

## AGENDA

# SPECIAL MEETING: BUDGET PLANNING WORKSHOP OF THE BOARD OF DIRECTORS



SAN ANTONIO RIVER AUTHORITY

**January 19, 2010, 11:00 a.m.**

*\*Estimated Presentation Time: 3 hours*

### **GENERAL AND CEREMONIAL ITEMS:**

*Estimated Presentation Time: 5 minutes*

1. **CALL TO ORDER BY THE CHAIRMAN, MR. GAYLON J. OEHLKE**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL BY THE SECRETARY, MR. ROBERTO G. RODRÍGUEZ**

#### BEXAR COUNTY:

- Sally Buchanan
- Michael W. Lackey, P. E.
- Hector R. Morales
- Názirite Rubén Pérez
- Roberto G. Rodríguez
- Thomas G. Weaver

#### GOLIAD COUNTY:

- Terry E. Baiamonte
- Adair R. Sutherland

#### KARNES COUNTY:

- Gaylon J. Oehlke
- H. B. Ruckman III

#### WILSON COUNTY:

- John J. Flieller
- A.D. Kollodziej, Jr.

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

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

***INDIVIDUAL AGENDA ITEMS:***

7. **PRESENTATION, DISCUSSION, AND APPROPRIATE ACTION REGARDING PREPARATION OF THE FISCAL YEAR 2011/12 BUDGET AND STRATEGIC PLANNING WORKSHOP**

***TIME CERTAIN:***

- 12:00 Noon - Recess for Lunch
- 12:30 PM - Resume Meeting

8. **GENERAL MANAGER'S REPORT CONCERNING THE FOLLOWING:**
  - **UPCOMING EVENTS CALENDAR;**
  - **FUTURE BOARD AND/OR COMMITTEE MEETINGS; AND**
  - **MEETINGS INVOLVING THE ATTENDANCE OF ONE OR MORE BOARD MEMBERS**
9. **ADJOURN**

***Estimated Presentation Time: 3 Hours***

SAN ANTONIO RIVER AUTHORITY  
General Statements

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

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

**Special Budget Planning Workshop of the Board  
of Directors**

**Date:** 01/19/2011

**Preparation of FY 2011/12 Budget and Strategic Planning Document**

**Submitted For:** Sharon McCoy-Huber

**Submitted By:** Lupe Sanchez

**Division:** Support Services

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**CAPTION**

**PRESENTATION, DISCUSSION, AND APPROPRIATE ACTION REGARDING  
PREPARATION OF THE FISCAL YEAR 2011/12 BUDGET AND STRATEGIC PLANNING  
WORKSHOP**

**Presenter**

Larry O. Anderson, Steve Graham, and Sharon McCoy-Huber

*Estimated Presentation Time: 2 hours*

During this item, staff will conduct a budget and strategic planning workshop to include the following budget-related topics:

- SARA's Annual Budget Development Process
- Present Economic Outlook
- SARA's Mission, Goals, Hedgehog, and Performance Measures
- Status of Fiscal Year 2010/11 Programs and Projects
- Programmatic Strategies for Fiscal Year 2011/12
- Fiscal Year 2011/12 Budget Structure
- Budget Calendar

Staff requests that Board members bring their three 2010/11 budget books, consisting of the following, to the meeting:

- Fiscal Year 2010/11 Executive Summaries
- Program Budgets as of July 1, 2010
- Annual Budget - Detail, Fiscal Year 2010/11.

During the presentation, staff will refer to these documents as well as to handouts distributed during the meeting. Attached to this item are SARA's Strategic Planning Vision and the 2<sup>nd</sup> quarter Key Initiatives results.

**Recommendation**

Motion to be crafted, if necessary, after the discussion of this item.

**Discussion**

**Vote**

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**Attachments**

**Q2 Key Initiatives Results**

**San Antonio River Authority**  
*Strategic Plan (July 2010 – July 2013)\**  
*“Leading with Vision, Values ... Accountability”*



# 1. Vision

## Leaders in Watershed Solutions

2. Core Values	3. Purpose/Mission	4. Strategic Targets (3 YRS)	5. Operational Goals (1 YR)																										
<p><b>Stewardship</b> We are passionately committed to the preservation, protection, and sustainability of the San Antonio River Watershed.</p> <p>We are committed to making the river safe, healthy, and enjoyable.</p> <p>We, working with our partners, pioneer innovative solutions that sustain and enrich the lives of the people in the Communities we serve.</p> <p>We are quick to respond, open to new ways of doing things, and dedicated to delivering valued public service.</p> <p>We are not complacent, do not alter from our values, nor lose sight of our purpose and vision.</p> <p><b>Integrity</b> We are accountable to the Board of Directors, Citizens and Stakeholders of the communities we serve, and to our Partners and entrusted to efficiently use limited public resources.</p> <p>We are honest and reliable in our dealings with others.</p> <p>We base our decisions on prudent financial management and sound scientific/engineering principles and practices.</p> <p>We do not misrepresent facts; distort research, our capabilities, or expertise.</p> <p><b>Excellence</b> We are committed to collaborative, adaptive, and strategic actions that address watershed issues and priorities.</p> <p>We expect the best from ourselves, learn from our experiences, and continuously strive to advance our capabilities.</p> <p>We do not make excuses or avoid responsibility for our actions.</p>	<p><b>Purpose/Mission</b> Sustain and Enrich Life in the San Antonio River Watershed</p> <p><b>Markets</b> We serve Regional Markets with Global Impact</p> <p><b>What Sets Us Apart</b></p> <ul style="list-style-type: none"> <li>❖ Innovative, sustainable, collaborative, and customized Watershed Solutions</li> <li>❖ Experts in improving systemic Ecological Health</li> <li>❖ Responsive, timely, and passionate public service</li> </ul>	<p><b>Key Financials</b> <i>(Projected, Rounding w/Exclusions)</i></p> <table border="1" data-bbox="824 380 1175 562"> <thead> <tr> <th>Fiscal Year Ending</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Operating Reserves</td> <td>-----</td> </tr> <tr> <td>Program Funds Pool</td> <td>-----</td> </tr> <tr> <td>Grants</td> <td>-----</td> </tr> <tr> <td>Reimbursements</td> <td>-----</td> </tr> <tr> <td>Investments</td> <td>-----</td> </tr> </tbody> </table> <p><b>Key Thrusts</b></p> <ul style="list-style-type: none"> <li>❖ Generate lasting and recognized improvements to the health of the San Antonio River Watershed (<i>Champions – Suzanne, Steve R., and Mike</i>)</li> <li>❖ Enhance community appreciation for and access to the San Antonio River and its tributaries. (<i>Champion - John</i>)</li> <li>❖ Strengthen and develop expertise at all levels (<i>Champions – Janet and Steve</i>)</li> <li>❖ Diversify and leverage funding sources (<i>Champion - Larry</i>)</li> </ul> <p><b>Key Performance Indicators (KPI)</b></p> <ul style="list-style-type: none"> <li>❖ Financial Leverage Index (<i>Champion - Larry</i>)</li> <li>❖ River Health Index (<i>Champions – Mike, Steve R. and Steve G.</i>)</li> </ul> <p><b>Strategic Opportunity Development</b></p> <ul style="list-style-type: none"> <li>❖ Secure a storm water role-MS4 permit (<i>Steve G.</i>)</li> <li>❖ Influence E-flow recommendations (<i>Steve R. and Suzanne</i>)</li> <li>❖ Explore and promote sustainable development (<i>Steve G and Karen B.</i>)</li> <li>❖ Advance Joint Base SA partnerships (<i>John C. and Russell</i>)</li> <li>❖ Obtain funding commitments to WS Creeks Restoration Project (<i>Suzanne and Rudy</i>)</li> <li>❖ Execute LOMR partnership (<i>Russell</i>)</li> </ul>	Fiscal Year Ending	2013	Operating Reserves	-----	Program Funds Pool	-----	Grants	-----	Reimbursements	-----	Investments	-----	<p><b>Key Financials</b> <i>(Projected, Rounding w/Exclusions)</i></p> <table border="1" data-bbox="1203 380 1570 684"> <thead> <tr> <th>Fiscal Year Ending</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Operating Reserves (M &amp; O)</td> <td>\$-----</td> </tr> <tr> <td>Program Funds Pool</td> <td>\$-----</td> </tr> <tr> <td>Grants</td> <td>\$-----</td> </tr> <tr> <td>Reimbursements</td> <td>\$-----</td> </tr> <tr> <td>Investments</td> <td>\$-----</td> </tr> <tr> <td><b>Non-operating Reserves</b></td> <td>\$-----</td> </tr> </tbody> </table> <p><b>Key Initiatives</b></p> <ul style="list-style-type: none"> <li>❖ 1. Actively engage in networks that drive decisions affecting the environment (<i>Champions - Suzanne and Steven S.</i>)</li> <li>❖ 2. Develop tangible project opportunities or improved processes (<i>Champion - Steve R. and Mark S.</i>)</li> <li>❖ 3. Expand public and private partnerships (<i>Champion – John C. and Jim D.</i>)</li> <li>❖ 4. Increase operational efficiencies, grants, revenue generating contracts, and investments (<i>Champion – Larry and Sharon</i>)</li> <li>❖ 5. Expand community access to the rivers and creeks. (<i>Champion – John C. and Dale</i>)</li> <li>❖ 6. Promote awareness and understanding of the watershed (<i>Champion – Mike and Steven S.</i>)</li> <li>❖ 7. Grow employee expertise and build individual dedication to the vision and values. (<i>Champion – Steve G. and Janet</i>)</li> <li>❖ 8. Identify and mitigate threats to the watershed (<i>Champion – Mike and Russell</i>)</li> </ul>	Fiscal Year Ending	2011	Operating Reserves (M & O)	\$-----	Program Funds Pool	\$-----	Grants	\$-----	Reimbursements	\$-----	Investments	\$-----	<b>Non-operating Reserves</b>	\$-----
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6.

## Actions & Accountabilities (Quarterly)

### Key Actions & Accountabilities

( associated numerically with corresponding key initiatives)

<b>Identify and reduce bacterial sources (ESD) 6 &amp; 8</b>
Open the Sasparamco Paddling Trail to the Public (Parks) 5 & 6
Strengthen the technology infrastructure (IT) 4
Increase the value and impact of community and public information activities (IGCR) 1, 2, 3, 4, & 6
Implement a natural channel design program (Engineering) 2, 7, & 8
Complete negotiation on a Mitigation Banking Instrument (Real Estate) 2, 4 & 7
Create improved processes to ensure accuracy of customer inventory and revenues collected (Utilities Department) 4
Reduce inflow/infiltration into the wastewater collection system (Utilities Program- Gomez) 2 & 4
Collect and report dam stage and rainfall data on 10 dams (WSOPs) 7 & 8
Establish site specific standards for river operations and maintenance (WSOPs) 4 & 7
Rollout selected IFAS modules (Finance) 4
Increase availability and timeliness of financial reporting (Finance) 4
Enhance performance management, compensation, and training/development programs (HR) 7
Enhance usability of project management system (PM) 4 & 7
Increase direct assistance to communities (WRCD) 1, 3, 6, & 8
Deliver tangible CoE innovations (Bishop, Doersam, Cole) 2, 3, 7, & 8
Improve and protect the stream ecosystem (Reeves) 6 & 8
Ensure appreciation of and commitment to a sustainable nature-based park system (Bransford) 5 & 6
Engage smaller water supply entities to create water management plans (Bryant) 1 & 8
Demonstrate full compliance dam safety standards (Cimen) 6 & 8
Implement a pilot flood warning and alert system (Thomas) 2, 6, & 8
Deliver capital projects on time and on budget (Sorenson) 4
Generate capital projects and programs that align with SARA's mission and goals (Sorenson) 1, 2, & 3
Develop and implement process of identifying new community and educational outreach opportunities (Schauer) 2, 3, & 6
Identify people and organizations that can advance SARA's strategic interests (Schauer) 1, 2, 3 & 6
Develop the WIT program and integrate the holistic watershed management approach into SARA projects/programs to improve watershed integrity (Persyn) 6, 7, & 8
Develop and apply GIS and watershed modeling tools to resolve threats and impairments in the watershed (WSM) 8

### Financial Accountability ( Establish Targets)

















- ❖ Operating Reserves
- ❖ Program Funds Pool
- ❖ Grants
- ❖ Reimbursements
- ❖ Investments
- ❖ Tax Revenues Leveraged
- ❖ Fee-supported service as a % return.

