

TEXAS MUNICIPAL POWER AGENCY

PERSONNEL COMMITTEE MEETING

VIA VIDEO CONFERENCE CALL

**THE PRESIDING OFFICER WILL BE IN ATTENDANCE AT, AND MEMBERS OF THE PUBLIC
MAY ATTEND, THE FOLLOWING LOCATION:**

**BTU
205 E 28th STREET
BRYAN, TX 77803**

**Thursday, June 9, 2022
9:00 AM**

AGENDA

Preliminary matters:

- Call to order
- Public comments

The following matters are scheduled for discussion and for possible action:

1. Consider approval of the minutes of the February 8, 2018 Personnel Committee meeting.
2. Discuss Staff job descriptions and responsibilities.
3. Adjourn

IN REGARD TO ITEMS SCHEDULED ON THIS AGENDA FOR DISCUSSION AND/OR ACTION IN THE OPEN PORTION OF THE MEETING, THE COMMITTEE MAY, IN ITS DISCRETION, ADDRESS ONE OR MORE OF SUCH ITEMS IN EXECUTIVE SESSION IF AND TO THE EXTENT PERMITTED BY THE TEXAS OPEN MEETINGS ACT.

THIS COMMITTEE MEETING MAY BE ATTENDED BY ONE OR MORE BOARD MEMBERS WHO ARE NOT MEMBERS OF THE COMMITTEE, IN WHICH CASE A QUORUM OF THE BOARD OF DIRECTORS MAY BE IN ATTENDANCE AT THIS COMMITTEE MEETING.

June 9, 2022

AGENDA ITEM NO. 1

SUBJECT: Consider approval of the February 8, 2018 Personnel Committee Meeting Minutes

BACKUP

MATERIAL: February 8, 2018 Personnel Committee Meeting Minutes

ACTION

REQUESTED: Consider and approve minutes

PERSONNEL COMMITTEE MEETING MINUTES

February 8, 2018

Texas Municipal Power Agency's (TMPA) Board of Directors' Personnel Committee meeting was called to order at 9:15 a.m. on February 8, 2018 by Chairperson David Bairrington. The meeting was held at the Gibbons Creek Steam Electric Station, Carlos, Texas.

Board Representatives: David Bairrington, Dave Dreiling, Tom Jefferies, Chris Watts.

TMPA Staff: Bob Kahn, Craig York, Jan Horbaczewski, Tracy Stracener, Susie Johnson

AGENDA ITEM NO. 1 APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2017 PERSONNEL COMMITTEE MEETING

Mr. Dreiling made a motion to approve the minutes of the November 9, 2017 Personnel Committee meeting. Seconded by Mr. Watts. Mr. Bairrington noted the misspelling of his name and asked that a correction be made. Motion carried, voting was as follows:

Bairrington:	Aye
Dreiling:	Aye
Jefferies:	Aye
Watts:	Aye

AGENDA ITEM NO. 2 UPDATE ON STAFFING

Mrs. Johnson updated the committee on the status of the RIF. As of December 21, 2017, the RIF was completed and all Severance Agreements had been signed and returned.

Mr. Kahn addressed the Committee. For transparency purposes, he wanted the committee to know a significant raise had been given to the IT Specialist. Staff was concerned that this key position would be difficult to fill, even with consultants, if the current IT Specialist decided to quit for an increase in salary elsewhere and more stability. He received a 23% increase immediately, and an additional 3% on his annual review.

Included for review with the agenda item was the most current Headcount Report.
No action was required of the Committee.

The meeting adjourned at 9:20 a.m.

June 9, 2022

AGENDA ITEM NO. 2

SUBJECT: Staff job descriptions and responsibilities

DISCUSSION: At the request of the Board, Staff has prepared the attached information.

BACKUP

MATERIAL: A current TMPA Org chart – Detailed job descriptions and responsibilities -
Covid-19 In Office and Hybrid Work Arrangements Policy - Salary history for
the last three years

