

MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS  
February 9, 2023

THE STATE OF TEXAS §  
COUNTY OF HAYS §  
HAYS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1 §

The Board of Directors (the "Board of Directors" or "Board") of Hays County Water Control and Improvement District No. 1 (sometimes referred to herein as the "District") met in regular session, which included a monthly workshop session and regular meeting, all open to the public, at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, the District's office within the District, on February 9, 2023 at 4:00 p.m. The roll was called of the members of the Board to-wit:

|                   |                           |
|-------------------|---------------------------|
| Douglas L. Botts  | President                 |
| Paul Kelly        | Vice President            |
| Daniel B. Robison | Secretary                 |
| Bill Dally        | Treasurer/Asst. Secretary |
| Rick Lucas        | Assistant Secretary       |

**WORKSHOP SESSION 4:00 P.M.:**

All members of the Board participated in the meeting and were present at the commencement of the workshop session, except for Director Lucas who arrived as noted below. Also present at the workshop were Matt Kutac of the Law Offices of Matthew B. Kutac, PLLC, Kay Olsen and Ceejay Jackson of Inframark, LLC, the District's general management and operations contractor, Lauren Barzilla of Burgess & Niple, the District's engineers, Vicki Hahn, paralegal with Winstead PC, Nick Seger, Jesse Trevino and Sinjon Merrick of Sunscape Landscaping, the District's landscapers, Jimmy Romell of Maxwell Locke and Ritter ("MLR"), who arrived as noted below and Steve Hoxie, a member of the public. In addition, Allen Douthitt of Bott & Douthitt, the District's bookkeeper and Andy Barrett of Andy Barrett & Associates attended the meeting by telephone.

The purpose of the Workshop Session was to review details pertaining to the consent items and agenda items on the posted Agenda for said meeting, hear updates on committee reports, review of the monthly General Manager's Report, which report includes operations updates and a summary of activities since the last regular Board meeting and recommended action items for the regular meeting, and review of the current Accounting Report. During the workshop session, no formal action was taken, but the following matters were discussed in detail:

Prior to starting the Management and Operations Report, Director Botts recognized Jesse Trevino to discuss the damage caused in the District due to the ice storm. Mr. Trevino presented and reviewed his 2023 CleanUp Action Plan for the District. Mr. Trevino reviewed and explained the five phases, the estimated days required to complete each phase and the estimate for a 3 man crew and a 4 man crew.

Let the record reflect that Director Lucas entered the meeting.

The Board continued to discuss Sunscape's Clean Up Action Plan in detail. The Board expressed concern over Oak Wilt. Mr. Trevino explained that the Oak Trees that broke during the ice storm have already naturally sealed themselves. However, Sunscape will seal any fresh cuts that they make to the Oak Trees. Mr. Trevino made it clear that the proposed \$1800 per day for a 3 man crew and \$2400 a day for a 4 man crew is a flat fee and includes all clean up, chipper charge, if any, etc. He did note that Sunscape has some height restrictions with respect to cutting high branches and limbs. The branches and limbs that are too high for Sunscape to handle will need to be cut by an arborist. He estimated that to repair all of the damage would take approximately 45 days. Mr. Kutac asked Mr. Trevino if Sunscape can continue maintain the grass in the drip fields and 210 irrigation areas in spite of all of the storm debris. Mr. Trevino confirmed that there are some areas that they can mow and they will continue to mow those areas until the tree debris is cleaned up and they can mow all of the drip fields area.

The Board then discussed that a head was broken in the Grafton area and that Inframark capped the head because water from the broken head was going into a resident's back yard. Ms. Barzilla noted that if you cap one head you have to add a head to the system. Director Botts asked Mr. Merrick to uncapped the broken head. When questioned, Mr. Merrick informed the Board that he believes that the irrigation there will run until the pond is empty because the water is coming from the pond and there is a float in the pond that automatically adjusts the levels.

Mr. Merrick then presented and reviewed his proposal for the Rainbird Update and noted that it is a \$44,338 flat fee and includes all charges.

1. Management and Operations Reports: Ms. Olsen presented Inframark's General Manager's Report ("GM Report"). Ms. Olsen updated the Board with respect to operational matters concerning the District's wastewater treatment plant ("WWTP") and 210 Re-Use Irrigation System. A copy of the General Manager's Summary Report is attached as Exhibit "A".

