

# Self-Evaluation Report Instructions



*Sunset Advisory Commission  
June 2015*



# INSTRUCTIONS

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Each agency under Sunset review is required by law to complete a Self-Evaluation Report (SER) on its operations. The SER is designed to provide the Sunset Commission members and staff with a general background description of each agency being reviewed. The SER also gives each agency an opportunity to provide the Commission with a preview of issues and suggested improvements regarding the agency and its functions.

The SER contains 12 sections. Agencies should record their responses to each question directly on this electronic form. Answers should be typed in the white space beneath each question. Use as little or as much room as needed to answer each question. Since the SER is intended to be a learning instrument, and you are the instructor, Sunset is quite flexible in how various charts and sections apply to your operations. If the information requested does not apply to your agency, either provide similar information to reflect agency practices or enter "N/A" in the space provided. In charts, add or delete rows, change column widths, and renumber exhibits as necessary, or rename chart headings to better reflect agency practices. If a chart is not applicable, indicate so and delete the blank chart.

This document also contains examples for certain sections of the SER. Links are provided to jump directly from one part of the document to another, and can be accessed by clicking on the text indicating an exhibit example or exhibit.

Reviewing the background and issues sections of recent Sunset staff reports may also be helpful in preparing certain sections of the SER. Recent Sunset staff reports are available on the Sunset website at [www.sunset.texas.gov](http://www.sunset.texas.gov).

Once the report is complete, update the appropriate page numbers on the table of contents. The text regarding Instructions, Attachments, and Examples can be deleted from the SER that the agency submits to the Sunset Commission.

By September 1, 2015, please submit an accessible pdf file of the Self-Evaluation Report and attachments to Cee Hartley at [cecilia.hartley@sunset.state.tx.us](mailto:cecilia.hartley@sunset.state.tx.us). Please redact any personally identifiable medical information from any documents you provide to Sunset. If available, please provide the Sunset Commission with one hard copy of the SER and attachments to verify the pdf.

We encourage you to contact Sean Shurtleff at [sean.shurtleff@sunset.state.tx.us](mailto:sean.shurtleff@sunset.state.tx.us) of the Sunset staff at (512) 463-1300 with any questions, or email them to the Sunset Commission. Every effort will be made to minimize the additional workload this report places on your agency.



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(Agency Name)  
Self-Evaluation Report

## I. Agency Contact Information

A. Please fill in the following chart.

**Palo Duro River Authority of Texas  
Exhibit 1: Agency Contacts**

	Name	Address	Telephone & Fax Numbers	Email Address
<b>Agency Head</b>	James L. (Jim) Derington General Manager	P.O. Box 99 Spearman, TX 79081	806-882-4401 806-882-4403 Fax	pdra@dishmail.net
<b>Agency's Sunset Liaison</b>	Krystal Scribner Office Manager	P.O. Box 99 Spearman, TX 79081	806-882-4401 806-882-4403 Fax	pdrakrys@dishmail.net

Table 1 Exhibit 1 Agency Contacts

## 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. The Palo Duro River Authority of Texas was created in 1973, to construct a dam and Lake Palo Duro, for municipal water and recreation. Our lake is located eleven miles north of Spearman, in Hansford County, in the Panhandle of Texas. The area was and still is totally dependent on ground water. Our district includes Hansford County, Moore County, and the City of Stinnett. Member cities are Dumas, Cactus, Sunray, Stinnett, Gruver, and Spearman. The dam and water intake structure were completed in 1991. A water treatment plant and pipelines were to be completed after the lake was established.
- 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?

We continue to provide recreation in an area where surface water sources are scarce. Fishing, camping, boating, hiking, mountain biking, and wildlife opportunities are numerous here, and draw people not only from Texas, but Oklahoma and Kansas as well. Low water levels much of the time, continue at Lake Palo Duro, as with many west Texas lakes. To supply municipal water, is still at the top of our list, though the lake has not yet proven itself as a viable water supply. The pipeline to transport our water is not in place, and gets more expensive as time goes on. Our

member cities continue to drill new wells, as needed. The area is heavily irrigated, and the ground water is being depleted. Our lake will be needed, as the ground water becomes scarce.

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

Chronic low lake levels have hampered the main objective, to supply municipal water. On the other hand, recreation use continues to be popular here for many.

**D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions? Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?**

Our mission remains, to be a surface water supply for a region totally dependent on ground water. Our enabling legislation, H.B. 1531, in 1973, included Hansford and Ochiltree Counties. Ochiltree County withdrew from The Authority, and Moore County and The City of Stinnett became members. H.B. 985, in 1975, S.B. 132, in 1983, and H.B. 2537 in 1987 made changes to our enabling legislation.

**E. 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?**

No duplication that I know of.

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

N/A

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

Chronic low water levels have stalled efforts to become a municipal water supply.

**H. 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).**

We are not aware of any.

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

Continued rainfall in the area would be the biggest improvement for the future. 2015 has been much better for us, though much of the rain on our watershed has soaked in, rather than run off. Our lake has not increased much in 2015, though many lakes have made big gains.