7.

## BHAG(s)

**Make the San Antonio River Watershed the most valued natural resource in the region. (2020)**  
**Be nationally recognized for our Watershed solutions. (2020)**

# Summary:

Key Initiatives		<a href="#">SARA Planning Pyramid</a>   <a href="#">Departmental Action Plans</a>
Q1	Q2	
		1. Actively engage in networks that drive decisions affecting the environment (Champions - Suzanne Scott and Steven Schauer)
		2. Develop tangible project opportunities or improved processes (Champions - Steve Raabe and Mark Sorenson)
		3. Expand public and private partnerships (Champions - John Chisholm and Jim Doersam)
		4. Increase operation efficiencies, grants, revenue generating contracts and investments (Champions Larry Anderson and Sharon McCoy-Huber)
		5. Expand community access to the rivers and creeks (Champions - John Chisholm and Dale Bransford)
		6. Promote awareness and understanding of the watershed (Champions - Mike Gonzales and Steven Schauer)
		7. Grow employee expertise and build individual dedication to the vision and values (Champions - Steve Graham and Janet Pollock)
		8. Identify and mitigate threats to the watershed (Champions - Mike Gonzales and Russell Persyn)

## Detail of Q1-2:


### Key Initiatives

 **1. Actively engage in networks that drive decisions affecting the environment (Champions - Suzanne Scott and Steven Schauer)**

 **Increase direct assistance to Communities (WRCD) 1 3 6 8**

 **Quarter: 1—Begin work on the Wilson County watershed master plan.**

Work is underway and community workshops have been scheduled to identify damage centers and potential projects.

 **Quarter: 2—Complete an assessment of water needs based upon the Region L plan and visit with each water purveyor within the district to confirm the need and determine how the need will be met.**

An assessment was started and visits planned when the department's staff resource resigned on 8/20/10. This position is anticipated to be filled on 1/31/11 at which time this effort will resume.

**● Quarter: 3—Complete the Kenedy Desal Project.**

No comments have been added.

**● Quarter: 4—Complete five leadership/land stewardship classes over the course of the fiscal year.**

No comments have been added.

**● Engage small water supply entities to create water management plans (Bryant) 1 8**

**● Quarter: 1—Q1: Hold workshop through Regional Water Alliance and get at least 5 entities to develop Water Management Plans.**

Successfully completed the Water Management Workshop with 55 attendees.

**● Quarter: 2—Q2: Visit 5 additional entities and assist in developing Water Management Plans.**

Loss of 2 staff members has impacted workload. Plan to start actively outreaching to community in February.

**● Quarter: 3—Q3: Hold workshop through SARA or RWA and get at least 5 entities to develop Water Management Plans.**

No comments have been added.

**● Quarter: 4—Q4: Visit 5 additional entities and assist in developing Water Management Plans.**

No comments have been added.

**● Generate capital projects and programs that align with SARA's mission and goals (Sorenson) 1 2 3**

**● Quarter: 1—Organize monthly/bimonthly meetings with SARA departmental staff and quarterly/semiannual meetings with public entity staff and other existing venues (CoSA, SAWS, CPS, County, BRWM etc.).**

1. Met with County Staff to discuss the design and construction of the Portal to the Veteran's Plaza. County has funded and given approval to move forward with preparing a construction estimate based on the current conceptual plans.

2. Quarterly meetings are currently set up with CoSA, SAWS, Bexar County & SARA to discuss future and ongoing projects

**● Quarter: 2—After receiving input from the appropriate entity/staff, draft a list of potential projects and circulate for internal review & comment.**

1. This quarter's action was completed during the first quarter.

**● Quarter: 3—Determine staffing/budget requirements based on outcome of Q2 above. Identify & confirm availability of funds to implement projects/programs that have approved to move forward.**

No comments have been added.

**● Quarter: 4—Input project/program resource needs into project/program management/financial software tools.**

No comments have been added.

**● Identify people and organizations that can advance SARA's strategic interests (Schauer) 1 2**

**● Quarter: 1—Brief Management Team about goal and create active list of where SARA is at present time.**

This item has been completed by Brian Mast with assistance from Luke Habenicht and Cindy Hernandez

**● Quarter: 2—Distribute list of organizations to managers and begin compiling new entries.**

Brian, Luke and Cindy have met with all Executive and Management Team members, Program Leaders and COE Leaders to discuss existing people and organizations and new entries to add. Complete list is being compiled and organized. This quarterly goal is being met.

**● Quarter: 3—Continue to compile list but also begin the research necessary to determine organizations/people of benefit to SARA**

No comments have been added.

**● Quarter: 4—Complete a comprehensive list of organizations and people that will advance SARA's strategic goals**

No comments have been added.

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**● 2. Develop tangible project opportunities or improved processes (Champions - Steve Raabe and Mark Sorenson)**

**● Complete negotiation on a Mitigation Banking Instrument (Real Estate) 2 4 7**

**●Quarter: 1—Conduct a tour of the proposed mitigation bank site for the Interagency Review Team (IRT) and complete prospectus for the US Army Corps of Engineers review.**

The goal for this quarter has not been achieved for two reasons. First, the U.S. Army Corps of Engineers USACE has not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. They have engaged a consultant and held two meetings in Ft. Worth with bankers to receive input. Their target goal for completion of a draft of the SOP is November 1, 2010. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is difficult to deal with. SARA staff has made two formal presentations to its Real Estate Committee and one formal presentation to its Board of Directors. The Board of Directors for the water district approved initiation of negotiations with SARA on August 23, 2010. Since that date, we have been trying to set a date for the first negotiation meeting.

Prior to setting a date for the Interagency Review Team to tour the proposed bank site, a prospectus has to be complete for the USACE's review. A prospectus cannot commence until the land rights are secured.

**●Quarter: 2—Acquire necessary land rights and commence work on Mitigation Banking Instrument (MBI).**

The goal for this quarter has not been achieved for the same two reasons as the first quarter, only modified. The U.S. Army Corps of Engineers USACE has still not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. After two delays, the USACE submitted a draft SOP for review. The comment period is open until January 17, 2011. SARA responded to the draft in writing prior to the deadline. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is in trouble. Three of their board of directors were up for reelection and all three failed to be reelected. Their general manager was indicted in Detroit and subsequently fired by the Board. With all of their turmoil and financial problems, the water district cannot seem to focus on continuing negotiations.

It is recommended that the 3rd and 4th quarter goals be adjusted to reflect the constraints above which are beyond SARA's control.

**●Quarter: 3—Continue working on the MBI. Commence marketing plan for selling credits.**

No comments have been added.

**●Quarter: 4—Negotiate final points of the MBI with the US Army COE.**

No comments have been added.

**●Reduce inflow/infiltration into the wastewater collection systems (Utilities Program - John Gomez) 2 4**

**●Quarter: 1—Complete Old Cimmarron Outfall Rehab. Complete Upper Salatrillo Outfall Rehab. Begin number 5 repairs in Salatrillo System. Complete 10% of number 5 repairs in Salatrillo Collection System. Pipe Burst Upper Martinez influent line. Award assessment contract for SARA Wastewater System. Complete 30% of SARA wastewater collection system video. Review budgets. Monitor flows at treatment facilities.**

All Complete, Met all goals.

**●Quarter: 2—Complete 40% of number 5 repairs in Salatrillo Collection System. Complete Upper Martinez influent line pipe bursting. Complete 60% of SARA Wastewater Collection System video. Review budgets. Monitor flows at treatment facilities.**

Repaired leaking manholes; need to coat

Design conflicts for routing incoming line to existing junction box

Completed 60% of line video

**●Quarter: 3—Complete 70% of number 5 repairs in Salatrillo Collection System. Complete 100% of SARA Wastewater Collection system video. Review budgets. Monitor flows at treatment facilities.**

No comments have been added.

**●Quarter: 4—Complete 100% of number 5 repairs in Salatrillo Collection System. Receive assessment report and prioritize repairs for next ten years. Review budgets. Monitor flows at treatment facilities.**

No comments have been added.

**●Deliver tangible Project Delivery CoE innovations (Doersam) 2  
3 7 8**

**●Quarter: 1—Project Delivery Center of Expertise Q1 Goal: Conduct meetings, both internally and with invited speakers, to better understand our current methods and procedures and to educate ourselves on alternative tools used elsewhere.**

All goals during the first quarter have been met. The first quarterly report has been produced and was presented to Steve Graham, one of the two mentors for this COE, at a meeting on September 29.

**●Quarter: 2—Project Delivery Center of Expertise Q2 Goal: Research other similar organizations (SAWS, LCRA, GBRA, TRA, for example) to determine their positive/negative experiences with alternative project delivery methods.**

The second quarter goals for the Project Delivery Center of Expertise (PDCOE) have effectively been met, and the quarterly report has been produced and sent to the Mentors (Suzanne Scott and Steve Graham), and the PD COE committee members and support staff. I will schedule a meeting with the Mentors in January to coordinate the status of this COE. Please let me know if you need a copy of the report.

**●Quarter: 3—Project Delivery Center of Expertise Q3 Goal: Develop recommendations for including new methods for implementation into our standard procedures.**

No comments have been added.

**●Quarter: 4—Project Delivery Center of Expertise Q4 Goal: Prepare a final report and proposed schedule for implementation on our recommendations for the Project Delivery Center of Expertise, and present our findings to the SARA Executive Committee.**

No comments have been added.

**●Implement a natural channel design program (Engineering) 2 7 8**

**●Quarter: 1—Delineate hydro physiological regions of the watershed and locate stream reference sites.**

The hydro physiological regions have been identified and the process to locate and evaluate stream reference reach sites, for suitability as sites for collecting natural channel design data, is approximately 70% complete.

Q2 update: Stream reference sites have been located (Q1 goal). Sites are in process of being surveyed as right of entry agreements are completed. The survey process is on schedule and is anticipated to be complete in the June 2011 timeframe.

**●Quarter: 2—Develop a draft NCD Assessment and Design SOP for BRWM review and comment.**

A draft SOP for NCD assessment and design was delivered for review on Dec 22nd

**●Quarter: 3—Construct the Salitrillo Creek NCD demonstration project.**

No comments have been added.

**●Quarter: 4—Complete collection of Natural Channel Design regional curve data. Finalize the Bexar Regional Watershed Management Natural Channel Design Standard Operating Procedure.**

No comments have been added.

**●Implement a pilot flood warning and alert system (Thomas) 2 6 8**

**●Quarter: 1—1. Purchase hardware for gauges 2. Map of proposed gages in Bexar County**

Tasks completed.

**●Quarter: 2—1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County 2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio’s Emergency Management Office**

1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County - Completed

2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio’s Emergency Management Office - Moved to Q4.

**●Quarter: 3—1. FloodWorks configuration completed**

No comments have been added.

**●Quarter: 4—1. Linkage to telemetry data 2. 1 creek configured in FloodWorks 3. Refinement of other creeks in the selected subwatershed 4. Establishment of operational gage system**

No comments have been added.

**●Generate capital projects and programs that align with SARA's mission and goals (Sorenson) 1 2 3**

**●Quarter: 1—Organize monthly/bimonthly meetings with SARA departmental staff and quarterly/semiannual meetings with public entity staff and other existing venues (CoSA, SAWS, CPS, County, BRWM etc.).**

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**●Quarter: 4—Input project/program resource needs into project/program management/financial software tools.**

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**●Identify people and organizations that can advance SARA's strategic interests (Schauer) 1 2**

**●Quarter: 1—Brief Management Team about goal and create active list of where SARA is at present time.**

This item has been completed by Brian Mast with assistance from Luke Habenicht and Cindy Hernandez

**●Quarter: 2—Distribute list of organizations to managers and begin compiling new entries.**

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**●Quarter: 3—Continue to compile list but also begin the research necessary to determine organizations/people of benefit to SARA**

No comments have been added.

**●Quarter: 4—Complete a comprehensive list of organizations and people that will advance SARA's strategic goals**

No comments have been added.

**●Develop and implement process of identifying new community and educational outreach opportunities (Schauer) 2 3 6**

**●Quarter: 1—See Q4.**

This is a Program goal. I have met with the Program Team twice in the first quarter, created the tracking spreadsheet for the annual goal and started discussions among the Program Team to accomplish the annual goal.