Ms. Olsen discussed the Boil Water Notice for the District and noted that a lot of the residents in the District don't understand that both the WTCPUA and the District have to test the water before the Boil Water Notice can be lifted. Director Lucas mentioned that he did not get a Boil Water Notice. Ms. Olsen acknowledged that there may be some issues with Touchstone's contact list. Director Botts mentioned that he spoke with Jennifer Riechers, the General Manager at the WTCPUA regarding the Boil Water Notices that the WTCPUA sends out and that they are confusing to residents in the District who receive them because there is nothing in the notice that states that the District is or is not included when the WTCPUA's lifts a Boil Water Notice. Ms. Riechers said she will try to re-work their messages so that it is clear that when the WTCPUA lifts their Boil Water Notice that HCWCID No. 1 and No. 2 are excluded and she will direct Belterra residents to the District website.

Let the record reflect that Jimmy Romell entered the meeting.

2. Financial Report: The Board called on Allen Douthitt of Bott & Douthitt to present the Accounting Report dated February 9, 2023. The following is a summary based on his report.

a) Action items for the Board:

- Approval of director and vendor payments.
- Approval of fund transfers:
  - From TexPool Operating Account to BancorpSouth Operating Account: \$500,000.00
  - From TexPool Operating Account to BancorpSouth Manager's Account: \$22,000.00
  - From TexPool Tax Account to TexPool Operating Account: \$1,028,934.88
  - From TexPool Tax Account to TexPool Debt Service Account: \$1,650,000.00
  - Approve bond payments:
    - Series 2012 Ref \$10,875.00
    - Series 2013 Ref \$19,689.00
    - Series 2015 \$31,203.00
    - Series 2015 Ref \$ 4,775.00
    - Series 2016 Ref \$34,569.00
    - Series 2016A Ref \$21,312.00
    - Series 2017 \$25,722.00
    - Series 2020 Ref \$10,141.00
    - Series 2020 \$43,638.00
- Financial Highlights:
  - The month of December 2022 came in ahead of plan by \$107,000. Favorable revenues made up \$31,000, favorable expenditures made up \$76,000
  - Year-to-date the District is ahead of plan by \$336,000.
  - General and Joint Maintenance CAP's have been suspended for the new fiscal year. Inframark has agreed with our FY-2022 reconciled balances and we're anticipating payment of the balances owed to the district by Inframark.
  - Fiscal year 2023 tax collection rate of 65.9%.
  - Summary of year-to-date director fees paid on page 25

Mr. Douthitt noted that he would recommend holding the checks for Inframark until the District receives the check from Inframark reimbursing the District for the General and Joint Maintenance CAPs.

3. Committee Reports: There was no time for Committee Reports during the Workshop.

4. Landscape Report: Jesse Trevino and Sinjon Merrick from Sunscape Landscaping gave their report regarding landscaping and irrigation issues during the beginning of the Workshop. Mr. Trevino did not review his monthly Landscaping Report but it was included in the 2023 CleanUp Action Plan and is as follows:

- a) The full-service maintenance was performed three times in the month of January;
- b) Work Orders #24626 for the installation of the concrete strip by the Right Of Way and Trinity Hills pond was completed.
- c) Work Order #24966 for wood pile removal at the PP pond was completed.

### **REGULAR MEETING - 5:00 P.M.:**

The Board convened the regular meeting at 5:00 PM. All members of the Board present remained for the regular meeting, and all consultants present for the workshop remained present for the meeting excluding the Sunscape representatives. Chad Geeslin of Terrain entered the meeting as noted below. All directors present when votes were taken voted on all matters unless an abstention is set out in any such item.

5. Public Comment: Matt Kutac reviewed the following rules for public comment; (i) comments are limited to 3 minutes per person; and (ii) the Board cannot deliberate or take any actions during public comment and is limited to statements of fact, recitation of current policy, clarifying questions and requesting that items be added to a future Agenda. Mr. Kutac called for public comment.

Mr. Hoxie asked what the District's plan was for picking up tree branches and limbs in the District. He suggested that the District place a chipper at the Belterra Centre so that the residents could come down and chip their limbs. Mr. Kutac noted that would present a liability issue for the District if anyone gets hurt.

