



San Jacinto River Authority

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August 30, 2019

Jennifer Jones, Executive Director
Texas Sunset Advisory Commission
P.O. Box 13066
Austin, TX 78711

Dear Ms. Jones:

On behalf of the Board of Directors of the San Jacinto River Authority, I am pleased to submit to the Texas Sunset Advisory Commission the attached 2021 Addendum to the Authority's 2019 Self-Evaluation Report. This 2021 addendum includes updated information and outlines the actions taken by the Authority to implement the recommendations from the Sunset Advisory Commission Staff Report with Commission Decisions adopted in January of this year.

The board and staff of the Authority strive to create a culture of excellence where an attitude of continuous improvement is expected, and, therefore, we welcome the opportunity to work with the Sunset Commission staff once again to review our progress and identify areas where we can further improve our service to our customers and the community.

Despite the challenges both our staffs faced last year in completing the Authority's Sunset review, it was clear that we both shared a common goal of seeking ways to achieve efficiency and effectiveness in the services we deliver. We look forward to working with you and your staff.

Respectfully submitted,

Jace A. Houston
General Manager

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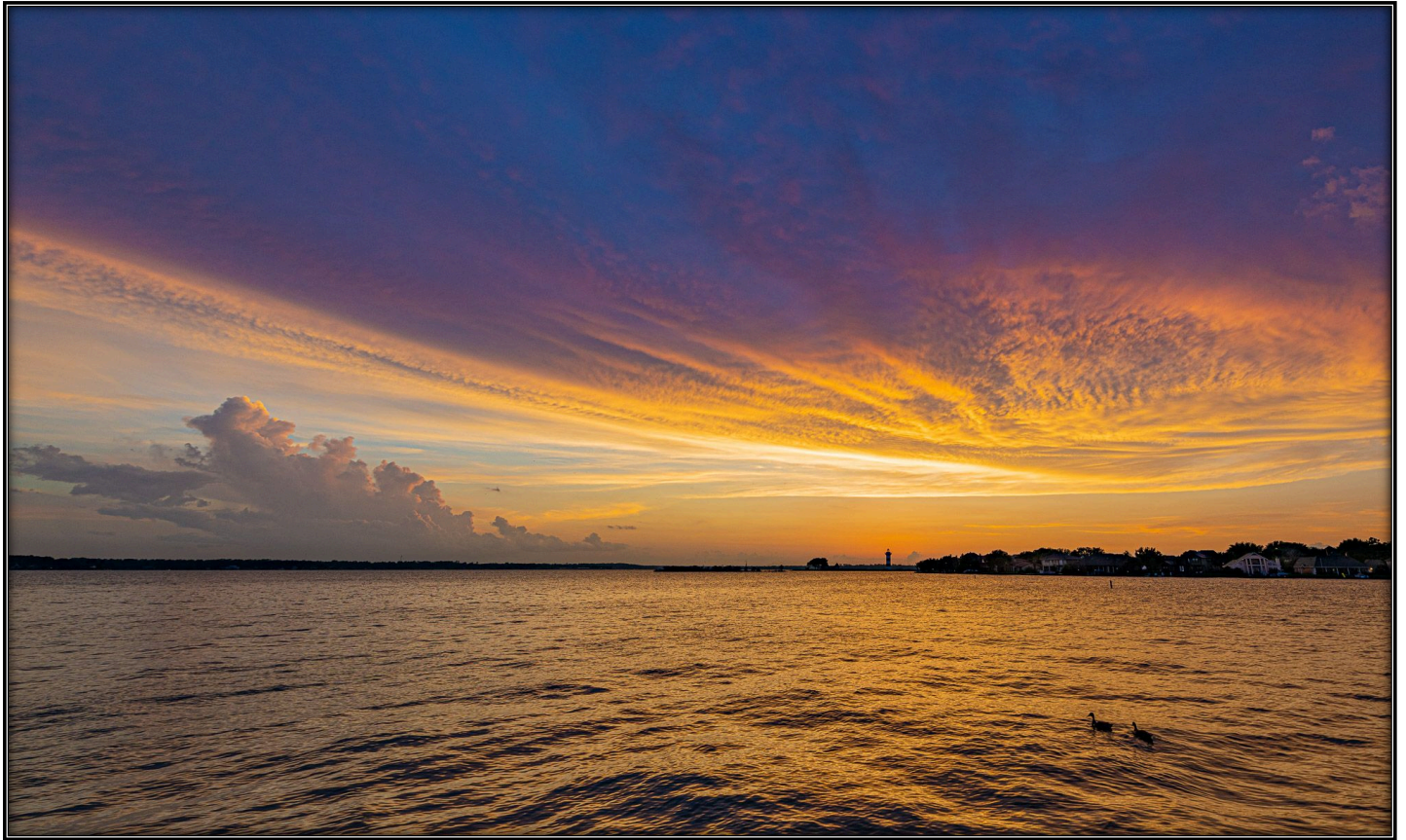
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San Jacinto River Authority



2021 Addendum to 2019 Self-Evaluation Report

San Jacinto River Authority

Submitted to the Sunset Advisory Commission

September 1, 2021

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Responses to the 2021 Recommendations by the Sunset Advisory Commission

In its most recent Sunset review, the San Jacinto River Authority (“SJRA” or “Authority”) submitted its Self-Evaluation Report (“SER”) to the Sunset Commission in September 2019 in preparation for the 87th Texas Legislative Session in 2021. The Sunset Commission completed its Sunset review of the SJRA, adopted the Sunset Advisory Commission Staff Report with Commission Decisions in January 2021 (“Commission Report”), and then presented the Report to the Legislature. Overall, the Sunset Commission found that the SJRA executes its core functions well, but Senate Bill 716, the bill containing Sunset’s statutory recommendations for the SJRA, did not pass. Instead, the Legislature passed Senate Bill 713, placing the SJRA under Sunset review again in the 2022-2023 biennium.

In its final staff report submitted in June 2021 (“Final Staff Report”), the Sunset Commission staff made recommendations for the SJRA to establish improved processes and policies over the next two years in three issue areas (public engagement, contracting, and governance and organizational best practices).

The recommendations contained in the Final Staff Report and finalized in the Commission Report include eight non-statutory management actions and six across-the-board requirements.

The SJRA resubmits its 2019 SER, together with this 2021 Addendum (“Addendum”). This Addendum sets forth the actions that the SJRA has taken to address the three issue areas within the official Sunset Commission Report. Additionally, the Authority is providing updates to portions of the following SER Sections: I, IV, V, VI, X, and XI. The Authority is committed to providing any further documentation requested by the Sunset Commission during this second Sunset review.

ISSUE 1 — Public Engagement

Recommendation 1.1, Not Adopted — Require SJRA to adopt a public engagement policy that guides and encourages public involvement on key decisions.

