authority.

H. What information is regularly presented to your policymaking body to keep them informed of your agency's performance?

The Board of Directors are provided monthly financial reports, as well as advisory bulletins and information when warranted.

A Management Report shall be prepared by the external auditors for submission to the Executive Committee during its review process and to the Board of Directors. The external auditor shall provide oral comments regarding the Management Letter to the Board of Directors in a regular meeting, at which time the Comprehensive Annual Financial Report is presented.

Pursuant to the Texas Water Code, an independent management audit of the Authority's general administration shall be conducted once every five (5) years or more often as the Board of Directors may require.

I. How does your policymaking body obtain input from the public regarding issues under the jurisdiction of the agency? How is this input incorporated into the operations of your agency?

The Authority holds regularly scheduled quarterly public Board of Directors meetings on the third Wednesday of every January, April, July and September. These meetings are posted, as required (*Texas Register*, County Courthouse, the Authority's website, etc.) and the public is invited to attend. In the event that special meetings of the Board are required, the same public postings are performed.

- J. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart. In addition, please attach a copy of any reports filed by your agency under Government Code Chapter 2110 regarding an assessment of your advisory committees.**

**Red River Authority of Texas
Exhibit 4: Subcommittees and Advisory Committees**

Name of Subcommittee or Advisory Committee	Size / Composition / How are members appointed?	Purpose / Duties	Legal Basis for Committee
Executive Committee	<p>Six Members</p> <p>One member from each region, the President of the Board, the General Manager and the General Counsel</p> <p>Members are appointed by majority vote of the Board of Directors in September each year for the ensuing fiscal year.</p>	<p>The Executive Committee functions as a policy, administrative and fiscal oversight committee for all agency related activities.</p>	<p>Part of the enabling legislation Article 8280-228 of Vernon's Annotated Texas Civil Statutes (VATCS). Section 14 of the Authority's Bylaws states, "The President may, with the approval of the Board of Directors, appoint an executive committee comprised of three or more members of the Board of Directors. Such Executive Committee shall possess such powers and duties that may be granted by the Board of Directors that are not in conflict with the Laws of the State of Texas or these Bylaws."</p>

V. Funding

- A. Provide a brief description of your agency's funding.**

The Authority is a self-supporting agency of the state receiving no appropriations. The only state funds received are by contracts with the Texas Commission on Environmental Quality for the Texas Clean Rivers Program and the Texas Water Development Board for work as the Administrative Agency for the Region B Water Planning Group. The billing of these projects to the respective agencies is at cost, however the Texas Water Development Board does not reimburse for the Authority's staff time spent on the project. All other funds received by the Authority are from charges billed for services rendered to its customers, which include retail water and wastewater fees, maintenance fees, contract operations fees, laboratory analysis fees and financial assistance fees, when required.

- B. List all riders that significantly impact your agency's budget.**

N/A

C. Show your agency’s expenditures by strategy.

**Red River Authority of Texas
Exhibit 5: Expenditures by Strategy — 2016 (Actual)**

Goal / Strategy	Amount Spent	Percent of Total	Contract Expenditures Included in Total Amount
ENTERPRISE FUNDS	\$4,939,514	78%	\$291,631
INTERNAL SERVICE FUNDS	\$1,410,762	22%	\$21,390
TOTAL	\$6,350,276	100%	\$313,021

D. Show your agency’s sources of revenue. Include all local, state, and federal appropriations, all professional and operating fees, and all other sources of revenue collected by the agency, including taxes and fines.

**Red River Authority of Texas
Exhibit 6: Sources of Revenue — Fiscal Year 2016 (Actual)**

Source	Amount
ENTERPRISE FUNDS	\$5,081,152
INTERNAL SERVICE FUNDS	\$1,625,791
TOTAL	\$6,706,943

E. If you receive funds from multiple federal programs, show the types of federal funding sources.

**Red River Authority of Texas
Exhibit 7: Federal Funds — Fiscal Year 2016 (Actual)**

Type of Fund	State / Federal Match Ratio	State Share	Federal Share	Total Funding
N/A				

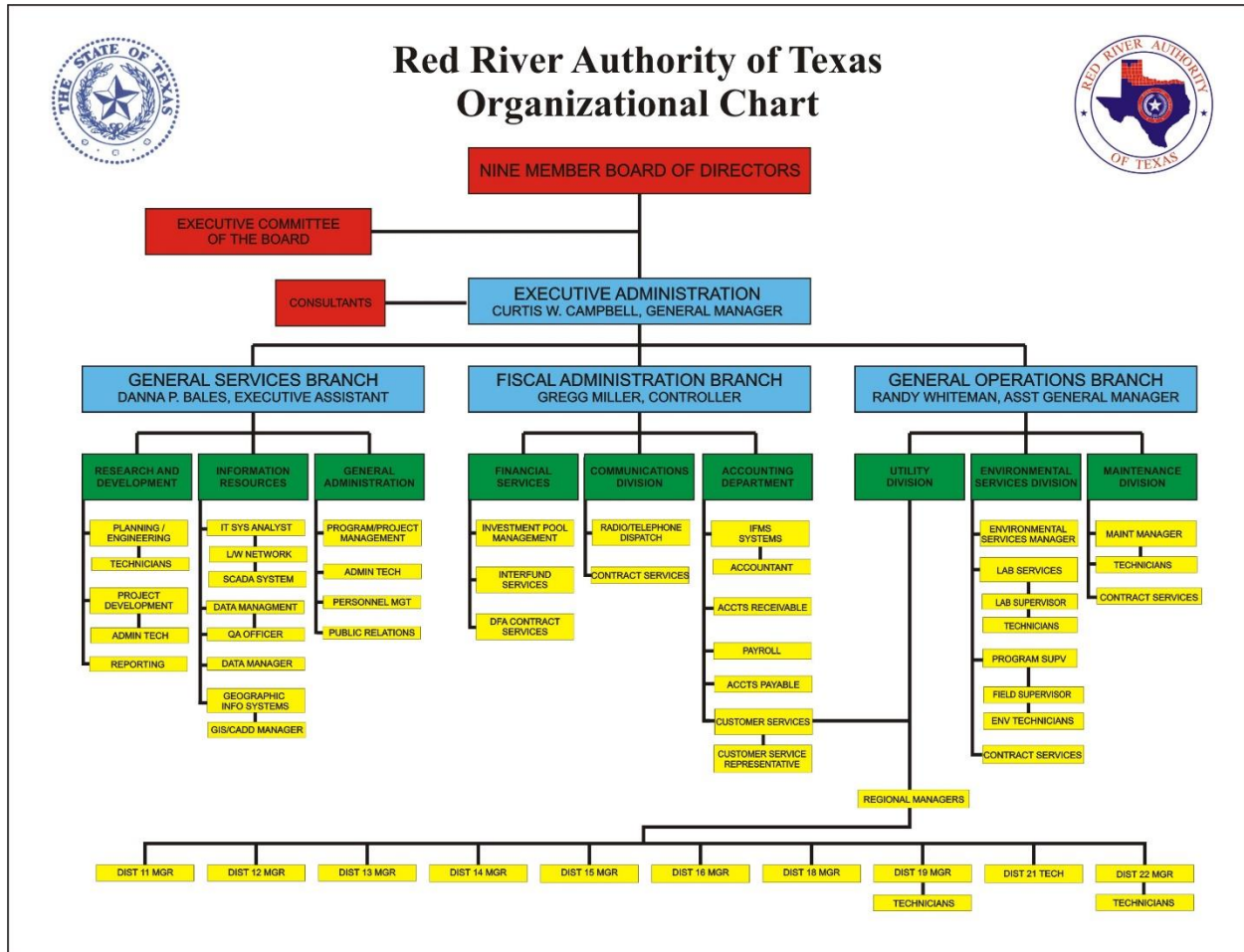
F. If applicable, provide detailed information on fees collected by your agency.

**Red River Authority of Texas
Exhibit 8: Fee Revenue — Fiscal Year 2016**

Fee Description/ Program/ Statutory Citation	Current Fee/ Statutory Maximum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited (e.g., <i>General Revenue Fund</i>)
N/A				

VI. Organization

- A. Provide an organizational chart that includes major programs and divisions, and shows the number of FTEs in each program or division. Detail should include, if possible, Department Heads with subordinates, and actual FTEs with budgeted FTEs in parenthesis.