Mr. Kutac called again public comment. Hearing none, he proceeded to the next item on the Agenda.

6. Audit Report Presentation: The Board recognized Jimmy Romell of MLR who confirmed that the Directors had received draft copies of the Financial Statements and Supplemental Information for the year ended September 30, 2022 and the Independent Auditors Report ("Financial Statements"). Mr. Romell reviewed such materials in detail with the Board, along with accompanying correspondence directed to the Board, including a routine management representation letter. Mr. Romell noted that the audit was a clean audit. Following a full review of such materials and motion by Director Dally, seconded by Director Botts and unanimously carried, the Board approved such Financial Statements and Supplemental Information and Independent Auditors' Report as presented. Upon motion by Director Lucas, seconded by Director Robison and unanimously carried, the Board authorized filing the final report with the TCEQ, State Comptroller's Office and the Municipal Securities Rulemaking Board, through its Electronic Municipal Market Access ("EMMA") system.

7. Consent Items:

a) Minutes: The Board of Directors reviewed the Minutes from the January 12, 2023 Regular Meeting; and

b) Accounting Report: The February 9, 2023 Accounting Report and related disbursements, including the Monthly Financials, Cash Activity Report, Cash/Investment Activity Report, Monthly Tax Collection Report, Budget Comparison, Check Register and wires, Bond Reporting and Budgets and other financial reporting.

Upon a motion by Director Lucas, seconded by Director Dally, the Accounting Report and related disbursements were approved excluding the Myers Concrete check number 10854 and two Inframark checks, check number 10837 for \$109,066.12 and check number 10838 for \$52,413.94. These checks are being withheld per Mr. Douthitt's earlier recommendation that the District hold those checks until it receives Inframark's checks reimbursing the District for the General and Joint Maintenance CAP.

8. Reports: The following reports were given during the regular meeting.

Committee Reports, Recommendations and Assignments:

a) Facilities Committee: No updates.

b) Infrastructure Committee: No updates.

c) Customer Care Committee: No updates.

d) Parks Committee: No updates.

9. Engineering and Development Items: Lauren Barzilla of Burgess & Niple presented the **General Engineering Report** as follows:

I. Potential action items for the meeting:

a) Recommend conditional final acceptance of Crampton Cove (Report Item VI.A)

b) Recommend conditional approval of Pay Application No. 1 for Crampton Cove \$272,310.00 (Report Item VI.B)

II. Commercial Tract Development:

a) The grease trap plans that have been approved to date are: Sky Cinema, Stiles Switch BBQ, Pieous Pizza, Torchy's Tacos, Jersey Mike's, Dunkin Donuts, The League/Fork & Spoon, Simply Pho, Backspin, and Hotel.

b) The site plans that have been approved to date are Hat Creek, Chase Bank, Chick-fil-A, Building Y, IHOP, Belterra Multifamily, Pad S, Hotel, Pad X2, Lot 3G-1 Site Plan, Pad T and Pad ZZ.

c) Plans currently under review – St. David's and Lot 1B-2.

d) Grease traps currently under review – none.

e) Water LUE determination review – none.

- III. **Commercial Water Usage Tracking:** The Commercial Water Usage Summary is on the Google Drive.
- IV. **Lot 3G-1:** Construction Updates:
- a) Public water has been installed and testing has been completed.
  - b) Wastewater improvements are ongoing – no change,
- V. **Pad ZZ:** Construction Updates:
- a) Wastewater is complete, private waterline and storm sewer construction is ongoing.
- VI. **Crampton Cove Pavement Repair:**
- a) Recommend conditional final completion for the project, pending the results of the Geotechnical results. The conditional final completion letter can be found on the google drive.
  - b) Recommended conditional approval of Pay Application No. 1 - \$272,310.00. The pay application can be found on the google drive.
- VII. **St. David's Site Plan:**
- a) The site plan is currently being reviewed, comments were submitted, and we are awaiting the comment response.
- VIII. **PEC – Distribution Upgrades Easement Request:**
- a) Discuss updates.
- IX. **Lot 1B-2 Urgent Care Site Plan:**
- a) The site plan is currently being reviewed.
- X. **Hays 1 Water Tracking:**
- a) Approximate Max Daily Usage (December 2022) — 626,600 gallons.
  - b) Max allowed = 1,221,120 gpd.

