

Memorandum

To: N Mimms, City Manager

From: John Tompeck, Director of Utilities

Date: September 9, 2020

Subject: Requested Information on FPUA Board Responsibilities and Time Commitments

Pursuant to the request I received from Commissioner Perona and the discussion at last night's City Commission meeting, the following information is provided to you for distribution to the City Commission. Specifically I was requested to include duties of the FPUA Board members and information relative to time commitments that FPUA Board applicants should expect if they are appointed to the Board.

FPUA Board Responsibilities

- Hiring Director of Utilities-confirming appointments of Directors and Managers
- Approving budgets
- Approving rate adjustments
- Approving and signing all contracts
- Approving all expenditures over \$50,000
- Strategic Planning

Time Commitments

- Initial training, 5-8 hours (includes tours of all facilities and classroom orientation)
- Monthly meetings-normally 2, 1-2 hours/meeting
- Board meeting preparation-1-2 hours/meeting
- Budget Workshop(s)-usually one/year, 4-6 hours including preparation
- Strategic Planning-2-3 sessions, 4 hours/session
- Representation of FPUA at outside conferences, meetings (includes APPA, legislative rallies, FMPA/FMEA annual meeting), 3-5 days/year
- Individual meetings on complex issues (ex: water/wastewater regionalization) 2-4 meetings/year, 4 hours/meeting. I expect there will be several of these meetings in FY 2021 because of regionalization discussions, and expansion of FPUA services.

The hours noted above are estimates; the activities identified may be slightly different from year to year but are included to be sure that the applicants are aware that their time commitments extend beyond the two normal meetings each month.



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This is a quick, overall summary. Please let me know if you have any questions or if there are any clarifications required.

cc: FPUA Board
R Koblegard