**●Quarter: 2—See Q4.**

This is a Program goal. The Program Team met in the second quarter to discuss new ideas and concepts to consider implementing. The Program Team helped to eliminate some ideas and prioritize the remaining ideas. This quarterly goal has been met.

**●Quarter: 3—See Q4.**

No comments have been added.

**●Quarter: 4—Two new projects and/or efforts including in FY 12 budget.**

No comments have been added.

**●Deliver tangible Sustainable Technologies CoE innovations (Bishop) 2 3 7 8**

**●Quarter: 1—Q1, Sustainable Technologies CoE: To research and remain current on emerging and new technologies.**

The Sustainable Technologies Team (STT) developed a list of potential sustainable technologies and/or processes, obtained mentor review and input, modified the list, submitted it to URS Engineering for input, and received URS' prioritization in a presentation and round-table discussion on 9/29/10. Though we have developed the list we will work from this fiscal year, the team members continue to research new ideas for possible future consideration.

**●Quarter: 2—Q2, Sustainable Technologies Team, CoE: To prioritize the identified technologies for potential implementation at SARA and to conduct site visits of facilities utilizing and/or developing the top two or three prioritized technologies for the purpose of developing further understanding.**

Training/Developing Understanding: The STT has sent Raphael Arias to the ASCE's Stormwater Infrastructure BMP training and is sending Katie Peche to the ASCE's Stormwater Quality BMP training in February. Ralph made a presentation, including recommended SARA actions, to the STT following his training, and Katie will do the same. Reha Cimen will attend at least one Green Infrastructure training depending upon funds remaining after Katie's February training. Team members attend lunch-and-learn sessions and other local sustainability training as schedules permit.

Prioritized Recommendations: The STT met throughout the quarter to discuss the various options open to SARA, including the Sustainable Sites Initiative as an incentive program that SARA may be interested in promoting within the basin. The team scheduled a meeting with Lady Bird Johnson Wildflower Center on December 16 to discuss the Sites program. However, two days before the meeting, Center staff asked to postpone the meeting until January 11. At the STT meeting on December 17 to prioritize its recommendations, the team developed six sound recommendations but needs more time to complete the task. A second prioritization meeting is scheduled for January 13 following the Sites meeting on the 11th. The team is scheduled to complete its Q2 deliverables on the 13<sup>th</sup>, with the team's recommendations scheduled to be delivered to its mentors on the 18<sup>th</sup>.

**●Quarter: 3—Q3, Sustainable Technologies Team, CoE: To secure executive team and management support for implementing one to three prioritized technologies in preparation for budget submission.**

No comments have been added.

**●Quarter: 4—Q4, Sustainable Technologies Team, CoE: To secure Board approval of one to three recommended sustainable technologies.**

No comments have been added.

## ● Deliver tangible GIS/Modeling CoE innovations (Cole) 2 3 7 8

### ● Quarter: 1—See Q2.

No Q1 deliverables

### ● Quarter: 2—Elevation Data - explore new sources and devices to collect accurate elevation data for GIS, model input and spatial documentation.

A Cost/Benefit spreadsheet and justification paper has been prepared to support purchase of a portable LIDAR scanner.

### ● Quarter: 3—Model Performance Matrix - develop an in-house method of evaluating current and future models used by SARA Inventory and Rate Current Models - inventory and evaluate all models currently used by SARA. Model information will be placed in a "performance" matrix to evaluate the models effectiveness, short comings and validity to SARA.

No comments have been added.

### ● Quarter: 4—New Models - explore and research the latest cutting edge models/platforms. Models will be evaluated by the "performance" matrix. ● Flood Warning ● In-Stream/Environmental Flow ● Water Quality ● Groundwater/Surface Water Interaction ● Sediment Transport/Scour ● Stream Restoration ● WRAP/WAM/GAM ● FEMA Flood GIS Optimization - research methods and opportunities to expand the use/share SARA's GIS data with communities and other agencies. Actions taken might include conference attendance. Water Quality Modeling Skills - develop more in-house expertise by research, and attending conferences and workshops Systems Requirements - the COE will research hardware system requirements from a user's perspective to efficiently run the new models and software recommended to SARA. Development of 1-2 Project Ideas - or opportunities for SARA to pursue in FY12

No comments have been added.

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## ● 3. Expand public and private partnerships (Champions - John Chisholm and Jim Doersam)

### ● Increase direct assistance to Communities (WRCD) 1 3 6 8

**●Quarter: 1—Begin work on the Wilson County watershed master plan.**

Work is underway and community workshops have been scheduled to identify damage centers and potential projects.

**●Quarter: 2—Complete an assessment of water needs based upon the Region L plan and visit with each water purveyor within the district to confirm the need and determine how the need will be met.**

An assessment was started and visits planned when the department's staff resource resigned on 8/20/10. This position is anticipated to be filled on 1/31/11 at which time this effort will resume.

**●Quarter: 3—Complete the Kenedy Desal Project.**

No comments have been added.

**●Quarter: 4—Complete five leadership/land stewardship classes over the course of the fiscal year.**

No comments have been added.

**●Deliver tangible Project Delivery CoE innovations (Doersam) 2378**

**●Quarter: 1—Project Delivery Center of Expertise Q1 Goal: Conduct meetings, both internally and with invited speakers, to better understand our current methods and procedures and to educate ourselves on alternative tools used elsewhere.**

All goals during the first quarter have been met. The first quarterly report has been produced and was presented to Steve Graham, one of the two mentors for this COE, at a meeting on September 29.

**●Quarter: 2—Project Delivery Center of Expertise Q2 Goal: Research other similar organizations (SAWS, LCRA, GBRA, TRA, for example) to determine their positive/negative experiences with alternative project delivery methods.**

The second quarter goals for the Project Delivery Center of Expertise (PDCOE) have effectively been met, and the quarterly report has been produced and sent to the Mentors (Suzanne Scott and Steve Graham), and the PD COE committee members and support staff. I will schedule a meeting with the Mentors in January to coordinate the status of this COE. Please let me know if you need a copy of the report.

**●Quarter: 3—Project Delivery Center of Expertise Q3 Goal: Develop recommendations for including new methods for implementation into our standard procedures.**

No comments have been added.

**●Quarter: 4—Project Delivery Center of Expertise Q4 Goal: Prepare a final report and proposed schedule for implementation on our recommendations for the Project Delivery Center of Expertise, and present our findings to the SARA Executive Committee.**

No comments have been added.

**●Generate capital projects and programs that align with SARA's mission and goals (Sorenson) 1 2 3**

**●Quarter: 1—Organize monthly/bimonthly meetings with SARA departmental staff and quarterly/semiannual meetings with public entity staff and other existing venues (CoSA, SAWS, CPS, County, BRWM etc.).**

1. Met with County Staff to discuss the design and construction of the Portal to the Veteran's Plaza. County has funded and given approval to move forward with preparing a construction estimate based on the current conceptual plans.
2. Quarterly meetings are currently set up with CoSA, SAWS, Bexar County & SARA to discuss future and ongoing projects

**●Quarter: 2—After receiving input from the appropriate entity/staff, draft a list of potential projects and circulate for internal review & comment.**

1. This quarter's action was completed during the first quarter.

**●Quarter: 3—Determine staffing/budget requirements based on outcome of Q2 above. Identify & confirm availability of funds to implement projects/programs that have approved to move forward.**

No comments have been added.

**●Quarter: 4—Input project/program resource needs into project/program management/financial software tools.**

No comments have been added.

**●Develop and implement process of identifying new community and educational outreach opportunities (Schauer) 2 3 6**

**●Quarter: 1—See Q4.**

This is a Program goal. I have met with the Program Team twice in the first quarter, created the tracking spreadsheet for the annual goal and started discussions among the Program Team to accomplish the annual goal.

## ● **Quarter: 2—See Q4.**

This is a Program goal. The Program Team met in the second quarter to discuss new ideas and concepts to consider implementing. The Program Team helped to eliminate some ideas and prioritize the remaining ideas. This quarterly goal has been met.

## ● **Quarter: 3—See Q4.**

No comments have been added.

## ● **Quarter: 4—Two new projects and/or efforts including in FY 12 budget.**

No comments have been added.

## ● **Deliver tangible Sustainable Technologies CoE innovations (Bishop) 2 3 7 8**

### ● **Quarter: 1—Q1, Sustainable Technologies CoE: To research and remain current on emerging and new technologies.**

The Sustainable Technologies Team (STT) developed a list of potential sustainable technologies and/or processes, obtained mentor review and input, modified the list, submitted it to URS Engineering for input, and received URS' prioritization in a presentation and round-table discussion on 9/29/10. Though we have developed the list we will work from this fiscal year, the team members continue to research new ideas for possible future consideration.

### ● **Quarter: 2—Q2, Sustainable Technologies Team, CoE: To prioritize the identified technologies for potential implementation at SARA and to conduct site visits of facilities utilizing and/or developing the top two or three prioritized technologies for the purpose of developing further understanding.**

Training/Developing Understanding: The STT has sent Raphael Arias to the ASCE's Stormwater Infrastructure BMP training and is sending Katie Peche to the ASCE's Stormwater Quality BMP training in February. Ralph made a presentation, including recommended SARA actions, to the STT following his training, and Katie will do the same. Reha Cimen will attend at least one Green Infrastructure training depending upon funds remaining after Katie's February training. Team members attend lunch-and-learn sessions and other local sustainability training as schedules permit.

Prioritized Recommendations: The STT met throughout the quarter to discuss the various options open to SARA, including the Sustainable Sites Initiative as an incentive program that SARA may be interested in promoting within the basin. The team scheduled a meeting with Lady Bird Johnson Wildflower Center on December 16 to discuss the Sites program. However, two days before the meeting, Center staff asked to postpone the meeting until January 11. At the STT meeting on December 17 to prioritize its recommendations, the team developed six sound recommendations but needs more time to complete the task. A second prioritization meeting is scheduled for January 13 following the Sites meeting on the 11th. The team is scheduled to complete its Q2 deliverables on the 13<sup>th</sup>, with the team's recommendations scheduled to be delivered to its mentors on the 18<sup>th</sup>.

### ● **Quarter: 3—Q3, Sustainable Technologies Team, CoE: To secure executive team and management support for**

## **implementing one to three prioritized technologies in preparation for budget submission.**

No comments have been added.

● **Quarter: 4—Q4, Sustainable Technologies Team, CoE: To secure Board approval of one to three recommended sustainable technologies.**

No comments have been added.

## ● **Deliver tangible GIS/Modeling CoE innovations (Cole) 2 3 7 8**

● **Quarter: 1—See Q2.**

No Q1 deliverables

● **Quarter: 2—Elevation Data - explore new sources and devices to collect accurate elevation data for GIS, model input and spatial documentation.**

A Cost/Benefit spreadsheet and justification paper has been prepared to support purchase of a portable LIDAR scanner.

● **Quarter: 3—Model Performance Matrix - develop an in-house method of evaluating current and future models used by SARA Inventory and Rate Current Models - inventory and evaluate all models currently used by SARA. Model information will be placed in a "performance" matrix to evaluate the models effectiveness, short comings and validity to SARA.**

No comments have been added.

● **Quarter: 4—New Models - explore and research the latest cutting edge models/platforms. Models will be evaluated by the "performance" matrix. ● Flood Warning ● In-Stream/Environmental Flow ● Water Quality ● Groundwater/Surface Water Interaction ● Sediment Transport/Scour ● Stream Restoration ● WRAP/WAM/GAM ● FEMA Flood GIS Optimization - research methods and opportunities to expand the use/share SARA's GIS data with communities and other agencies. Actions taken might include conference attendance. Water Quality Modeling Skills - develop more in-house expertise by research, and attending conferences and workshops Systems Requirements - the COE will research hardware system requirements from a user's perspective to efficiently run the new models and software**

## **recommended to SARA. Development of 1-2 Project Ideas - or opportunities for SARA to pursue in FY12**

No comments have been added.

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### **4. Increase operation efficiencies, grants, revenue generating contracts and investments (Champions Larry Anderson and Sharon McCoy-Huber)**

#### **Strengthen the technology infrastructure (IT) 4**

##### **Quarter: 1—Complete the Microsoft Office 2010 New Features Training**

The Microsoft Office 2010 New Features training was a success. There were 7 one day classes offered over a period of 2 months that accommodated 20 students per class. There were 120 SARA employees that attended the training. A special half-day training class designed for Executive Management of which 9 attended. The classes were very popular that Board Members were offered a half-day training session of which 9 attended. As employees attended the classes their computers were upgraded with the MS Office 2010 software so that they could start immediately working with the new software.