Recommendation 1.2, Adopted — Direct SJRA to develop a strategic communications plan. (Management action – nonstatutory)

Recommendation 1.3, Adopted — Direct SJRA to provide prominently on its website clear, understandable information on its rates and fees, and the associated expenses paid for by these rates and fees. (Management action – nonstatutory)

Recommendation 1.4, Adopted — Direct SJRA to regularly update its website to provide current, easily accessible information. (Management action – nonstatutory)

AUTHORITY UPDATE

Recommendation 1.1 – *NOT ADOPTED BY THE SUNSET COMMISSION – Require SJRA to adopt a public engagement policy that guides and encourages public involvement on key decisions*

Although this recommendation was not formally adopted by the Sunset Commission, the Board of Directors approved the Authority’s Public Communications and Engagement Policy on February 25, 2020. The Authority maintains a robust relationship and frequent communication with its direct contract customers and is seeking opportunities to better educate the general public on the complexities of its operations, the challenges of being an essential service provider of water and wastewater services, and the complexities of long-term water supply and flood management activities.

Recommendation 1.2 – *Direct SJRA to develop a strategic communications plan.*

The Authority adopted a strategic communications plan in February 2020, in conjunction with the Public Communications and Engagement Policy. Both documents were prepared under the direction of the Authority’s Director of Communications and Public Affairs, and the Authority’s Public Communications Department was augmented to improve communications and assist in implementing the plans. As part of the process of developing the strategic communications plan and public engagement policy, the Authority engaged the services of an outside communications firm and conducted focus groups and surveys to inform the process and assist in drafting the plans. In addition, the Board created a Communications Committee to encourage improved board member engagement in Authority communications. The Public Communications staff also provides regular reports to the Board on a variety of communications topics.

Recommendation 1.3 – Direct SJRA to provide prominently on its website clear, understandable information on its rates and fees, and the associated expenses paid for by these rates and fees.

In January 2020, the Authority updated its website to include a specific page entitled “What’s in my Rate?” that provides an easy-to-understand description of the rates and fees charged by the Authority to its different customer groups (see www.SJRA.net/rates/). Copies of its formally adopted Rate Orders can also be found at www.sjra.net/about/rate-orders/. In addition to the newly created page on the Authority’s website, the Authority continues to maintain a page that contains its most recent Annual Financial Reports, Federal Single Audits, adopted Budgets, annual energy utility reports, monthly check registers, and each Division’s 10-Year Project Plans (see www.sjra.net/about/financial/).

Recommendation 1.4 – Direct SJRA to regularly update its website to provide current, easily accessible information.

The Authority updated its website in January 2020. The Authority is committed to improving the user-friendliness of its website to allow the public to easily navigate and find information. There are more improvements to the Authority’s website that are planned for the remainder of calendar year 2021 and 2022, including adding links to make the Authority’s enabling act and ethics policy easier to find.

ISSUE 2 — Contracting

Recommendation 2.1, Adopted — Direct SJRA to establish additional guidance for contracting needs and procurement methods and use open solicitations except in documented exceptions. (Management action – nonstatutory)

Recommendation 2.2, Adopted — Direct SJRA to consistently monitor, document, and evaluate vendor performance. (Management action – nonstatutory)

Recommendation 2.3, Adopted — Direct SJRA to improve the transparency, fairness, and effectiveness of its contracting process, including publishing on its website conflict-of-interest statements from employees who evaluate vendor responses to solicitations. (Management action – nonstatutory)

AUTHORITY UPDATE

Recommendation 2.1 – *Direct SJRA to establish additional guidance for contracting needs and procurement methods and use open solicitations except in documented exceptions.*

During the self-evaluation phase of its first Sunset process, the Authority identified areas for improvement within the purchasing and contracting areas. On January 28, 2021, as a first step in addressing Sunset’s recommendations in this area, the Board of Directors adopted an updated Procurement Policy that more clearly separates policy from procedure and more clearly delegates certain authorities to the General Manager. A follow-up step is to revise and update all processes and procedures within the Authority’s Procurement Manual. The Procurement Manual is anticipated to be completed by the end of calendar year 2021 and will include refinement of areas addressed by Sunset such as: the use of sole source procurements, inclusion of needs assessments for outsourced services, and the general criteria for evaluation of professional and legal services. The development of the new Procurement Manual includes a thorough review of legislation passed during the 2021 legislative session, all applicable rules and regulations, and generally accepted best practices. The Authority is approaching the Procurement Manual through an all-inclusive and comprehensive staff review by the Authority’s divisions, departments, and senior management team, as well as outside counsel.

Recommendation 2.2 – *Direct SJRA to consistently monitor, document, and evaluate vendor performance.*

The Authority will include the procedures and processes for formal documentation of vendor/contractor/consultant performance in its updated Procurement Manual. As stated in Recommendation 2.1, the Procurement Manual is expected to be complete by the end of calendar year 2021. The formalization of performance documentation should reduce the reliance on institutional memory and create a more uniform understanding of expectations by the Authority’s operating divisions in the evaluation of vendor performance.

Recommendation 2.3 – Direct SJRA to improve the transparency, fairness, and effectiveness of its contracting process, including publishing on its website conflict-of-interest statements from employees who evaluate vendor responses to solicitations.

The Sunset Commission recommendations direct the Authority to increase training efforts with its employees who participate in various areas of procurement, specifically the evaluation of vendors. During the time since the Authority's initial SER was submitted in 2019, the Authority conducted procurement training classes with employees in order to ensure they are aware of applicable rules and regulations and the Authority's processes and procedures associated with the procurement of goods and services. As chapters of the new Procurement Manual are completed, the Authority will create ongoing training opportunities to refresh the knowledge of existing employees and introduce new employees to the Authority's procurement processes and procedures. The recommendations also direct the Authority to update its Procurement Manual, which is expected to be complete by the end of the calendar year 2021 and will be reviewed on a two-year cycle. The recommendations also direct all employees who participate in vendor selections to file non-disclosure agreements and conflict of interest statements. The Authority has always maintained a record of any employee's conflict of interest statements when any potential conflict was apparent or perceived. Additionally, now the Authority requires all employees engaged in the evaluation of proposals to certify that no conflict exists, and evaluators agree not to disclose the contents of the proposals during the evaluation period. Finally, the recommendations direct the Authority to create a historically under-utilized business (a "HUB") coordinator and better monitor participation of HUB vendors. In July 2020, the Board adopted a HUB Policy and named the Procurement Manager as our HUB coordinator. The Authority has taken several proactive measures to identify and report HUB activity. We incorporated HUB reporting in our e-Marketplace System, we updated our new vendor form to request HUB status, and we have paired our vendor database with HUBs on the State's CMBL list, all in an effort to better track and report our HUB activity. We are now in a better position to offer training for HUBS on how to do business with the Authority.