**J. 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. See Exhibit 2 Example.**



**(Agency Name)**  
**Exhibit 2: Key Performance Measures — Fiscal Year 2014**

Key Performance Measures	FY 2014 Target	FY 2014 Actual Performance	FY 2014 % of Annual Target
(Text)	(Number)	(Number)	(Percent)
(Text)	(Number)	(Number)	(Percent)

Table 2 Exhibit 2 Key Performance Measures

N/A

### 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;
- major changes in responsibilities or statutory authority;
- 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 Palo Duro River Authority of Texas was established in 1973 by H.B. 1531, relating to the creation, establishment, maintenance, operation, administration, powers, duties, and financing of The Authority. A conservation and reclamation district, it was created by virtue of Section 59, Article XVI of the constitution of Texas.

The Authority was established for the purpose of developing and constructing a dam and reservoir, to supply municipal water to a region totally dependent on groundwater, and to provide public parks and recreation facilities.

Hansford and Ochiltree Counties were originally included in the territory of The Authority. Ochiltree County withdrew from The Authority in September of 1975, leaving only Hansford County. Moore County and the City of Stinnett later joined The Authority, and remain members. Hansford County, Moore County, and the City of Stinnett, all voted favorably to be taxed for maintenance and operation of The Authority, and for bonds to pay for the dam and related costs. The bonds were paid off in 2013, and only the M & O tax remains.

H.B. 985, in 1975, S.B. 132 in 1983, and H.B. 2537 in 1987, made changes to our enabling legislation, and allowed Moore County and the City of Stinnett to join The Authority.

*See History and Major Events Example.*

## IV. Policymaking Structure

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

**Palo Duro River Authority of Texas  
Exhibit 3: Policymaking Body  
Board of Directors**

<b>Member Name</b>	<b>Term / Appointment Dates / Appointed by <i>Commissioners/City Council</i></b>	<b>Qualification <i>public member</i></b>	<b>City</b>
Jack L. Lane, President	1-1-15 to 12-31-16	Public member	Stinnett
Arthur Davidson, D.V.M., Vice-President	1-1-15 to 12-31-16	Public member	Dumas
Jay Goodwin, Secretary	1-1-14 to 12-31-15	Public member	Sunray
Roger Odegaard	1-1-15 to 12-31-16	Public member	Spearman
Rod Barkley	1-1-14 to 12-31-15	Public member	Gruver
Don Savage	1-1-15 to 12-31-16	Public member	Spearman
Les Taylor	1-1-14 to 12-31-15	Public member	Sunray
Paul Stavlo	1-1-14 to 12-31-15	Public member	Gruver
Eddie Stallwitz	1-1-15 to 12-31-16	Public member	Dumas

Table 3 Exhibit 3 Policymaking Body

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

All powers of The Authority shall be exercised by the Board of Directors. The Board may employ a general manager, attorneys, accountants, engineers, fix the amount of their compensation, and provide for the payment of expenditures deemed essential to the proper maintenance of the Authority and its affairs. Each serves a two year term, appointed by their respective Commissioners Court, four from Moore County, four from Hansford County, and one from the City of Stinnett, appointed by their City Council.

- C. How is the chair selected?

The Board votes in January each year, to select the President.

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

N/A

- E. In general, how often does your policymaking body meet? How many times did it meet in FY 2014? In FY 2015?

The Board meets monthly, on the second Tuesday of the month. Occasionally we don't meet because of weather or the lack of a quorum. We have not missed a monthly meeting the last two years.

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

Open meetings training from the Attorney General of Texas. Some members attend Texas Water Conservation Association meetings, which provide some training and network opportunities with other water board members.

**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.**

We have an employee handbook. We also have policies that include code of ethics, travel expenditures, investments, professional services, and management.

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

Monthly reports are presented on finance, lake level, recreation revenue, tax collection, and reports of ongoing projects.

**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?**

Compliments, suggestions, and complaints are mostly by word of mouth, some by e-mail, or mail. Most are received at the office, but directors also hear ideas from citizens. These suggestions are discussed or acted on by the general manager or the Board, as necessary. Board meetings are open to the public, also. We also hear issues of concern or praise, by attending Commissioner Court meetings or City Council meetings. Meetings, tax notices, and other issues are also published in newspapers.

**J. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart. See Exhibit 4 Example.**

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

<b>Name of Subcommittee or Advisory Committee</b>	<b>Size / Composition / How are members appointed?</b>	<b>Purpose / Duties</b>	<b>Legal Basis for Committee</b>
Budget Committee	4 Board members Appointed by President	Study budget issues/make Recommendation to Board	Chapter 49 Water Code
Audit Committee	4 Board members Appointed by President	To consider audit problems/ Make recommendations	Chapter 49 Water code

Table 4 Exhibit 4 Subcommittees and Advisory Committees

**V. Funding**

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

Funding consists of recreation fees and ad valorem tax dollars from Moore County, Hansford County, and the City of Stinnett. Interest and occasional easement income also helps. No state or federal funding is received.