- B. If applicable, fill in the chart below listing field or regional offices.

Red River Authority of Texas
Exhibit 9: FTEs by Location — Fiscal Year 2016

Headquarters, Region, or Field Office	Location	Co-Location? Yes / No	Number of Budgeted FTEs FY 2016	Number of Actual FTEs as of June 1, 2016
HEADQUARTERS	WICHITA FALLS	NO	16	16
WATER/SEWER TREATMENT PLANT	WICHITA FALLS	YES	2	2
WATER TREATMENT PLANT	POTTSBORO	YES	2	2
MAINTENANCE YARD	CHILDRESS	YES	11	10
TOTAL			31	30

C. What are your agency's FTE caps for fiscal years 2016–2019?

Thirty-one, depending on project needs.

D. How many temporary or contract employees did your agency have as of August 31, 2016? Please provide a short summary of the purpose of each position, the amount of expenditures per contract employee, and the procurement method of each position.

None.

E. List each of your agency's key programs or functions, along with expenditures and FTEs by program.

**Red River Authority of Texas
Exhibit 10: List of Program FTEs and Expenditures — Fiscal Year 2016**

Program	Number of Budgeted FTEs FY 2016	Actual FTEs as of August 31, 2016	Actual Expenditures
GENERAL ADMINISTRATION DIVISION	5	5	\$ 859,877
RESEARCH AND DEVELOPMENT DIVISION	0	0	118,944
UTILITY DIVISION	12	11	4,249,995
ENVIRONMENTAL SERVICES DIVISION	6	6	864,504
MAINTENANCE DIVISION	3	4	211,998
COMMUNICATIONS DIVISION	0	0	35,683
FISCAL SERVICES DIVISION	3	3	11,275
TOTAL	31	29	\$ 6,350,276

VII. Guide to Agency Programs

Complete this section for **each** agency program (or each agency function, activity, or service if more appropriate). Copy and paste the questions as many times as needed to discuss each program, activity, or function. Contact Sunset staff with any questions about applying this section to your agency.

A. Provide the following information at the beginning of each program description.**General Administration Division**

Contact Name: Curtis W. Campbell, General Manager

Actual Expenditures, FY 2016: \$859,877

Number of Actual FTEs as of June 1, 2017: 5

Statutory Citation for Program: Article 8280-228, §19, VATCS

B. What is the objective of this program or function? Describe the major activities performed under this program.

The General Administration Division is designated to function as the chief executive branch of the Authority and directed to carry out the policies sanctioned by the Board of Directors to achieve the purpose for which the agency was created.

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.

The most recent Management Examination Report (2012), conducted by an outside auditing firm, reported that based upon procedures they performed, management has translated its statutory mandates and its enabling legislation into a reasonable and attainable mission statement that broadly, yet concisely, describes the purpose, intent, and beneficiaries of the Authority.

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

N/A

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

The General Administration Division provides administrative support to all divisions within the Authority.

F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

The General Administration Division provides administrative support to all divisions within the Authority.

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

The General Administration Division is funded by general administrative fees charged to other divisions.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

N/A

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

N/A

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

N/A

- K. If contracted expenditures are made through this program please provide:**

- a short summary of the general purpose of those contracts overall;
- the amount of those expenditures in fiscal year 2016;
- the number of contracts accounting for those expenditures;
- the method used to procure contracts
- top five contracts by dollar amount, including contractor and purpose;
- the methods used to ensure accountability for funding and performance; and
- a short description of any current contracting problems.

N/A

- L. Provide information on any grants awarded by the program.**

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

N/A

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

N/A

Research and Development Division

Contact Name: Curtis W. Campbell, General Manager

Actual Expenditures, FY 2016: \$118,944

Number of Actual FTEs as of June 1, 2017: 0

Statutory Citation for Program: Article 8280-228, §19, VATCS

B. What is the objective of this program or function? Describe the major activities performed under this program.

The Authority is empowered under Article 8280-228, §14, VATCS with the responsibility of pursuing the full development and beneficial use of the natural resources within the entire watershed of the Red River Basin in Texas. This is to include, but not be limited to, pollution control, flood control, water supply development, conservation and distribution, stream bank stabilization and navigation, development of public parks and recreation, and treatment and disposal of municipal and industrial waste. The Authority is further empowered under Article 8280-228, §19, VATCS to include investigation, planning, construction, operating, and maintaining all necessary properties, lands, rights, tenements, easements, reservoirs, dams, canals, and associated facilities which may be deemed proper for the accomplishment of the Authority's purpose. It is further authorized to enter into contracts with municipalities, districts, corporations, the United States and its agencies, the State of Texas and its agencies, the States of Oklahoma, Arkansas, and Louisiana, the confines of which are adjacent to the Red River. Major activities of the Research and Development Division are Computer Aided Design and Drafting, Graphic Information Systems, Project Planning, Project Development and Project Management.

One of the Authority's major projects under its Research and Development Division is the administrative services it provides for the Regional Water Planning Group – Area B. Since 1957, the Texas Water Development Board has been charged by the Texas Legislature with preparing a comprehensive and flexible long-term plan for the development, conservation, and management of the state's water resources. In 1997, the Texas Legislature created a "grass roots" initiative (Senate Bill 1) and charged the Texas Water Development Board with organizing regional water planning groups comprised of citizens from the local areas and representing eleven interest categories to develop regional water plans from the community level up to the state. The process worked very well and the first State Water Plan of this type was accepted and approved by the Texas Water Development Board and the Texas Legislature, January 2002. These plans are updated every five years, and the Regional Water Planning Groups are currently working on the fifth cycle of water planning, with a final water plan due to the Texas Water Development Board in 2021. These regional plans describe their respective regional planning areas, determine present and future population and water demand information, evaluate adequacy of current water supplies, identify water surpluses or needs by region, and develop management strategies to meet identified water needs under drought of record conditions. The RWPGs are further charged to identify unique stream segments and reservoir sites, as well as make policy recommendations to the Texas Water Development Board and the Legislature for inclusion in each five-year update of the State Water Plan. As the Authority has been involved since

the beginning of this grass roots initiative, it considers this program vital for the citizens in the Red River Basin, and stays up to date on the water planning in the other regions of the basin.

Additionally, the Authority maintains a cost-share contract with the United States Geological Survey for the operation of a stream monitoring gauge on the Wichita River. The continuous monitoring of this water quality station is vital to the water quality in the Red River Basin.

- C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.**

COMPUTER AIDED DESIGN AND DRAFTING

The Authority may employ the computer aided design and drafting (CADD) facilities to any other division within the Authority. The CADD services shall be limited to the preparation of facility plans and drawings, lot plans and plats, and digital mapping as may be necessary to meet the general planning and development needs of the Authority or any public entities within the basin.

GRAPHIC INFORMATION SYSTEM

A graphic information system shall be developed and maintained for the Authority to provide data management and analysis of facilities within the Utility Division and water quality monitoring and planning within the Environmental Services Division.

PROJECT PLANNING

The Authority may engage in planning efforts as prescribed in Article 8280-228, §14 (a-k), VATCS for the study, protection, conservation, management, and development of the water resources of the Red River Basin. All formal plans prepared by the Authority shall be for the benefit of the public within its legal jurisdiction and conform to all state, regional, and area-wide planning efforts.

PROJECT DEVELOPMENT

The Authority shall endeavor to promote the organized development and management of the water resources of the watershed within the framework of the Master Plan for the Red River Basin prepared under Article 8280-228 §14 (k), VATCS.

PROJECT MANAGEMENT

The Authority may act as a management agency under a specific contract agreement on behalf of the State of Texas, the adjacent states of Oklahoma, Arkansas, and Louisiana, or any local public entity desiring services to be provided by the Authority for the purpose of project planning, development, permitting, or operations and maintenance of facilities as designated under Article 8280-228, §16, VATCS.

- D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**

N/A

- E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.**

The Research and Development Division shall initially begin any type development project to which the Authority may be engaged, including but not limited to, other divisions within the Authority's structure, and will conduct its activities in accordance with the guidelines set out in the Authority's Administrative Policy and Procedures Manual.

- F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.**

The Research and Development Division is administered through the General Administration Division.