ISSUE 3 — Governance and Organizational Best Practices

Recommendation 3.1, Not Adopted — Apply the standard across-the-board requirement regarding the governor’s appointment of the presiding officer of the SJRA board.

Recommendation 3.2, Not Adopted — Apply the standard across-the-board requirement regarding grounds for removal of a board member to SJRA.

Recommendation 3.3, Not Adopted — Apply the standard across-the-board requirement regarding board member training to the SJRA board.

Recommendation 3.4, Not Adopted — Apply the standard across-the-board requirement regarding the separation of duties of board members from those of SJRA staff.

Recommendation 3.5, Not Adopted — Apply the standard across-the-board requirement regarding public testimony to SJRA.

Recommendation 3.6, Not Adopted — Apply the standard across-the-board requirement regarding developing and maintaining a system for receiving and acting on complaints and making information on complaint procedures available to SJRA.

Recommendation 3.7, Adopted — Direct the Texas Legislative Council to update SJRA’s governing law. (Management action – nonstatutory)

Recommendation 3.8, Adopted — Direct SJRA to plan and monitor its efforts to increase workforce diversity. (Management action – nonstatutory)

AUTHORITY UPDATE

The first six recommendations contained within Issue 3 are often referred to as “across-the-board” recommendations. Most of these recommendations require legislation or would be initiated by legislative actions. The 87th Legislature did not enact any legislation related to the Authority’s Sunset Commission Report, and as a result, these recommendations did not become law. However, every river authority that has gone through the Sunset process in the past several legislative sessions has received these recommendations or a slight variation of these recommendations, so the Authority has a general sense of what will be required in future “across-the-board” recommendations. Therefore, the Authority has approached these recommendations as if they will ultimately be applicable and have addressed them to the best of its ability despite there not being official legislative direction.

Recommendation 3.1 – NOT ADOPTED BY THE SUNSET COMMISSION – Apply the standard across-the-board requirement regarding the governor’s appointment of the presiding officer of the SJRA board.

This recommendation requires legislative action, therefore the President of the Authority’s Board of Directors will continue to be elected by a majority of the Board of Directors as directed by the Authority’s enabling statute until it is amended by the Legislature.

Recommendation 3.2 – NOT ADOPTED BY THE SUNSET COMMISSION – Apply the standard across-the-board requirement regarding grounds for removal of a board member to SJRA.

The Authority will continue to communicate to the Governor any issues related to a board member's eligibility or their desire to continue to serve until such time that the Legislature amends the Authority's enabling act.

Recommendation 3.3 – NOT ADOPTED BY THE SUNSET COMMISSION – Apply the standard across-the-board requirement regarding board member training to the SJRA Board.

Despite the fact that no legislation was enacted, the Authority has voluntarily addressed the requirements that other river authority boards have been required to adopt through their completed Sunset Commission processes by enhancing its board member orientation and training processes.

Recommendation 3.4 – NOT ADOPTED BY THE SUNSET COMMISSION– Apply the standard across-the-board requirement regarding the separation of duties of board members from those of SJRA staff.

Despite the fact that no legislation was enacted, the Authority is voluntarily addressing the requirements that other river authority boards have been required to adopt by including a separation of duties provision in the forthcoming modification to the Authority's Ethics Policy and its board member orientation training.

Recommendation 3.5 – NOT ADOPTED BY THE SUNSET COMMISSION – Apply the standard across-the-board requirement regarding public testimony to SJRA.

For many years, the Authority has placed an item on its public meeting agendas specifically for public comment on any item on the agenda. Despite the fact that no legislation was enacted, the Authority has already addressed this requirement.

Recommendation 3.6 – NOT ADOPTED BY THE SUNSET COMMISSION – Apply the standard across-the-board requirement regarding developing and maintaining a system for receiving and acting on complaints and making information on complaint procedures available to SJRA.

Despite the fact that no legislation was enacted, the Authority has identified opportunities to improve its tracking and disposition of complaints. As identified within the Authority's 2019 SER, the Authority maintained separate and distinct complaint tracking systems for its separate operating divisions. The Authority addressed the uniformity of tracking complaints by requiring all operating divisions to track complaints in a common format and include final complaint disposition dates and comments. The Authority is now tracking complaints in a single, uniform system but recording information by division and type, as well as tracking any actions taken and the timing necessary to

address complaints. Additionally, the Authority is evaluating the need to upgrade or replace its enterprise resource planning (“ERP”) software system. The Authority has included complaint tracking capabilities in the suite of needs to be addressed in the ERP evaluation process.

Recommendation 3.7 – Direct the Texas Legislative Council to update SJRA’s governing law.

The Authority agrees that the public would be best served if the Authority’s enabling act was codified. The Authority is committed to working with the Legislature to pursue codification.

Recommendation 3.8 – Direct SJRA to plan and monitor its efforts to increase workforce diversity.

This recommendation did not specifically require legislation. The Authority has begun to monitor its workforce diversity statistics and has increased efforts to improve advertisement of vacant positions. The Authority is increasing efforts to attend in-person job fairs and advertise job openings to a wider network in order to attract diverse candidates to career opportunities at the Authority.

San Jacinto River Authority Self-Evaluation Report

I. Agency Contact Information

San Jacinto River Authority Agency Contacts

	Name	Address	Telephone & Fax Numbers	Email Address
Agency Head	Jace A. Houston General Manager	P.O. Box 329 Conroe, Texas 77305 1577 Dam Site Road Conroe, Texas 77304	936-588-7111 936-588-3043	jhouston@sjra.net
Agency's Sunset Liaison	Tom Michel Director of Financial and Administrative Services	P.O. Box 329 Conroe, Texas 77305 1577 Dam Site Road Conroe, Texas 77304	936-828-3813 936-588-3043	tmichel@sjra.net

IV. Policymaking Structure

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

**San Jacinto River Authority
Policymaking Body**

Member Name	Term / Appointment Dates / Appointed by	Qualification	City
Ronald “Ronnie” Anderson President	05/31/2016 – 10/16/2021 May 31, 2016 Governor Abbott	-	Mont Belvieu
Edward “Ed” Boulware Vice-President	02/05/2018 – 10/16/2023 February 5, 2018 Governor Abbott	Required Montgomery County Resident	Montgomery
Mark Micheletti Treasurer	02/05/2018 – 10/16/2023 February 5, 2018 Governor Abbott	-	Kingwood
William P. “Wil” Faubel Secretary	01/04/21 – 10/16/2025 January 4, 2021 Governor Abbott	Required Montgomery County Resident	Montgomery
Ricardo “Rick” Mora Secretary Pro Tempore	01/04/2021 – 10/16/2025 January 4, 2021 Governor Abbott	-	The Woodlands
Stacey Buick Director	04/26/21 – 10/16/2021 April 26, 2021 Governor Abbott	Required Montgomery County Resident	Montgomery
Vacant Position	-	-	-