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

Lake level affects recreation fees, and changing property values (mainly mineral values) affect tax revenue. Labor is the biggest cost, while most other costs are fairly stable. Occasionally, unfunded mandates such as \$62,000 for a sunset review, really impact us. ( I couldn’t resist )

**C. Show your agency’s expenditures by strategy. See Exhibit 5 Example.**

**Palo Duro River Authority of Texas  
Exhibit 5: Expenditures by Strategy — 2014 (Actual)**

Goal / Strategy	Amount Spent	Percent of Total	Contract Expenditures Included in Total Amount
M&O Budget	\$486,745	100	\$34,567
<b>GRAND TOTAL:</b>	\$486,745	100	\$34,567

Table 5 Exhibit 5 Expenditures by Strategy

- 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 6 Example.*

**Palo Duro River Authority of Texas  
Exhibit 6: Sources of Revenue — Fiscal Year 2014 (Actual)**

Source-P.D.R.A. 2014 Audit	Amount
Tax Revenue	\$440,305
Interest income	\$2,756
Land lease	\$19,980
Park fees	\$19,021
Other	\$1,362
<b>TOTAL</b>	<b>\$483,424</b>

Table 6 Exhibit 6 Sources of Revenue

- E. If you receive funds from multiple federal programs, show the types of federal funding sources. *See Exhibit 7 Example.*

**Palo Duro River Authority  
Exhibit 7: Federal Funds — Fiscal Year 2014 (Actual)**

Type of Fund	State / Federal Match Ratio	State Share	Federal Share	Total Funding
(Text)	(Number)	(Number)	(Number)	(Number)
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>

Table 7 Exhibit 7 Federal Funds

- F. If applicable, provide detailed information on fees collected by your agency. *See Exhibit 8 Example.*

**Palo Duro River Authority  
Exhibit 8: Fee Revenue — Fiscal Year 2014**

Fee Description/ Program/ Statutory Citation	Current Fee	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited <i>(e.g., General Revenue Fund)</i>
Recreational Vehicle Fee	\$15	855	\$12,821	General Fund
Camping fee	\$5	613	\$3,067	General Fund
Boat fee	\$5	183	\$915	General Fund
Group shelter fee	\$35	24	\$855	General Fund

Table 8 Exhibit 8 Fee Revenue

## 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.

General manager (FTE)

Office manager (FTE)

Maintenance supervisor (FTE)

Maintenance worker (FTE) - 1

- B. If applicable, fill in the chart below listing field or regional offices. *See Exhibit 9 Example.*

**Palo Duro River Authority  
Exhibit 9: FTEs by Location — Fiscal Year 2014**

Headquarters, Region, or Field Office	Location	Co-Location? Yes / No	Number of Budgeted FTEs FY 2014	Number of Actual FTEs as of June 1, 2014
P.D.R.A. office	14320 River Authority Rd. Spearman, TX Lake Palo Duro	No	2	2
P.D.R.A. maintenance barn	Lake Palo Duro	No	2	2
			TOTAL: 4	TOTAL: 4

Table 9 Exhibit 9 FTEs by Location

- C. What are your agency’s FTE caps for fiscal years 2014–2017?

4 employees

- D. How many temporary or contract employees did your agency have as of August 31, 2014?

1 seasonal/temporary maintenance employee

- E. List each of your agency’s key programs or functions, along with expenditures and FTEs by program. *See Exhibit 10 Example.*

**Palo Duro River Authority  
Exhibit 10: List of Program FTEs and Expenditures — Fiscal Year 2014**

Program	Number of Budgeted FTEs FY 2014	Actual FTEs as of August 31, 2014	Actual Expenditures

Program	Number of Budgeted FTEs FY 2014	Actual FTEs as of August 31, 2014	Actual Expenditures
Office/Administration	2	2	\$72,785.74
Maintenance	2	2	\$66,683.72
TOTAL	4	4	\$139,469.46

Table 10 Exhibit 10 List of Program FTEs and Expenditures

## 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.

*Name of Program or Function: Lake Palo Duro operation*

*Location/Division: Lake Palo Duro/ 11 miles north of Spearman, TX.*

*Contact Name: Jim Derington – General Manager*

*Actual Expenditures, FY 2014: \$486,745*

*Number of Actual FTEs as of June 1, 2015: 4*

*Statutory Citation for Program: H.B. 1531 in 1973, as amended*

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

Operate Lake Palo Duro as a future water supply and for public recreation.

- 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.

Chronic drought and lack of runoff has hampered the water supply ability. Recreation use is popular, but is also hampered by continued low lake levels.

- 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.

Lake Palo Duro was intended as a municipal water supply, but continued low lake levels have prevented even the installation of a pipeline to member cities.



- 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.

Our member cities of Dumas, Cactus, Sunray, Stinnett, Gruver, Spearman, as well as all taxpayers in our district, are affected by the success or failure to provide water. On the other hand, we provide a recreation source in an area without many options.

- F. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

We just operate a small lake.

- 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).

Recreation fees, tax dollars, interest, and an occasional easement make up our funding.

- 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.

Lake Meredith, fifty miles south of our lake, provides similar services, on a larger scale.

- 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 2014;
- the number of contracts accounting for those expenditures;
- 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. What statutory changes could be made to assist this program in performing its functions? Explain.

None at this time.

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

N/A

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.

**(Agency Name)**  
**(Regulatory Program Name)**  
**Exhibit 11: Information on Complaints Against Regulated Persons or Entities**  
**Fiscal Years 2013 and 2014**

	Fiscal Year 2013	Fiscal Year 2014
Total number of regulated persons	(number)	(number)
Total number of regulated entities	(number)	(number)
Total number of entities inspected	(number)	(number)
Total number of complaints received from the public	(number)	(number)
Total number of complaints initiated by agency	(number)	(number)
Number of complaints pending from prior years	(number)	(number)
Number of complaints found to be non-jurisdictional	(number)	(number)
Number of jurisdictional complaints found to be without merit	(number)	(number)
Number of complaints resolved	(number)	(number)