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

Funding sources for the Research and Development Division derive from direct costs associated with any of its major activity.

The Authority has been in contract with the Texas Water Development Board, as the administrative agency for the Regional Water Planning Group – Area B, to conduct the water planning activities for Region B. The majority of these funds are paid to contracted consultants for the technical aspects of the planning. The remaining funds are utilized in direct administrative costs, not including labor, fringe or overhead.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

N/A

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

N/A

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

N/A

- K. If contracted expenditures are made through this program please provide:**

- a short summary of the general purpose of those contracts overall;
- the amount of those expenditures in fiscal year 2016;
- the number of contracts accounting for those expenditures;
- the method used to procure contracts
- top five contracts by dollar amount, including contractor and purpose;
- the methods used to ensure accountability for funding and performance; and
- a short description of any current contracting problems.

The Authority has been in contract with the Texas Water Development Board, as the administrative agency for the Regional Water Planning Group – Area B, to conduct the water planning activities for Region B. The majority of these funds are paid to contracted consultants for the technical aspects of the planning. The remaining funds are utilized in direct administrative costs, not including labor, fringe or overhead. Total expenditures for Fiscal Year 2016 were \$21,390. Internal accounting and review procedures are utilized to ensure accountability for funding and performance.

- L. Provide information on any grants awarded by the program.**

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

N/A

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

Additional information on the Regional Water Planning Group – Area B can be found at the following links:

<http://regionbwater.org/> and <http://www.twdb.texas.gov/waterplanning/index.asp>

- O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:**

N/A – The Authority has no regulatory programs.

- P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency’s practices. Please include a brief description of the methodology supporting each measure.**

N/A – The Authority has no regulatory programs.

Utility Division

Contact Name: Curtis W. Campbell, General Manager

Actual Expenditures, FY 2016: \$4,249,995

Number of Actual FTEs as of June 1, 2017: 11

Statutory Citation for Program: Article 8280-228, §19, VATCS

- B. What is the objective of this program or function? Describe the major activities performed under this program.**

The Authority is empowered by law (Article 8280-228, Section 19, VATCS) to develop, operate, and maintain water supply treatment and distribution systems for the beneficial use of the public within the territorial confines of the Red River Basin in Texas. The Utility Division was established as an integral component of the Authority's operations to effectively manage and account for all utility-related activities within its legal jurisdiction. The Enabling Legislation and each bond ordinance requires that uniform rules and regulations be adopted and adhered to in an effort to assure the successful operation of each water or wastewater system. The rules and regulations as set forth herein are designed to provide general operating practices that are fair, equitable, and non-discriminatory to all participants of any utility system within the Utility Division. The General Manager shall be responsible for administering this policy in a fair and equitable manner without deviation, except as expressly provided herein. The Assistant General Manager and/or the Director of Operations shall be responsible for the day to day operations of all facilities, provide policy interpretation or guidance and technical assistance to all personnel engaged with system operations. Regional Managers are assigned to each designated region within the Utility Division to provide oversight and ensure that all personnel perform their assigned duties consistent with the professional and ethical standards of the Authority, and within the scope of the guidelines and procedures of the general policy. District Managers shall be responsible for the uniform administration and maintenance of an assigned geographical area within the framework of this policy. The District Manager is required to reside within the boundaries of the assigned district in an area as centrally located as practical. Maintenance Division personnel shall assist the District Managers with all planned system improvements, routinely scheduled and emergency repairs. Since the Utility Division encompasses a

fifteen (15) county service area, it is necessary that uniform rules and regulations be adopted that are consistent with the requirements of the Authority's Enabling Legislation and other regulatory agencies.

The context of this policy shall conform to the Texas Commission on Environmental Quality Rules and Regulations, TAC Chapters 281 and 290 – 293 for public water supply systems, TAC Chapters 305, 309, 317, and 319 for public wastewater treatment facilities, and the Uniform Plumbing Code. These rules and regulations shall be a part of every contract for service, and in each application for service, the applicant or customer shall agree to be bound by the provisions of this policy and/or a service contract. The Utility Division was designed to provide potable water supply and/or sewerage disposal services to anyone residing within the immediate service area of an existing distribution and/or collection system. The only stipulations are contingent upon the existing system having the extra capacity to support the additional demand proposed and the applicant willing to pay all cost associated with the connection of service.

Major Activities of the Utility Division:

Service Accounts

The Utility Division shall process applications for service and provide any person desiring a service connection to an existing system contingent upon the completion of all required applications and deposits.

Service Connections/Extensions

A domestic service connection shall consist of a standard 5/8" tap made to an existing 2" main line or larger and owned by the Authority. A standard commercial service connection (Restricted Demand) shall consist of a standard type connection with a meter no larger than a full 3/4" bore. A special wholesale commercial connection shall consist of a connection sufficient to supply a specified volume, and pressure required for the intended use.

Meter Reading

All service meters shall be read by Authority personnel on a monthly basis according to a detailed schedule provided to each District Manager, corresponding with the district's billing cycle.

Utility Billing

All utility billing statements shall be mailed from the Authority's main office on the last working day of each district's assigned billing cycle.

Public Notifications

The Assistant General Manager and/or the Director of Operations shall promptly notify any utility customers of contaminants that may pose a health threat when identified in the course of analysis. Regular notifications shall be made in writing on a quarterly basis where

a contaminant has been identified and so ordered by the Texas Commission on Environmental Quality.

Cross Connection Control and Backflow Prevention

The production and delivery of safe drinking water is the Utility Division’s highest priority. After potable water has been produced, precautions must be taken to ensure that it is not contaminated by water from another source or other type liquids, gases, or corrosion products.

Technical Support Services

Water samples shall be collected from each distribution system the Authority operates and a bacteriological analysis performed on a monthly basis or more often as deemed necessary to ensure quality water for human consumption.

Water Use Audit

The Assistant General Manager and/or the Director of Operations shall prepare and maintain an active water use audit for the purpose of determining the best utility management practices and conservative use of the water resources within the Utility Division.

Conservation and Drought Contingency Plan

Pursuant to the enactment of Senate Bill 1 by the 75th Legislature, the Board of Directors shall authorize by resolution a revision to the Conservation and Drought Contingency Plan to reflect the requirements enumerated in the act.

Emergency Management Plan

The Utility Division shall maintain an emergency management plan for implementation during critical situations calling for extraordinary management practices. The plan shall be compiled into a separate manual format and made available to all personnel engaged in the operations of the Utility Division.

Facility Maintenance Program

The Assistant General Manager and/or the Director of Operations shall prepare and require each District Manager to implement a continuing facility maintenance program with the primary objective focused on preventing premature failure of mechanical or electrical equipment employed in all utility operations.

Capital Improvements

All capital improvements made to the Utility Division shall be planned and so designed to enhance the existing systems or extend its useful life utilizing the best available technology.

Red Flag Identity Theft Prevention Program

The Red River Authority of Texas ("Authority") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003, 16 CFR. §681.2.

- C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.**

The Utility Division serves approximately 10,000 people with over 2,150 miles of transmission lines, two surface water treatment plants, 42 pumping facilities in a 15 county area of the Red River Basin. It generates the majority of the revenues received by the Authority. It is subdivided into geographical districts for proper management and maintenance.

- D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**

N/A

- E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.**

The Utility Division was designed to provide potable water supply and/or sewerage disposal services to anyone residing within the immediate service area of an existing distribution and/or collection system. The only stipulations are contingent upon the existing system having the extra capacity to support the additional demand proposed and the applicant willing to pay all cost associated with the connection of service. The Utility Division's service area shall be defined as all or parts of fifteen (15) designated counties included in the Certificate of Convenience and Necessity Number 10202 as issued by the Public Utilities Commission. The Texas Commission on Environmental Quality provides oversight and enforcement activities over all water and sewer utilities systems.

- F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.**

The Authority's management works to ensure that its daily operations, customer service, and safety program are managed, developed and controlled to support the Authority's mission by meeting state requirements, providing quality, efficient, and courteous service,

and implementing vital safety practices. The Authority provides treated water to a large and diverse customer base encompassing all or part of 15 rural counties in Texas. The Authority maintains over 2,150 miles of service pipe and operates 33 separate water systems and 3 sewer systems. The Authority operates two water treatment plants and three sewer treatment plants. The Authority provides water to approximately 10,000 people, many of who would have no other viable option for a clean water supply.

