

MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS  
May 12, 2022

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

The Board of Directors (the "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 May 12, 2022 at 4:00 p.m. The roll was called of the members of the Board of Directors, (herein referred to as 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. Also present at the workshop were Matt Kutac of the law offices of Matthew B. Kutac, PLLC, Chris Lane of SAMCO Capital Markets, Inc. ("SAMCO"), the District's financial advisor, Mark Yentzen, Kay Olsen, Ceejay Jackson and Zach Willeford of Inframark, LLC, the District's general management and operations contractor, Lauren Barzilla of Burgess & Niple (formerly CMA Engineering, Inc.), the District's engineers and Vicki Hahn, paralegal with Winstead PC. In addition, Allen Douthitt of Bott & Douthitt, the District's bookkeeper and Andy Barrett with 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:

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".

With respect to the LED sign, Ms. Olsen reported that the sign is ready to be installed. She also mentioned that Ms. Jackson will set up a meeting with the Customer Care Committee to discuss enacting a policy for the use of the LED sign.

With respect to The Cottages landscaping which was discussed in the last meeting, Ms. Olsen researched the issue and spoke with Mr. Kutac. It was determined that turf maintenance at The Cottages is the District's responsibility, but the beds and related plantings are the responsibility of the Cottages HOA. Mr. Kutac noted the District owns an easement for 210 irrigation so it must maintain the grass. He also noted that, originally, the builder wanted to maintain the landscaping, but the District decided that it needed to maintain the turf because it was a 210 irrigation area. During the discussion, it was mentioned that Sunscape went to the Parks Committee to get clarification on whether they are responsible for this area. Director Botts stated that he spoke to Hank at Sunscape about coming to the Board meeting to discuss any questions that they have regarding their responsibilities and not to go to a committee for answers. He also noted that mowing this area is included in Sunscape's contract.

With respect to Paragraph 1(A) of the report, Mr. Willeford stated that the daily average flow is not at 102% capacity. He believes that number is a typo and that Inframark would confirm.

Director Kelly then clarified that with respect to the pond maintenance, Inframark maintains the inside of the ponds and Sunscape maintains outside the ponds. Ms. Olsen mentioned that she was told by Phil Henderson of Inframark that there are some ponds that are not marked on the map and don't have a name. Per Ms. Barzilla, the maps of the District should include all of the ponds so if any exist that are not marked on the map, she asked that Ms. Olsen let her know so that she can revise the map to include them. Ms. Olsen stated that she will drive around and if there are any ponds that are not marked on the map, she will inform Ms. Barzilla.

2. Financial Report: Financial Report: The Board called on Allen Douthitt of Bott & Douthitt to present the Accounting Report dated May 12, 2022. 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 BancorpSouth Operating Account to BancorpSouth Manager's Account: \$13,000.00
  - From TexPool Operating Account to TexPool SPA Account: \$4,438.70
  - From TexPool Tax Account to TexPool Operating Account: \$14,185.86
  - From TexPool Tax Account to TexPool Debt Service Account: \$80,000.00

- b) The month of March 2022 came in ahead of plan by \$75,000. Favorable revenues made up \$15,000, favorable expenditures made up \$60,000;
- c) Year-to-date the District is ahead of plan by \$567,000.
- d) March 2022 charges to the Joint Maintenance CAP came in at \$6,000. Year-to-date actual charges are \$39,000 less than the monthly billings to date.



- e) March 2022 charges to the General Maintenance CAP came in at \$0. Year-to-date actual charges are \$77,000 less than the monthly billings to date.
- f) Fiscal year 2022 tax collection rate of 97.72%.

Mr. Douthitt mentioned that work to remove the Inframark cap is in progress.

Director Dally noted that they are still in discussions with Inframark regarding the social media and 210 adjustments to the Inframark contract. Per Mr. Yentsen stated that he will spearhead these items and will get the amendments to the Board to discuss numbers.