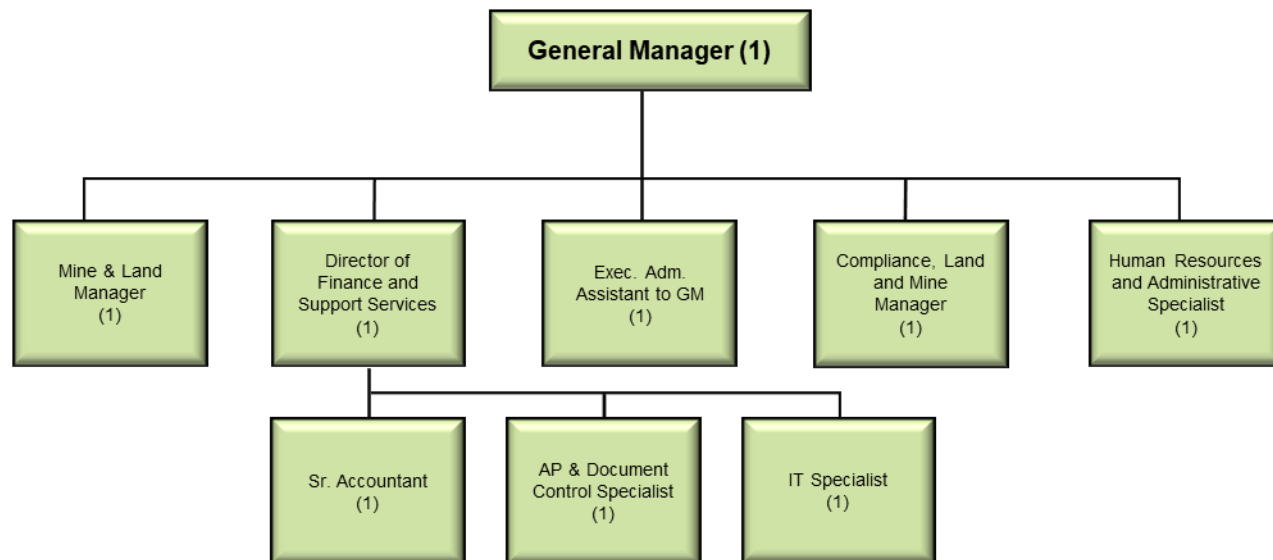
ACTION

REQUESTED: None

TEXAS MUNICIPAL POWER AGENCY

Organization Chart FY22

Organization – 9



Overall

- Ensure that accounts payable invoices/wires are entered and processed in a timely manner to ensure prompt and accurate processing of disbursements to vendors
- Receive, review, and electronically route invoices for approval based on fiscal authority; once approved, verify invoice amount and account coding is correct
- Enter approved invoices, wires, check requests and expense reimbursements into accounting system for payment
- Accurately prepare batch reports for weekly check-runs, ACH transactions and wire transfers
- Image and record retention of payables, journal entries, cash coding vouchers, timesheets, and bank transfer transactions and electronically file in TMPA's document management system
- Generate, print, and distribute accrual reports to management to ensure accurate budget tracking
- Assist in the financial audit of Garland's Transmission O&M and capital invoices
- Request W-9 forms from vendors and update files as necessary to ensure 1099 filing information is correct
- Initiate vendor reports, prepare and distribute 1099-MISC and 1099-NEC forms to recipients and the IRS by designated deadline
- Prepare hard copy accounting records for off-site storage; remove boxed records that have met their retention and mark for destruction; update records inventory list with additions and deletions, both electronically and paper
- Ensure maintenance, preservation, and disposition of Agency records are conducted in accordance with the policies and procedures of the Agency's records management systems and in accordance with the categories of Local Government Records Series maintained by the Texas State Library and Archives Commission
- Scan, organize and maintain all current and legacy Agency records and documents within the Laserfiche repository to ensure fast and easy access to needed information
- Retrieve records as needed from pre-Laserfiche electronic filing systems (i.e. "G" Drive and Alchemy) and store in Laserfiche
- Preserve, image, and manage historical Agency documents
- Update and maintain regulatory compliance files
- Assist with report preparation for regulatory agencies
- Maintain document inventory of eight off-site document storage units consisting of 800+ storage boxes, four lateral files, eight filing cabinets and three lateral file cabinets
- Manage task of preparing all Agency & departmental records for long-term archiving after the Agency ceases to exist
- Coordinate with IT on reliability issues in regards to document management
- Maintain files for official documents (i.e. contracts and vehicle title information)
- Supervise student worker(s) who are engaged in Document Control tasks
- Process incoming and outgoing mail
- Assist management with other duties as needed (i.e. scanning, copying, preparing outgoing packages, notarizations, etc.)