Ms. Barzilla noted that when she drafted the above report, she thought the Crampton Cove repair was going well and she was prepared to recommend conditional completion approval. However, after going to the site and inspecting the work, she is not recommending completion approval. The Aspen Hills repair is not acceptable and needs to be redone completely. In addition, with respect to the Crampton Cove repair, Myers needs to remove the cut pavement and replace it.

**Action Items:**

- i) Upon motion by Director Lucas, seconded by Director Botts and unanimously carried, the Board rejected conditional final acceptance of the project and directed Mr. Douthitt to hold Check Number 10854 for \$272,310.00 for the Pay Application No. 1 for the Crampton Cove Pavement Repairs.

Ms. Barzilla then moved on to the **WWTP and 210 Reuse Irrigation Engineering Report** as follows:

- I. **Potential action items for the meeting:**
  - a) Approval of Task Order 76 for Treated Effluent Line Replacement Construction Phase Services - \$20,000.
- II. **Treated Effluent Fire Hydrant:**
  - a) The 210 Beneficial Reuse Permit Amendment is ongoing.
- III. **12" and 8" Treated Effluent Line:**
  - a) Approval of Task Order No. 76 for the Treated Effluent Line Replacement Construction Services - \$20,000. The Task Order can be found on the google drive.
- IV. Discuss the addition of materials on hand in the case of emergency.
- V. **Drip Skid Repair:**
  - a) Recommend approval of the proposal for Drip Skid Repair - \$35,495.00.
  - b) This proposal will get both drip skids running and fully operational per their original design.
- VI. **Wastewater Summary:**
  - a) Average Daily Wastewater Usage (December 2022) = Information not received from Inframark prior to submittal of Agenda.
  - b) 75% of Permitted Capacity= 375,000 gpd
  - c) Number of consecutive months over 75% - 0
  - d) 90% of Permitted Capacity= 450,000 gpd
  - e) Number of consecutive months over 90% - 0

Ms. Barzilla asked the Board if they would like for her to meet with Inframak to help Inframark determine what materials to order and keep on hand in an emergency. She also noted that if the District adds a storage shed at the WWTP, they would need TCEQ approval. The last time she went to the TCEQ with a request, they told her to submit a modification. She is hoping it would be the same this time.

**Action Items:**

- i) Upon motion by Director Botts, seconded by Director Kelly and unanimously carried, the Board approved Task Order No. 76 for \$20,000. The Task Order is for Burgess & Niple's Construction Phase Services on the Treated Effluent Line Replacement Construction.
- ii) Upon motion by Director Kelly, seconded by Director Robison and unanimously carried, the Board approved Burgess & Niple's Task Order 75 for \$15,000. Task Order 75 is for the Urgent Care Site Plan Review.
- iii) Upon motion by Director Botts, seconded by Director Kelly and unanimously carried, the Board decided to table the discussion regarding what materials to order and keep on hand for emergencies.

- iv) Upon motion by Director Botts, seconded by Director Kelly, with Director Robison abstaining and unanimously carried, the Board authorized Proscape's proposal for \$35,495 to repair the drip skids and authorized Ms. Barzilla to inform Proscape.

Mr. Kutac mentioned that the District has not received Inframark's check for the drip skid repairs and informed the Board that the check is due from Inframark on approximately March 3<sup>rd</sup> and if it is not received by then, the conditional release becomes null and void.

Upon motion by Director Kelly, seconded by Director Robison and unanimously carried, the Board accepted the Engineer's Report.

10. Financial Items: With respect to Inframark's reimbursement to the District for the unused General and Joint Maintenance Cap, Director Dally wanted Ms. Olsen to stress to Inframark that in the past years, the District has never delayed in writing Inframark a check to reimburse Inframark for its Maintenance Cap expenditures.

Upon motion by Director Dally, seconded by Director Robison and unanimously carried, the Board authorized the release of the Inframark checks once the District has received the agreed upon General and Joint Maintenance Cap reconciliation amounts for the prior fiscal year from Inframark.

