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AGENDA ITEM MEMO

BOARD MEETING DATE: April 10, 2025

TO: Board Members

THROUGH: Bryan McMath, Executive Administrator
Ashley Harden, General Counsel
Georgia Sanchez, Interim Chief Financial Officer

FROM: Edna Jackson, Deputy Executive Administrator, Operations & Administration
Kelly Burton, Manager, Support Services

SUBJECT: Purchases Related to Stephen F. Austin Building Third Floor Buildout

ACTION REQUESTED

Consider approving delegation of authority to the Executive Administrator for the purchase of furniture, equipment, supplies, and minor construction services necessary for the buildout of newly assigned Texas Water Development Board (TWDB) third-floor space for a total amount not to exceed \$1,000,000 for fiscal year (FY) 2025.

BACKGROUND

The 88th Texas Legislature appropriated \$1,000,000 for FY 2024-2025 to build out approximately 18,000 square feet of new office space to accommodate the agency's increasing number of staff. In early FY 2025, the TWDB was assigned additional office space on the third floor of the Stephen F. Austin building. Three agency business areas will relocate to this space, requiring the purchase of furniture, equipment, supplies, and minor construction services. Upcoming project expenses are expected to utilize the full appropriation before funds expire at the end of FY 2025.

KEY ISSUES

- Total buildout expenses are approximately \$1,800,000, utilizing funding from both the exceptional item request and Interagency Cooperation Contracts with the Texas Facilities Commission.
- The TWDB may use other internal TWDB funding sources to address expenses beyond those covered by these sources.
- The agency will follow all approved State of Texas procurement processes and adhere to the strict timeline imposed by the FY25 deadline.
 - The Texas Facility Commission will provide all minor construction services.

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L'Oreal Stepney, P.E., Chairwoman | Tonya R. Miller, Board Member
Bryan McMath, Executive Administrator

- Primary furniture needs will be procured via procurement methods stipulated by the Texas Comptroller of Public Accounts, utilizing Texas Correctional Industries unless it cannot fulfill the project's specifications.
- Because Texas Correctional Industries cannot provide cubicle configuration and cubicle-specific furnishings within the project's funding timeframe, the agency applied for and received approval of a waiver for cubicle-related purchases.
- Networking and technology services and equipment will be procured in accordance with Department of Information Resources requirements.

RECOMMENDATION

To meet the TWDB need for facility expansion and accommodate the increasing number of staff, the Executive Administrator recommends the Board authorize the Executive Administrator to purchase furniture, equipment, supplies, and minor construction services for a total amount not to exceed \$1,000,000 in FY 2025.