Overall

- Participate in the strategic development of the Agency's plans and processes
- Manage the General Accounting, Finance, Treasury/Budget, Information Technology, and Document Control departments and functions
- Establish and maintain appropriate internal control safeguards

Manage the Accounting/Finance Department and personnel:

- Ensure all financial obligations associated with revenues, expenses, capital costs, and debt are appropriately met to ensure continuous reliability of operations
- Chair the Financial Working Group which includes the CFOs of the Agency and each Member City
- Participate in Transmission Engineering Working Group meetings, as needed
- Report directly to the Audit & Budget Committee on Accounting/Finance related issues
- Serve as the Agency's Ethics Officer and report matters to the Audit & Budget Committee as needed
- Maintain contract with external audit firms
- Approve monthly journal entries and complete bank account reconciliations
- Review monthly and quarterly financials, including necessary internal and external reporting
- Review newly issued GASB statements, taking necessary steps to ensure the Agency's compliance
- Oversee the annual audit by external auditors and the production of annual financial statements
- Perform the annual audit of Transmission O&M and capital invoices charged to the Agency
- Manage accounts payable, including processing vendor checks/wires weekly
- Manage accounts receivable, including deposits and the recording of receipts in the accounting system
- Manage capital assets, including reporting annually to the P&O/Board the schedule of Transmission assets by geographic location vs Member City ownership percentages
- Manage the payroll function, including biweekly approval of payroll and quarterly approval of payroll tax reports
- Manage the treasury function, including the administration of investment activity
- Administer the short-term Notes that fund capital projects, including issuance of Notes as needed, required reporting to the banks, and alignment with future capital plans
- Oversee the issuance of bonds as needed, including coordination with the Cities, our financial advisor, banks, bond lawyers, rating agencies, etc.
- Maintain relationships with financial institutions and rating agencies, including filing necessary reports throughout the year
- Approve semi-annual principal and interest payments on the outstanding bonds

- Maintain letters of credit required by the Railroad Commission related to the Agency's mine land, including coordination with Wells Fargo
 - Work with the Railroad Commission for future cash funding of mine bonding requirements
 - Manage the budget function, including quarterly budget reporting to the Board of Directors
 - Monitor spending and update forecasts throughout the year
 - Review Agency budget to ensure accuracy and alignment with business and financial goals, including preparation of the annual budgets and budget package
 - Calculate monthly demand charges to the Member Cities and initiate monthly invoices
 - Calculate refunds/distributions of excess funds and distribute those funds to the Member Cities at year-end
 - Manage Transmission Cost of Service activity, including constant review of upcoming capital projects, filing the annual Earnings Monitoring Report, and filing rate cases as needed
 - Manage Agency insurance policies, including annual renewals and the filing of claims
 - Administer the annual review of Other Post-Employment Benefits performed by Rudd & Wisdom
 - Update the fiscal authority ledger and policy, as needed
- Manage the Information Technology (IT) and Document Control Departments and personnel:
 - Ensure that IT strategy and planning processes evolve adequately to support business functions and that detailed action plans are developed and implemented
 - Review recommendations on procurement, development, and utilization of computer assets
 - Manage our accounting software, Great Plains, and mitigate any issues that arise
 - Oversee document control processes and alignment with retention schedules
 - Coordinate with staff on final document retention plan and eventual transfer of documents to BTU

Compliance

- Serve as TMPA's Designated Representative (DR)
- Monitor and manage TMPA's environmental compliance and recordkeeping
- Provide information and response to regulatory agencies such as TCEQ and EPA
- Archive historical permit and compliance records for retention purposes
- Oversee environmental compliance requirements
 - o Transmission - Facilitate and oversee development of Tier II Reporting and SPCC Plans
- File regulatory reports to state and federal agencies related to environmental compliance

Land

- Manage transmission easement encroachment process
- Research transmission easement and land archives
- Administer all land matters for TMPA-owned property
- Manage leases, landowner issues, and property tax matters
- Manage survey contracts and projects (excluding transmission)

Mine

- Assume lead responsibility for the Mine Manager in July 2022; Note: Jan Horbaczewski to consult and perform tasks related to completion of mine reclamation
- Long-term maintenance and monitoring plan for the lignite mine acid seep areas
- Manage regulatory requirements with TCEQ
- Manage permitting related to TPDES Permit 02460
- Final closure and notification to regulatory authorities with jurisdiction over the mine
- Negotiate reclamation requirements with landowners and regulatory authority
- Transfer water rights permits and regulatory responsibility to New Owner