3. Committee Reports, Recommendations and Assignments:

- a) Facilities Committee: No updates.
- b) Infrastructure Committee: Director Dally noted that he and Director Robison went out to the WWTP to look at the blowers. Work is still being done on the blowers. Director Dally noted that the damage to the blower that was discussed in last month's meeting is cosmetic. The blowers are installed and are working. The last thing that needs to be done is to connect the blowers to the SCADA system. The SCADA system gives an alarm and shuts down the blowers if the blowers get too hot. Until the SCADA system is connected, the back panel of the blowers have been left open to prevent overheating.
- c) Customer Care Committee: The committee will get together to discuss the policy to be used for the LED sign.
- d) Parks Committee: Director Kelly noted that the Parks Committee met with Sunscape and Inframark and he feels that it was a good meeting. He believes that Inframark and Sunscape are now clear on what their responsibilities are. He also mentioned that there are still some areas that are bare and need revegetation. Director Botts mentioned that he asked the HOA to attend the Board meeting to discuss the easement they need for the sport court but no one from the HOA was in attendance. Ms. Barzilla noted that the HOA was supposed to have the contractor who will be installing the court stake out the area for the court before the surveyor went out. However, when the surveyor went out, there were no stakes. She was told by Chris at the HOA that they would get stakes in the ground and to have the surveyor come back. Ms. Barzilla stated that this would require a change order. It was noted that the HOA stated that the District is holding this up, but that is not the case. Ms. Barzilla then mentioned that she received a sketch from the HOA but it doesn't look quite right. She also noted that since this is impervious cover, if the court falls outside the easement given, the whole process would have to start over with a new easement. Mr. Kutac noted that the Board could approve the form of the easement and its general location, with the understanding that the location of the easement may differ slightly after completion of the surveyor's work as long as there is not a substantial shift.

Director Botts then recognized Mr. Yentzen from Inframark. Mr. Yentzen introduced himself to the Board noting that he is the Director of Client Services for Inframark and that he has been with Inframark (fka Severn Trent) for 16 years. He also mentioned that he has field experience in water and wastewater operations and that he moved from the field to management at Inframark. With respect to the Inframark amendments, Mr. Yentzen stated that he will take control of the Inframark amendments and will have them to the Board, hopefully, in June, but no later than July. He noted that the dedicated Inframark personnel section needs to be cleaned up because the numbers don't add up. He mentioned that currently, Ms. Olsen should be supplying

fifty percent of her week (10 hours per week to the District and 10 hours per week to Hays County WCID No. 2) but he understands that the District would like to increase Ms. Olsen's time to 100% (20 hours per week to the District and 20 hours per week to Hays County WCID No. 2). He will discuss internally and get the District numbers to make that change. Director Botts asked that Mr. Yentzen get the numbers and give them to Mr. Kutac so that he could set up a committee meeting. Mr. Kutac asked Mr. Yentzen how quickly Ms. Olsen could begin supplying 100% of her time after the districts and Inframark reach an agreement on compensation for her services. The discussion then turned to the organizational chart for Inframark and it was noted that Todd Burrer reports to the CEO of Inframark, Mr. Yentzen reports to Mr. Burrer, Ms. Olsen and Ms. Jackson report to Mr. Yentzen and that Mr. Stillman, the Director of Operations also reports to Mr. Burrer. Mr. Yentzen stated that he believes that he and Mr. Stillman provide a check and balance for the company. He then noted that Mr. Willeford reports to Mr. Stillman and that if Ms. Olsen and Mr. Willeford can't agree on an issue, the issue then goes to Mr. Yentzen and Mr. Stillman to provide a resolution. Director Botts then stated that HCWCID No. 2 is almost completely built out and once that happens, he questioned if the District and HCWCID No. 2 will need 100% of Ms. Olsen's and Ms. Jackson's time. The Board discussed this point and determined that they will probably still have enough work to keep Ms. Olsen and Ms. Jackson busy. If the District finds, at any point, that they cannot keep them busy, they can decrease their time at that point. Director Dally noted that Zach has replaced Cody as the maintenance tech..

4. Landscape Report: The Landscaping Report was given during the regular meeting.

#### **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. Nick Seger, Sinjon Merrick and Jesse Trevino from Sunscape Landscaping, the District's landscapers joined the meeting. 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 dialog 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. Hearing none, he proceeded to the next item on the Agenda.

6. Consent Items:

a) Minutes: The Board of Directors reviewed the Minutes from the April 7, 2022 Special Meeting and the April 14, 2022 Regular Meeting; and

b) Accounting Report: The May 12, 2022 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 Dally, seconded by Director Robison, the Minutes from the April 7, 2022 Special Meeting, the April 14, 2022 Regular Meeting and the May 12, 2022 Accounting Report and related disbursements, were approved.