11. Management and Operations Items:

- a) With respect to the permanent portable generator, the permanent generator has been ordered and expected delivery is August 2023.
- b) With respect to a proposed rental of a diesel tank or proposed use of propane in the event of outages, Ms. Olson noted that ARS is refining a quote for the Infrastructure Committee.
- c) With respect to the failure of the meters to register correctly, see Melissa Robert's e-mail in the General Manager's Report.
- d) With respect to the drip field repairs, this issue was discussed earlier in the meeting.
- e) Director Botts mentioned that he spoke to Chad Geeslin of Terrain who has made a proposal for tree clean-up caused by the ice storm in the drip fields and 100 acres 210 irrigation area. The Board noted that Mr. Geeslin proposed have a 4-man crew at \$2,700 per day and that his fee would be split by both the District and HCWCID No.2. Mr. Kutac noted that the drip fields are different than the 210 irrigation areas because the District maintains the acreage in their District and HCWCID No. 2 maintains the acreage in their District. The Board also discussed the TDS schedule to pick up tree debris which was already scheduled for February 22<sup>nd</sup> with a follow-up pick up the following week. The Board also discussed Sunscape's proposed clean-up in phases and altering the phases to allow that permitted areas to be cleaned up



first. The Board asked Ms. Olsen to tell Sunscape to continue on Phase 1-3 but to hold up on Phase 4 and Phase 5 as they may have Terrain start with those areas.

Let the record reflect that Chad Geeslin from Terrain entered the meeting and that Director Dally stepped away from the meeting momentarily.

- f) No action by the Board.

Standing Items:

- g) No action by the Board;
- h) No action by the Board;
- i) No action by the Board;
- j) No action by the Board;
- k) Customer communications were discussed earlier in the Board Meeting;

- l) Action Items:

- i) Upon motion by Director Kelly, seconded by Director Robison, with Director Dally absent during voting, the Board approved Excel Constructions proposal of \$13,948.00 for the PAX 2 pipe header repair.
  - ii) Upon motion by Director Kelly, seconded by Director Robison, with Director Dally absent during voting, the Board approved ACT Supply's proposal of \$2,510.86 for LS2 pump 2 check valve.
  - iii) Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board approved Sunscape's proposal of \$44,338.00 for the Rainbird system upgrades.
  - iv) Upon motion by Director Dally, seconded by Director Kelly and unanimously carried, the Board approved Sunscape's proposal of \$5,632.53 to repair erosion at the culvert at Trinity Hills.

The Board recognized Mr. Geeslin of Terrain. Mr. Geeslin reviewed his proposal for clean-up of the tree debris from the ice storm. The Board discussed his working on the drip fields and the 100 acres of 210 irrigation areas. The Board asked Mr. Geeslin if he would consider reducing his minimum of a 6- month commitment to a 5- month (100 day) commitment with a four-man crew working 5 days a week. The Board also requested that Mr. Geeslin perform other tree work in the District, as recommended by the Parks Committee, if his crew completes their work prior to the end of the 100-day commitment. In addition, the Board also requested that he give them an overall general report on the tree health in the District. The Board then

discussed that Terrain will be using a chipper and that Terrain would need to find an area to haul brush and chips to outside the 210 area, to be approved by the Board.

Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board authorized the President to sign a contract with Terrain for \$2,400 a day (reduced from \$2,700 per day in his original proposal) for a 4-man crew working 5 days a week for 100 work days. Terrain will cut, remove and dispose of the tree debris in the drip fields and 210 irrigation areas (aka 100 acres). Terrain will obtain approval from the Parks Committee on an area to haul brush and chips to before they are removed from the District.

Upon motion by Director Dally, seconded by Director Kelly and unanimously carried, the Board authorized Phase 1 through 3 of Sunscape's proposal to cut, remove and dispose of the tree debris set forth in the proposal.

m) With regard to the General Manager's Report, upon motion by Director Botts, seconded by Director Robison, the Board approved the General Manager's Report.

12. Rules, Policies, Agreements and Compliance Requirements:

(a) No action by the Board.

(b) No action by the Board.

(c) After a short discussion with respect to the authorized representatives for the District's TML Insurance Policy and designation of new representative, upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board authorized the new contacts for the policy to be the Director Dally, the District's Attorney and the District's paralegal.