	<b>Fiscal Year 2013</b>	<b>Fiscal Year 2014</b>
Average number of days for complaint resolution	(number)	(number)
Complaints resulting in disciplinary action:	(number)	(number)
administrative penalty	(number)	(number)
reprimand	(number)	(number)
probation	(number)	(number)
suspension	(number)	(number)
revocation	(number)	(number)
other	(number)	(number)

Table 11 Exhibit 11 Information on Complaints Against Persons or Entities

## 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.

**Palo Duro River Authority  
Exhibit 12: Statutes / Attorney General Opinions**

*Statutes*

Citation / Title	Authority / Impact on Agency <i>(e.g., “provides authority to license and regulate nursing home administrators”)</i>
H.B. 1531, 63 <sup>rd</sup> R.S., in 1973	Enabling legislation that formed Palo Duro River Authority, to develop and construct a dam and reservoir.
H.B. 985, 64 <sup>th</sup> R.S., in 1975	Brought Moore County into our district
S.B. 132, 68 <sup>th</sup> R.S., in 1983	Made several changes to prior legislation
H.B. 2537, 70 <sup>th</sup> R.S., in 1987	Brought the City of Stinnett into our district

Table 12 Exhibit 12 Statutes

*Attorney General Opinions*

Attorney General Opinion No.	Impact on Agency
None	None

Table 13 Exhibit 12 Attorney General Opinions

- 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. *See Exhibit 13 Example.*

**Palo Duro River Authority  
Exhibit 13: 84th Legislative Session**

*Legislation Enacted*

Bill Number	Author	Summary of Key Provisions
S.B. 523 *	Birdwell/Keffer	P.D.R.A. is now subject to Sunset review.

Table 14 Exhibit 13 Legislation Enacted 84th Leg

*Legislation Not Passed*

<b>Bill Number</b>	<b>Author</b>	<b>Summary of Key Provisions / Reason Bill Did Not Pass</b>
(Number)	(Text)	(Text)

Table 15 Exhibit 13 Legislation Not Passed 84th Leg

## IX. Major Issues

The purpose of this section is to briefly describe any potential issues raised by your agency, the Legislature, or stakeholders that Sunset could help address through changes in statute to improve your agency's operations and service delivery. Inclusion of an issue does not indicate support, or opposition, for the issue. Instead, this section is intended to give the Sunset Commission a basic understanding of the issues so staff can collect more information during our detailed research on your agency. Some questions to ask in preparing this section may include: (1) How can your agency do a better job in meeting the needs of customers or in achieving agency goals? (2) What barriers exist that limit your agency's ability to get the job done?

Emphasis should be given to issues appropriate for resolution through changes in state law. Issues related to funding or actions by other governmental entities (federal, local, quasi-governmental, etc.) may be included, but the Sunset Commission has no authority in the appropriations process or with other units of government. If these types of issues are included, the focus should be on solutions which can be enacted in state law. This section contains the following three components.

### A. Brief Description of Issue

### 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. ***See Major Issue Example.***

## 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.

### Palo Duro River Authority Exhibit 14: Contacts

#### *Interest Groups*

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

<b>Group or Association Name/ Contact Person</b>	<b>Address</b>	<b>Telephone</b>	<b>Email Address</b>
Judge Benny D. Wilson Hansford County	16 Northwest Court Spearman, TX 79081	806-659-4100	hansfordco@hotmail.com
Judge Rowdy Rhoades Moore County	715 Dumas Ave. Room 202 Dumas, TX 79029	806-935-5588	judgerhoades@moore-tx.com
Andrew Trahan City Manager City of Stinnett	P.O. Box 909 Stinnett, TX 79083	806-878-2422	atrahan@cityofstinnett.com

Table 16 Exhibit 14 Interest Groups

#### *Interagency, State, or National Associations*

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

<b>Group or Association Name/ Contact Person</b>	<b>Address</b>	<b>Telephone</b>	<b>Email Address</b>
Texas Water Conservation Association/Dean Robbins	221 E. 9 <sup>th</sup> Street Suite 206 Austin, TX 78701-2510	512-472-7216	drobbins@twca.org
(Text)	(Text)	(Number)	(Address)

Table 17 Exhibit 14 Interagency, State, and National Association

#### *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)*

<b>Agency Name / Relationship / Contact Person</b>	<b>Address</b>	<b>Telephone</b>	<b>Email Address</b>
(Text)	(Text)	(Number)	(Address)
(Text)	(Text)	(Number)	(Address)

Table 18 Exhibit 14 Liaisons at Other State Agencies

## 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. *See Exhibit 15 Example.*

**Palo Duro River Authority**  
**Exhibit 15: Evaluation of Agency Reporting Requirements**

Report Title	Legal Authority	Due Date and Frequency	Recipient	Description	Is the Report Still Needed? Why?
P.D.R.A. audit	Chapter 49.191 Water Code	Annually Within 135 days after fiscal year	TCEQ	Annual financial audit	Yes Oversight and accountability
TCEQ district registration	Chapter 49 Water Code	Annually January	TCEQ	Board members, employees, and consultant information	Yes

Table 19 Exhibit 15 Agency Reporting Requirements

*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.

?

- 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.