Other

- TMPA's sole technical resource for TMPA (with departure of Plant Manager and Mine Manager)
- Report to P&O and Board on areas of responsibility
- Manage Agency vehicles
- Manage 6D (Generation) and 6E (Mine) budgets

Special Projects

- Gibbons Creek Power Plant
 - o Oversee demolition and remediation of Gibbons Creek per the Asset Purchase Agreement
 - o Manage Environmental Designee Contractor
 - o Oversee TCEQ closure of CCR units; transfer into post-closure period
 - o Site F Closure Cost Reimbursement

Essential Job Function:

- Schedules and coordinates meetings of the Board of Directors, Board Committees and P&O Committee along with other meetings for the General Manager.
- Responsible for preparation, distribution, and posting notice of the agenda for all Board meetings, Personnel Committee meetings, Audit & Budget Committee meetings, and all other Board and Planning & Operating Committee activities.
- Coordinates preparation and completion of Board and P&O Committee packets.
- Attends Board of Directors meetings and P&O Committee meetings, records sessions, transcribes and controls the resolutions, action items and minutes thereof.
- Certifies Agency documents which relate to Board actions.
- Maintains all original records and meeting notices of Board meetings, Board Committees' meetings and Planning & Operating Committee meetings. Files and retrieves documents from such meetings.
- Arranges travel reservations, conference fees and accommodations for Agency Personnel and Board of Directors.
- Responsible for the performance of purchasing operations. Participates in negotiations of purchase orders, blanket orders and formalized agreements, such as RFP's, to arrive at the terms and conditions for the best interest of the Agency. Insures that purchasing and procurement schedules meet the Agency's requirements and that purchased items and services are delivered on time to meet operational needs.
- Coordinates P-card (credit card) system.
- Prepares invoices related to the Member Cities for Demand and Energy charges, prepare invoices for TCOS and other vendors monthly.
- Enters new vendors into Great Plains system.
- Maintains TMPA Administrative calendar of Agency activities.

Human Resources

- Benefits Plan Administrator - Medical, Dental, Vision, Life, Flex, Retirement (Mission Square / ICMA and July)
- Track Retiree benefits with periodic audits (reimbursement amounts change with age)
- Track Retiree Insurance premiums and send late notices.
- Assist employees with benefit changes, open enrollments and qualifying events
- Monthly Preparation of Benefit Premiums for: Medical, Dental, Vision, Flexible Spending, Life Insurance, AD&D and LTD, Gym
- Prepare census for annual benefits bid process
- Maintain HIPPA records preparation for retiree Medicare coverage
- Performance review tracking and assisting department managers
- Maintain Personnel Files in accordance with retention requirements - Pre employment Information, background checks, personal, salary history, performance ratings, benefit information, deduction files, employment verifications for prior employment (former employee requests), employment verifications for personal loans (house, car)
- Assist employees and retirees with insurance claim processing and medication mail order questions
- Maintain Org Chart
- Produce custom reports as required/requested
- Assist managers with compensation recommendations
- Manage Policy document

Payroll Functions

- HRIS Administration - Enter, update, and maintain electronically payroll changes (salary updates, W4, direct deposit, benefit deduction adjustments, new hires, terminations, title changes, RA changes, supervisor changes, address changes, garnishments, etc.)

Pension

- Administrator - Maintain enrollment, assist with personal administrative updates (address, beneficiaries, etc.)
- Record keeper – minutes
- July Services – manage former employee requests for withdraws

Audits

- Annual OPEB -Rudd and Wisdom - (external auditors/benefits)
- Pension Audit – BKD (external auditors), - (all employees enrolled according to plan docs, review of minutes, contributions tracked for deposits, looking for anything that would impact the tax status)
- Pension Audit – July Services - ERISA guidelines, forfeitures and year end (same opportunity for all participants, contributions tracked for deposits, looking for anything that would impact the tax status)

Board Information

- GM's annual review

Training

- Schedule Annual required training - Employee development and training -
- Government Reporting
- New Hire and Termination Reporting to Texas Office of Attorney General – Mandatory
- Termination Reporting to Texas Office of Attorney General - Mandatory for garnishments only

Safety and Medical

- Maintain medical files - Pre employment physical, return to work release, FMLA tracking and information, STD and LTD tracking
- Maintain safety records to include: Safety training, Post Accident drug screens, accident investigations reports