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

The Authority shall provide all capital necessary to design, develop, and construct any public facilities necessary to meet utility service demand where a local entity would not be able to do so. Revenues to service the Utility Division's debt and to pay all operating expenses shall be generated from user rates, fees, and charges as set by the Board of Directors.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

There are no internal programs that offer identical services, there are water supply corporations and municipal systems in the Red River Basin. Traditionally The Authority has been a last resort for systems that could not maintain repairs or certified employees to remain in operation. Often times they have turned to the Authority to run these failing unprofitable systems. The Authority is able to do so because of shared cost and economies of scale by consolidation.

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

The Assistant General Manager and/or the Director of Operations shall be in charge of all activities of the Maintenance Division and shall provide final approval for any scheduled work to be performed prior to commencement. Upon his or her approval, an order to proceed shall be issued in writing by the project engineer or General Manager. By having a dedicated manager over the program who is also the manager over the receiving division there is no wasted duplication. The same holds true when coordinating the work as the manager is already aware of the needs and activities of both divisions. The consolidation and sharing of equipment allows for less capital costs and greater return on investment for the equipment.

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

The Authority works closely with the Texas Commission on Environmental Quality to monitor its treated water and it works closely with the areas water suppliers in acquiring potable water for consumption by the customers of the Authority.

- K. If contracted expenditures are made through this program please provide:**

N/A

- L. Provide information on any grants awarded by the program.**

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

None identified.

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

None needed.

- O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:**

N/A – The Authority has no regulatory programs.

- P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices. Please include a brief description of the methodology supporting each measure.**

N/A – The Authority has no regulatory programs.

Environmental Services Division

Contact Name: Curtis W. Campbell, General Manager

Sub-Contracting Agency: N/A

Actual Expenditures FY 2016: \$864,504

Actual FTEs as of June 1, 2016: 6

Statutory Citation for Program: Article 8280-228, §19, VATCS

B. What is the objective of this program or function? Describe the major activities performed under this program.

The Environmental Services Division (ESD) is an integral component of the Authority. The principal purpose of the ESD is to control and / or abate any possible threat of pollution to the environment and the water resources within the Red River Basin. The ESD is comprised of a dedicated and well trained professional staff. Both the staff and laboratory are certified in Drinking Water by the State of Texas and NELAP Accredited. The ESD Laboratory also performs various analytical tests associated with wastewater treatment plants, nonpoint source assessments, and most analyses relating to the natural resources.

Major Activities of the Environmental Services Division:

- Environmental Laboratory Services
- Sponsorship of the Red River Chloride Control Project
- Pollution Control Investigations
- Texas Clean Rivers Program for the Canadian and Red River Basins

(Please note: More in-depth information on the Authority's Clean Rivers Program is detailed at the end of this section, beginning on page 30 of this report.)

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.

Activities performed under the ESD include audits performed by the Texas Commission on Environmental Quality for National Environmental Laboratory Accreditation Program (NELAP) accreditation, as well as audits for the Clean Rivers Program to ensure adherence to the program's Quality Assurance Project Plan. Additionally, as the Authority is the state sponsor for the Chloride Control Project, the Authority's role in the project is to represent the best interest of the public and to insure the most economical methods are employed to reclaim the Red River water resource for beneficial use of the public. The Red River Chloride Control Project appears to be the most economical means to accomplish this task and achieve an equitable balance between the needs of the public and the environment, as efficiently as possible. Annual surveys are sent to laboratory clients, however no statistical data has been prepared from the responses received.

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

N/A

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

The Authority's ESD impacts all citizens in the Canadian and Red River Basins. It provides water quality monitoring and assessment of the health of the both basins, as well as providing laboratory analyses to municipalities, businesses, landowners, etc. Additionally, as the Authority is the sponsor of the Red River Chloride Control Project, it is responsible for obtaining all permits, easements, and properties required to comply with the terms and conditions of the Memorandum of Understanding executed by the U.S. Secretary of the Army. The Authority is charged with coordinating the man-made pollution control efforts of the state while the U.S. Army Corps of Engineers implements controls of natural pollution sources within the Red River Basin.

F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

The Authority complies with NELAP requirements for its laboratory facilities, as administered by the Texas Commission on Environmental Quality. In addition to providing chemical and bacteriological analysis of water and soil in support of the Authority's environmental services and utility activities, the Environmental Services Laboratory provides analytical services to other federal and state agencies, cities, industries, and individuals throughout the Red River watershed. Due to the exacting standards that must be applied to analytical methods, the ESD maintains Laboratory Procedures Manuals applicable to each parameter or constituent tested and for service provided either internally to other divisions or externally to public entities. The Authority also contracts biennially with the Texas Commission on Environmental Quality for its Clean Rivers Program. The Work Plan for this program includes task deadlines and a Quality Assurance Project Plan to perform water quality monitoring and analyses.

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

The Environmental Services Division is funded through service fees for its laboratory services and through a biennial contract with Texas Commission on Environmental Quality to administer the Clean Rivers Program.

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.

The majority of the services provided by the ESD are not identical to any other programs offered in our basin. However, comparable lab services are available from for profit companies but without the Authority, there would not be enough NELAP certified labs to service the area. The Authority provides a necessary outlet for local municipalities and businesses to get NELAP certified lab services quickly and economically.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

The benefit of a being small agency is that oversight and contract task management is an attainable goal. As stated previously, there is really no duplication in services. While education and outreach efforts tasks are broad in nature, each program has clearly defined goals specific or unique to that project.

J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

The Environmental Services Division is responsible for cooperating with the Texas Commission on Environmental Quality, Texas Water Development Board, the U.S. Geological Survey, the U.S. Army Corps of Engineers, the Texas Railroad Commission, and the Texas Parks and Wildlife Department in a joint effort to monitor the general water quality conditions of the Red River and its tributaries. Results of the monitoring program shall be maintained in database format and periodical reports provided the Board of Directors and other participating agencies to evaluate the progress of the man-made and natural pollution control programs. The Red River Authority of Texas shall participate and be listed with the Texas Commission on Environmental Quality to be contacted in case of a spill entering the stream flow or major tributaries of the Red River. Once notified, the Authority will respond and assist in monitoring the cleanup activities. Upon discovery by Authority personnel of any spill of a harmful quantity of oil and hazardous substances or other substances or threatened release, an immediate telephone or radio report must be made to the Assistant General Manager and/or the Director of Operations. Upon confirmation of the report, notification of the Texas Commission on Environmental Quality will be made by calling the appropriate district or regional office during business hours or by calling the Texas Emergency Response Center at (512) 463-7727.

In accordance to the State of Texas Oil and Hazardous Substances Spill Contingency Plan, the following agencies shall work with the Texas Commission on Environmental Quality to protect the public during the occurrence and cleanup of a hazardous spill:

- a. Railroad Commission of Texas

- b. Texas Department of Health
- c. Texas Parks and Wildlife Department
- d. Texas Department of Public Safety
- e. Texas General Land Office
- f. Texas Department of Agriculture
- g. Texas Department of Transportation
- h. All Local Governmental Agencies

K. If contracted expenditures are made through this program please provide:

The Authority has a biennial contract with the Texas Commission on Environmental Quality to administer the Clean Rivers Program in both the Red and Canadian River Basins.

L. Provide information on any grants awarded by the program.

No grants awarded.

M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.

None identified.

N. Provide any additional information needed to gain a preliminary understanding of the program or function.

None needed.

O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:

The Authority has no regulatory authority of their own. However, the Authority does review all permits submitted within the river basin and provides responses to Texas Commission on Environmental Quality concerning adherence to the state's Water Quality Management Plan.

P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices. Please include a brief description of the methodology supporting each measure.

The Authority has no regulatory programs.

CLEAN RIVERS PROGRAM

B. What is the objective of this program or function? Describe the major activities performed under this program.

In 1991, the Texas Legislature passed the Texas Clean Rivers Act in response to growing concerns that water resource issues were not being addressed in a comprehensive manner. The Texas Clean Rivers Program (CRP) is a state fee-funded, non-regulatory program that was created to provide a framework and forum for managing water quality issues in a more holistic fashion. The focus of the program is to work at the watershed level, within each river basin, by coordinating the efforts of diverse organizations. The Texas Commission on Environmental Quality and its regional water quality partners work together to implement the program as laid out in Texas Water Code, Section 26.0135 and in the Clean Rivers Program Rule, Texas Administrative Code, Chapter 220.