7. Reports: Sunscape presented the Landscaping Report later in the meeting, after Ms. Barzilla presented the Engineering Report. Mr. Merrick went over all of the services provided during the month. He noted that Sunscape applied pre and post emergent to all turf and applied the spring mulch. Five beds are not complete but they are on the list to complete. Director Botts asked if Sunscape is using the contract as a



guide for the services provided. Mr. Trevino stated that he goes by both maps and if there are some areas missed they will go back and complete those areas. Director Botts informed Mr. Trevino that the Board members have differing opinions on the landscaping contract requirements and requested that Mr. Trevino go directly to Mr. Kutac to clarify any questions Sunscape may have regarding the contract. Mr. Trevino stated that he understood. The discussion then turned to an area behind Director Dally's home on Wellington. He noted that when previously mowed, they mowed from the trail to the fence line, but now they only mowed the fence line. He also thought it was supposed to be mowed monthly but the contract says it is supposed to be mowed three times a year. Director Kelly and Director Lucas will review and determine if the contract needs to be modified.

Mr. Merrick presented two proposals. Proposal No. 22760 dated May 11, 2022 for the removal of two cedar trees located at the main pond for \$393.37 and Proposal No. 22759 for \$8,789.26 to handle the landscaping at the Cottages. The Board will discuss including the landscaping at the Cottages into the current Sunscape Landscaping Agreement.

Director Kelly then asked what the difference is between sodding and hydro mulching. Mr. Trevino stated that hydro mulching is cheaper but Sunscape does not guarantee that it will be successful. Sunscape guarantees that sodding will be successful. Mr. Trevino also stated that sod improves appearance instantaneously. Sunscape scrapes the ground to get rid of old compacted dirt and then spreads new dirt. He also noted that since the edge of the road is so close to the sod, he would like to put a cord or something around the sod to keep people from driving on it until it is established. Director Botts noted that we are expecting the worst El Nino this summer and asked Mr. Willeford if he is keeping up with the amount of reclaimed water in the tank and making sure there is enough water for irrigation. Mr. Willeford confirmed that he is. Mr. Trevino stated that Sunscape is coordinating with Mr. Willeford and they have a plan to ration and use the irrigation water on the most high-profile areas. Per Mr. Trevino, they will not lay sod unless the zones are working properly. The conversation then turned to Sunscape's prior Proposal No. 21947 dated December 7, 2021 for \$9,401.16 to landscape the area by the Aspen Hills sign. The Board asked Mr. Douthitt if there is enough money in the budget to go forward with the Aspen Hills proposal. Mr. Douthitt confirmed that the District has the resources. Mr. Trevino believes they can start the Aspen Hills project the third week of June but if he can get it done sooner, he will.

In the event that Brightview does not complete their punch list items related to removal of erosion control measures installed under the 2019 contract for the 210 irrigation expansion project, Director Botts asked Sunscape to prepare a proposal to remove the erosion control measures.

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

I. Potential action items for the meeting: None.

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 - none
- d) There are no grease traps currently under review; and
- e) Water LUE determination review - Pad T.

III. **Commercial Water Usage Tracking:** The Commercial Water Usage Summary is attached to the engineering report in the Board Packet.

IV. **Lot 3G-1:** Construction Updates:

- a) Construction Updates:
  - i) Waterline testing will be started the week of May 9<sup>th</sup>; and
  - ii) Project completion is scheduled for September 29, 2023.

V. **Pad ZZ:** Erosion controls should be installed starting the week of May 9th.

VI. Pad T:

- a) Submittals have been reviewed and approved; and
- b) Public utility construction has not started.

VII. District Water Tracking:

- a) Approximate Max Daily Usage for March 2022 = 540,000 gpd; and
- b) Maximum allowed = 1,221,120 gpd.