Also available was the option to purchase the MS Office 2010 software for home at an extremely low price.

##### **Quarter: 2—Complete Computer deployment with new Microsoft Windows 7 and Microsoft Office 2010. (Based on legacy applications Windows XP may be required)**

The IT department deployed 133 new Dell Optiplex 780 computers, ( 5 new T5500 Precision workstations, 2 new M6500 Laptops for Eng & WSM), and 1 new Precision Workstation for ESD). There are still 60 non Optiplex 780 computers of which 22 are located in Utilities. In addition there were 11 new Dell Asus new Netbooks and 5 new Dell Vostros that were deployed for remote usage. There are 10 Obsolete Windows 2000 computers that do not allow MS Office 2010 which are part of the 22 computers located in Utilities. All other computers are running MS Office 2010. MS Windows 7 is our new computer operating system and has been deployed with the exception of 63 computers that require the older operating system for running legacy software applications such as LIMs and Kronos Connect or that are used on older computers.

Though IT's goal of deploying new computers with MS Windows 7 and MS Office 2010 were applicable was met. As a follow on to strengthen the IT infrastructure, the IT department will continue to make a second pass utilizing the best of the replacement computers to replace as many of the older computers still used in the organization.

##### **Quarter: 3—Complete our Disaster Recovery System to provide redundant and secure data and services from a remote location. (The idea is to provide offsite data duplication and provide access to mission critical applications in the event of a disaster in our main computer area)**

No comments have been added.

##### **Quarter: 4—Upgrade our Active Directory infrastructure to the latest Microsoft Windows 2008 and Microsoft Exchange**

## **2010. (Now that the computer desktops are current the host network will be made current)**

No comments have been added.

### **● Complete negotiation on a Mitigation Banking Instrument (Real Estate) 2 4 7**

#### **● Quarter: 1—Conduct a tour of the proposed mitigation bank site for the Interagency Review Team (IRT) and complete prospectus for the US Army Corps of Engineers review.**

The goal for this quarter has not been achieved for two reasons. First, the U.S. Army Corps of Engineers USACE has not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. They have engaged a consultant and held two meetings in Ft. Worth with bankers to receive input. Their target goal for completion of a draft of the SOP is November 1, 2010. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is difficult to deal with. SARA staff has made two formal presentations to its Real Estate Committee and one formal presentation to its Board of Directors. The Board of Directors for the water district approved initiation of negotiations with SARA on August 23, 2010. Since that date, we have been trying to set a date for the first negotiation meeting.

Prior to setting a date for the Interagency Review Team to tour the proposed bank site, a prospectus has to be complete for the USACE's review. A prospectus cannot commence until the land rights are secured.

#### **● Quarter: 2—Acquire necessary land rights and commence work on Mitigation Banking Instrument (MBI).**

The goal for this quarter has not been achieved for the same two reasons as the first quarter, only modified. The U.S. Army Corps of Engineers USACE has still not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. After two delays, the USACE submitted a draft SOP for review. The comment period is open until January 17, 2011. SARA responded to the draft in writing prior the deadline. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is in trouble. Three of their board of directors were up for reelection and all three failed to be reelected. Their general manager was indicted in Detroit and subsequently fired by the Board. With all of their turmoil and financial problems, the water district cannot seem to focus on continuing negotiations.

It is recommended that the 3rd and 4th quarter goals be adjusted to reflect the constraints above which are beyond SARA's control.

#### **● Quarter: 3—Continue working on the MBI. Commence marketing plan for selling credits.**

No comments have been added.

#### **● Quarter: 4—Negotiate final points of the MBI with the US Army COE.**

No comments have been added.

### **● Create improved processes to ensure accuracy of customer inventory and revenues collected (Utilities Department) 4**

**●Quarter: 1—New rates implementation. Complete SAWS account inventory comparison. Update SAWS geo database. Analyze monthly purveyor submittals. Verify new connections being billed. Perform analysis of SARA's geo database and Customer Inventory database. Identify common data points. Develop queries to create one accurate database.**

New rates implemented.

SAWS inventory completed.

Checked monthly connections for billing.

Met on linking SARA Customer Inventory database to the geo database. Provided Durmus with fields for common linking data points.

Chris to review Customer inventory database for running queries.

**●Quarter: 2—Check rates being charged. Complete BexarMet accounts inventory. Analyze monthly purveyor submittals. Complete analysis of SARA's geo database and the InfraMetrix geo database. Develop components (e.g. FTP site)required to exchange electronic data with water purveyors. Create queries to update water purveyor connection data, and generate reports - automation achieved.**

Still working on SARA's geo database for connection to SARA customer database.

**●Quarter: 3—Receive and analyze purveyor winter average submittals. Analyze monthly purveyor submittals. Prepare semi-annual inventory report. Cross train employees. Create policy and procedures for the new business processes.**

No comments have been added.

**●Quarter: 4—Meet with wholesale cities on rates. Approve new rates. Refresh the SARA Master parcel-data-performed annually. Deploy mobile technologies for field crews. Analyze monthly purveyor submittals.**

No comments have been added.

**●Reduce inflow/infiltration into the wastewater collection systems (Utilities Program - John Gomez) 2 4**

**●Quarter: 1—Complete Old Cimmarron Outfall Rehab. Complete Upper Salatrillo Outfall Rehab. Begin number 5 repairs in Salatrillo System. Complete 10% of number 5 repairs in Salatrillo Collection System. Pipe Burst Upper**

**Martinez influent line. Award assessment contract for SARA Wastewater System. Complete 30% of SARA wastewater collection system video. Review budgets. Monitor flows at treatment facilities.**

All Complete, Met all goals.

**● Quarter: 2—Complete 40% of number 5 repairs in Salatrillo Collection System. Complete Upper Martinez influent line pipe bursting. Complete 60% of SARA Wastewater Collection System video. Review budgets. Monitor flows at treatment facilities.**

Repaired leaking manholes; need to coat

Design conflicts for routing incoming line to existing junction box

Completed 60% of line video

**● Quarter: 3—Complete 70% of number 5 repairs in Salatrillo Collection System. Complete 100% of SARA Wastewater Collection system video. Review budgets. Monitor flows at treatment facilities.**

No comments have been added.

**● Quarter: 4—Complete 100% of number 5 repairs in Salatrillo Collection System. Receive assessment report and prioritize repairs for next ten years. Review budgets. Monitor flows at treatment facilities.**

No comments have been added.

**● Establish site specific standards for river operations and maintenance (WSOPs) 4 7**

**● Quarter: 1—identify and document unique challenges of completing operations and maintenance within the Eagleland and Mission Reach projects.**

Met goals. Have created bullet point list with Gant chart for O & M schedule

**● Quarter: 2—prepare management plans for Eagleland and Mission Reach Phase 1 using GIS to assist staff in implementation of maintenance items and improve internal and external communications regarding work completed.**

Background information has been collected and prepared to assist with development of a GIS database for the projects. Some background information is not yet available including Mission Reach Phase 1 as-

built information and map markups prepared by the contractor. The next step is to incorporate the information into GIS.

**● Quarter: 3—assess maintenance access constraints within Mission Reach Phase 1 and determine appropriate solutions to improve access.**

No comments have been added.

**● Quarter: 4—assess vegetation within Eagleland and Mission Reach Phase 1 and determine appropriate solutions to improve native coverage and/or native species diversity.**

No comments have been added.

**● Roll out selected IFAS modules (Finance) 4**

**● Quarter: 1—See Q2.**

No comments have been added.

**● Quarter: 2—Access to view CDD reports**

Finance had training in December and IFAS is a big success for CDD reports

**● Quarter: 3—Purchasing electronically**

No comments have been added.

**● Quarter: 4—Begin invoicing electronically**

No comments have been added.

**● Increase availability and timeliness of financial reporting (Finance) 4**

**● Quarter: 1—See Q2.**

No comments have been added.

**● Quarter: 2—close-out by the 22nd working day of the month following**

1/5/11 - We have basically closed out November on Monday, January 3<sup>rd</sup>. I have left it open because we had some requests to make adjustments to November's books instead of December. There were only a few and all are posted. Marilyn is still trying to figure out some of Justin's billings. She has had a hard time getting with him, he is rarely at this desk. I told her to keep plugging along with November and to record them as November AR. The only AR Margie has been entering over the last few days are these same billings. I was planning on sending an email out tomorrow morning says that November reports are available and final. We have been over the last two months meet the deadlines, just I have kept it open to get cleaner information. I will not do that with December because of the Quarterly report due date.

## ●Quarter: 3—See Q4.

No comments have been added.

●Quarter: 4—Get financial information completed in a timely manner a. Close-out each month consistently by the 17th business day of the following month b. Complete all billings (including City & County) by the 16th business day of the following month c. Provide information to department / project managers monthly Cross-train finance staff a. Train Bernadette to do utility rate and tax rate calculations b. Train Bernadette to do investments c. Train Marilyn and Bernadette on A/P, A/R, and Payroll Reduce the number of hours worked to no more than 45 hours per week by 12/31/10

No comments have been added.

## ●Enhance usability of project management system (PM) 4 7

●Quarter: 1—Q1: Coordinate the training session to be performed in November or December. Form a group that will review and establish the new proposed project evaluation process and advance 50% on the completion of the task. Deliver the project resource allocation report.

- Coordinated the Project Manager training session to be performed in first three weeks of November 2010.
- Working with a committee made up of Mark Sorenson, Robert Perez, Michelle Garza, Dale Bransford, Sheeba Thomas and Steven Schauer. We reviewed the existing processes proposed the new process to Executive Management. Advanced on recreating the questionnaire. Task is about 60% complete.
- Resource allocation report: Working with IT and Finance to deliver this task. Due to moves and other pressing work at Finance department, we were not able to complete this task. We are 50% complete. (This item is marked Yellow since this task was to be completed 100%)

●Quarter: 2—Q2: Perform the training. Review the new process with the Executive Group and implement it. Deliver the project financial report. Deliver new business process related to active project budgeting.

- Training: Performed the Project Manager training session during the first three weeks of November 2010. 46 employees (including Program Leaders, Project Managers and Financial Coordinator/Specialists) were trained on project management best practices and SARA process and tools.
- Proposed project evaluation: Worked with a committee made up of Mark Sorenson, Robert Perez, Michelle Garza, Dale Bransford, Sheeba Thomas and Steven Schauer. Reviewed the existing processes, proposed the new process to Executive Management, sought input from managers, project managers and implemented the new revised agreed upon process. Also, coordinating with management and project personnel, implemented a new process in formation of programs and projects.
- Reports: Still working with IT and Finance on delivering a time and a financial report within Clarity for each project. We are in the last leg of configuring Clarity and the reports and expect to implement them by the end of January 2011.
- Budgeting business process: It was determined that creating a business process for budgeting was not the best way to go due to loads of action items and messages that will be generated by the system. Budgeting process will need to be done using existing functions of Clarity.

- Other Clarity enhancements: With assistance from IT department, updated the action item messages and the e-mail messages generated by Clarity (related to active project lifecycle and change request lifecycle) to better explain the action required. Currently working to update the proposed project evaluation process.

### ● **Quarter: 3—Q3: Complete updating/configuring active project area & update active project lifecycle process.**

No comments have been added.

### ● **Quarter: 4—Q4: Complete configuring the dashboards.**

No comments have been added.

## ● **Deliver capital projects on time and on budget (Sorenson) 4**

### ● **Quarter: 1—Monitor project budgets, schedules and quality of deliverables on a quarterly basis**

All project managers working within the CIP program (Albert Vega, Robert Perez, Jim Doersam, Georgia Snodgrass and myself) are up to date on their individual projects.

Some of the Real Estate projects show their status to be in the yellow but that is due to a holding pattern that the county has put that particular project in.

### ● **Quarter: 2—Meet with CIP project/program leaders monthly to review schedules and budgets**

### ● **Quarter: 3—Meet with CIP project/program leaders monthly to review schedules and budgets**

No comments have been added.

### ● **Quarter: 4—Meet with CIP project/program leaders monthly to review schedules and budgets**

No comments have been added.