**(Agency Name)**  
**Exhibit 16: Complaints Against the Agency — Fiscal Years 2013 and 2014**

	Fiscal Year 2013	Fiscal Year 2014
Number of complaints received	(number)	(number)



	Fiscal Year 2013	Fiscal Year 2014
Number of complaints resolved	(number)	(number)
Number of complaints dropped / found to be without merit	(number)	(number)
Number of complaints pending from prior years	(number)	(number)
Average time period for resolution of a complaint	(number)	(number)

Table 20 Exhibit 16 Complaints Against the Agency

D. Fill in the following charts detailing your agency's Historically Underutilized Business (HUB) purchases. See Exhibit 17 Example.

**(Agency Name)**  
**Exhibit 17: Purchases from HUBs**

*Fiscal Year 2013*

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal*	Statewide Goal
Heavy Construction	(number)	(number)	(number)	(number)	11.2%
Building Construction	(number)	(number)	(number)	(number)	21.1%
Special Trade	(number)	(number)	(number)	(number)	32.7%
Professional Services	(number)	(number)	(number)	(number)	23.6%
Other Services	(number)	(number)	(number)	(number)	24.6%
Commodities	(number)	(number)	(number)	(number)	21.0%
<b>TOTAL</b>	(number)	(number)	(number)		

Table 21 Exhibit 17 HUB Purchases for FY 2013

\* 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 20.13)

*Fiscal Year 2014*

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	(number)	(number)	(number)	(number)	11.2%
Building Construction	(number)	(number)	(number)	(number)	21.1%
Special Trade	(number)	(number)	(number)	(number)	32.7%
Professional Services	(number)	(number)	(number)	(number)	23.6%
Other Services	(number)	(number)	(number)	(number)	24.6%
Commodities	(number)	(number)	(number)	(number)	21.0%
<b>TOTAL</b>	(number)	(number)	(number)		

Table 22 Exhibit 17 HUB Purchases for FY 2014

**Fiscal Year 2015**

<b>Category</b>	<b>Total \$ Spent</b>	<b>Total HUB \$ Spent</b>	<b>Percent</b>	<b>Agency Specific Goal</b>	<b>Statewide Goal</b>
Heavy Construction	(number)	(number)	(number)	(number)	11.2%
Building Construction	(number)	(number)	(number)	(number)	21.1%
Special Trade	(number)	(number)	(number)	(number)	32.7%
Professional Services	(number)	(number)	(number)	(number)	23.6%
Other Services	(number)	(number)	(number)	(number)	24.6%
Commodities	(number)	(number)	(number)	(number)	21.0%
<b>TOTAL</b>	(number)	(number)	(number)		

Table 23 Exhibit 17 HUB Purchases for FY 2015

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 20.15b)

No

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 20.14)

No large contracts in many years.

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 20.26)

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 20.27)

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 20.28)

N/A

H. Fill in the charts below detailing your agency's Equal Employment Opportunity (EEO) statistics. *See Exhibit 18 Example.*

**Palo Duro River Authority**  
**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
2013	1	0	8.99%	0	19.51%	0	39.34%
2014	1	0	8.99%	0	19.51%	0	39.34%
2015	1	0	8.99%	0	19.51%	0	39.34%

Table 24 Exhibit 18 EEO Statistics for Officials/Administration

**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
2013	(number)	(percent)	11.33%	(percent)	17.4%	(percent)	59.14%
2014	(number)	(percent)	11.33%	(percent)	17.4%	(percent)	59.14%
2015	(number)	(percent)	11.33%	(percent)	17.4%	(percent)	59.14%

Table 25 Exhibit 18 EEO Statistics for Professionals

**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
2013	(number)	(percent)	14.16%	(percent)	21.36%	(percent)	41.47%
2014	(number)	(percent)	14.16%	(percent)	21.36%	(percent)	41.47%
2015	(number)	(percent)	14.16%	(percent)	21.36%	(percent)	41.47%

Table 26 Exhibit 18 EEO Statistics for Technical

**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
2013	1	0	13.57%	0	30.53%	100	65.62%
2014	1	0	13.57%	0	30.53%	100	65.62%
2015	1	0	13.57%	0	30.53%	100	65.62%

Table 27 Exhibit 18 EEO Statistics for Administrative Support

**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
2013	2	0	14.68%	100	48.18%	0	40.79%
2014	2	0	14.68%	100	48.18%	0	40.79%
2015	2	0	14.68%	100	48.18%	0	40.79%

Table 28 Exhibit 18 EEO Statistics for Service and Maintenance

**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
2013	(number)	(percent)	6.35%	(percent)	47.44%	(percent)	4.19%
2014	(number)	(percent)	6.35%	(percent)	47.44%	(percent)	4.19%
2015	(number)	(percent)	6.35%	(percent)	47.44%	(percent)	4.19%

Table 29 Exhibit 18 EEO Statistics for Skilled Craft

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

No

**XII. Agency Comments**

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

The Palo Duro River Authority of Texas operates a small lake in the northern panhandle of Texas. We have a general manager (me), an office manager/secretary, a maintenance supervisor, and one maintenance employee. Many of our duties overlap. We may be the smallest river authority in Texas. I hope you will keep that in mind when you deal with us, and bill us. This report is very comprehensive, and certainly geared toward larger entities. I have completed this report as best I can. Please let me know if I can be of further assistance.

Jim Derington

## ATTACHMENTS ---

Create a separate file and label each attachment (e.g., Attachment 1, Agency Statute) and include a list of items submitted.