The legislation requires that assessments for each river basin in Texas integrate management of water quality within a river basin or watershed. The Texas Commission on Environmental Quality implements the program by contracting with 15 partner agencies. Since 1991, the Authority has been charged with the Canadian and Red River Basins and has been a partner in the program since its inception. The Clean Rivers program is the foundation for partnerships between the Texas Commission on Environmental Quality, River Authorities, Texas Parks and Wildlife Department, United States Geological Survey, local governmental agencies, industry and citizens. More information on the Texas Clean Rivers Program can be found on the Texas Commission on Environmental Quality's website at the following link: <http://www.tceq.texas.gov/waterquality/clean-rivers>.

Tasks of the Clean Rivers Program:

1. Project Administration
2. Quality Assurance Development and Implementation
3. Data Management and input to the statewide water quality database
4. Water Quality Monitoring in the Red and Canadian River Basins
5. Data Analysis and Reporting
6. Public Education and Outreach
7. Special Studies (Biological Monitoring in the Red River Basin and Least Disturbed Stream Studies)

- C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.**

This Clean Rivers Program is a highly efficient and effective program for the Canadian and Red River Basins. It has been the starting point for many special studies that were initiated as result of stakeholder input at annual meetings. Studies and projects that have evolved as a result of the program include, but are not limited to: Nonpoint Source Projects, Targeted Flow Studies, Total Maximum Daily Load Studies, Red River Basin Desalination Studies, Ecosystem Restoration, Well Plugging, Least Disturbed Stream Studies to define reference conditions in other Texas streams, and recent Aquatic Life Monitoring. The Clean Rivers Program provides the Texas Commission on Environmental Quality with the majority of the water quality data utilized in its use for decision making. Publications generated by the Authority's participation in the Clean Rivers Program can be viewed and downloaded from the Authority's website at <http://rra.texas.gov/publications/crp>.

- D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**

N/A

- E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.**

The program ultimately impacts all of the citizens of the Canadian and Red River Basins in Texas. It provides a way to monitor and track the health of the water quality of the river basins and keep the public informed of changes that can be made on a local level. The program empowers the community to make changes either before or after problems occur and to try to mitigate a reoccurring pattern over time. It also provides assistance to local regional Texas Commission on Environmental Quality offices, allowing partner agencies to supplement site monitoring that Texas Commission on Environmental Quality can no longer monitor due to staffing and/or monetary limitations.

- F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.**

The Texas Commission on Environmental Quality is tasked with managing program oversight for the state. The Authority contracts with Texas Commission on Environmental Quality and works directly with Texas Commission on Environmental Quality staff in regards to implementation of all required program tasks to ensure that the work performed is

meeting and /or exceeding contract requirements. It requires extensive quarterly project status reporting and financial reporting.

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

Program funding is acquired from fees assessed to permit holders by the Texas Commission on Environmental Quality and allocated to respective participating partners via biennial contracts. The amount allocated to the Authority for both the Red and Canadian River Basins for Fiscal Year 2016-17 was \$622,236. It should be noted that the original dollars funded per biennium over the last 23 years has not increased. Budget cuts were made beginning with the 2014-2015 biennial contract and thereafter due to state shortfalls, but the programming functions have not been altered significantly and in some instances have increased. Partners are required to make up the difference in in-kind services.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

The services for the Clean Rivers Program are not identical to any other program that the Authority or anyone else manages in the Basin. The Authority works with the Texas Commission on Environmental Quality, USGS and several sub-participants to accomplish the CRP goals.

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

The benefit of a small agency is that oversight and contract task management is an attainable goal. As stated previously, there is really no duplication in services. As part of the CRP contract, the Authority is required to hold its annual Coordinated Monitoring Meeting where all participating entities discuss the following year's monitoring plan. Coordinated statewide monitoring reduces the duplication of effort and improves spatial coverage of monitoring sites and increases the efficiency of surface water data collection. While education and outreach efforts tasks are broad in nature, each program has clearly defined outreach goals specific or unique to that project.

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

Stakeholder involvement is crucial to this program. As a requirement, the Authority holds an annual Basin Advisory Committee (BAC) meeting for the stakeholders in both basins. The Canadian and Red River BAC is made up of citizens and representatives from federal,

regional and local government. Some of the agencies currently participating are; Texas State Soil and Water Conservation Board, Regional Texas Commission on Environmental Quality offices, Texas Parks and Wildlife Department, United States Geological Survey, Midwestern State University, City of Sherman and North Texas Municipal Water District (NTMWD). The City of Sherman and NTMWD participate in the program on a volunteer basis and provide quality assured data to the Authority for use by the TEXAS COMMISSION ON ENVIRONMENTAL QUALITY. The BAC meets annually and is a volunteer organization. The group provides valuable input and makes program suggestions, many of which have been implemented over time.

K. If contracted expenditures are made through this program please provide:

N/A

L. Provide information on any grants awarded by the program.

N/A

M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.

None identified

N. Provide any additional information needed to gain a preliminary understanding of the program or function.

None needed.

O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

N/A

P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices. Please include a brief description of the methodology supporting each measure.

N/A

Maintenance Division

Contact Name: Curtis W. Campbell, General Manager

Sub-Contracting Agency: NA

Actual Expenditures FY 2016: \$211,998

Actual FTEs as of June 1, 2016: 4

Statutory Citation for Program: Article 8280-228, §19, VATCS

B. What is the objective of this program or function? Describe the major activities performed under this program.

The Maintenance Division is as an integral part of the Authority's operations. It provides equipment, materials, and personnel to perform its services to any division or district within the Authority. The Assistant General Manager and/or the Director of Operations shall function as the immediate supervisor with oversight on all operations and construction related projects.

Major Activities of the Maintenance Division:

The Maintenance Division is responsible to perform acceptable work in accordance with the scheduled specifications provided in the following general categories:

- a. Routine and emergency repairs to transmission and distribution lines of any entity under contract for maintenance with the Authority;
- b. Repair or replacement of any Authority owned lines, valves, pumps, controls, connections, and associated facilities;
- c. Installation of new lines, meters, taps, or associated facilities to be owned by the Authority; and
- d. Repair or replacement of any electrical or control equipment owned by the Authority.

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.

The Maintenance Division shall provide competent repair, replacement, and expansion service at a reasonable cost to any district of the Authority under the direction of the Regional Manager and/or the District Manager having jurisdiction over the area where the service is to be performed. By providing equipment and personnel available to all districts on a 24-hour basis, the Maintenance Division can effectively reduce the overall maintenance cost and down time of each district it serves. The Authority is responsible for providing the most efficient and economical service possible to the public, especially in the area of maintenance. Therefore, the Maintenance Division is likewise charged with fulfilling this purpose and on a priority type basis.

- D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**

N/A

- E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.**

The Maintenance Division ultimately impacts all the water and sewer customers serviced by the Authority. It provides a way to conserve resources and share costs over a wide region, resulting in a savings to all customers because there is no duplication, waste or idle equipment.

- F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.**

A detailed work plan shall be prepared by the Maintenance Supervisor, in conjunction with the District Managers, on all capital improvements describing all work related tasks to be conducted by the Maintenance Division and submitted to the Regional Manager for review and approval. The work plan shall include, but not be limited to, the following information:

- a. Prepare a brief narrative description of the work to be performed including geographical location.
- b. If work is to be done on an existing pressure plane, perform a hydraulic test to substantiate the projected additional consumption or demand.
- c. Prepare an Estimate of Cost for the extension and verify that the materials to be used comply with the Authority's general design specifications.
- d. Verify and acknowledge that all easements or full right-of-way has been properly obtained and notify all property owners prior to access for construction.
- e. Verify and acknowledge that all other utilities have been located and proper notification provided.
- f. Verify and acknowledge that the applicant(s) or customer(s) have executed the proper service contract and paid the total extension cost together with the tap fee(s) and deposit(s).