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## ● **5. Expand community access to the rivers and creeks (Champions - John Chisholm and Dale Bransford)**

### ● **Open the Saspamco Paddling Trail to the public (Parks) 5 6**

### ● **Quarter: 1—Develop a basic river access site within the Loop 1604 River Park.**

Quarterly Goal completed September 15th, through efforts of Park Services Dept staff with support from Engineering Dept staff.

**●Quarter: 2—Develop a basic river access site within the Helton-San Antonio River.**

Quarterly Goal completed 12-30-10. Park Services Department staff and equipment performed the underbrush removal and earthwork to develop a basic river access site within the Helton - San Antonio River Nature Park. This river access site is suitable for staff and consultant use; upgrades to be completed over the next 5 months will facilitate public use.

**●Quarter: 3—Apply for Inland Paddling Trail designation from the Texas Parks & Wildlife Department.**

No comments have been added.

**●Quarter: 4—Officially open the trail for limited public use.**

No comments have been added.

**●Ensure appreciation of and commitment to a sustainable nature-based park system (Bransford) 5 6**

**●Quarter: 1—Conduct workshop with Board of Directors**

Completed concluded at September 15th meeting of Board of Directors.

**●Quarter: 2—Complete preliminary park development scopes, schedules, and cost estimates for known Capital Improvement Projects.**

Completed by Park Project Administrator with support from Engineering Department and outside consultants.

**●Quarter: 3—Develop FY 11/12 budget requests and 5-year Financial Plans in alignment with the goals.**

No comments have been added.

**●Quarter: 4—Apply to TPWD for recreational trail development grant at Helton-SA River Nature Park, Phase 1.**

No comments have been added.

**6. Promote awareness and understanding of the watershed (Champions - Mike Gonzales and Steven Schauer)**

**●Identify and reduce bacteria sources (ESD) 6 8**

**●Quarter: 1—Submit and have a Quality Assurance Project Plan amendment approved by TCEQ prior to the September 1st start date.**

Quality Assurance Project Plan was submitted and approved by TCEQ prior to September 1st.

**●Quarter: 2—Complete Westside Creek Adaptive Monitoring Survey and one Lower San Antonio River Intensive Sampling event and begin identifying sources.**

The Westside Creeks Adaptive Monitoring survey was conducted November 29-30, 2010. The First intensive monitoring of the Lower San Antonio River and Lower Cibolo Creek was conducted October 18-27, 2010. Water quality samples were collected and analyzed. Data analysis of these monitoring events has begun.

**●Quarter: 3—Complete a second intensive sampling event of the Lower San Antonio River. Coordinate with our partners to reduce the identified "Hot Spots" on the Westside Creeks and conduct follow-up monitoring as needed.**

No comments have been added.

**●Quarter: 4—Develop a report that describes "Hot Spots" identified on Westside Creeks and the corrective actions taken. Continue intensive monitoring on the Lower San Antonio River.**

No comments have been added.

**●Open the Saspamco Paddling Trail to the public (Parks) 5 6**

**●Quarter: 1—Develop a basic river access site within the Loop 1604 River Park.**

Quarterly Goal completed September 15th, through efforts of Park Services Dept staff with support from Engineering Dept staff.

**●Quarter: 2—Develop a basic river access site within the Helton-San Antonio River.**

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**●Quarter: 3—Apply for Inland Paddling Trail designation from the Texas Parks & Wildlife Department.**

No comments have been added.

**●Quarter: 4—Officially open the trail for limited public use.**

No comments have been added.

## ● Increase the value and impact of community and public information activities (IGCR) 6

### ● Quarter: 1—See Q4.

- Through the 1st Q, IGCR is meeting the expectation of generating \$598,983 of annual value added; IGCR is just below the "above expectations" goal of generating \$946,033 of value added; and IGCR is below the "exceeds expectations" goal of generating \$1,293,083 of value added. (NOTE: total value added is incomplete as IGCR is still compiling data related to value added for media purchases - it is anticipated that the value added will increase when this figure is compiled.)
- Through the 1st Q, IGCR is exceeding the expectation of attending at least 200 events (the 1st Q target is 51 events and a total of 86 events have been attended)
- Through the 1st Q, IGCR is below the expectation of personally reaching 15,000 at the events we attend (the 1st Q target is 3,750 and a total of 2,963 have been reached)
- Through the 1st Q, IGCR is below the expectation of generating 650,000 web page hits to SARA's main web sites (the 1st Q target is 162,501 and the total is 141,924)

### ● Quarter: 2—See Q4.

- Through the 2nd Q, IGCR has met the expectation of generating \$598,983 of annual value added; IGCR is meeting the "above expectations" goal of generating \$946,033 of value added; and IGCR is meeting the "exceeds expectations" goal of generating \$1,293,083 of value added.
- Through the 2nd Q, IGCR is exceeding the expectation of attending at least 200 events
- Through the 2nd Q, IGCR is meeting the expectation of personally reaching 15,000 at the events we attend.
- Through the 2nd Q, IGCR is below the expectation of generating 650,000 web page hits to SARA's four main web sites.

### ● Quarter: 3—See Q4.

No comments have been added.

● Quarter: 4—● **Track estimated value of department activities with the target of having the value generated by the department equal the department budget. ● Track total number of citizens who attend SARA sponsored/organized events, meetings and activities and web site visits with the target of reaching at least 15,000 people at events, meetings and activities and at least 210,000 web site visits. o Supports Key Initiatives: - Promote awareness and understanding of the watershed - Increase grants, revenue generating contracts and investments - Expand public and private partnerships**

No comments have been added.

## ● Increase direct assistance to Communities (WRCD) 1 3 6 8

### ● Quarter: 1—Begin work on the Wilson County watershed master plan.

Work is underway and community workshops have been scheduled to identify damage centers and potential projects.

**●Quarter: 2—Complete an assessment of water needs based upon the Region L plan and visit with each water purveyor within the district to confirm the need and determine how the need will be met.**

An assessment was started and visits planned when the department's staff resource resigned on 8/20/10. This position is anticipated to be filled on 1/31/11 at which time this effort will resume.

**●Quarter: 3—Complete the Kenedy Desal Project.**

No comments have been added.

**●Quarter: 4—Complete five leadership/land stewardship classes over the course of the fiscal year.**

No comments have been added.

**●Ensure appreciation of and commitment to a sustainable nature-based park system (Bransford) 5 6**

**●Quarter: 1—Conduct workshop with Board of Directors**

Completed concluded at September 15th meeting of Board of Directors.

**●Quarter: 2—Complete preliminary park development scopes, schedules, and cost estimates for known Capital Improvement Projects.**

Completed by Park Project Administrator with support from Engineering Department and outside consultants.

**●Quarter: 3—Develop FY 11/12 budget requests and 5-year Financial Plans in alignment with the goals.**

No comments have been added.

**●Quarter: 4—Apply to TPWD for recreational trail development grant at Helton-SA River Nature Park, Phase 1.**

No comments have been added.

**●Demonstrate full compliance dam safety standards (Cimen) 6 8**

**●Quarter: 1—Q1: Have draft plan internally reviewed and approved**

- Dam rehabilitation priority list and rating curve\*: There is no single priority list that all agencies agree upon, since everyone has a different calculation method, criteria and detail. As a result, we are working with Texas Commission on Environmental Quality (TCEQ), Bexar County and Natural Resources Conservation Service (NRCS). Our main focus is to satisfy TCEQ priority list since dam safety regulations

that took effect on Jan. 1<sup>st</sup>, 2009 set them as the authority on Texas dams. As a result, we re-verified the established dam priority list according to TCEQ's acceptance criteria.

- To verify the validity of our list, we will be meeting with TCEQ on October 26<sup>th</sup>. We will also review the attached schedule of Management and Safety Plan for SARA's Dams.
- Working to schedule a separate coordination meeting with NRCS. Most likely during TFMA conference October 15<sup>th</sup>.
- Emergency Action Plan (EAP's): To be able to meet the TCEQ deadline submitting EAP's, team assessed the current status of EAP's and developed a strategy and alternatives on how to present them to TCEQ.
- We plan to submit EAP's for all SARA 40 dams. Approximately 30 of them will be missing the inundation maps. This still meets the deadline requirements of TCEQ.
- Russell & Wayne are working to employ a consultant (HDR??) to help on the inundation maps. This may bring the completed maps to 20 (with other 20 still missing).
- Dam inspections: Met with Engineering and Watershed Management Managers to be able to accommodate TCEQ's more frequent inspection requirements. Between these two departments, we will be able to accommodate this. This will also be discussed with TCEQ.
- Training for dam inspectors: Researched training possibilities for inspection personnel.
- Working with department managers to determine the best method.
- Contacted FEMA and received Training Aid for Dam Safety (TADS) DVD's for all personnel that will do the inspection.
- Coordinated dam inspection observation for our personnel for Coletto Creek Dam with GBRA.
- Organizational: Established a common electronic filing location for all information related to SARA owned dams and will implement security to it. (G:\other\_activities\sara\_dams)
- 1<sup>st</sup> Q deliverables are complete.

## ● Quarter: 2—Q2: Seek a meeting with TCEQ to review the plan. Have EAPs substantially complete. If positive indication from TCEQ is received, start execution of Year 1.

Met with TCEQ: We met with TCEQ's Operations Support Division, Dam Safety Section officials on October 29, 2010. Discussed with them SARA's dam safety program and provided our completed and projected tasks along with their estimated schedule to complete. TCEQ officials seemed very satisfied with SARA's work related to dams. We already have started implementing the tasks that are outlined in the plan as scheduled.

Emergency Action Plans (EAP): We submitted a letter to TCEQ requesting six months extension (from 1/1/2011 to 6/30/2011) on the required completion of EAP's. Majority of the required work is complete and we expect to complete and submit the EAP's earlier than the extension date.

Other work: During our visit to TCEQ, we were surprised to hear that we really own 41 dams instead of 40. TCEQ had the TX09537 Brooklyn Street Lock and Dam also listed under our ownership. In coordination with City of San Antonio, we moved the ownership of this structure to City of San Antonio. We plan to stay involved with its maintenance.

Other projects including debris cleanup and river maintenance efforts are moving along as planned

## ● Quarter: 3—Q3: Request acknowledgment that SARA is in compliance.

No comments have been added.

## ● Quarter: 4—Q4: Incorporate Year 2, resources into SARA's FY12 budget plans. Coordinate with NRCS and BxCo as needed on proposed dam rehabs.

No comments have been added.

## ● Implement a pilot flood warning and alert system (Thomas) 2 6 8

**●Quarter: 1—1. Purchase hardware for gauges 2. Map of proposed gages in Bexar County**

Tasks completed.

**●Quarter: 2—1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County 2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio’s Emergency Management Office**

1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County - Completed

2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio’s Emergency Management Office - Moved to Q4.

**●Quarter: 3—1. FloodWorks configuration completed**

No comments have been added.

**●Quarter: 4—1. Linkage to telemetry data 2. 1 creek configured in FloodWorks 3. Refinement of other creeks in the selected subwatershed 4. Establishment of operational gage system**

No comments have been added.

**●Develop and implement process of identifying new community and educational outreach opportunities (Schauer) 2 3 6**

**●Quarter: 1—See Q4.**

This is a Program goal. I have met with the Program Team twice in the first quarter, created the tracking spreadsheet for the annual goal and started discussions among the Program Team to accomplish the annual goal.

**●Quarter: 2—See Q4.**

This is a Program goal. The Program Team met in the second quarter to discuss new ideas and concepts to consider implementing. The Program Team helped to eliminate some ideas and prioritize the remaining ideas. This quarterly goal has been met.

**●Quarter: 3—See Q4.**

No comments have been added.

**●Quarter: 4—Two new projects and/or efforts including in FY 12 budget.**

No comments have been added.

## ● **Develop the WIT program and integrate the holistic watershed management approach into SARA projects/programs to improve watershed integrity (Persyn) 6 7 8**

### ● **Quarter: 1—Organize WIT members and discuss the holistic watershed management approach at SARA.**

WIT members met and discussed publication on holistic watershed management approach and identified Medina River watershed as pilot area

### ● **Quarter: 2—Baseline WIT understanding of SARA projects/programs and meet with all relevant SARA Departments on the holistic watershed management approach.**

WIT has made significant scheduling lecture series and meeting informally.

We planned joint session with Sustainable Technologies Program.

We intend to have formal planning session early in Q3.