13. Water Supply Agreements: No update.

14. District Calendar and Schedule: The Board discussed a possible special joint meeting at the end of the month to discuss alternative operations and management contractors. The regular Board Meeting for March will be March 9, 2023.

15. Executive Session: No Executive Session was required.

Director Botts wanted it noted for the record that he spoke to the District's Financial Advisor who stated that the District was in excellent shape financially and could cover the costs for the ice storm damage to the District. At this point, Director Dally suggested that, with the unplanned storm damage clean-up, that the District's budget be reviewed at the next Board Meeting and revised, if necessary.

16. Adjournment. Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board adjourned until further call.

APPROVED AND ADOPTED on the 9<sup>th</sup> day of March 2023.



  
Dan Robison, Assistant Secretary

## EXHIBIT A

**Memorandum for: Hays WCID No. 1 Board of Directors**

**From: Kay Olsen**

**Date: 2/9/23**

**Subject: Board Workshop – Management and Operations Report** since 1/12/23

**I. Zach Johnson's Eagle Project (update) –**

- A. Zach & Summer coordinating on digging of post holes; were delayed by COVID
- B. Districts can remit donations of \$500 each after project is complete, will provide pics

**II. Ice storm Tues 1/31 – Sat 2/4**

- A. No spills despite power outages, but LSs did experience high run times; WWTS did not have trucks available by afternoon of 2/2
- B. EQ basin pumps faulted out after power flickered and could not be reset; transducer replaced, Alterman replacing control transformer; WWTS called out during repair
- C. WTCPUA issued a BWN Thurs 2/2, 9:43pm due to prolonged power failures; Rescinded for Hays 1 Sat 2/4 at 3:40pm and Hays 2 at 6:00pm after compliant lab results received by PUA and Inframark; Joint Customer Care Committee releasing an explanation to Residents for why both systems (PUA and WCIDs) need compliance before BWN can be lifted; Appending the official Notices is prohibited by Inframark's SOP but Kay negotiated a compromise with Inframark SLT
- D. Timeline of BWN issuance – PUA notified customers Thurs 2/2 9:44pm; Kay released compliant Notice to all channels by 10:44pm, all outlets except HOA notified residents by 11:15pm
- E. Timeline of BWN lifting – PUA rescinded BWN Sat 2/4 12:56pm; Inframark rescinded BWN for Hays 1 Sat 2/4 3:40pm and Hays 2 Sat 2/4 6:00pm; Kay released compliant Notice to all channels by 6:51pm, all outlets except HOA notified residents by 9:19pm
- F. Jesse coordinated with WTCPUA Field Supervisor and General Manager re low pressure/no water issues and sample timing after BWN; Jesse also pushed to receive Hays 2 lab results after the lab closed Saturday night
- G. Sunscape turned off all irrigation and is coordinating with Inframark on who to best address repairs depending on Base Fee services and availability of staff; *please include pics* when possible to aid with efficient dispatching
- H. Sunscape and Inframark taking before & after photos when possible for potential insurance claims
- I. Winterization completed prior to storm's arrival; portable generator rented thru Feb; both generators had plenty of fuel; Inframark Operators stayed in the RV parked at the WWTP for 3 nights as staff cannot be deployed for non-emergencies if roads are unsafe; many staff worked round-the-clock
- J. Debris removal is being coordinated by Joint Customer Care Committee; 2<sup>nd</sup> TDS brush pick up was already scheduled for 2/22 and 3/1
- K. Note: SB3 legislation prohibits disconnections and late fees for non-payment, and mandates optional payment plans during severe weather events

**III. Wastewater Treatment Plant**

- A. All wastewater treatment samples in compliance with permit for Jan. Total flows of 11.4M gallons; daily average flows of 368,000 gpd at 74% capacity (Triple-verification of Jan data was expedited and completed)

#### **Wastewater Treatment Plant, cont.**

- A. WWTP Residuals Processing (update) – Inframark conferring with B&N on options to process solids faster as 3 sludge boxes are not sufficient to keep up with demand
- B. PAX 2 pipe header (membrane sludge pipe) repair (new) – line feeds wastewater from PAX basin pumps into the aeration basin; ER \$13,948 PO issued to Excel Construction for repair as a fully inoperable line would've shut down half the plant, Doug and Engineer notified within 24 hours on 2/18; materials should be received, contractor scheduling repair