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

I. **Potential action items for the meeting:** none.

II. **EQ Tank Blower Replacement:** See construction schedule below.

III. Belterra Wastewater Treatment Plant Weir Overflow: See WWTP Project Status below.

IV. Wastewater Summary:

- a) Average Daily Wastewater Usage (January 2022) = 289,000 gpd
- 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

Wastewater Treatment Plant Project Status - March 2022				
Project	Status	Budget Amount	Amount Billed	Project Status
Drum Screen Replacement Project - CMA Task Order 60	100%	\$ -	\$680,233.00	Project was complete June 2021
EQ Blower Replacement - CMA Task Order 65	90%	\$125,000.00	\$186,638.66	Both of the blowers are installed and are currently in service. At the start up the manufacturer's representative noticed that there were some alarms that were not wired. The alarms would stop the blower motors from running in the event the inside of the cabinet reached a certain temperature, and in the

				event the fans that cool the motors were not functioning. He suggested adding these controls to help prevent the motor from overheating and needing repair or replacements. Change Order No. 3 represents the cost for the additional labor and materials to complete this task.
Weir Overflow - CMA Task Order 67	0%	\$ 80,000.00	\$ 26,502.50	On hold
EQ Tank Rehab and Diffuser Installation - Inframark	100%	\$ 25,000.00	\$360,174.00	Project was completed June 2021
Replacement of Dissolved Oxygen meters at the EQ Tank and the MBR - Inframark	0%	\$ 36,000.00	\$25,944.00	Work in progress
Drip Field Inspection - Inframark	0%	\$ 20,000.00	\$ -	On hold

During Ms. Barzilla's report, she noted that Lot 3G-1 (the Active Adult Building) was beginning water testing this week and should be finished by early next week and would be removing and replacing the public water line.

Ms. Barzilla noted that she is working on a water and wastewater agreement with Endeavour. It should be a quick process because they need a water and wastewater agreement in place before closing. She also noted that there was no historical usage figures for Mighty Fine so she used data from Chick Fil A. She will discuss this issue in more detail with the Infrastructure Committee and will discuss at the next Board meeting. Mr. Kutac stated that he would like to attend the Infrastructure Committee meeting to discuss customers procedures for dealing with customers that consistently exceed their water usage capacity.

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

- I. **Potential action items for the meeting:** EQ Tank Blower Replacement – Approval of Change Order No. 3 - \$8,469.00
- II. **EQ Tank Blower Replacement:**
  - a) Construction updates can be found on the Google Drive; and
  - b) Recommend approval of Change Order No. 3 in the amount of \$8,469.00.
- III. **100 Acre 210 Warranty Items:**
  - a) The only remaining items for Brightview to complete are the removal of temporary irrigation and the removal of erosion controls. They have been made aware of the remaining items as of April 21, 2022, however I have not received a response to my initial e-mail, or any follow-up e-mails. I will continue to reach out.
- IV. **Wastewater Summary:**
  - a) Average Daily Wastewater Usage (March 2022) = 371,000 gpd



- 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 stated that Alterman, Inc. is asking for an additional 45 days to complete the blower installation. June 26, 2022 is the proposed completion date. She spoke to Zach Willeford and he informed her that one item that is still needed to complete the project and it will not be delivered for approximately 2 to 3 weeks.

The Board discussed the 100 Acre 210 Warranty Items and what their options are if Brightview does not complete the punch list. Mr. Kutac informed the Board that the only option is to file a claim against the Maintenance Bond but the District would need to hire a litigator to pursue such a matter. Mr. Kutac can draft a letter requesting completion, but thinks a litigator would be necessary to successfully prosecute a claim under the bond. The Board directed Ms. Barzilla to continue pursuing a response from Brightview for another month and then report back to the Board at the next Board meeting.

Ms. Barzilla then noted that she would be on vacation until June 12, 2022 and will not be able to attend the next Board meeting. Robbie Callegari will attend in her place.

Action Items for Engineering:

- a) Upon motion by Director Dally, seconded by Director Robison and unanimously carried, the Board approved Change Order No.3 for \$8,469.00 and accepted a completion date of June 26, 2022.
- b) Upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board accepted the Engineering Report.

9. Financial Items: Ms. Lane discussed that she ran some numbers with respect to the tax exemptions noting that last year the tax rate came down but the property values have gone up. She discussed various options. Mr. Kutac will review the rules for tax exemptions for the disabled and those over 65 years old.