### ● **Quarter: 3—Investigate the needs and establish long term vision for the Medina River Watershed. Formulate external partnering possibilities.**

No comments have been added.

### ● **Quarter: 4—Develop strategy for implementing a holistic watershed management approach in the Medina River Watershed. Be ready to implement the holistic watershed management approach in additional SARA projects/programs in FY 12.**

No comments have been added.

## ● **Improve and protect the stream ecosystem (Reeves) 6 8**

### ● **Quarter: 1—Complete prospectus for Mitigation Banking Project.**

A prospectus cannot be completed until the land rights are secured and the SOP is completed by the Corps. The goal for this quarter has not been achieved for these two reasons.

- The chosen mitigation banking site is owned by Bexar Met Water District. SARA staff has made two formal presentations to Bexar Met's Real Estate Committee and one formal presentation to its Board of Directors. The Board of Directors for Bexar Met approved initiation of negotiations with SARA on August 23, 2010. Negotiations are still in the initial stages, the first meeting occurred 10/14/10.
- The U.S. Army Corps of Engineers USACE has not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. This was originally due September 2010, they have extended the due date to November 1, 2010. It would be prudent for SARA to wait for the Corps to standardize their procedures, before submitting the prospectus to them. This way we ensure that we have met all Corps requirements as identified in their SOP.

(Note: even if negotiations fall through with Bexar Met, a secondary site has been identified, and can move forward once the SOP is developed for the Corps)

Update - 12-27-2010: Prospectus has not yet been complete. Recent, additional problems with Bexar Met Management have further delayed negotiations. Bexar Mets' attention is focused elsewhere. US Army Corps of Engineers has a draft SOP out and is asking for comments. SARA consultants and staff are reviewing the document and have found an error that they will bring up with the Corps.

**● Quarter: 2—LIMS administrators complete training to become familiar with new software, prior to installation of new software.**

LIMS administrators completed LIMS software (LABWORKS) training, to prepare for the upcoming major upgrade.

**● Quarter: 3—Provide stream realignment and establish vegetation on the Salatrillo Creek Stream Restoration Demonstration Project**

No comments have been added.

**● Quarter: 4—Develop a report that describes “hot spots” identified on Westside Creeks and the corrective actions taken. (SARA Stream Monitoring). Prepare a comprehensive/GIS based map of all the ecologically impaired streams within the basin**

No comments have been added.

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**● 7. Grow employee expertise and build individual dedication to the vision and values (Champions - Steve Graham and Janet Pollock)**

**● Complete negotiation on a Mitigation Banking Instrument (Real Estate) 2 4 7**

**● Quarter: 1—Conduct a tour of the proposed mitigation bank site for the Interagency Review Team (IRT) and complete prospectus for the US Army Corps of Engineers review.**

The goal for this quarter has not been achieved for two reasons. First, the U.S. Army Corps of Engineers USACE has not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. They have engaged a consultant and held two meetings in Ft. Worth with bankers to receive input. Their target goal for completion of a draft of the SOP is November 1, 2010. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is difficult to deal with. SARA staff has made two formal presentations to its Real Estate Committee and one formal presentation to its Board of Directors. The Board of Directors for the water district approved initiation of negotiations with SARA on August 23, 2010. Since that date, we have been trying to set a date for the first negotiation meeting.

Prior to setting a date for the Interagency Review Team to tour the proposed bank site, a prospectus has to be complete for the USACE's review. A prospectus cannot commence until the land rights are secured.

## ● **Quarter: 2—Acquire necessary land rights and commence work on Mitigation Banking Instrument (MBI).**

The goal for this quarter has not been achieved for the same two reasons as the first quarter, only modified. The U.S. Army Corps of Engineers USACE has still not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. After two delays, the USACE submitted a draft SOP for review. The comment period is open until January 17, 2011. SARA responded to the draft in writing prior the deadline. Secondly, the preferred mitigation banking site as per SARA's consultants is owned by a certain water district that is in trouble. Three of their board of directors were up for reelection and all three failed to be reelected. Their general manager was indicted in Detroit and subsequently fired by the Board. With all of their turmoil and financial problems, the water district cannot seem to focus on continuing negotiations.

It is recommended that the 3rd and 4th quarter goals be adjusted to reflect the constraints above which are beyond SARA's control.

## ● **Quarter: 3—Continue working on the MBI. Commence marketing plan for selling credits.**

No comments have been added.

## ● **Quarter: 4—Negotiate final points of the MBI with the US Army COE.**

No comments have been added.

## ● **Collect and report dam stage and rainfall data on 10 dams (WSOPs) 7 8**

### ● **Quarter: 1—Coordinate w/EAA on materials list and select site for various components.**

Have materials on hand in storage. Currently fabricating hardware mounting poles (will need to hot-dip galvanize once complete). Have not yet selected first ten sites. Will accomplish in the next month.

### ● **Quarter: 2—Begin preliminary field-office tests of equipment & location to assess needs, modifications, configurations and software.**

Location have been selected, Still undergoing the assessment the modification, configurations and software

### ● **Quarter: 3—Complete acquisition of all hardware needed and continue field installations.**

No comments have been added.

### ● **Quarter: 4—Finalize phase I : Have 10 dam site operational.**

No comments have been added.

## ● **Establish site specific standards for river operations and maintenance (WSOPs) 4 7**

**●Quarter: 1—identify and document unique challenges of completing operations and maintenance within the Eagleland and Mission Reach projects.**

Met goals. Have created bullet point list with Gant chart for O & M schedule

**●Quarter: 2—prepare management plans for Eagleland and Mission Reach Phase 1 using GIS to assist staff in implementation of maintenance items and improve internal and external communications regarding work completed.**

Background information has been collected and prepared to assist with development of a GIS database for the projects. Some background information is not yet available including Mission Reach Phase 1 as-built information and map markups prepared by the contractor. The next step is to incorporate the information into GIS.

**●Quarter: 3—assess maintenance access constraints within Mission Reach Phase 1 and determine appropriate solutions to improve access.**

No comments have been added.

**●Quarter: 4—assess vegetation within Eagleland and Mission Reach Phase 1 and determine appropriate solutions to improve native coverage and/or native species diversity.**

No comments have been added.

**●Enhance performance management, compensation and training/development programs (HR) 7**

**●Quarter: 1—1. Complete Implementation of New Compensation Plan 2.Re-Communicate Priority Policies that support SARA Core Values a.Offer Training (Examples: Diversity, Legal Requirements) b.Integrate into Orientation and Newsletter.**

1. Complete Implementation of New Compensation Plan –

HR Implementation of New Compensation Plan completed September 28; Manager implementation will be completed by October 15.

2. Re-Communicate Priority Policies that support SARA Core Values

Four HR Policy updates provided through September: Equal Employment, Harassment, Code of Ethics, Former Employee Conflict of Interest through email, bulletin boards, and reminders. Additional policy reminders will be provided throughout the year.

a) Offer Training (Examples: Diversity, Legal Requirements)- HR Policy updates trained and discussed with employees by Managers at staff meetings through September for Equal Employment, Harassment, Code of Ethics, Former Employee Conflict of Interest. Further plans for training underway.

b) Integrate into Orientation and Newsletter - Vision and Core Values incorporated into New Employee Orientation presentation materials, and addressed in SARA Employee Newsletter and Employee Briefings.

**● Quarter: 2—1. Assess and Revise HR Policies needed to support Training & Development a. Training, Certifications, Licenses that will be company paid b. College Tuition Reimbursement c. Recognition of Employee Development 2. Initiate Process and Communicate Timeline for Revising Job Descriptions 3. Plan for Future Individual Pay Model Analysis (frequency, method, etc.).**

1. A focus group was formed Q2 to assess and revise HR Policies needed to support Training & Development (a). Training, Certifications, Licenses that will be company paid (b). College Tuition Reimbursement (c). Recognition of Employee Development. New policies presented to Executive Staff will be budgeted for FY11 by Q4. Communication to all SARA will occur in Q4 with effective date July 1, 2011 due to budget implications.

2. Initiated new process and communicated timeline for revising Job Descriptions. Conducted JD training for Managers and Supervisors. Trained Administrative Assistants on standardized design and new software application for development and maintenance of Organization Charts. Job Descriptions needing most significant updates finished by Department Managers are under review by Executive Staff.

3. Proposal for future Individual Pay Model Analysis (frequency, method, etc.) submitted to consultant vendor for review and discussion; will then be presented to Executive Staff. Implementation pending budgetary constraints and further planning.

**● Quarter: 3—1. Implement New Job Descriptions 2. Design New Performance Management System 3. Conduct Assessment for Training & Development Needs at SARA**

No comments have been added.

**● Quarter: 4—1. Communicate Timeline for Implementation of New Performance Management System in FY12 (include Goal Setting Process) 2. Integrate Training & Development Plan into FY12 Budget and Strategy 3. Communicate Results of Key Actions.**

No comments have been added.

**● Enhance usability of project management system (PM) 4 7**

**● Quarter: 1—Q1: Coordinate the training session to be performed in November or December. Form a group that will review and establish the new proposed project evaluation process and advance 50% on the completion of the task. Deliver the project resource allocation report.**

- Coordinated the Project Manager training session to be performed in first three weeks of November 2010.
- Working with a committee made up of Mark Sorenson, Robert Perez, Michelle Garza, Dale Bransford, Sheeba Thomas and Steven Schauer. We reviewed the existing processes proposed the new process to Executive Management. Advanced on recreating the questionnaire. Task is about 60% complete.

- Resource allocation report: Working with IT and Finance to deliver this task. Due to moves and other pressing work at Finance department, we were not able to complete this task. We are 50% complete. (This item is marked Yellow since this task was to be completed 100%)

**● Quarter: 2—Q2: Perform the training. Review the new process with the Executive Group and implement it. Deliver the project financial report. Deliver new business process related to active project budgeting.**

- Training: Performed the Project Manager training session during the first three weeks of November 2010. 46 employees (including Program Leaders, Project Managers and Financial Coordinator/Specialists) were trained on project management best practices and SARA process and tools.
- Proposed project evaluation: Worked with a committee made up of Mark Sorenson, Robert Perez, Michelle Garza, Dale Bransford, Sheeba Thomas and Steven Schauer. Reviewed the existing processes, proposed the new process to Executive Management, sought input from managers, project managers and implemented the new revised agreed upon process. Also, coordinating with management and project personnel, implemented a new process in formation of programs and projects.
- Reports: Still working with IT and Finance on delivering a time and a financial report within Clarity for each project. We are in the last leg of configuring Clarity and the reports and expect to implement them by the end of January 2011.
- Budgeting business process: It was determined that creating a business process for budgeting was not the best way to go due to loads of action items and messages that will be generated by the system. Budgeting process will need to be done using existing functions of Clarity.
- Other Clarity enhancements: With assistance from IT department, updated the action item messages and the e-mail messages generated by Clarity (related to active project lifecycle and change request lifecycle) to better explain the action required. Currently working to update the proposed project evaluation process.

**● Quarter: 3—Q3: Complete updating/configuring active project area & update active project lifecycle process.**

No comments have been added.

**● Quarter: 4—Q4: Complete configuring the dashboards.**

No comments have been added.

**● Deliver tangible Project Delivery CoE innovations (Doersam) 2  
3 7 8**

**● Quarter: 1—Project Delivery Center of Expertise Q1 Goal: Conduct meetings, both internally and with invited speakers, to better understand our current methods and procedures and to educate ourselves on alternative tools used elsewhere.**

All goals during the first quarter have been met. The first quarterly report has been produced and was presented to Steve Graham, one of the two mentors for this COE, at a meeting on September 29.

**● Quarter: 2—Project Delivery Center of Expertise Q2 Goal: Research other similar organizations (SAWS, LCRA, GBRA, TRA, for example) to determine their positive/negative experiences with alternative project delivery methods.**

The second quarter goals for the Project Delivery Center of Expertise (PDCOE) have effectively been met, and the quarterly report has been produced and sent to the Mentors (Suzanne Scott and Steve Graham), and the PD COE committee members and support staff. I will schedule a meeting with the Mentors in January to coordinate the status of this COE. Please let me know if you need a copy of the report.

**● Quarter: 3—Project Delivery Center of Expertise Q3 Goal: Develop recommendations for including new methods for implementation into our standard procedures.**

No comments have been added.