### **Attachments Relating to Key Functions, Powers, and Duties**

1. Agency's enabling statute. - H.B. 1531 in 1973
2. Changes to original – H.B. 985 in 1975
3. Changes to original – S.B. 132 in 1983
4. Changes to original – H.B. 2537 in 1987

### **Attachments Relating to Policymaking Structure**

5. Biographical information (e.g., education, employment, affiliations, and honors) or resumes of all policymaking body members. *See Attachment 8 Example.*

### **Attachments Relating to Funding**

6. Annual financial reports from FY 2012–2014. Hard copies will be mailed.
7. Operating budgets from FY 2013–2015.

## EXAMPLES

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### Exhibit 2 Example

(Agency Name)  
**Exhibit 2: Key Performance Measures — Fiscal Year 2014**

Key Performance Measures	FY 2014 Target	FY 2014 Actual Performance	FY 2014 % of Annual Target
Percent of Registrants Who Renew Online	35%	43.35%	123.86%
Percent of Home Registrations Completed Online	35%	67.67%	193.36%
Number of Home Registrations Issued	100,000	160,741	160.74%
Number of New Builder/Remodeler Registrations Issued	1,000	5,850	585.00%
Number of Registrations Renewed	15,000	9,478	63.19%
Average Cost Per Registration Issued	7.44	2.00	26.83%
Total number of SIRP Actions Closed	500	241	48.20%
Average Number of Days to Complete SIRP	100	109.11	109.11%
Total Number of Complaints Received	1,100	771	70.09%

[Table 30 Exhibit 2 Example](#)

*Return to Exhibit 2.*

## History and Major Events Example

### State Committee of Examiners for Speech-Language Pathology and Audiology

#### 1983

S.B. 813, 68th Legislature, which became effective September 1, 1983, created the State Committee of Examiners for Speech-Language Pathology and Audiology to regulate individuals providing speech-language pathology and audiology services in Texas. The bill was codified as Vernon's Annotated Civil Statutes, Article 4512j. The board was administratively attached to the Texas Department of Health (TDH).

#### 1993

The board was reviewed by the Sunset Advisory Commission. S.B. 1077, 73rd Legislature, was enacted to implement Sunset recommendations for improvements to Vernon's Annotated Civil Statutes, Article 4512j. Key provisions of the legislation included the following:

- The name was changed to State Board of Examiners for Speech-Language Pathology and Audiology.
- Licensure of interns was established.

#### 1999

The board's enabling statute was re-codified as Occupations Code, Chapter 401.

#### 2003

H.B. 2292, 78th Legislature was enacted, which reorganized the Health and Human Services enterprise, including reorganization and consolidation activities at TDH. The bill required that all licenses issued by TDH, or any entity attached to TDH, be issued for a term of two years. The board's program and staff, along with the other regulatory programs housed within TDH's Professional Licensing and Certification Division, were reorganized along functional lines, instead of the programmatic arrangement that had been in place since the division's inception in 1985. The reorganization became effective September 1, 2003.

#### 2004

DSHS was created as a new agency, a product of the consolidation of TDH, Texas Commission on Alcohol and Drug Abuse, and the mental health programs and services of the Texas Department of Mental Health and Mental Retardation. The board was organizationally placed within the Division for Regulatory Services, Health Care Quality Section, Professional Licensing and Certification Unit.

*Return to the History and Major Events section.*

**Exhibit 4 Example**

**(Agency Name)**  
**Exhibit 4: Subcommittees and Advisory Committees**

<b>Name of Subcommittee or Advisory Committee</b>	<b>Size / Composition / How are members appointed?</b>	<b>Purpose / Duties</b>	<b>Legal Basis for Committee</b>
Funds Allocation Advisory Committee	Six members: Two members are appointed by the State Fireman’s and Fire Marshalls’ Association (SFFMA), two members are appointed by the Texas State Association of Fire Fighters (TSAFF) and two members are appointed by the Texas Fire Chiefs Association (TFCA).	The committee determines how funds are appropriated by the legislature to the commission’s fire department emergency funding program will be distributed. The committee reviews funding requests from fire departments and makes recommendations to the commission about how the funds should be awarded.	Chapter 419, Texas Government Code
Fire Fighter Advisory Committee	Nine members: Six active or retired fire protection personnel and three certified fire protection instructors. At least one member of the committee must be a volunteer fire fighter or fire chief.	The committee is responsible for drafting and reviewing the administrative rules that govern the state’s fire service. (The commission cannot adopt a new rule until the fire fighter advisory committee has had an opportunity to review it.)	Chapter 419, Texas Government Code
Curriculum and Testing Committee	Currently right members: Created and appointed by the commission	The committee periodically reviews and recommends changes to the commission’s testing and training programs.	Created by the Commission according to Chapter 419, Texas Government Code

Table 31 Exhibit 4 Example

*Return to Exhibit 4.*



**Exhibit 5 Example**

**(Agency Name)**  
**Exhibit 5: Expenditures by Strategy — 2014 (Actual)**

Goal / Strategy	Amount Spent	Percent of Total	Contract Expenditures Included in Total Amount
Goal 1.1 /Examine Credit Unions	1,548,796.92		
Goal 2.1/Process Application	117,677.51		
<b>Subtotal:</b>	<b>1,666,474.43</b>		
Goal 3.1/Departmental Oversight	80,148.16		
<b>GRAND TOTAL:</b>	<b>1,746,622.59</b>		