#### **IV. Distribution System and Billing**

- A. Water Accountability 97% for January
- B. Digital meter conversion (update)
  - 1. 6" meter for Belterra Apartments and 3" meter for DSISD arriving early 2023; Inframark auditing equipment, a few more poly lids probably needed, will order or request Board approval if \$2,500+
  - 2. 202 Eye On Water registrations as of 2/6
- C. 30 Delinquent Letters mailed; 18 Tags hung; 0 Disconnects
- D. Illegal Resident reconnections (new) – discussion regarding residents who reconnect their water service themselves after becoming current on past due balances

#### **V. Collection System**

- A. LS2, pump 2 check valve (new) – See ACT Supply \$2,510.86 replacement quote

#### **II. Reuse and Drip System**

- A. Tank levels in feet
  - 1/2/23 – 10.9
  - 1/16/23 – 12.0
  - 1/31/23 – 11.2
- B. Total 210 flows for Jan = 10.5M gallons
- C. Sunscape irrigation
  - 1. Jan Irrigation Reports uploaded to Google Drive; no customary repairs recommended
  - 2. January's \$7,494.63, 210 system repair proposal approved and NTP issued (update)
  - 3. January's \$13,159.35 flush valve installation proposal approved and NTP issued (update)
  - 4. Rainbird system sensor, valve, and software upgrades (update) – \$44,338 proposal attached

#### **III. Drainage/Ponds – nothing significant to report**

#### **IV. Parks & Trails / Committee**

- A. Jan Landscaping Report – forthcoming from Sunscape
- B. Nutty Brown & Trinity Hills tree trimming over monument sign (update) – Sunscape completed
- C. Belterra Pond ROW paving (update) – Sunscape completed

#### **V. Other**

- A. Crampton Cove and Aspen Drive paving (update) –
  - 1. Myers hit the water lines twice, first time due to not securing utility locates
  - 2. During repair, C&D team noticed original pipes were unprotected copper; so Inframark stayed on site during remainder of project so we could replace with PVC at each dig location; total cost ~ \$2K for each of 5 dig sites; President notified within 24 hrs of discovery
  - 3. Myers will be back charged for basic repair of broken lines, but not for correcting improper casing installed during original construction
- B. Brush Pickup (update) – TDS administrative error bumped 1/16 pick up to 1/20 & 1/21; 1/23 pick up completed as planned

## Subject: Regular Board Meeting

### Management and Operations, Actionable Items:

- 11a & b) Permanent portable generator and propane generator conversion (no update) –
- Inframark ARS refining quote for Infrastructure Committee evaluation
  - LS1 permanent generator ordered; estimated delivery Aug 2023
- 11c) Automated meter failures – See Missy's attached explanation for endpoint troubleshooting protocols
- 11d) Drip field repairs – Release Agreement executed; Inframark drafting \$30K check for full release from all repair costs
- 11f) Chase Bank impact fees – Attorney drafting letter for Kay to deliver to local Branch Manager

### Management and Operations, Standing Items:

- 11l) Maintenance & Repair expenditures **Requiring Board Approval** – see below

| Vendor             | Amount      | Budgeted   | Description              | Work Order # |
|--------------------|-------------|--|--------------------------|--------------|
| Excel Construction | \$13,948.00 | NO, except \$80K total for General and Unanticipated WWTP Maint/Repairs<br>~\$40,244 approved FYTD | PAX 2 pipe header repair | #3105666     |
| ACT Supply         | \$2,510.86  | NO, except \$30K total for General and Unanticipated LS Maint/Repairs<br>~\$7,218 approved FYTD    | LS2, pump 2 check valve  | n/a          |
| Sunscape           | \$44,338.00 | NO, except \$35K total for Drip & Reuse Maintenance/Repairs<br>~\$13,160 approved FYTD             | Rainbird system upgrades | n/a          |

### Rules, Policies, Agreements and Compliance Requirements:

- 12a) Inframark Service Agreement Amendments
- Inframark proposes applying Unused Maintenance Cap Refunds to next A/R invoices, then drafting checks for remaining balances; otherwise, Inframark's internal paperwork has been completed and accounting team is standing by to process
  - Kay submitted response to 12/16 Staffing and Pricing Request on Wed 1/25