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

The Authority shall provide the necessary capital to operate and maintain the Maintenance Division. However, the Maintenance Division is expected to be a self-sustaining, internal

service fund of the Authority's overall operations. The Board of Directors authorized the Maintenance Division to generate its own revenue through user fees and charges for services rendered and materials sold. A schedule of fees and charges shall be provided to all Maintenance Division personnel and published for each district utilizing its services. All fees and charges established for the Maintenance Division shall be subject to the approval of the Board of Directors annually during the budget process.

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.

There are no internal programs that offer identical services because only the Maintenance Division has the equipment to do the work. There are outside firms that could do the work but the cost would be higher and most could not offer their services over such a wide region with reasonable response times.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

The Assistant General Manager and/or the Director of Operations shall be in charge of all activities of the Maintenance Division and shall provide final approval for any scheduled work to be performed prior to commencement. Upon his or her approval, an order to proceed shall be issued in writing by the project engineer or General Manager. By having a dedicated manager over the program who is also the manager over the receiving district, there is no wasted duplication. The same holds true when coordinating the work as the manager is already aware of the needs and activities of both parties. The consolidation and sharing of equipment allows for less capital costs and greater return on investment for the equipment.

J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.

This is an internal division and as such does not work with outside entities or agencies. Only in an emergency or under specific contract, would the Maintenance Division provide services externally.

K. If contracted expenditures are made through this program please provide:

N/A

L. Provide information on any grants awarded by the program.

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

None identified.

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

None needed.

- O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:**

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

N/A

- P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices. Please include a brief description of the methodology supporting each measure.**

N/A

COMMUNICATIONS DIVISION

Contact Name: Curtis W. Campbell, General Manager

Sub-Contracting Agency: N/A

Actual Expenditures FY 2016: \$35,683

Actual FTEs as of June 1, 2016: 0

Statutory Citation for Program: Article 8280-228, §19, VATCS

- B. What is the objective of this program or function? Describe the major activities performed under this program.**

The principal purpose of the Communications Division is to provide all Authority personnel with the necessary means of obtaining voice contact with the main office and each other during the course of conducting various business activities and for safety purposes. A secondary purpose of the Communications Division is to provide a means to alert the key management personnel within the Utility Division of any malfunctions of facilities within their service area. Since all records are kept and maintained at the main office in Wichita Falls, it is imperative that all field personnel remain in constant contact with the office.

Therefore, voice communications are made possible through various repeater stations throughout the entire active service area.

Major Activities:

GENERAL SYSTEM DESIGN

The Authority's communications system was originally designed in 1975 with three (3) phases to be completed as the need dictated. The master plan of operation included the entire active service area within the Red River Basin with the provision for expansion to the full service area as needed. See attached Master Diagram and Area Map for details. The system is designed to provide dependable voice communications to or from any mobile unit operating within the area of operation and the main office. In addition, each mobile unit may communicate with each other over extended distances through the use of one or more of the relay stations strategically placed through the service area. Through the use of operational fixed stations, a mobile unit may communicate with the main office directly from anywhere within the active service area.

STANDARD VOICE COMMUNICATIONS

Voice communications are accomplished through a very high frequency (VHF) utilizing frequency modulated (FM) carrier on radio channels assigned to the Authority by the Federal Communications Commission. In addition to voice communication with each other and the office, the same equipment provides a common carrier for data and/or limited telemetry communications without interruption of normal radio traffic.

TELEMETRY CONTROL COMMUNICATIONS

The use of supervised control and data acquisition (SCADA) telemetry provides early warning of equipment malfunctions and can allow the operator to interrogate the station for diagnostic purposes to determine the cause of the malfunction and proposed method of repair. The telemetry provides other data such as tank levels, flow and pressure to the mobile operator, and/or remote points of control upon request.

EQUIPMENT LEASE PROGRAM

The Communications Division may lease any communications-related equipment to other divisions within the Authority on an actual cost basis. Communications equipment may also be leased to outside public and/or private entities. A separate lease agreement shall be prepared and executed by the Authority and the leasing entity for a term not less than one year with yearly options for renewal.

- C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.**

N/A

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

The Authority's communications system was originally designed in 1975 with three (3) phases to be completed as the need dictated. The master plan of operation included the entire active service area within the Red River Basin with the provision for expansion to the full service area as needed. See attached Master Diagram and Area Map for details. The system is designed to provide dependable voice communications to or from any mobile unit operating within the area of operation and the main office. In addition, each mobile unit may communicate with each other over extended distances through the use of one or more of the relay stations strategically placed through the service area. Through the use of operational fixed stations, a mobile unit may communicate with the main office directly from anywhere within the active service area.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

The Communications Division effects the communication between the Wichita Falls main office and the field operators in the field. It is essential that information can be shared from all areas served. The Authority's territorial jurisdiction encompasses all of forty-three Texas counties lying within and adjacent to the watershed of the Red River and its tributaries upstream from the northeast corner of Bowie County at the Arkansas state-line in the east to the New Mexico state-line in the west. The Utility Division, which owns and operates thirty-three rural water systems and three wastewater systems spread across fifteen counties within the Red River Basin. With such a vast area and a spread out staff it is essential that communication be maintained to provide timely response to customer requests and or emergencies.

F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

The Authority's communications system was originally designed in 1975 with three (3) phases to be completed as the need dictated. The Federal Communications Commission requires that all stations licensed under Part 90 of the FCC Rules and Regulations and operated in the Local Government Radio Service be operated solely for the licensee's business activities. All personnel observe the basic operating procedures for compliance with the FCC Rules and Regulations.

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

The Communications Division is internal to the Authority and is funded by both lease revenue and general revenue of the Authority.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

No other internal or external programs provide the same services as the Communications Division. The Authority was forced by necessity to get its own Federal Communication Commission license and erect its own communication towers to ensure connectivity as there was no provider that could serve our whole territory.

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

N/A

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

The Communications Division works the Federal Communications Commission in maintaining a compliant system for communications.

- K. If contracted expenditures are made through this program please provide:**

N/A

- L. Provide information on any grants awarded by the program.**

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

None identified.

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

None needed.

- O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:**
- why the regulation is needed;
 - the scope of, and procedures for, inspections or audits of regulated entities;
 - follow-up activities conducted when non-compliance is identified;
 - sanctions available to the agency to ensure compliance; and
 - procedures for handling consumer/public complaints against regulated entities.

N/A – The Authority has no regulatory programs.

- P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency’s practices. Please include a brief description of the methodology supporting each measure.**

N/A – The Authority has no regulatory programs.

FISCAL SERVICES DIVISION

Contact Name: Curtis W. Campbell, General Manager

Sub-Contracting Agency: N/A

Actual Expenditures FY 2016: \$11,275

Actual FTEs as of June 1, 2016: 3

Statutory Citation for Program: Article 8280-228, §19, VATCS

- B. What is the objective of this program or function? Describe the major activities performed under this program.**

The primary objective of the Authority shall be to maintain a high level of financial stability and not compromise its long-term financial integrity to achieve short-term benefits. The primary goal of the Authority shall be to provide the most effective and efficient public service possible within the scope of the Article 8280-228, §1-31, VATCS.

Major Activities

The Fiscal Services Division shall be headed by an accountant in the position of Controller who shall be responsible for all the fiscal administration of the Authority. The Controller may be assisted by accounting clerks and an independent external auditor in the competent maintenance of all funds and the preservation of the Authority's financial integrity. The Controller will perform the duties in accordance with a detailed job description under the direct supervision of the General Manager. All personnel associated with the Fiscal Services Division shall conduct the Authority's business activities in a manner in which adequate internal controls are observed to protect and preserve the fiduciary trust and financial integrity of the Authority in accordance with Generally Accepted Accounting Principles

(GAAP) for units of government. The Executive Committee of the Board, the General Manager, the General Counsel, and Controller shall comprise the standing committee for audit and budgetary review prior to submission to the Board of Directors for adoption, and shall from time to time review this policy and make recommendations to the Board for appropriate revisions to ensure the highest level of professional financial integrity and accountability. The Fiscal Services Division shall prepare and file budgetary reports relevant to their contract for services rendered by the Authority with an opportunity to review and comment prior to inclusion into the overall operating budget.

- C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program. Also please provide a short description of the methodology behind each statistic or performance measure.**

The Authority has been awarded a Certificate of Achievement in Financial Reporting from the Government Finance Officers Association annually for the last five years.