TML - Workers Compensation

- First report of injury and supplemental information if employee misses work

Retirement

- assist active, former and retirees with access, address changes, etc...
- Mission Square/ICMA - 457, ROTH and Retiree Health Savings Account needed or requested by employee or retiree
- July Services

Budget - labor, benefits,

- Preparation of departmental budget, and, year-end budget projections.
- Quarterly variance reports

Backup

- Backup to Tracy for Board Items (packets, recording meetings, setting up meetings)
- Backup to Tracy to issue PO's
- Act as support staff to Sr. Managers with various odd projects (record keeping, etc.)
- Backup to accounts payable, training in preparation for retirement vacancy
- Backup to Records Management and Document Control, training in preparation for retirement vacancy

TMPA's IT infrastructure is complicated and vast. For a smaller-sized company, the IT footprint is quite large. We currently have multiple interdependent systems, which are detailed below. TMPA IT has made great strides in reducing the overall infrastructure footprint, managing to reduce the amount of servers and complex backup systems by 50%.

Servers:

IT has replaced all of its aging servers with new smaller Dell servers. This management has led to a reduction in complexity and increased overall availability. Most servers run virtualized, meaning that they do not occupy a physical box but run within a blade server series.

The backend of the servers uses VMWare ESXi. VMWare is the industry leader in virtualization and allows VM's to be moved, provisioned, load-balanced, and fault tolerated with minimum effort. Although complicated, Troy has been using VMWare for over 15 years. He holds a certificate in VMWare and uses VMWare daily to maintain consistent server uptime.

Backup Systems:

Our backup systems run Veam software and use a new HPE Nimble SAN. This change has reduced operating and licensing costs by \$90K per year.

Databases:

The primary way we store data is via databases, specifically Microsoft SQL Server. The following software programs rely on SQL to keep data: Great Plains, Laserfiche, Unidesk, and SharePoint. Without our SQL servers running within a mission-critical environment, the business of TMPA would grind to a halt. All items entered into any of the above software products rely on SQL.

Software:

The significant issue here is that we do not have a single consultant for our software packages. Each package has a company and consultant when questions or troubleshooting are required. Troy has spent a considerable amount of time researching and learning how interconnected systems work to minimize consultant time, typically costing well over \$200/hour. He has become very comfortable and has gained a massive amount of knowledge about these systems over the past couple of years and reduced our consultant budget by \$200K last year. He plans to reduce the IT budget again next year by \$40K, as we are no longer as reliant on outside support.

Security:

TMPA uses a Cisco Meraki security infrastructure. From external firewalls to spam filtering and network monitoring. We have physical security such as alarm systems and network time synch servers.

Safety and Mission Critical Infrastructure:

TMPA has a well-maintained server room with an AC unit and an extensive battery backup system. All of these systems have to be maintained and monitored daily.

Desktop Support and end-user support:

Desktop support is the most demanding area for IT. Office 365 and Adobe administration can demand a significant amount of time for any organization. From troubleshooting PCs, laptops, network printers, large format printers, maintaining an inventory of all consumables, and ensuring our people have the tools they need to perform their duties. Troy operates on a 24/7 on-call schedule. Without a dedicated IT person who could immediately rush to someone's office during a technical issue, company productivity could be severely affected. Outsourcing technical support is expensive, and they are slow to respond. Having someone a few feet away or one phone call away saves TMPA large amounts of money each year. A typical support call can last for hours as the outsourced person has to spend minutes to hours understanding our complex systems before they could even begin to offer solutions. Quickly addressing the minor issues can add to significant savings when your staff is stopped cold by a minor technical issue that Troy could resolve in minutes.

Weekly Breakdown of IT Responsibilities:

50% is spent on hardware and virtualization monitoring, updating, load balancing, securing servers, databases, and archiving data.

15% is spent on software maintenance, updates, troubleshooting Great Plains issues, and maintaining logs of synchronization issues between all software platforms.

15% is spent on security (monitoring firewalls, intrusion detections, spam and malware filters, video cameras, access gates, and doors).

20% is spent on troubleshooting phone issues, fixing PCs, maintaining inventories and printers.