Table 32 Exhibit 5 Example

*Return to Exhibit 5.*

**Exhibit 6 Example**

**(Agency Name)**  
**Exhibit 6: Sources of Revenue — Fiscal Year 2014 (Actual)**

Source	Amount
General Revenue Fund	13,236,749
GR Dedicated - Texas Department of Insurance Operating Fund Account No. 036	750,000
GR Dedicated - Operators and Chauffeurs License Account No. 099	988,355
Federal Funds	984,306,839
GR Account - Motor Carrier Act Enforcement	5,225,685
State Highway Fund No. 006	465,005,893
Criminal Justice Grants	858,701
Appropriated Receipts	19,021,790
Interagency Contracts	1,397,535
Bond Proceeds	2,722,950
<b>TOTAL</b>	<b>1,493,514,497</b>

Table 33 Exhibit 6 Example

*Return to Exhibit 6.*

## Exhibit 7 Example

**(Agency Name)**  
**Exhibit 7: Federal Funds — Fiscal Year 2014 (Actual)**

Type of Fund	State / Federal Match Ratio	State Share	Federal Share	Total Funding
ESEA - TITLE I, Part D U.S. Department of Education	100%	N/A	\$1,627,838	\$1,627,838
ESEA TITLE II Teacher and Principal Training U.S. Department of Education	100%	N/A	\$207,595	\$207,595
PROJECT RIO-Y U.S. Department of Labor	100%	N/A	\$404,157	\$404,157
<b>TOTAL</b>		N/A	<b>\$2,239,590</b>	<b>\$2,239,590</b>

Table 34 Exhibit 7 Example

*Return to Exhibit 7.*

## Exhibit 8 Example

**(Agency Name)**  
**Exhibit 8: Fee Revenue — Fiscal Year 2014**

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., General Revenue Fund)
Certified Prescribed Burn Manager Application Fee — Natural Resources Code Sec. 153.048	\$50 for a 5-year license	6	\$300	General Revenue

Table 35 Exhibit 8 Example

*Return to Exhibit 8.*

**Exhibit 9 Example**

**(Agency Name)**  
**Exhibit 9: FTEs by Location — Fiscal Year 2014**

Headquarters, Region, or Field Office	Location	Co-Location? Yes / No	Number of Budgeted FTEs FY 2014	Number of Actual FTEs as of August 31, 2014
Headquarters / Central	Austin	No	233	213.2
Warehouse	Austin	No	2	2
Seed Lab	Giddings	Yes	15	15
Metrology Lab	Giddings	Yes	6	6
Greenhouse	Giddings		2	2
TASS	Austin		7	6
Region 1 - HQ (includes seed lab)	Lubbock		48	46
Region 1 - Sub Office	Amarillo		6	6
Region 2 - HQ	Dallas		31	31
Region 2 - Sub Office	Tyler		10	10
Region 3 - HQ	Houston		42	41.5
Region 4 - HQ	San Antonio		26	25
Region 5 - HQ	San Juan		32.5	31.5
Region 5 - Sub Office	Corpus Christi		8	8
Nematology Lab	Stephenville		6	6
Export Pen and Region 1 Sub Office	El Paso		5.5	5.5
Export Pen	Del Rio		3	3
Export Pen	Eagle Pass		3	3
Export Pen	Laredo		2	2
USDA Support	San Angelo		1	1
Export Pen	Brownsville		2	2
Export Pen	Houston		0	.5
<b>TOTALS:</b>			<b>491</b>	<b>465.2</b>

Table 36 Exhibit 9 Example

*Return to Exhibit 9.*

## Exhibit 10 Example

**(Agency Name)**  
**Exhibit 10: List of Program FTEs and Expenditures — Fiscal Year 2014**

Program	Number of Budgeted FTEs FY 2014	Actual FTEs as of August 31, 2014	Actual Expenditures
Inspection and Enforcement	4.0	4.0	\$191,499.72
Construction Plan and Review	3.0	3.0	\$111,150.65
Management Consultation	3.0	3.0	\$117,093.73
Auditing Population Costs	2	.05	\$35,895.94
Central Administration	6	5.5	\$377,991.26
<b>TOTAL</b>	<b>18</b>	<b>16</b>	<b>\$833,631.30</b>

Table 37 Exhibit 10 Example

*Return to Exhibit 10.*

**Exhibit 13 Example****(Agency Name)  
Exhibit 13: 84th Legislative Session***Legislation Enacted*

<b>Bill Number</b>	<b>Author</b>	<b>Summary of Key Provisions</b>
SB 228	Harris	Clean-up bill clarifying that all licensing authorities are subject to 232.002 of the Texas Family Code. Prior version specifically listed which agencies were included. No changes were made for the Texas Juvenile Probation Commission by the revision.
HB 425	Madden	Provides a more comprehensive and quality education to confined juveniles by requiring the Commissioner of Education, in coordination with TJPC, to establish instructional requirements for education services provided by a school district to this population.

Table 38 Exhibit 13 Example

*Legislation Not Passed*

<b>Bill Number</b>	<b>Author</b>	<b>Summary of Key Provisions / Reason Bill Did Not Pass</b>
HB 2043	Phillips	Would have relieved local officials from performing inspections and certifying the suitability of certain juvenile facilities, allowing TJPC to continue to conduct inspections and certifying suitability or unsuitability. TJPC would have been required to inspect certain juvenile facilities annually and to furnish a report to each juvenile court judge presiding in the same county as the inspected facility. The House passed the bill, but it did not advance in the Senate.
SB 200	Nelson	Expanded faith based initiatives and the Texas Juvenile Probation Commission would have been required to have a designated liaison for faith- and community-based initiatives. The bill was filed, but never moved.