- D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**

The Authority has been charged by Acts of the Texas Legislature (Article 8280-228, §1-31, VATCS) to fulfill the purpose for which it was created. In order to fulfill this purpose, the Authority was vested with the power and capabilities of incurring debt, expenses, and generating revenue. The mere existence mandates that the Authority conduct its affairs in accordance with all applicable state statutes and sound business practices. Therefore, the proper accounting of all financial transactions in the course of its business activities becomes the one most important element to sustain the Authority's existence and maintain its integrity as an agency of the state. In discharging its primary customer and public service responsibilities, the Authority recognizes the importance of maintaining its financial integrity and accountability to the public it serves. The Authority's primary goal is to provide its services at the lowest possible cost consistent with high standards of reliability and ethical conduct. To accomplish this purpose, maintain accountability and compliance with the statutes (Article 8280-228, §9, VATCS and Texas Water Code, §50.371 – 50.379), a separate computer network and software, the Interactive Financial Management System (IFMS), shall be used to account for each fund type as a separate fiscal entity which the Authority controls. The Authority has been divided into nine (9) proprietary funds in accordance with the guidelines set by the Governmental Accounting Standards Board to properly govern and manage each segment of its various activities. The proprietary funds are further divided into two (2) major and two (2) minor enterprise funds and five (5) internal service funds. Each fund type is categorized according to its specific function relevant to the guidelines set forth by Generally Accepted Accounting Principles (GAAP) for governmental entities. The objective of this method is to account for all transactions and

provide an accurate record by the individual fund in order to report each on separate, but interactive financial statements.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

The Fiscal Services Division benefits all customers of the Authority by ensuring proper accounting principles are followed and that any investments are within the Authority's Investment Policy.

F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

The Fiscal Services Division utilizes both short and long term debt to finance the activities of the Authority. The Authority has utilized a combination of equity and long-term revenue bonds to finance capital projects and subsequent additions or expansions in accordance with Article 8280-228, §26 a – g, VATCS. Long-term revenue bonds are particularly appropriate in situations where it is desirable to spread the cost of capital assets over their useful lives. In this method, both current and future beneficiaries of the projects are allocated an equitable portion of the cost of the facilities used to provide their service. Capital market considerations require an equitable base to support long-term financing, therefore, the Fiscal Services Division shall attempt to balance its long-term debt financing from sufficient funds of operations to protect the Authority's financial integrity and maintain its access to the bond market. Typical amortization periods range from 20 to 50 years.

The Board of Directors established the Interfund Loan Program in 1981 to finance short term capital improvements, interim financing, and/or expansions of its projects where it is not practical to issue revenue bonds. Short-term debt will be limited to approximately twenty-five percent (25%) of total capitalization and to amounts which are expected to be invested in the Authority's capital improvements program within three to five years. The typical amortization period is four to eight years with the current maximum of twelve years, dependent on the magnitude of debt and repayment ability. The Interfund Loan Program shall be limited to Enterprise and Internal Service Funds within the Authority only. The Direct Financing Arrangements is an enterprise fund that provides internal financing of infrastructure on behalf of Authority or contractual financing of certain public projects to outside entities. In performing direct financing arrangements, the Authority acts as an agent or intermediary for obtaining tax-exempt financing of water, wastewater, or pollution control facilities for third parties. The Authority does not operate or maintain these facilities, but receives fees at the time of issuance of bonded indebtedness.

- G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).**

The Fiscal Services Division is internal to the Authority and is funded by both Utility Revenues and General Revenues of the Authority.

- H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**

No other internal or external programs provide the same services as the Fiscal Services Division.

- I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.**

N/A

- J. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**

The Fiscal Services Division works with local vendors and banks to maximize the investment and minimize risk management in the daily financial operations of the Authority.

- K. If contracted expenditures are made through this program please provide:**

N/A

- L. Provide information on any grants awarded by the program.**

N/A

- M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.**

None identified.

- N. Provide any additional information needed to gain a preliminary understanding of the program or function.**

None needed.

- O. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:**
- why the regulation is needed;
 - the scope of, and procedures for, inspections or audits of regulated entities;
 - follow-up activities conducted when non-compliance is identified;
 - sanctions available to the agency to ensure compliance; and
 - procedures for handling consumer/public complaints against regulated entities.

N/A – The Authority has no regulatory programs.

- P. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency’s practices. Please include a brief description of the methodology supporting each measure.**

N/A – The Authority has no regulatory programs.

**Red River Authority of Texas
(Regulatory Program Name)
Exhibit 11: Information on Complaints Against Regulated Persons or Entities
Fiscal Years 2015 and 2016**

	Fiscal Year 2015	Fiscal Year 2016
Total number of regulated persons	N/A	N/A
Total number of regulated entities	N/A	N/A
Total number of entities inspected	N/A	N/A
Total number of complaints received from the public	N/A	N/A
Total number of complaints initiated by agency	N/A	N/A
Number of complaints pending from prior years	N/A	N/A
Number of complaints found to be non-jurisdictional	N/A	N/A
Number of jurisdictional complaints found to be without merit	N/A	N/A
Number of complaints resolved	N/A	N/A
Average number of days for complaint resolution	N/A	N/A
Complaints resulting in disciplinary action:	N/A	N/A
administrative penalty	N/A	N/A
reprimand	N/A	N/A
probation	N/A	N/A
suspension	N/A	N/A
revocation	N/A	N/A
other	N/A	N/A

VIII. Statutory Authority and Recent Legislation

- A. Fill in the following charts, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies, such as the Public Information Act, the Open Meetings Act, or the Administrative Procedure Act. Provide information on Attorney General opinions from FY 2011–2015, or earlier significant Attorney General opinions, that affect your agency’s operations.

**Red River Authority of Texas
Exhibit 12: Statutes / Attorney General Opinions**

Statutes

Citation / Title	Authority / Impact on Agency
N/A	N/A

Attorney General Opinions

Attorney General Opinion No.	Impact on Agency
N/A	N/A

- B. Provide a summary of recent legislation regarding your agency by filling in the charts below or attaching information already available in an agency-developed format. Briefly summarize the key provisions. For bills that did not pass, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee, or high cost of implementation). Place an asterisk next to bills that could have a major impact on the agency.

**Red River Authority of Texas
Exhibit 13: 85th Legislative Session**

Legislation Enacted

Bill Number	Author	Summary of Key Provisions
None		

Legislation Not Passed

Bill Number	Author	Summary of Key Provisions / Reason Bill Did Not Pass
None		

IX. Major Issues

A. Brief Description of Issue

The Authority recently issued bonds in the amount of \$15M (Utility System Revenue Bonds, Series 2017) to implement a major capital improvement plan within its Utility Division, primarily due to EPA enforcement for elevated nitrate levels on three of its water systems that serve approximately 310 customers. Additionally, the capital improvement plan will cover improvements to other water systems within the Utility Division. Staff will have the development and oversight of this project added to their routine workload for the next three years. The high cost of this project has already been added to the Utility Division's customer rates, which are some of the highest in the state.

B. Discussion

Background. Include enough information to give context for the issue. Information helpful in building context includes:

- What specific problems or concerns are involved in this issue?
- Who does this issue affect?
- What is the agency's role related to the issue?
- Any previous legislative action related to the issue?

C. Possible Solutions and Impact

Provide potential recommendations to solve the problem. Feel free to add a more detailed discussion of each proposed solution, including:

- How will the proposed solution fix the problem or issue?
- How will the proposed change impact any entities or interest groups?
- How will your agency's performance be impacted by the proposed change?
- What are the benefits of the recommended change?
- What are the possible drawbacks of the recommended change?
- What is the fiscal impact of the proposed change?

Complete this section for **each** issue. Copy and paste components A through C as many times as needed to discuss each issue.

X. Other Contacts

- A. Fill in the following charts with updated information on people with an interest in your agency, and be sure to include the most recent email address.