Mine area

- All activities pertaining to mine reclamation, permitting, regulatory compliance, bond release, and final disposition of the property
- Manage Gibbons Creek Lignite Mine – field reclamation activities, compliance, permitting, bond release, budgets, leased mined land, adjacent landowners, easements across mine property, sale of the mine property, long-term records.
- Coordinate mine-related activities – mine reclamation contractor, consultants, landowners, attorneys.
- Represent TMPA with regulatory authorities – Railroad Commission of Texas (RCT), Texas Commission on Environmental Quality (TCEQ), Environmental Protection Agency (EPA), federal Office of Surface Mining (OSM), U.S. Fish and Wildlife Service (USFWS), Texas Historical Commission (THC), Homeland Security (for Texas Pollution Discharge Elimination System (TPDES) Permit 02460).
- Retrieve information from TMPA's records in support of bond release applications. This often applies to RCT approval letters that the RCT Staff cannot find in their own archives.
- Accompany regulators on inspections of mine property (RCT monthly, TCEQ intermittent) – maintain updated documentation for inspectors – bonding, insurance, annual pond certifications, quarterly surface water groundwater, and seep reports.
- Represent TMPA as landowner – prepare certifications for bond release relating to permanent structures (ponds, drop structures, roads, drainages), wetland/wildlife enhancement areas, groundwater monitoring well transfers, postmine land use.
- Prepare public notices for bond release applications – local newspaper, landowners, other interested parties. Provide copies of applications for public access at County Clerk's office.
- Provide support to informal and formal contested case hearings.
- Prepare reports on technical mine reclamation issues dealing with geology, geochemistry, soils.

Land area

- The Land area consists of administration of all TMPA owned and leased property including the surface and subsurface mineral rights, interactions with landowners, lessors, and lessees (including hunting and grazing. Some of these duties have recently been taken up by the Technical Manager (Daniel Meadows).
- Reports to General Manager, Planning & Operating Committee, and the Board of Directors. Prepares oral and written presentations. Ensures that requests from these bodies are addressed promptly and fully.
- Manages Department budgets including the Operations and Maintenance (O&M) budgets for Responsibility Area (RA) 6E (Mine and Land). Prepares budgets, budget-to-actual variance analyses, and projections to end of fiscal year.
- Oversees Capital Improvement, Repair and Replacement Program (CIRRP) projects of Department.
- Responsible for security, and maintenance of all department assets

Specific activities

- Manage formal revisions to Permit 26D and 38D (since February 2014 – 31 revisions to Permit 26D and 24 revisions to Permit 38D).
- Review all submittals to RCT – text, maps (especially Geographic Information System (GIS) maps to ensure that correlated – permit boundaries, land ownership tracts, postmine land use boundaries, bonding boundaries, postmine soil grids, permanent structures, hydrology).
- Respond to comments – RCT Staff and Administrative Law Judges – permit revisions, mine inspections, bond release applications.
- Communicate informally with RCT Staff to resolve/expedite key matters (confirmation of equipment cost rates to be used for mine reclamation cost estimates; transfer of groundwater monitoring wells; approval of wetland and depressional areas; small discrepancies in acreages due to use of Geographic Information Systems (GIS) and Global Positioning System (GPS) technologies in relation to hand-drafted maps in original permits; postmine soil sampling data and reconciliation with pre-mining soil baseline “bank accounts”).
- Manage permitting related to TPDES Permit 02460 – reduced monitored outfalls to one (Pond SP-20 as of March 8, 2021).
- Prepare TMPA environmental updates – debt issues of GP&L and other Member Cities.
- Lead on acid seeps working group – Texas Mining and Reclamation Association / Railroad Commission. Host related field tours and prepare technical reports.
- Implement bond release on TMPA’s acid seep areas (reduced original number of 29 seeps to two – Seeps 1 and 9A).
- Negotiate reclamation requirements with landowners and regulatory authority (Moody depressional areas; Johnston and backwater of Pond SP-50; Pool soil erosion complaints; Billy Kolbachinski Pond/borrow area; access road across TMPA property to Mabry Cemetery and fence between TMPA property and cemetery (Grimes County Judge and Jarvis family); Trant Pond SP-4; long-term groundwater monitoring wells on John Stout property).
- Interpret laboratory analytical reports and other technical reports (overburden geochemistry, groundwater and surface water quality, post-mining soil chemistry).
- Reduce long-term responsibilities of TMPA – move Peters log cabin, terminate Navasota-Ladies’ Tresses orchid monitoring agreement, transfer archeological exhibit to City of Bryan / BTU, convey geophysical logs to Bureau of Economic Geology.

