

COMMITTEE FUNCTIONS

All Committees review, discuss and recommend to the Board.

APC - ADMINISTRATION, PERSONNEL, COMMUNICATIONS

- Develop RFPs, interview candidates and recommend approval of consultants, as recommended by the Board.
- On or about May 1 of each year, review appropriate data and recommend to the Board, COLA and Merit budget percents for the next fiscal year.
- Review merit increases, benefits and other personnel actions.
- Review Personnel Policy annually and recommend changes that may improve the current policy.
- Perform exit interviews of departing employees.
- Hear grievances from employees.
- Oversee public communication.

FIN - FINANCE

- In July, review expense and capital budgets for all cost centers for the next fiscal year.
- In August, review rate design and tax rate for the next fiscal year.
- Recommend a CPA firm to perform an annual Financial Audit.
- Have a Financial Audit performed by a public accounting firm of all District funds and accounts. Review audit and present to Board for acceptance.
- Monitor District financial reports. Compare actual vs. budget, revenues and expenses at least semi-annually.
- Review mid-year rate analysis prepared by staff approximately May 1 and report to Board.
- Monitor District TexPool Investments - make annual report to Board.

EO - ENGINEERING AND OPERATIONS

- Coordinate and review with General Manager and Consulting Engineers, ongoing engineering, construction and operational activities.
- Provide input to General Manager of ideas that may reduce costs and improve District efficiencies.
- Monitor all active projects and assure scope, schedule and budget are current and realistic.
- Coordinate with General Manager to develop and implement the water and wastewater Capital Improvements Plan.
- Make recommendations on those projects exceeding the financial authority of the General Manager.
- Assure General Manager maintains conservation data and manages all aspects of conservation policy.
- Review Capital Budget as prepared by General Manager and present recommendations to the Finance Committee in June.

CAC – COMMUNITY ADVISORY COMMITTEE

- Become knowledgeable about how the Lakeway Municipal Utility District operates and sets rates for water, wastewater and water reuse service.
- Become familiar with opportunities for public involvement in District governance—Board of Directors elections, management committees, etc.—and act as a resource for friends and neighbors to promote these opportunities.
- Act as a conduit between the public and the Board of Directors; garner information on ideas and issues and share that information with the Board.
- Report to the Board of Directors on a regular basis.
- Report to the Community.