10. Management and Operations Items:

- a) With respect to propane tank installation, Ms. Olsen confirmed that the tanks have been filled;
- b) With respect to the Interlocal Law Enforcement Agreement, no update was given other than what was presented during the workshop;
- c) With respect to the 2021 maintenance cap true-up between the District and Inframark, Mr. Douthitt confirmed earlier in the meeting that it is in the works;
- d) Mr. Olsen mentioned that she started tracking her hours after the last Board meeting so that she can assure the Board that she is putting in the required hours. Director Botts confirmed that he is aware that Ms. Olsen is putting in a lot of hours.
- e) With respect to Sunscape's performance under the landscape and irrigation services contracts, no updates were given.



Director Botts then asked if it would be possible to get a portable generator that could be used for any Lift Station. He noted that he would really like to get a portable generator before hurricane season gets here. Upon motion by Director Botts, seconded by Director Robison, and unanimously carried, the Board requested that Mr. Willeford get numbers for a portable generator.

Upon motion by Director Kelly, seconded by Director Dally and unanimously carried, the Board approved Sunscape's Proposal No. 22760 for \$393.37 and Proposal No. 21947 for \$9,401.16.

Upon motion by Director Dally, seconded by Director Robison and unanimously carried, the Board approved new AMI meters for the School.

Standing Items:

- f) No action taken by the Board;
- g) No action taken by the Board.
- h) No action taken by the Board;
- i) No action taken by the Board;
- j) No action taken by the Board;
- k) No action taken by the Board; and
- l) Upon motion by Director Kelly, seconded by Director Dally and unanimously carried, the Board approved the monthly General Manager's Report.

11. Rules, Policies, Agreements and Compliance Requirements:

(a) With respect to the proposed one-year extension of the existing lease agreement with Inframark, LLC for the Belterra Centre customer services and administrative office, Mr. Kutac noted that he has sent a draft amendment to Inframark, LLC for signature;

(b) With respect to the proposed one-year extension of the existing lease agreement with Inframark, LLC for wastewater treatment plant storage area, Mr. Kutac noted that he has sent a draft amendment to Inframark, LLC for signature;

With respect to the above two proposed lease extensions, Mr. Kutac noted that the District has not increased the rent in a long time and would like to increase it to mirror the CPI increase under the existing operations and management agreements. Upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved the draft lease amendments and authorized signature of the amendments once Mr. Kutac revises to include the rent increase.

(c) With respect to amendments to the existing Inframark operations and management agreements to (i) remove irrigation services; (ii) add social media services; (iii) acknowledge key personnel changes; and (iv) remove maintenance account provisions, Mr. Yenzen said he will come to the meeting in June to negotiate.

(d) No update was given with respect to adjusting the Inframark base and maintenance account fees other than the discussion above;

(e) With respect to the HOA recreational facilities easement, Director Botts noted that he invited the HOA to attend the Board meeting but they did not attend. It was also noted that the Board does not want to give the easement to the HOA before the HOA gets the required government approvals. Mr. Kutac stated that he will add a provision to the HOA easement that conditioning the HOA's use of the easement upon the HOA obtaining all of the required permits and necessary approvals. Upon motion by Director Kelly seconded by Director Robison and unanimously carried, the Board approved the easement subject to Mr. Kutac's incorporation of such a provision;

(f) After a review of the Order Adopting an Amended Customer Communications Policy, upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved the Order; and

g) The Board discussed the re-election of officers and committee assignments. After a brief discussion, upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board voted to table any action on this topic until the next Board meeting.

12. Water Supply Agreements: Mr. Kutac noted that there are no updates with respect to the water supply agreements.

13. District Calendar and Schedule: The Board noted that the next Board meeting is scheduled for June 9, 2022.

14. Executive Session: No Executive Session was required.

15. Adjournment: There being no further business to conduct, upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board adjourned until further call.

APPROVED AND ADOPTED on the 9<sup>th</sup> day of June 2022.



