

**Minutes of Meeting**  
**Administration, Personnel & Communications (APC) Committee**  
**November 1, 2011**

Present: APC Members Don Paczkowski, Jan Neese, and Chair Linda Wishard; Liaison Allan Hitchcock, General Manager Earl Foster, and Board Member Kay Andrews.

Chair Linda Wishard called the meeting to order at 4:45 p.m.

**Agenda Items:**

The Committee interviewed Bob Cartwright, President / CEO of Intelligent Compensation about his proposal to do a total compensation study for Lakeway MUD. After some discussion Mr. Cartwright told the committee that he could reduce the hourly rate charge and indicated that any data that could be provided by us from other competitors might be helpful in reducing the number of hours required in his proposal.

The Committee then interviewed Lynn Miller, a principle of The Penicle Group. Ms. Miller told the Committee that their primary area of expertise is in the area of compensation and not in the field of benefits design. She indicated that they would be able to analyze such data however in order to come up with the total compensation paid to employees as requested by the Board of Directors. In addition she stated some willingness to work within our budget.

The General Manager has contacted TRWA who has agreed to provide some data from other MUDs and municipalities, but he has not received it yet. The Committee requested the revised salary and benefits spreadsheet of LMUD employees; Earl indicated that it is not yet ready but that he should be able to check it out shortly. Because of anticipated budget constraints the committee felt that they would like to evaluate the data from both of these sources before making a recommendation to the Board.

The Committee agreed to meet again on Nov. 29 at 5:00 p.m. and will finalize recommendations of the first 3 sections of the Personnel Policy Manual prior to beginning work on sections 4, 5, and 6 at that time.

Submitted by Jan Neese