**Red River Authority of Texas
Exhibit 14: Contacts**

Interest Groups

(groups affected by agency actions or that represent others served by or affected by agency actions)

Group or Association Name/ Contact Person	Address	Telephone	Email Address
None			

Interagency, State, or National Associations

(that serve as an information clearinghouse or regularly interact with your agency)

Group or Association Name/ Contact Person	Address	Telephone	Email Address
None			

Liaisons at Other State Agencies

(with which your agency maintains an ongoing relationship, e.g., the agency's assigned analyst at the Legislative Budget Board, or attorney at the Attorney General's office)

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Texas Commission on Environmental Quality Sarah Eagle, CRP Project Manager	12100 Park 25 Circle, Building B, Room 1018 Austin, TX 78753 or P.O. Box 13087 MC-234 Austin, TX 78711-3087	(512) 239-6329	sarah.eagle@tceq.texas.gov
Texas Water Development Board Temple McKinnon, RWPG-B Project Manager	1700 N. Congress Avenue, P.O. Box 13231, Austin, TX 78711-3231	(512) 475-2057	Temple.Mckinnon@twdb.texas.gov

XI. Additional Information

- A. Texas Government Code, Sec. 325.0075 requires agencies under review to submit a report about their reporting requirements to Sunset with the same due date as the SER. Include a list of each agency-specific report that the agency is required by statute to prepare and an evaluation of the need for each report based on whether factors or conditions have changed since the statutory requirement was put in place. Please do not include general reporting requirements applicable to all agencies, reports that have an expiration date, routine notifications or notices, posting requirements, federally mandated reports, or reports required by G.A.A. rider. If the list is longer than one page, please include it as an attachment.

Red River Authority of Texas
Exhibit 15: Evaluation of Agency Reporting Requirements

Report Title	Legal Authority	Due Date and Frequency	Recipient	Description	Is the Report Still Needed? Why?
N/A					

Note: If more than one page of space is needed, please provide this chart as an attachment, and feel free to convert it to landscape orientation or transfer it to an Excel file.

- B. Has the agency implemented statutory requirements to ensure the use of "first person respectful language"? Please explain and include any statutory provisions that prohibits these changes.

No.

- C. Fill in the following chart detailing information on complaints regarding your agency. Do not include complaints received against people or entities you regulate. The chart headings may be changed if needed to better reflect your agency's practices.

Red River Authority of Texas
Exhibit 16: Complaints Against the Agency — Fiscal Years 2015 and 2016

	Fiscal Year 2015	Fiscal Year 2016
Number of complaints received	3	8
Number of complaints resolved	3	8
Number of complaints dropped / found to be without merit	-	-
Number of complaints pending from prior years	-	-
Average time period for resolution of a complaint	16 Hours	16 Hours

Note: The Authority generally receives complaints following utility rate increases, which are presented to the Board prior to final action. These complaints are on file for review, if requested, and are not included in the above table.

D. Fill in the following charts detailing your agency’s Historically Underutilized Business (HUB) purchases.

**Red River Authority of Texas
Exhibit 17: Purchases from HUBs**

Fiscal Year 2015 – N/A

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal*	Statewide Goal
Heavy Construction					
Building Construction					
Special Trade					
Professional Services					
Other Services					
TOTAL					

* If your goals are agency specific-goals and not statewide goals, please provide the goal percentages and describe the method used to determine those goals. (TAC Title 34, Part 1, Chapter 20, Rule 20.284)

Fiscal Year 2016 – N/A

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction					
Building Construction					
Special Trade					
Professional Services					
Other Services					
TOTAL					

Fiscal Year 2017 – N/A

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction					
Building Construction					
Special Trade					
Professional Services					
Other Services					
TOTAL					

- E. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy? (Texas Government Code, Sec. 2161.003; TAC Title 34, Part 1, rule 20.286c)**

Yes. The Authority shall endeavor to conduct its business with historically underutilized businesses (HUBs) whenever possible.

- F. For agencies with contracts valued at \$100,000 or more: Does your agency follow a HUB subcontracting plan to solicit bids, proposals, offers, or other applicable expressions of interest for subcontracting opportunities available for contracts of \$100,000 or more? (Texas Government Code, Sec. 2161.252; TAC Title 34, Part 1, rule 20.285)**

Yes. The Authority attempts to conduct its business with historically underutilized businesses (HUBs) whenever possible.

- G. For agencies with biennial appropriations exceeding \$10 million, answer the following HUB questions.**

- 1. Do you have a HUB coordinator? If yes, provide name and contact information. (Texas Government Code, Sec. 2161.062; TAC Title 34, Part 1, rule 20.296)**

N/A

- 2. Has your agency designed a program of HUB forums in which businesses are invited to deliver presentations that demonstrate their capability to do business with your agency? (Texas Government Code, Sec. 2161.066; TAC Title 34, Part 1, rule 20.297)**

N/A

- 3. Has your agency developed a mentor-protégé program to foster long-term relationships between prime contractors and HUBs and to increase the ability of HUBs to contract with the state or to receive subcontracts under a state contract? (Texas Government Code, Sec. 2161.065; TAC Title 34, Part 1, rule 20.298)**

N/A

H. Fill in the charts below detailing your agency’s Equal Employment Opportunity (EEO) statistics.

**Red River Authority of Texas
Exhibit 18: Equal Employment Opportunity Statistics**

1. Officials / Administration

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	1	0%	7.4%	0%	22.1%	0%	37.4%
2016	1	0%	7.4%	0%	22.1%	0%	37.4%
2017	1	0%	7.4%	0%	22.1%	0%	37.4%

2. Professional

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	9	0%	10.4%	0%	19.3%	33%	55.3%
2016	9	0%	10.4%	11%	19.3%	33%	55.3%
2017	9	0%	10.4%	11%	19.3%	33%	55.3%

3. Technical

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	13	0%	14.4%	8%	27.2%	23%	55.3%
2016	12	0%	14.4%	0%	27.2%	17%	55.3%
2017	12	0%	14.4%	8%	27.2%	25%	55.3%

4. Administrative Support

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	3	0%	14.8%	0%	34.8%	100%	72.1%
2016	3	0%	14.8%	0%	34.8%	100%	72.1%
2017	3	0%	14.8%	0%	34.8%	100%	72.1%

5. Service / Maintenance

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	5	0%	13.0%	40%	54.1%	0%	51.0%
2016	6	0%	13.0%	33%	54.1%	0%	51.0%
2017	4	0%	13.0%	25%	54.1%	0%	51.0%

6. Skilled Craft

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2015	0	0%	10.6%	0%	50.7%	0%	11.6%
2016	0	0%	10.6%	0%	50.7%	0%	11.6%
2017	0	0%	10.6%	0%	50.7%	0%	11.6%

I. Does your agency have an equal employment opportunity policy? How does your agency address performance shortfalls related to the policy?

Yes, Equal Employment Opportunity (EEO) is defined as a policy whereby all employees, applicants for employment, and recipients of benefits and services are treated equally without regard to race, color, religion, sex, national origin, disability, or age. The Authority strives to ensure that every applicant is treated equally and that the Authority's workforce reflects the diversity of the basin's workforce in terms of ethnicity and gender. The Authority makes all reasonable efforts to ensure that women, minorities, persons with disabilities, and veterans have equal access to employment.

XII. Agency Comments

Provide any additional information needed to gain a preliminary understanding of your agency.

None.

LIST OF ATTACHMENTS

Create a separate file and label each attachment (e.g., Attachment 1, Agency Statute) and include a list of items submitted. Attachments may be provided in electronic form or through links to agency webpages.

Attachments Relating to Key Functions, Powers, and Duties

Attachment 1 – Enabling Legislation.

Attachment 2 – Agency Bylaws

Attachment 3 – Administrative Policy and Procedure Manual

Attachments Relating to Policymaking Structure

Attachment 4 – Governor Board of Director Appointments

Attachments Relating to Funding

Attachment 5 – FY 2015 Operating Budget

Attachment 6 – FY 2016 Operating Budget

Attachment 7 – FY 2017 Operating Budget

Attachment 8 – FY 2015 Comprehensive Annual Financial Report (CAFR)

Attachment 9 – FY 2016 Comprehensive Annual Financial Report (CAFR)

Attachment 10_2017 Indirect Cost Plan

Attachments Relating to Organization

Attachment 11 – Jurisdictional Map (pdf)

Attachment 11a – Jurisdictional Map (jpg)

Attachment 12 – Regional Water Supply Facilities Map (pdf)

Attachment 12a – Regional Water Supply Facilities Map (jpg)

Attachments Relating to Agency Performance Evaluation

Attachment 13 – Management Examination

Attachment 14 – Strategic Management Plan