V. Funding

C. Show your agency's expenditures by strategy.

**San Jacinto River Authority
Expenditures by Strategy — Fiscal Year 2020 (Actual)**

Goal / Strategy	Amount Spent*	Percent of Total	Contract Expenditures Included in Total Amount**
Flood Management	\$595,639	0.54%	\$180,361
General and Administration	2,651,460	2.39%	1,619,539
Groundwater Reduction Plan Division	50,889,020	45.93%	11,614,052
Highlands Division	10,810,889	9.76%	3,222,392
Lake Conroe Division	7,226,152	6.52%	4,505,380
Raw Water Supply	836,505	0.76%	407,642
Woodlands Division	36,833,367	33.25%	21,155,695
Bear Branch	201,568	0.18%	145,487
Region H	744,593	0.67%	744,593
GRAND TOTAL:	\$110,789,193	100%	\$43,595,141

*Does not include intercompany

**Does not include intercompany, salaries and benefits, debt related expenses, or depreciation

- 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. See Exhibit 7 Example.**

**San Jacinto River Authority
Sources of Revenue — Fiscal Year 2020 (Actual)**

Source	Amount
Flood Management Division	\$0
G&A Division	130,943
GRP Division	44,844,336
Highlands Division	725,082
Lake Conroe Division	6,139,795
Raw Water Supply	17,484,108
Woodlands Division	44,013,910
Bear Branch	3,384
Region H	744,516
TOTAL	\$114,086,074

Capital contributions from customers are not included in the above Table 7. Customer capital contributions for FY 2020 were as follows: Bear Branch = \$150,204 and Flood Management Division = \$128,820 in FY 2020.

- F. If applicable, provide detailed information on fees collected by your agency. Please explain how much fee revenue is deposited/returned to the General Revenue Fund and why, if applicable. See Exhibit 9 Example.**

**San Jacinto River Authority
Fee Revenue — Fiscal Year 2020**

Fee Description/ Program/ Statutory Citation	Current Fee	Fees Set by Statute or Rule?	Statutory Maximum or Minimum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited
GRP Groundwater Pumpage Fee	\$2.73/1000 gal	Rule	N/A	144	\$45,118,540	GRP General Fund
GRP Surface Water Fee	\$3.15/1000 gal	Rule	N/A	7	12,747,077	GRP General Fund
Industrial Reservation Fee	Based on City of Houston's water rate, \$0.180225 per 1,000 gal (Sep-Mar); \$0.186525 per 1,000 gal (Apr-Aug)	Rule	N/A	1	217,005	GRP General Fund
Lone Star Groundwater Fees	\$.085/1000 gal	Rule	N/A	154	713,605	GRP General Fund
Compliance Fee	Pass through for attorney's fees	Rule	N/A	0	0	GRP General Fund
Repair Recovery	Pass through of expenses	Rule	N/A	1	1,280,000	GRP General Fund
Interest Charges	5% penalty with 1% interest every month thereafter	Rule	N/A	45	686,712	GRP General Fund
Woodlands Water Service Fees	\$2.19/1000 gal	Rule	N/A	11	10,923,570	Woodlands General Fund
Woodlands Wastewater Treatment Fees	\$4.49/1000 gal	Rule	N/A	11	13,126,282	Woodlands General Fund
Woodlands Pretreatment Fee	\$205,100 per year	Rule	N/A	10	205,100	Woodlands General Fund

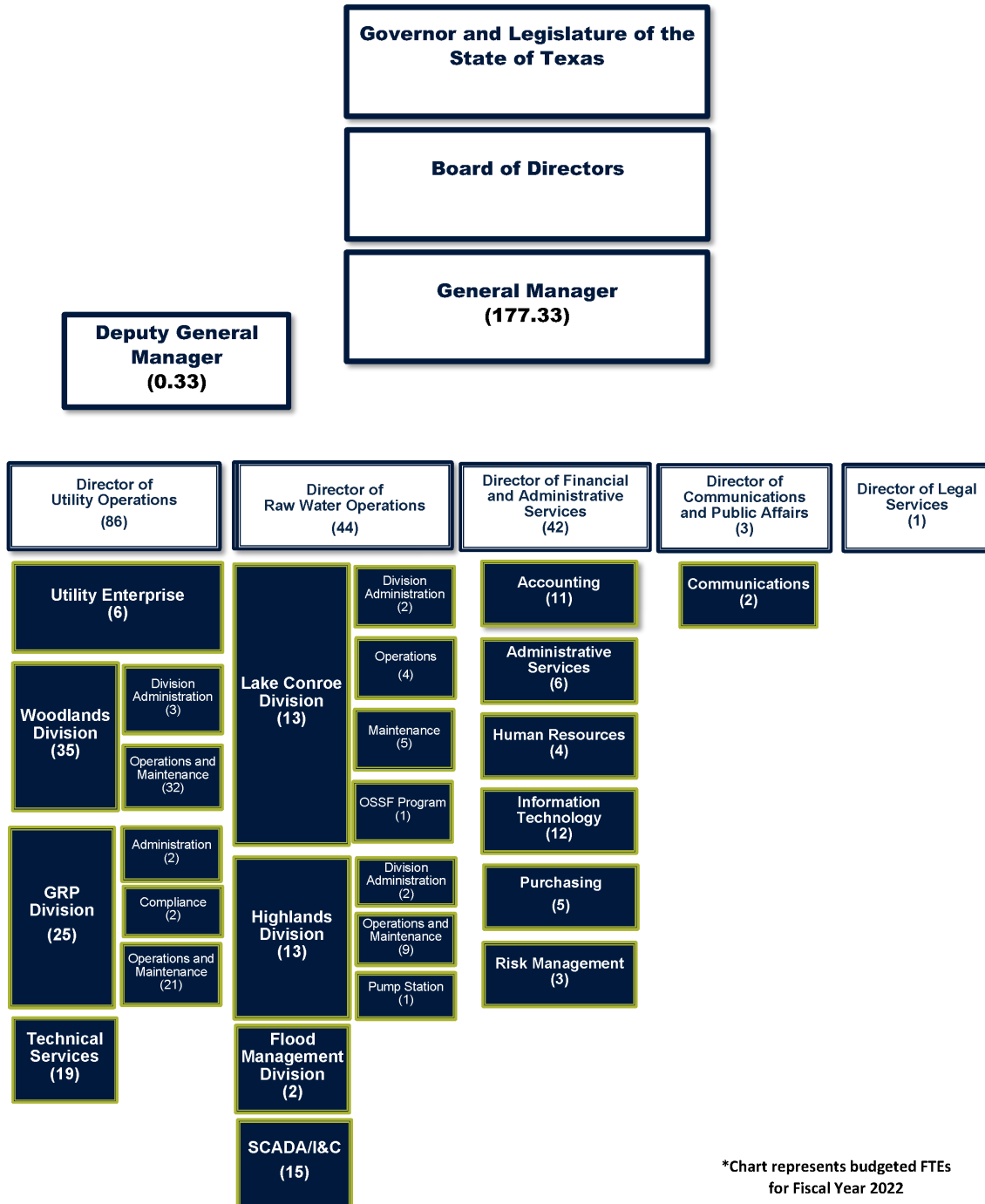
Fee Description/ Program/ Statutory Citation	Current Fee	Fees Set by Statute or Rule?	Statutory Maximum or Minimum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited
Industrial Waste Discharge Permit Fee	\$1,000 per year	Rule	N/A	2	2,000	Woodlands General Fund
Woodlands Effluent (Reuse)	\$.30 per 1000 with a minimum of \$2,500	Rule	N/A	1	30,024	Woodlands General Fund
Woodlands Surface Water Conversion Fee (blended GW/SW)	\$2.88/1000 gal	Rule	N/A	11	14,367,363	Woodlands General Fund
Repair Recovery	Pass through of expenses	Rule	N/A	1	29,839	Woodlands General Fund
Raw Water Fees	\$.465 (Sep-Dec)/\$.48 (Jan-Aug) per 1000 gal	Rule	N/A	29	18,814,798	General Fund
Raw Water Reservation Fees	\$.1163 (Sep-Dec) per 1000 gal/\$.1200 (Jan-Aug) per 1000 gal	Rule	N/A	5	909,130	General Fund
Raw Water 1st Notice Late Fees	\$10	Rule	N/A	7	70	General Fund
Raw Water Late Fee - Admin	\$100	Rule	N/A	4	400	General Fund
Raw Water Reclaimed Groundwater	\$22.20 per acre foot (This rate is adjusted utilizing a percentage change in PPI Commodity Data provided by the Bureau of Labor Statistics)	Rule	N/A	2	14,009	General Fund
Lake Conroe & City of Houston Contractual Revenue	2/3 of Lake Conroe's Expenses plus a 15% G&A Allocation (some expenses of Lake Conroe	Rule	N/A	1	4,601,708	General Fund