**● Quarter: 4—Project Delivery Center of Expertise Q4 Goal: Prepare a final report and proposed schedule for implementation on our recommendations for the Project Delivery Center of Expertise, and present our findings to the SARA Executive Committee.**

No comments have been added.

**● Implement a natural channel design program (Engineering) 2 7 8**

**● Quarter: 1—Delineate hydro physiological regions of the watershed and locate stream reference sites.**

The hydro physiological regions have been identified and the process to locate and evaluate stream reference reach sites, for suitability as sites for collecting natural channel design data, is approximately 70% complete.

Q2 update: Stream reference sites have been located (Q1 goal). Sites are in process of being surveyed as right of entry agreements are completed. The survey process is on schedule and is anticipated to be complete in the June 2011 timeframe.

**● Quarter: 2—Develop a draft NCD Assessment and Design SOP for BRWM review and comment.**

A draft SOP for NCD assessment and design was delivered for review on Dec 22nd

**● Quarter: 3—Construct the Salitrillo Creek NCD demonstration project.**

No comments have been added.

**● Quarter: 4—Complete collection of Natural Channel Design regional curve data. Finalize the Bexar Regional Watershed Management Natural Channel Design Standard Operating Procedure.**

No comments have been added.

**● Develop the WIT program and integrate the holistic watershed management approach into SARA projects/programs to improve watershed integrity (Persyn) 6 7 8**

**● Quarter: 1—Organize WIT members and discuss the holistic watershed management approach at SARA.**

WIT members met and discussed publication on holistic watershed management approach and identified Medina River watershed as pilot area

**● Quarter: 2—Baseline WIT understanding of SARA projects/programs and meet with all relevant SARA Departments on the holistic watershed management approach.**

WIT has made significant scheduling lecture series and meeting informally.

We planned joint session with Sustainable Technologies Program.

We intend to have formal planning session early in Q3.

**● Quarter: 3—Investigate the needs and establish long term vision for the Medina River Watershed. Formulate external partnering possibilities.**

No comments have been added.

**● Quarter: 4—Develop strategy for implementing a holistic watershed management approach in the Medina River Watershed. Be ready to implement the holistic watershed management approach in additional SARA projects/programs in FY 12.**

No comments have been added.

**● Deliver tangible Sustainable Technologies CoE innovations (Bishop) 2 3 7 8**

**● Quarter: 1—Q1, Sustainable Technologies CoE: To research and remain current on emerging and new technologies.**

The Sustainable Technologies Team (STT) developed a list of potential sustainable technologies and/or processes, obtained mentor review and input, modified the list, submitted it to URS Engineering for input, and received URS' prioritization in a presentation and round-table discussion on 9/29/10. Though we have developed the list we will work from this fiscal year, the team members continue to research new ideas for possible future consideration.

**● Quarter: 2—Q2, Sustainable Technologies Team, CoE: To prioritize the identified technologies for potential implementation at SARA and to conduct site visits of facilities**

## **utilizing and/or developing the top two or three prioritized technologies for the purpose of developing further understanding.**

Training/Developing Understanding: The STT has sent Raphael Arias to the ASCE's Stormwater Infrastructure BMP training and is sending Katie Peche to the ASCE's Stormwater Quality BMP training in February. Ralph made a presentation, including recommended SARA actions, to the STT following his training, and Katie will do the same. Reha Cimen will attend at least one Green Infrastructure training depending upon funds remaining after Katie's February training. Team members attend lunch-and-learn sessions and other local sustainability training as schedules permit.

Prioritized Recommendations: The STT met throughout the quarter to discuss the various options open to SARA, including the Sustainable Sites Initiative as an incentive program that SARA may be interested in promoting within the basin. The team scheduled a meeting with Lady Bird Johnson Wildflower Center on December 16 to discuss the Sites program. However, two days before the meeting, Center staff asked to postpone the meeting until January 11. At the STT meeting on December 17 to prioritize its recommendations, the team developed six sound recommendations but needs more time to complete the task. A second prioritization meeting is scheduled for January 13 following the Sites meeting on the 11th. The team is scheduled to complete its Q2 deliverables on the 13<sup>th</sup>, with the team's recommendations scheduled to be delivered to its mentors on the 18<sup>th</sup>.

### **● Quarter: 3—Q3, Sustainable Technologies Team, CoE: To secure executive team and management support for implementing one to three prioritized technologies in preparation for budget submission.**

No comments have been added.

### **● Quarter: 4—Q4, Sustainable Technologies Team, CoE: To secure Board approval of one to three recommended sustainable technologies.**

No comments have been added.

## **● Deliver tangible GIS/Modeling CoE innovations (Cole) 2 3 7 8**

### **● Quarter: 1—See Q2.**

No Q1 deliverables

### **● Quarter: 2—Elevation Data - explore new sources and devices to collect accurate elevation data for GIS, model input and spatial documentation.**

A Cost/Benefit spreadsheet and justification paper has been prepared to support purchase of a portable LIDAR scanner.

### **● Quarter: 3—Model Performance Matrix - develop an in-house method of evaluating current and future models used by SARA Inventory and Rate Current Models - inventory and evaluate all models currently used by SARA. Model information will be placed in a "performance" matrix to evaluate the models effectiveness, short comings and validity to SARA.**

No comments have been added.

● **Quarter: 4—New Models - explore and research the latest cutting edge models/platforms. Models will be evaluated by the "performance" matrix. • Flood Warning • In-Stream/Environmental Flow • Water Quality • Groundwater/Surface Water Interaction • Sediment Transport/Scour • Stream Restoration • WRAP/WAM/GAM • FEMA Flood GIS Optimization - research methods and opportunities to expand the use/share SARA's GIS data with communities and other agencies. Actions taken might include conference attendance. Water Quality Modeling Skills - develop more in-house expertise by research, and attending conferences and workshops Systems Requirements - the COE will research hardware system requirements from a user's perspective to efficiently run the new models and software recommended to SARA. Development of 1-2 Project Ideas - or opportunities for SARA to pursue in FY12**

No comments have been added.

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 **8. Identify and mitigate threats to the watershed (Champions - Mike Gonzales and Russell Persyn)**

● **Identify and reduce bacteria sources (ESD) 6 8**

● **Quarter: 1—Submit and have a Quality Assurance Project Plan amendment approved by TCEQ prior to the September 1st start date.**

Quality Assurance Project Plan was submitted and approved by TCEQ prior to September 1st.

● **Quarter: 2—Complete Westside Creek Adaptive Monitoring Survey and one Lower San Antonio River Intensive Sampling event and begin identifying sources.**

The Westside Creeks Adaptive Monitoring survey was conducted November 29-30, 2010. The First intensive monitoring of the Lower San Antonio River and Lower Cibolo Creek was conducted October 18-27, 2010. Water quality samples were collected and analyzed. Data analysis of these monitoring events has begun.

● **Quarter: 3—Complete a second intensive sampling event of the Lower San Antonio River. Coordinate with our partners to reduce the identified "Hot Spots" on the Westside Creeks and conduct follow-up monitoring as needed.**

No comments have been added.

**●Quarter: 4—Develop a report that describes "Hot Spots" identified on Westside Creeks and the corrective actions taken. Continue intensive monitoring on the Lower San Antonio River.**

No comments have been added.

**●Collect and report dam stage and rainfall data on 10 dams (WSOPs) 7 8**

**●Quarter: 1—Coordinate w/EAA on materials list and select site for various components.**

Have materials on hand in storage. Currently fabricating hardware mounting poles (will need to hot-dip galvanize once complete). Have not yet selected first ten sites. Will accomplish in the next month.

**●Quarter: 2—Begin preliminary field-office tests of equipment & location to assess needs, modifications, configurations and software.**

Location have been selected, Still undergoing the assessment the modification, configurations and software

**●Quarter: 3—Complete acquisition of all hardware needed and continue field installations.**

No comments have been added.

**●Quarter: 4—Finalize phase I : Have 10 dam site operational.**

No comments have been added.

**●Increase direct assistance to Communities (WRCD) 1 3 6 8**

**●Quarter: 1—Begin work on the Wilson County watershed master plan.**

Work is underway and community workshops have been scheduled to identify damage centers and potential projects.

**●Quarter: 2—Complete an assessment of water needs based upon the Region L plan and visit with each water purveyor within the district to confirm the need and determine how the need will be met.**

An assessment was started and visits planned when the department's staff resource resigned on 8/20/10. This position is anticipated to be filled on 1/31/11 at which time this effort will resume.

**●Quarter: 3—Complete the Kenedy Desal Project.**

No comments have been added.

**●Quarter: 4—Complete five leadership/land stewardship classes over the course of the fiscal year.**

No comments have been added.

**●Deliver tangible Project Delivery CoE innovations (Doersam) 2 3 7 8**

**●Quarter: 1—Project Delivery Center of Expertise Q1 Goal: Conduct meetings, both internally and with invited speakers, to better understand our current methods and procedures and to educate ourselves on alternative tools used elsewhere.**

All goals during the first quarter have been met. The first quarterly report has been produced and was presented to Steve Graham, one of the two mentors for this COE, at a meeting on September 29.

**●Quarter: 2—Project Delivery Center of Expertise Q2 Goal: Research other similar organizations (SAWS, LCRA, GBRA, TRA, for example) to determine their positive/negative experiences with alternative project delivery methods.**

The second quarter goals for the Project Delivery Center of Expertise (PDCOE) have effectively been met, and the quarterly report has been produced and sent to the Mentors (Suzanne Scott and Steve Graham), and the PD COE committee members and support staff. I will schedule a meeting with the Mentors in January to coordinate the status of this COE. Please let me know if you need a copy of the report.

**●Quarter: 3—Project Delivery Center of Expertise Q3 Goal: Develop recommendations for including new methods for implementation into our standard procedures.**

No comments have been added.

**●Quarter: 4—Project Delivery Center of Expertise Q4 Goal: Prepare a final report and proposed schedule for implementation on our recommendations for the Project Delivery Center of Expertise, and present our findings to the SARA Executive Committee.**

No comments have been added.

**●Implement a natural channel design program (Engineering) 2 7 8**

**●Quarter: 1—Delineate hydro physiological regions of the watershed and locate stream reference sites.**

The hydro physiological regions have been identified and the process to locate and evaluate stream reference reach sites, for suitability as sites for collecting natural channel design data, is approximately 70% complete.

Q2 update: Stream reference sites have been located (Q1 goal). Sites are in process of being surveyed as right of entry agreements are completed. The survey process is on schedule and is anticipated to be complete in the June 2011 timeframe.

### **● Quarter: 2—Develop a draft NCD Assessment and Design SOP for BRWM review and comment.**

A draft SOP for NCD assessment and design was delivered for review on Dec 22nd

### **● Quarter: 3—Construct the Salitrillo Creek NCD demonstration project.**

No comments have been added.

### **● Quarter: 4—Complete collection of Natural Channel Design regional curve data. Finalize the Bexar Regional Watershed Management Natural Channel Design Standard Operating Procedure.**

No comments have been added.

## **● Engage small water supply entities to create water management plans (Bryant) 1 8**

### **● Quarter: 1—Q1: Hold workshop through Regional Water Alliance and get at least 5 entities to develop Water Management Plans.**

Successfully completed the Water Management Workshop with 55 attendees.

### **● Quarter: 2—Q2: Visit 5 additional entities and assist in developing Water Management Plans.**

Loss of 2 staff members has impacted workload. Plan to start actively outreaching to community in February.

### **● Quarter: 3—Q3: Hold workshop through SARA or RWA and get at least 5 entities to develop Water Management Plans.**

No comments have been added.

### **● Quarter: 4—Q4: Visit 5 additional entities and assist in developing Water Management Plans.**

No comments have been added.