Predictable regulatory and administrative responsibilities

Regulatory:

- Month 1 (January)
 - o calculate annual mine permitting fees and submit payment and associated paperwork including bonding maps, forms.
 - o submit Calendar Year (CY) Q4 surface water, groundwater, and seep reports to RCT.
 - o submit annual pond certifications.
 - o review semi-annual equipment cost rate sheet for bonding coverage.

- take part in monthly RCT mine inspection.
- Month 2 (February)
 - take part in monthly RCT mine inspection.
 - Calculate and submit annual permit fee payment to RCT.
 - annual bond renewal – assemble files and upload them to Commission file transfer site.
- Month 3 (March)
 - take part in monthly RCT mine inspection.
- Month 4 (April)
 - submit CY Q1 surface water, groundwater, and seep reports.
 - take part in monthly RCT mine inspection.
 - submit annual Homeland Security contact update for TPDES Permit 02460. Last submitted 04/9/2021
- Month 5 (May)
 - take part in monthly RCT mine inspection.
- Month 6 (June)
 - take part in monthly RCT mine inspection.
- Month 7 (July) – submit CY Q2 surface water, groundwater, and seep reports.
 - take part in monthly RCT mine inspection.
 - Update Pond SP-50 Emergency Action Plan (last annual update accepted by TCEQ on July 20, 2021, TCEQ letter dated August 5, 2021).
 - start preparing application to renew Mine TPDES (wastewater) Permit 02460 (for Pond SP-20). Deadline to submit renewal application is 01/22/2024; current permit expires on 07/22/2024.
- Month 8 (August)
 - calculate annual mine reclamation cost estimates for both mine permits and submit to RCT as permit revisions.
 - take part in monthly RCT mine inspection.
- Month 9 (September)
 - take part in monthly RCT mine inspection.
 - submit annual insurance coverage documentation for the mine.
- Month 10 (October)
 - take part in monthly RCT mine inspection.
 - submit CY Q3 surface water, groundwater, and seep reports.
- Month 11 (November)
 - file update to annual eminent domain authorization (Carl does this and copies TMAPA).
 - take part in monthly Railroad Commission mine inspection.
- Month 12 (December)
 - take part in monthly Railroad Commission mine inspection.

Administrative

- Month 1 (January) – prepare report for February Board Meeting.
- Month 1 (January) – review FY Q1 budget-to-actual variances and provide projections to end of fiscal year.
- Month 2 (February) – prepare draft budget, strategy, and assumptions for next fiscal year.
- Month 4 (April) – review FY Q2 budget-to-actual variances and provide projections to end of fiscal year.
- Month 5 (May) – prepare report for June Board Meeting.
- Month 7 (July) – review FY Q3 budget-to-actual variances and provide projections to end of fiscal year.
- Month 8 (August) – prepare environmental notes to TMPA Annual Financial Report.
- Month 8 (August) – prepare report for September Board Meeting.
- Month 10 (October) – review FY Q4 budget-to-actual variances and provide projections to end of fiscal year.
- Month 11 (November) – prepare report for December Board Meeting.
- Ongoing – coordinate with TMPA Document Control (Debbie Evans) to ensure that current regulatory correspondence (including key e-mails) is organized and archived in electronic (Laserfiche) system.
- Ongoing – coordinate with TMPA Document Control (Debbie Evans) to ensure that the same is done for legacy (pre-2002) engineering/environmental/natural resource baseline reports and regulatory correspondence much of which is only in hard-copy form (e.g., permanent pond geotechnical, design, and annual inspection reports).