Fee Description/ Program/ Statutory Citation	Current Fee	Fees Set by Statute or Rule?	Statutory Maximum or Minimum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited
	are not included)					
Lake Conroe Dock Fees-Residential	\$.188 per square-foot (\$60 minimum)	Rule	N/A	3,831	648,386	General Fund
Lake Conroe Dock Fees-Commercial	\$.375 per square-foot	Rule	N/A	41	70,260	General Fund
Lake Conroe Quarterly Dock Fees – Commercial	\$.375 per square-foot	Rule	N/A	48	295,089	General Fund
Lake Conroe Residential Lawn Irrigation Fee	\$150 per year	Rule	N/A	692	105,819	General Fund
Lake Conroe Commercial License	\$375 per year	Rule	N/A	75	28,089	General Fund
Lake Conroe Commercial Vessel Fee	\$100 per year	Rule	N/A	18	11,550	General Fund
Lake Conroe Commercial Barge/Party Boat Fee	\$250 per year	Rule	N/A	19	7,500	General Fund
Lake Conroe On-Site Sewage Facility Construction Permit	\$300 each	Rule	N/A	47	14,700	General Fund
Lake Conroe On-Site Sewage Facility Re-Inspection Fee (a change to the system)	\$260 each	Rule	N/A	23	5,980	General Fund
Lake Conroe Commercial Land Lease	Minimum amount (\$985.75 and \$4,115.25) per contract with evaluation for CPI adjustments	Rule	N/A	2	5,305	General Fund

Fee Description/ Program/ Statutory Citation	Current Fee	Fees Set by Statute or Rule?	Statutory Maximum or Minimum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited
	every five years					
Lake Conroe Non-Exclusive Right of Entry and Consent to Maintenance	\$1,000 per agreement	Rule	N/A	1	1,000	General Fund
Lake Conroe 1st Notice Late Fees	\$10	Rule	N/A	217	2,170	General Fund
Lake Conroe 2nd Notice Late Fees	\$20	Rule	N/A	75	1,500	General Fund
Lake Conroe Late Fee - Admin	\$100	Rule	N/A	24	2,344	General Fund
Lake Conroe 1st Notice Commercial Late Fees	\$30	Rule	N/A	11	330	General Fund
Lake Conroe Late Fee - Attorney	Pass through of expenses	Rule	N/A	1	500	General Fund
Repair Recovery	Pass through of expenses	Rule	N/A	1	173,578	General Fund

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. See Exhibit 10 Example.

**San Jacinto River Authority
FTEs by Location — Fiscal Year 2021**

Headquarters, Region, or Field Office	Location	Number of Budgeted FTEs FY 2021	Number of Actual FTEs (as of 07/24/21)
G&A Office*	1577 Dam Site Road Conroe, TX 77305	48	50
GRP Division Office	11998 Pine Valley Dr. Conroe, TX 77304	32	40.08
Highlands Division Office	1108 E. Canal Highlands, TX 77562	8	12
Lake Conroe Division Office	1561 Dam Site Road Conroe, TX 77304	11	15
Woodlands Division Office	2436 Sawdust Road The Woodlands, TX 77380	51	58

**The Flood Management Division offices are within the G&A Office*

D. How many temporary or contract employees did your agency have in fiscal year 2020? 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.

SJRA had no contract employees and six (6) temporary employees during FY 2020. All temporary employees were hired for either a temp assignment or on a temp-to-hire basis. A summary of each assignment is listed below:

Position/ Temp	Dates	FY '20 \$	Reason for Assignment Ending
GAAS Administrative Assistant/Receptionist- Temp to Hire Assignment			
Temp 1	06/03/19-11/01/19	\$7,184.64	Temp relocated out of state.
Temp 2	11/04/19-11/10/19	\$984.06	Temp did not meet expectations of the job.
Temp 3	11/13/19-02/06/20	\$8,221.62	Temp did not meet expectations of the job.
Temp 4	02/14/20-04/24/20	\$7,188.62	Hired
Highlands O&M Technician 1- Temporary Assignment			
Temp 5	12/10/19-02/07/20	\$7,184.64	Assignment ended; Transferred to GRP
GRP Maintenance Technician- Temp to Hire Assignment			
Temp 5	02/10/20-03/01/20	\$2,535.75	Temp did not meet expectations of the job.
GAAC A/R-Customer Service Rep – Temp to Hire Assignment			
Temp 6	06/15/20-06/26/20	\$2,272.00	Temp did not meet expectations of the job.

In Fiscal Year 2020, the Authority utilized a competitively-bid, existing agreement with external staffing services providers that were selected through the Authority’s regular procurement processes.

E. List each of your agency’s key programs or functions, along with expenditures and FTEs by program. See Exhibit 11 Example.