## **● Demonstrate full compliance dam safety standards (Cimen) 6 8**

## ●Quarter: 1—Q1: Have draft plan internally reviewed and approved

- Dam rehabilitation priority list and rating curve\*: There is no single priority list that all agencies agree upon, since everyone has a different calculation method, criteria and detail. As a result, we are working with Texas Commission on Environmental Quality (TCEQ), Bexar County and Natural Resources Conservation Service (NRCS). Our main focus is to satisfy TCEQ priority list since dam safety regulations that took effect on Jan. 1<sup>st</sup>, 2009 set them as the authority on Texas dams. As a result, we re-verified the established dam priority list according to TCEQ's acceptance criteria.
- To verify the validity of our list, we will be meeting with TCEQ on October 26<sup>th</sup>. We will also review the attached schedule of Management and Safety Plan for SARA's Dams.
- Working to schedule a separate coordination meeting with NRCS. Most likely during TFMA conference October 15<sup>th</sup>.
- Emergency Action Plan (EAP's): To be able to meet the TCEQ deadline submitting EAP's, team assessed the current status of EAP's and developed a strategy and alternatives on how to present them to TCEQ.
- We plan to submit EAP's for all SARA 40 dams. Approximately 30 of them will be missing the inundation maps. This still meets the deadline requirements of TCEQ.
- Russell & Wayne are working to employ a consultant (HDR??) to help on the inundation maps. This may bring the completed maps to 20 (with other 20 still missing).
- Dam inspections: Met with Engineering and Watershed Management Managers to be able to accommodate TCEQ's more frequent inspection requirements. Between these two departments, we will be able to accommodate this. This will also be discussed with TCEQ.
- Training for dam inspectors: Researched training possibilities for inspection personnel.
- Working with department managers to determine the best method.
- Contacted FEMA and received Training Aid for Dam Safety (TADS) DVD's for all personnel that will do the inspection.
- Coordinated dam inspection observation for our personnel for Coletto Creek Dam with GBRA.
- Organizational: Established a common electronic filing location for all information related to SARA owned dams and will implement security to it. (G:\other\_activities\sara\_dams)
- 1<sup>st</sup> Q deliverables are complete.

## ●Quarter: 2—Q2: Seek a meeting with TCEQ to review the plan. Have EAPs substantially complete. If positive indication from TCEQ is received, start execution of Year 1.

Met with TCEQ: We met with TCEQ's Operations Support Division, Dam Safety Section officials on October 29, 2010. Discussed with them SARA's dam safety program and provided our completed and projected tasks along with their estimated schedule to complete. TCEQ officials seemed very satisfied with SARA's work related to dams. We already have started implementing the tasks that are outlined in the plan as scheduled.

Emergency Action Plans (EAP): We submitted a letter to TCEQ requesting six months extension (from 1/1/2011 to 6/30/2011) on the required completion of EAP's. Majority of the required work is complete and we expect to complete and submit the EAP's earlier than the extension date.

### Other work:

During our visit to TCEQ, we were surprised to hear that we really own 41 dams instead of 40. TCEQ had the TX09537 Brooklyn Street Lock and Dam also listed under our ownership. In coordination with City of San Antonio, we moved the ownership of this structure to City of San Antonio. We plan to stay involved with its maintenance.

Other projects including debris cleanup and river maintenance efforts are moving along as planned

## ●Quarter: 3—Q3: Request acknowledgment that SARA is in compliance.

No comments have been added.

**●Quarter: 4—Q4: Incorporate Year 2, resources into SARA's FY12 budget plans. Coordinate with NRCS and BxCo as needed on proposed dam rehabs.**

No comments have been added.

**●Implement a pilot flood warning and alert system (Thomas) 2 6 8**

**●Quarter: 1—1. Purchase hardware for gauges 2. Map of proposed gages in Bexar County**

Tasks completed.

**●Quarter: 2—1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County 2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio's Emergency Management Office**

1. Timeline for implementation of Flood Warning and Alert System for the entire Bexar County - Completed

2. Obtain a signed Memorandum of Understanding between SARA and City of San Antonio's Emergency Management Office - Moved to Q4.

**●Quarter: 3—1. FloodWorks configuration completed**

No comments have been added.

**●Quarter: 4—1. Linkage to telemetry data 2. 1 creek configured in FloodWorks 3. Refinement of other creeks in the selected subwatershed 4. Establishment of operational gage system**

No comments have been added.

**●Develop the WIT program and integrate the holistic watershed management approach into SARA projects/programs to improve watershed integrity (Persyn) 6 7 8**

**●Quarter: 1—Organize WIT members and discuss the holistic watershed management approach at SARA.**

WIT members met and discussed publication on holistic watershed management approach and identified Medina River watershed as pilot area

**●Quarter: 2—Baseline WIT understanding of SARA projects/programs and meet with all relevant SARA**

## **Departments on the holistic watershed management approach.**

WIT has made significant scheduling lecture series and meeting informally.

We planned joint session with Sustainable Technologies Program.

We intend to have formal planning session early in Q3.

### **●Quarter: 3—Investigate the needs and establish long term vision for the Medina River Watershed. Formulate external partnering possibilities.**

No comments have been added.

### **●Quarter: 4—Develop strategy for implementing a holistic watershed management approach in the Medina River Watershed. Be ready to implement the holistic watershed management approach in additional SARA projects/programs in FY 12.**

No comments have been added.

## **●Develop and apply GIS and watershed modeling tools to resolve threats and impairments in the watershed (WSM) 8**

### **●Quarter: 1—Q1: Develop in-house expertise in 2D simulation of flooding for BRWM using XPStorm. Complete D2MR and initiate testing.**

2D simulation completed for Laddie Place ponds by WSM staff

D2MR 1st generation completed and testing underway internally

### **●Quarter: 2—Q2: Complete comparison of water quality models for the lower San Antonio River Basin and recommend modeling software requirements and ideas to integrate with D2MR. Secure LOMR delegation letters of support action by City of San Antonio, Bexar County, Wilson County, Karnes County, and Goliad County.**

MOU approved by Wilson, Karnes, and Goliad.

MOU approved by C7.

MOU to be finalized with Bexar County and City of San Antonio in early Q3.

D2MR capable of handling multiple model platforms and water quality modeling report completed by PBSJ and SARA staff.

**●Quarter: 3—Q3: Develop GIS mapping of SARA dams submitted to TCEQ that represent affected properties from required dam elevation to achieve compliance.**

No comments have been added.

**●Quarter: 4—Q4: Integrate non-structural, water quality, and natural channel design into the completion of the Leon Creek and Wilson County Watershed Masterplans. Secure LOMR delegation from FEMA.**

No comments have been added.

**●Deliver tangible Sustainable Technologies CoE innovations (Bishop) 2 3 7 8**

**●Quarter: 1—Q1, Sustainable Technologies CoE: To research and remain current on emerging and new technologies.**

The Sustainable Technologies Team (STT) developed a list of potential sustainable technologies and/or processes, obtained mentor review and input, modified the list, submitted it to URS Engineering for input, and received URS' prioritization in a presentation and round-table discussion on 9/29/10. Though we have developed the list we will work from this fiscal year, the team members continue to research new ideas for possible future consideration.

**●Quarter: 2—Q2, Sustainable Technologies Team, CoE: To prioritize the identified technologies for potential implementation at SARA and to conduct site visits of facilities utilizing and/or developing the top two or three prioritized technologies for the purpose of developing further understanding.**

Training/Developing Understanding: The STT has sent Raphael Arias to the ASCE's Stormwater Infrastructure BMP training and is sending Katie Peche to the ASCE's Stormwater Quality BMP training in February. Ralph made a presentation, including recommended SARA actions, to the STT following his training, and Katie will do the same. Reha Cimen will attend at least one Green Infrastructure training depending upon funds remaining after Katie's February training. Team members attend lunch-and-learn sessions and other local sustainability training as schedules permit.

Prioritized Recommendations: The STT met throughout the quarter to discuss the various options open to SARA, including the Sustainable Sites Initiative as an incentive program that SARA may be interested in promoting within the basin. The team scheduled a meeting with Lady Bird Johnson Wildflower Center on December 16 to discuss the Sites program. However, two days before the meeting, Center staff asked to postpone the meeting until January 11. At the STT meeting on December 17 to prioritize its recommendations, the team developed six sound recommendations but needs more time to complete the task. A second prioritization meeting is scheduled for January 13 following the Sites meeting on the 11th. The team is scheduled to complete its Q2 deliverables on the 13<sup>th</sup>, with the team's recommendations scheduled to be delivered to its mentors on the 18<sup>th</sup>.

**●Quarter: 3—Q3, Sustainable Technologies Team, CoE: To secure executive team and management support for implementing one to three prioritized technologies in preparation for budget submission.**

No comments have been added.

● **Quarter: 4—Q4, Sustainable Technologies Team, CoE: To secure Board approval of one to three recommended sustainable technologies.**

No comments have been added.

● **Deliver tangible GIS/Modeling CoE innovations (Cole) 2 3 7 8**

● **Quarter: 1—See Q2.**

No Q1 deliverables

● **Quarter: 2—Elevation Data - explore new sources and devices to collect accurate elevation data for GIS, model input and spatial documentation.**

A Cost/Benefit spreadsheet and justification paper has been prepared to support purchase of a portable LIDAR scanner.

● **Quarter: 3—Model Performance Matrix - develop an in-house method of evaluating current and future models used by SARA Inventory and Rate Current Models - inventory and evaluate all models currently used by SARA. Model information will be placed in a "performance" matrix to evaluate the models effectiveness, short comings and validity to SARA.**

No comments have been added.

● **Quarter: 4—New Models - explore and research the latest cutting edge models/platforms. Models will be evaluated by the "performance" matrix. ● Flood Warning ● In-Stream/Environmental Flow ● Water Quality ● Groundwater/Surface Water Interaction ● Sediment Transport/Scour ● Stream Restoration ● WRAP/WAM/GAM ● FEMA Flood GIS Optimization - research methods and opportunities to expand the use/share SARA's GIS data with communities and other agencies. Actions taken might include conference attendance. Water Quality Modeling Skills - develop more in-house expertise by research, and attending conferences and workshops Systems Requirements - the COE will research hardware system requirements from a user's perspective to efficiently run the new models and software recommended to SARA. Development of 1-2 Project Ideas - or opportunities for SARA to pursue in FY12**

No comments have been added.

## ● **Improve and protect the stream ecosystem (Reeves) 6 8**

### ● **Quarter: 1—Complete prospectus for Mitigation Banking Project.**

A prospectus cannot be completed until the land rights are secured and the SOP is completed by the Corps. The goal for this quarter has not been achieved for these two reasons.

- The chosen mitigation banking site is owned by Bexar Met Water District. SARA staff has made two formal presentations to Bexar Met's Real Estate Committee and one formal presentation to its Board of Directors. The Board of Directors for Bexar Met approved initiation of negotiations with SARA on August 23, 2010. Negotiations are still in the initial stages, the first meeting occurred 10/14/10.
- The U.S. Army Corps of Engineers USACE has not finalized their Standard Operating Procedures (SOP) for stream mitigation banking. This was originally due September 2010, they have extended the due date to November 1, 2010. It would be prudent for SARA to wait for the Corps to standardize their procedures, before submitting the prospectus to them. This way we ensure that we have met all Corps requirements as identified in their SOP.

(Note: even if negotiations fall through with Bexar Met, a secondary site has been identified, and can move forward once the SOP is developed for the Corps)

Update - 12-27-2010: Prospectus has not yet been complete. Recent, additional problems with Bexar Met Management have further delayed negotiations. Bexar Met's attention is focused elsewhere. US Army Corps of Engineers has a draft SOP out and is asking for comments. SARA consultants and staff are reviewing the document and have found an error that they will bring up with the Corps.

### ● **Quarter: 2—LIMS administrators complete training to become familiar with new software, prior to installation of new software.**

LIMS administrators completed LIMS software (LABWORKS) training, to prepare for the upcoming major upgrade.

### ● **Quarter: 3—Provide stream realignment and establish vegetation on the Salatrillo Creek Stream Restoration Demonstration Project**

No comments have been added.

### ● **Quarter: 4—Develop a report that describes "hot spots" identified on Westside Creeks and the corrective actions taken. (SARA Stream Monitoring). Prepare a comprehensive/GIS based map of all the ecologically impaired streams within the basin**

No comments have been added.

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**Special Budget Planning Workshop of the Board  
of Directors**

**Individual Items 8. - 9.**

**Date:** 01/19/2011

**GM's Report / Adjourn**

**Submitted By:** Lupe Sanchez, Executive  
Offices

**Division:** Executive Offices

**Submitted For:** Suzanne B. Scott

**Department:**

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**8.**

**CAPTION**

**GENERAL MANAGER'S REPORT CONCERNING THE FOLLOWING:**

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

**Presenter**

Suzanne B. Scott

*Estimated Presentation Time: 5 minutes*

**Discussion**

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**9.**

**CAPTION**  
**ADJOURN**

**Presenter**

Mr. Oehlke, Chairman

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