Overall

- Ensure financial records are maintained in compliance with accepted policies and procedures, including maintaining chart of accounts and financial statement formatting
- Facilitate and complete monthly close procedures, including the preparation and entering of monthly/quarterly journal entries
- Balance and close months, quarters, and years accurately and timely
- Investigate and resolve accounting discrepancies
- Prepare monthly account reconciliations
- Assist with analyzing financial statements on a monthly basis and reporting on variances
- Organize and prepare financial audit schedules and provide documentation to external auditors
- Assist with preparing corporate reporting requirements, including the Quarterly Mailer, Transmission Financials, and annual required government surveys
- Assist in documentation and monitoring of internal controls
- Organize, prepare, and assist with reporting to various regulatory agencies and banks
- Administer the fixed asset function including developing and monitoring appropriate control procedures
- Prepare monthly Construction Work in Progress (CWIP) activity schedule and associated journal entry
- Record unitization of capital projects within the fixed asset and general ledger systems
- Assist management in recording disposition of agency property, including booking retirements within the accounting system
- Record monthly depreciation
- Maintain the fixed asset system reconciling to the general ledger
- Maintain project physical and computer folders
- Prepare fixed asset audit schedules and provide documentation to external auditors
- Prepare and process all payroll data and documentation for payment of payroll related items
- Post payroll to general ledger and prepare related monthly/quarterly payroll journal entries
- Maintain sick leave/vacation/PTO records
- Maintain by pay period payroll pension audit schedule
- Prepare Quarterly Tax Reports and prepare and reconcile Year-end Reports/W2's
- Reconcile payroll accounts
- Prepare payroll audit schedules and provide documentation to external auditors
- Calculate monthly Transmission Cost of Service (TCOS) amounts, along with maintaining customer accounts and handling customer inquiries and questions
- Budget and update quarterly projections for TCOS revenue
- Prepare annual Earnings Monitoring Report
- Assist with preparation of interim/full filings to the PUCT, as needed
- Reconcile accounts receivable to the general ledger
- Prepare TCOS confirmations, audit schedules, and provide documentation to external auditors

- Review, approve, and post cash vouchers, cash transfers, wires, and check disbursements
- Review bank reconciliations and verify they balance to the general ledger
- Verify coding, completeness, and accuracy of check requests, p-card transactions, expense reports, and Garland invoices for accounts payable
- Prepare quarterly accounts payable accruals
- Review and post accounts payable transactions
- Reconcile accounts payable to the general ledger
- Prepare payable audit schedules and provide documentation to external auditors
- Maintain spreadsheets for debt accrued interest payable, unamortized premium, deferred gain on refunding, and restricted cash for debt payments and prepare the monthly journal entries
- Calculate yearly mine liability and prepare journal entry
- Calculate Other Post-Employment Benefits annual true-up and prepare journal entry

POLICY: COVID-19 IN-OFFICE AND HYBRID WORK ARRANGEMENTS

Policy Responsibility: HR

Policy Number: HR 4010

Administered By: General Manager

HR 4010 COVID-19 In-Office and Hybrid Work Arrangements

1.0 PURPOSE

As Texas Municipal Power Agency continues the process of establishing safe and productive working parameters for our employees, the following guidelines have been established for in-office and hybrid. This policy can expire at TMPA's discretion, with appropriate notice to all employees.

Please contact your supervisor or HR with any questions you may have.

2.0 POLICY

Each employee should work with his or her supervisor to determine an appropriate work arrangement and schedule in office days/hours.

Employees are responsible for communicating needed supplies and equipment to supervisors.

3.0 PROCEDURE

Supervisors will review work arrangements regularly and make changes as warranted by business needs.



Bob Kahn
General Manager



Effective Date

TMPA Salaries 2020 - 2022

Last Name	First Name	Next Evaluation	FY22	FY21	FY20	Hire Date	Re-Hire Date	Job Title	Years of service as of 6/1/2022 Rounded Up	Departed	Returned
Birkhead	Lyndi	2/2/2023	\$ 145,329.60	\$ 139,734.40	\$ 135,657.60	6/28/2010	2/21/2017	Director of Fin&Supp	11 years combined service	2/9/2016	2/21/2017
Brown	Troy	3/27/2023	\$ 109,033.60	\$ 104,832.00	\$ 101,774.40	3/27/2017		IT Specialist	6 years		
Conlee	Gwen	2/22/2023	\$ 89,710.40	\$ 85,446.40	\$ 82,950.40	2/22/2016		Senior Accountant	7 years		
Evans	Debbie	10/21/2022	\$ 58,937.42	\$ 57,220.80	\$ 55,556.80	10/21/1985		Doc Cont Specialist	37 years		
Horbaczewski	Jan	8/17/2022	N/A	\$ 158,794.69	\$ 154,169.60	8/17/1998		Mine & Land Manager	24 years		
Johnson	Susie	3/27/2023	\$ 75,420.80	\$ 72,176.00	\$ 69,056.00	3/27/2006		HR & Admin Specialist	17 years		
Meadows	Daniel	2/8/2023	\$ 137,280.00	\$ 124,800.00	Part Time 60/hr	12/15/2003	2/8/2021	Compliance, Mine & Land Manager	8 years combined service	4/23/2010	2/8/2021
Stracener	Tracy	11/28/2022	\$ 88,920.00	\$ 86,320.00	\$ 83,803.20	11/28/2011		Executive Admin Asst	11 years		