**San Jacinto River Authority
List of Program FTEs and Expenditures — Fiscal Year 2020**

Program	Actual FTEs FY 2020	Budgeted FTEs FY 2021	Actual Expenditures FY 2020	Budgeted Expenditures FY 2021
Flood Management	2.69	3.43	\$407,368	\$504,567
General and Administration	8.18	7.60	668,510	950,353
Groundwater Reduction Plan Division	39.33	42.55	4,560,802	4,682,808
Highlands Division	23.03	27.99	2,503,225	3,141,346
Lake Conroe Division	24.30	27.41	2,578,036	3,131,145
Raw Water Supply	1.12	1.45	165,146	230,041
Woodlands Division	63.38	64.12	6,804,062	7,063,029
Bear Branch	.30	.53	34,507	69,380
Total	162.33	175.08	\$17,741,655	\$19,772,669

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.

Contacts

Interest Groups

Group or Association Name/ Contact Person	Address	Telephone	Email Address
City of Houston Carol Haddock, Director of Public Works	901 Bagby Houston, TX 77002 P.O. Box 1562 Houston, TX 77251	832-395-2500	carol.haddock@houstontx.gov
City of Houston Yvonne Forrest Deputy Director of Public Works	901 Bagby Houston, TX 77002 P.O. Box 1562 Houston, TX 77251	832-395-2500	yvonne.forrest@houstontx.gov
City of Houston Sharon Citino Planning Director of Public Works	901 Bagby Houston, TX 77002 P.O. Box 1562 Houston, TX 77251	832-395-2500	Sharon.Citino@houstontx.gov
City of Houston Eric Garza	901 Bagby Houston, TX 77002 P.O. Box 1562 Houston, TX 77251	832-395-3779	Eric.Garza@houstontx.gov
City of Houston Stephen Costello	901 Bagby Houston, TX 77002 P.O. Box 1562 Houston, TX 77251	832-393-0811	Stephen.costello@houstontx.gov
Coastal Water Authority Don Ripley Executive Director	1801 Main Street, Suite 800 Houston, TX 77002	713-658-9020	don.ripley@streetsuite.gov

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Coastal Water Authority Greg Olinger	1801 Main Street, Suite 800 Houston, TX 77002	713-800-8119	golinger@coastalwaterauthority.org
City of Humble Jason Stuebe City Manager	114 W. Higgins Humble, TX 77338	281-446-3061	jstuebe@cityofhumble.net
Harris County Engineer – Lloyd Smith Interim County Engineer	1001 Preston Houston, TX 77002	713-755-5000	
Harris County Office of Emergency Management	6922 Old Katy Rd. Houston, TX 77024	713-881-3100	
Harris County Constable Precinct 3 Sherman Eagleton	701 West Baker Road Baytown, TX 77521	713-274-2530	
Harris County Flood Control District Alan R. Black Interim Executive Director	9900 Northwest Fwy. Houston, TX 77092	713-684-4000	alan.black@hcfcd.hctx.net
Harris County Flood Control District Jeff Lindner Meteorologist	9900 Northwest Fwy. Houston, TX 77092	713-684-4000	Jeff.Lindner@hcfcd.hctx.net
Harris County Flood Control District Jing Chen	9900 Northwest Fwy. Houston, TX 77092	346-286-4264	jing.chen@hcfcd.hctx.net
Harris County Flood Control District Dena Green	9900 Northwest Fwy. Houston, TX 77092	713-684-4252	Dena.Green@hcfcd.hctx.net
Harris County Flood Control District Matt Zeve	9900 Northwest Fwy. Houston, TX 77092	346-286-4055	Matthew.Zeve@hcfcd.hctx.net
Woodlands Township Jeff Jones General Manager	2801 Technology Forest Blvd. The Woodlands, TX 77381	281-210-3800	jeff.jones@thewoodlandstowship-tx.gov

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Woodlands Water Agency Jim Stinson General Manager	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	jstinson@woodlandswater.org
Woodlands Water Agency Mike Mooney Deputy General Manager	2455 Lake Robbins Dr. Spring, TX 77380	281-367-1271	mmooney@woodlandswater.org
Montgomery County Mark Keough County Judge	501 North Thompson, Suite 401-Fourth Floor Conroe, TX 77301	936-539-7812	
Montgomery County Robert Walker County Commissioner Pct. 1	510 Highway 75 North Willis, TX 77378 P.O. Box 587 Willis, TX 77378	936-539-7815	Commissioner.pct1@mctx.org
Montgomery County Darren Hess Director of Homeland Security and Emergency Management	9472 Airport Rd. Conroe, TX 77303	936-523-3901	Darren.Hess@mctx.org
Montgomery County Constable Office Pct. 1 Lt. Miguel Rosario Marine Division	115 Business Park Dr. Willis, TX 77378	936-856-6329	
Highlands Chamber of Commerce	127 San Jacinto St. Highlands, TX 77562	281-426-7227	president@highlandschamber.org
Lake Conroe Chamber of Commerce	505 W. Davis St. Conroe, TX 77301	936-756-6644	info@conroe.org
Woodlands Area Chamber of Commerce J.J. Hollie President and CEO	9320 Lakeside Blvd. The Woodlands, TX 77381	281-367-5777	jjhollie@woodlandschamber.org

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Greater East Montgomery County Chamber of Commerce Mark Linabury President	21575 Hwy. 59 N, Suite 100 New Caney, TX 77357	281-354-0051	mark@gemcchamber.com
Greater Magnolia Parkway Chamber of Commerce Sandy Barton President	18423 FM 1488 Road, Suite C. Magnolia, TX 77353	281-356-1488	sandyb@gretermagnoliaparkwaycc.org
North Houston Association Marlisa Briggs	P.O. Box 3286 Spring, TX 77383	281-875-0660	marlisa.briggs@north-houston.com
Lake Conroe Association Kevin Lacy President	P.O. Box 376 Willis, TX 77378	-	info@lcatx.com
Partnership Lake Houston Jenna Armstrong President/CEO	110 West Main Street Humble, TX 77338	281-446-2128	jarmstrong@lakehouston.org
The Woodlands MUD No. 1 – Bob Leilich President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 6 – Neil Gaynor President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 7 – Kyle Mays President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
The Woodlands Metro MUD – Carl W. Kennedy President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 36 - Scott Haynes President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Montgomery County MUD No. 39 - Eric Berglund President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
The Woodlands MUDs Trustees – Eric Berglund President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 46 - Mark E. Vonderau President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 47 - Anthony Cardiel President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 60 - Bob Lux President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Montgomery County MUD No. 67 - Roland Johnson President	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	
Harris-Montgomery Counties MUD No. 386 – F. Emil Jacobs President	c/o Schwartz, Page & Harding, LLP, 1300 Post Oak Blvd., Suite 1400, Houston, Texas 77056	713-623-4531	
GRP Review Committee Member - Mike Mooney President, Representing The Woodlands (also Woodlands Water, Deputy General Manager)	2455 Lake Robbins Dr. The Woodlands, Texas 77380	281-367-1271	mmooney@woodlandswater.org
GRP Review Committee Member - Jackie Chance (General Manager, Montgomery County WCID No. 1)	c/o Montgomery County WCID No. 1, 25611 Spreading Oaks Lane Spring, Texas 77380	281-367-0969	jchance@montgomerycountywcid1.com