Table 39 Exhibit 13 Example

*Return to Exhibit 13.*

## Major Issue Example

### ISSUE 3: Change the Name of the Commission

#### A. Brief Description of Issue

The Railroad Commission of Texas (RRC) has primary regulatory jurisdiction over the oil and natural gas industry, pipeline transporters, natural gas and hazardous liquid pipeline industry, natural gas utilities, the LP-gas industry, coal surface mining, and uranium explorations operations. The RRC also promotes the use of propane as an alternative fuel source. In 2005, the Legislature transferred the rail oversight functions of the RRC to the Texas Department of Transportation, ending a 114-year history of rail regulation at the RRC, yet because of its name the agency continues to receive inquiries about railroad issues. The agency's name was appropriate in the 19th century, but in the 21st century as Texas strives to be the leading energy producing state in the nation the agency's name generates confusion among the general public, and prevents transparent regulation of an industry vital to the state's economy.

#### B. Discussion

Few state agencies affect natural resource-rich areas of the state as much as the RRC, yet the agency's mission is hidden behind a name better suited to its 19th century activities. In 1891 when the Texas Legislature established the RRC, the agency was given jurisdiction over rates and operations of railroads, terminals, wharves and express companies. Today the agency regulates a 21st century energy industries in a nation striving for energy independence and energy security. While the RRC is well known among its stakeholders, it is not easily identified to others creating the appearance of a seemingly non-transparent agency charged with regulating the state's most valuable resources.

#### C. Possible Solutions and Impact

Changing the agency's name from the Railroad Commission of Texas to the Texas Energy Commission will promote open government, enhance regulatory transparency, and ensure greater accountability through a more visible and easily identifiable agency devoted to a progressive regulatory model that serves the state as well as the nation in the move towards greater domestic energy security.

*Return to the Major Issues section.*

**Exhibit 15 Example**

**(Agency Name)**  
**Exhibit 15: Evaluation of Agency Reporting Requirements**

Report Title	Legal Authority	Due Date and Frequency	Recipient	Description	Is the Report Still Needed? Why?
Interagency Taskforce on Ensuring Appropriate Care Setting for Persons with Disabilities	Government Code 531.02441(g)		Health and Human Services Commission	Recommendations on development and implementation of the working plan that provides a system of services and support that fosters meaningful opportunities for living in the most appropriate care setting.	Yes. Still serves a useful purpose.
Options for Independent Living Annual Report	Human Resources Code 101.049		Governor, Lieutenant Governor, Speaker of the House	Report on the manner in which services are being provided to the elderly by the Options for Independent Living Program.	No. Program no longer exists.

Table 40 Exhibit 15 Example

*Return to Exhibit 15.*

**Exhibit 17 Example**

**(Agency Name)**  
**Exhibit 17: Purchases from HUBs**

*Fiscal Year 2015*

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	\$512,602	\$41,005	7.99%		11.2%
Building Construction	\$19,628,412	\$3,237,546	16.4%		21.1%
Special Trade	\$1,365,827	\$214,748	15.7%		32.7%
Professional Services	\$22,910	\$0	0%		23.6%
Other Services	\$15,320,784	\$1,968,591	12.8%		24.6%
Commodities	\$18,493,711	\$2,205,866	11.9%		21.0%
<b>TOTAL</b>	<b>\$55,344,249</b>	<b>\$7,667,759</b>	<b>13.8%</b>		

Table 41 Exhibit 17 Example

*Return to Exhibit 17.*

## Exhibit 18 Example

(Agency Name)  
**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
2013	454	10.44%	8.99%	26.37%	19.51%	58%	39.34%
2014	459	10.15%	8.99%	27.53%	19.51%	56.72%	39.34%
2015	462	10.89%	8.99%	29.37%	19.51%	56.88%	39.34%

Table 42 Exhibit 18 Example

*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
2013	2,122	21.17%	11.33%	31.96%	17.4%	65.37%	59.14%
2014	2,064	21.76%	11.33%	32.51%	17.4%	65.74%	59.14%
2015	2,014	22.51%	11.33%	32.71%	17.4%	66.71%	59.14%

Table 43 Exhibit 18 Example

*Return to Exhibit 18.*



**Attachment 8 Example**

Ms. Smith has a Bachelor of Science degree in Business Administration and Political Science from East Texas State University in Commerce, Texas. She began her career in telecommunications in 1966 while working for General Telephone Company in Texarkana, Texas. After serving in numerous positions in the customer service operations of the company she became Tariff Administrator in 1980. In 1984, she was appointed Revenue Development Manager for Texas. Since 1984 she has served as External Affairs Manager, State Director of Regulatory and Industry Affairs, and Regional Affairs Manager C Regulatory Affairs.

In 1989, Ms. Smith was appointed to the Commission by Governor Bill Clements and was reappointed to a second term in 1994 by Governor Ann Richards. She also served on the Advisory Committee on Dual Party Relay Service which established the foundation for the Relay Texas System which serves the hearing-impaired community in Texas today.

Ms. Smith chairs the Commission's Poison Control Implementation Committee and has overseen the establishment and implementation of the Texas Poison Control Network which serves the people of Texas with six poison control centers providing emergency and non-emergency poison and toxicological information to health care professionals.

***Return to Attachment 8.***