Group or Association Name/ Contact Person	Address	Telephone	Email Address
GRP Review Committee – Rick Moffatt			
GRP Review Committee Member – Mike Stoecker	-	-	mike@stoeckercorp.com
GRP Review Committee Member - Duke Coon	City of Conroe 401 Sgt. Ed Holcomb Blvd. Conroe, TX	936-522-3885	dcoon@cityofconroe.org
Exxon Veena Krishnan UOPS Commercial Planner	Baytown Olefins Plant, Admin 206 Baytown, Texas	346-259-6079	veena.p.krishnan@exxonmobil.com
Chevron Bonnie Lasater Project Integration Manager	Cedar Bayou Plant Baytown Olefins Plant, Admin 206 Baytown, Texas	281-421-6115	lasatbk@cpchem.com
Entergy Glin Edwards Sr. Lead Tech Support Specialist	Entergy Lewis Creek Plant 11191 Longstreet Rd. Willis, Texas 77318	936-856-0617	GEDWAR1@entergy.com
Harris - Montgomery County MUD 386, Howard Cohen (Attorney)	c/o Schwartz, Page & Harding 1300 Post Oak Blvd, Suite 1400, Houston, TX 77056	713-623-4531	hcohen@sphllp.com
One Water Task Force Bruce Rieser		281-210-3800	BRieser@thewoodlandstowship-tx.gov
Bayou Land Conservancy Becky Martinez		281-576-1634	bmartinez@bayouland.org
Lake Houston Area Grassroots Flood Prevention Initiative Bill McCabe			Can provide if needed

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Texas Aggregate & Concrete Association Josh Leftwich		512-451-5100	Josh.leftwich@tx-taca.org
Region 6 San Jacinto Flood Planning Group Fatima Berrios		713-274-3914	Fatima.berrios@eng.hctx.net
San Jacinto County Commissioner Laddie McAnally	P.O. Box 997 Coldspring, TX 77331	936-653-5045	
San Jacinto County Commissioner David Brandon	31 Lilly Yeager Loop North Cleveland, TX 77327- 8167	281-592-1109	
Texas General Land Office Brooke Bacuetes Community Outreach Coordinator	1700 Congress Ave. Austin, TX 78701-1495	512-596-6281	Brooke.Bacuetes.gol@recovery.texas.gov

Interagency, State, or National Associations

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Texas Water Conservation Association Stacey Steinbach General Manager	3755 S. Capitol of TX Hwy, Ste. 105 Austin, TX 78704	512-472-7216	ssteinbach@twca.org
Texas Water Conservation Association Sarah Kirkle Director of Policy and Legislative Affairs	3755 S. Capitol of TX Hwy, Ste. 105 Austin, TX 78704	512-472-7216	skirkle@twca.org
Texas Water Conservation Association - Risk Management Fund Greg Womack Program Executive	10535 Boyer Blvd. Suite 100, Austin, TX 78758 P.O. Box 26655 Austin, TX 78755-0655	512-346-5314	Greg.Womack@sedgwick.com
American Water Works Association - Texas Section	P.O. Box 80150 Austin, TX 78708	512-238-9292	help@tawwa.org
American Society of Civil Engineers	1801 Alexander Bell Dr. Reston, Virginia 20191	703-295-6000	www.asce.org
Water Environment Association of Texas	1825 Fortview Rd, Suite 102 Austin, TX 78704	512-693-0060	www.weat.org
Texas Water Foundation	P.O. Box 13252 Austin, TX 78711-3252	512-663-6634	sarah@texaswater.org
Alliance for Water Efficiency	33 N La Salle St. Suite 2275 Chicago, IL 60602	773-360-5100	jeffrey@a4we.org
Government Finance Officers Association	203 N. La Salle St Suite 2700, Chicago, IL 60601	312-578-2282	
Texas Public Risk Management Association	P.O. Box 4693 Austin, TX 78765	512-394-0719	info@texasprima.org
Association of Dam Safety Officials	239 South Limestone Lexington, Kentucky 40508	859-550-2788	info@damsafety.org
Texas Onsite Wastewater Association	P.O. Box 885 Bridge City, TX 77611	409-718-0645	txowa@txowa.org

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Texas A&M Engineering Extension Service	200 Technology Way College Station, TX 77845	979-458-6805	itsi@teex.tam
Society for Human Resource Management	1800 Duke St. Suite 100 Alexandria, VA 22314	703-548-3440	
Texas Aquatic Plant Management Society	3700 Lake Austin Blvd. Austin, TX 78703		

Liaisons at Other State Agencies

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Texas Water Development Board Jeff Walker Executive Director	1700 North Congress Austin, TX 78701 P.O. 13231 Austin, TX 78711-3231	512-463-7848	jeff.walker@twdb.texas.gov
Texas Water Development Board Bryan McMath Director of Governmental Relations	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 78711-3231	512-463-7850	bryan.mcmath@twdb.texas.gov
Texas Water Development Board Ashley Harden General Counsel	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-463-7848	ashley.harden@twdb.texas.gov
Texas Water Development Board John Dupnik Deputy Executive Administrator, Water Science and Conservation	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-463-7848	john.dupnik@twdb.texas.gov
Texas Water Development Board Rebecca Trevino Chief Financial Officer	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-463-7848	rebecca.trevino@twdb.texas.gov
Texas Water Development Board Temple McKinnon Director of Water Use, Projections, and Planning Division	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-475-2057	temple.mckinnon@twdb.texas.gov
Texas Water Development Board Lann Bookout Project Manager (Region H Water Planning Group)	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-936-9439	lann.bookout@twdb.texas.gov

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Texas Water Development Board Cody Ransone	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-475-1563	Cody.Ransone@twdb.texas.gov
Texas Water Development Board Nathan Leber	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231		Nathan.Leber@twdb.texas.gov
Texas Water Development Board Abby Pendergast	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-475-1578	Abby.Pendergast@twdb.texas.gov
Texas Water Development Board Sara Sopczynski	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-936-0852	Sara.Sopczynski@twdb.texas.gov
Texas Water Development Board Megan Ingram	1700 North Congress Austin, TX 78701	512-475-1590	Megan.Ingram@twdb.texas.gov
Texas Water Development Board James Bronikowski	1700 North Congress Austin, TX 78701 P.O. Box 13231 Austin, TX 13231	512-475-0145	James.Bronikowski@twdb.texas.gov
Texas Commission on Environmental Quality Toby Baker Executive Director	12100 Park Circle Austin, TX 78753 P.O. Box Austin, TX 78711-3087	512-239-3900	toby.baker@tceq.texas.gov
Texas Commission on Environmental Quality L'Oreal Stepney, PE Deputy Executive Director	12100 Park Circle Austin, TX 78753	512-239-1321	loreal.stepney@tceq.texas.gov
Texas Commission on Environmental Quality Ramiro Garcia Deputy Executive Director	12100 Park Circle Austin, TX 78753	512-239-4481	ramiro.garcia@tceq.texas.gov

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Texas Commission on Environmental Quality Earl Lott Director of the Office of Water	12100 Park Circle Austin, TX 78753	512-239-2047	earl.lott@TCEQ.Texas.gov
Texas Commission on Environmental Quality Kim Nygren Deputy Director of Water Availability Division	12100 Park Circle Austin, TX 78753	512-239-4600	Kim.Nygren@tceq.texas.gov
Texas Commission on Environmental Quality Robert Sadlier Deputy Director of Water Quality Division	12100 Park Circle Austin, TX 78753	512-239-7047	Robert.Sadlier@tceq.texas.gov
Texas Commission on Environmental Quality Kelly Mills, P.G. Assistant Deputy Director of Water Availability Division	12100 Park Circle Austin, TX 78753	512-239-4512	kelly.mills@tceq.texas.gov
Texas Commission on Environmental Quality Kathy Alexander Technical Specialist for Water Availability Division	12100 Park Circle Austin, TX 78753	51-239-0778	kathy.alexander@tceq.texas.gov
Texas Commission on Environmental Quality Westin Massey	12100 Park Circle Austin, TX 78753		Westin.massey@tceq.texas.gov
Texas Parks and Wildlife Department Carter Smith Executive Director	4200 Smith School Rd Austin, TX 78744	512-389-4802	carter.smith@tpwd.texas.gov
US Fish and Wildlife Service	19241 David Memorial Dr. Suite 175 Shenandoah, TX 77385	281-876-1520	
US Environmental Protection Agency	10625 Fallstone Rd. Houston, TX 77099	281-983-2100	
USGS Mike Lee Gulf Coast Branch Chief	19241 David Memorial Drive, Ste. 180 The Woodlands, TX 77385	713-409-7878	mtlee@usgs.gov

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
National Weather Service - Houston/Galveston, TX	1353 FM 646, Suite 202 Dickinson, TX 77539	281-337-5074	sr-hgx.webmaster@noaa.gov
Harris-Galveston Area Council Justin Bower		713-499-6653	Justin.Bower@h-gac.com

XI. Additional Information

D. Fill in the following charts detailing your agency’s Historically Underutilized Business (HUB) purchases. See Exhibit 19 Example. Sunset is required by law to review and report this information to the Legislature.

San Jacinto River Authority Purchases from HUBs

Fiscal Year 2018

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal*	Statewide Goal
Heavy Construction	\$17,686,929	\$0	0%	Not Specified	11.2%
Building Construction	1,001,614	0	0%	Not Specified	21.1%
Special Trade	963,282	0	0%	Not Specified	32.9%
Professional Services	5,558,846	804,786.47	14.47%	Not Specified	23.7%
Other Services	42,421,643	10,536.64	0.02%	Not Specified	26.0%
Commodities	5,872,585	328,102.32	5.58%	Not Specified	21.1%
TOTAL	\$73,504,899	\$1,143,425.43			

* 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 2019

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	\$8,151,612	\$615,477	7.55%	Not Specified	11.2%
Building Construction	598,638	28,800	4.81%	Not Specified	21.1%
Special Trade	2,255,952	620,106	27.49%	Not Specified	32.9%
Professional Services	7,054,402	475,459	6.74%	Not Specified	23.7%
Other Services	27,671,124	227,651	.82%	Not Specified	26.0%
Commodities	4,699,792	356,017	7.56%	Not Specified	21.1%
TOTAL	\$50,431,520	\$2,323,510			

Fiscal Year 2020

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	\$11,829,937	\$55,472	.4%	Not Specified	11.2%
Building Construction	0	0	0%	Not Specified	21.1%
Special Trade	338,523	0	0%	Not Specified	32.9%
Professional Services	4,162,984	1,716,178	41.2%	Not Specified	23.7%
Other Services	29,191,453	658,544	2.3%	Not Specified	26.0%
Commodities	4,600,146	159,340	3.5%	Not Specified	21.1%
TOTAL	\$50,123,043	2,696,574			

- Fiscal Year 2020 data does not include procurement card transactions, utilities, land acquisition, interest paid or bond payments or any other expenditure not captured on a purchase order.
- Fiscal Years 2019 and 2020 data does include interagency transfers by and between SJRA and GRP.

H. Fill in the charts below detailing your agency’s Equal Employment Opportunity (EEO) statistics. See Exhibit 20 Example. Sunset is required by law to review and report this information to the Legislature. Please use only the categories provided below. For example, some agencies use the classification “paraprofessionals,” which is not tracked by the state civilian workforce. Please reclassify all employees within the appropriate categories below.

**San Jacinto River Authority
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
2018	24	0%	8.1%	0%	22.4%	20.8%	38.8%
2019	28	0%	8.1%	3.6%	22.4%	28.6%	38.8%
2020	26	0%	8.1%	3.8%	22.4%	30.8%	38.8%

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
2018	33	9.1%	10.9%	24.2%	20.3%	36.4%	54.5%
2019	32	9.4%	10.9%	21.9%	20.3%	37.5%	54.5%
2020	34	8.8%	10.9%	17.6%	20.3%	47.1%	54.5%

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
2018	29	3.4%	14.4%	17.2%	29.2%	20.7%	55.2%
2019	28	3.6%	14.4%	7.1%	29.2%	28.6%	55.2%
2020	32	3.1%	14.4%	9.4%	29.2%	25.0%	55.2%

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
2018	26	3.8%	14.3%	11.5%	36.4%	100.0%	71.6%
2019	24	4.2%	14.3%	20.8%	36.4%	100.0%	71.6%
2020	24	4.2%	14.3%	20.8%	36.4%	100.0%	71.6%

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
2018	3	0%	13.2%	0%	52.4%	0%	52.0%
2019	6	0%	13.2%	16.7%	52.4%	0%	52.0%
2020	3	0%	13.2%	33.3%	52.4%	0%	52.0%

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
2018	73	2.7%	10.2%	9.6%	51.5%	2.7%	12.0%
2019	69	1.4%	10.2%	10.1%	51.5%	2.9%	12.0%
2020	71	1.4%	10.2%	11.3%	51.5%	2.8%	12.0%