  
Daniel B. Robison, Secretary



EXHIBIT "A"



Hays County Water Control and Improvement District No.1  
General Manager Reports for the month of  
April 2022  
Board Meeting: May 12, 2022

Reviewed By: Kay Olsen  
Date: 5/8/22

**Memorandum for: Hays WCID No. 1 Board of Directors****From: Kay Olsen****Date: 5/12/22****Subject: Board Workshop, Management and Operations Report since 4/14/22****1. Wastewater Treatment Plant**

- A. All facilities in compliance for March. Total flows of 15.3M gallons; daily average flows of 510,000 gpd at 102% capacity
- B. Off-Spec tank cleaning (update) – \$50K approved in Nov under Maintenance Cap; actual cost was \$23,880
- C. Pax Mixer (update) – Board approved 3/10; ordered 3/18; estimated shipping 6/30

**2. Distribution System and Billing**

- A. Water accountability for April at 83%; still working with the PUA on master meter concerns, which is why the graphed data is bad for 4/8 & 4/9
- B. AMI integration/Atlas Meters order (updates) –
  - i. Last residential and commercial meters and lids ready to be ordered except for Dripping Springs ISD and Belterra Apartments
  - ii. DSISD has a very old 3" meter and Belterra Apartments has very old 6" meter; see 3 options for retrofitting or replacing
  - iii. LCRA will extend deadline past July
- C. 360 Drury Lane (new) – Kay approved \$993 Inframark-funded credit to customer for leak caused by faulty meter change-out
- D. 28 Delinquent Letters mailed; 13 Tags hung; 2 Disconnects

**3. Collection System**

- A. LS1 Generator replacement (update) – 2 quotes gathered; 3rd forthcoming
- B. LS1 shade structure (update) – Board approved \$8,500 4/14; Multivolt given NTP
- C. LS1 & LS2 terminal box relocations (update) – Board approved \$29K 4/14; Multivolt given NTP
- D. Electrical panel door gaskets (update) – checked all 3 LSs, replaced at LS1 & LS2
- E. 173 Wellington clean out, per Board Member (new) – damage repaired by Inframark and will be back charged to HOA landscapers who caused it; will advise to use string trimmer henceforth

**4. Reuse and Drip System**

- A. Tank levels
  - i. 4/1/22 – 12.9'
  - ii. 4/15/22 – 8.8'
  - iii. 4/30/22 – 9.1'
- B. Total 210 flows for April = 10,909,000
- C. Misc. irrigation system repairs (new)
  - i. Trinity Hills Drive median irrigation controller – repaired conduit
  - ii. Trinity Hills Park irrigation controller – repaired loosely wired connection
  - iii. Belterra Drive & Aspen irrigation main line leak – replaced valve and couplings
  - iv. 699 Trinity Hills Drive irrigation main line leak – replaced valve
  - v. NE corner of Belterra Drive & Trinity Hills irrigation main line leak – replaced joint fittings
  - vi. Belterra Drive & Wellington Drive irrigation main line leak – replaced clamps
  - vii. 668 Trinity Hills Drive irrigation main line leak – replaced fittings



## 6. Infrastructure Committee

### A. Pond Rehab (updates)

- i. DP 5A @ 131 Holly Ct, DP 6A @ 200 Aspen Hills, and DP 10S @ 231 Crampton Cove
  - a. Physical removal of vegetation recommended over chemigation
  - b. Plan attached; 96 total hrs under Base Fee estimated for all 3 Rehabs
  - c. Will require addition to Sunscape's contract for future maintenance
- ii. DP 2A @ 242 Dorset – next on priority list; other ponds to follow
- iii. Inframark staff doing District Tour Thurs 5/19 to catalog un-named ponds for addition to inspections and maintenance program

### B. Irrigation system (new) –

- i. Committee will meet with Sunscape re Rainbird software capabilities and development of a summer irrigation priority scheme
- ii. Sunscape called upon by Inframark for these irrigation repairs (among others):
  - a. Trinity Hills & Canterbury, by monument sign 4/16
  - b. Trinity and Manchester 4/20
  - c. Belterra Drive and Holton 4/29

### C. Asset Management Plan/Warranty Schedule – Kay will pass to Inframark's ARS Team for an estimated cost; target completion by July for District budgeting process

## 7. Facilities Committee

### A. SCADA system (update)

- i. Inframark expert visited site 4/6; Review Report forthcoming shortly
- ii. Mark Yentzen drafting timeline of POs & WOs; confirming Neltronic's services owed

### B. WWTP camera system (update) – completed site visit with ADT to evaluate existing equipment

### C. Welcome Centre upgrades (updates)

- i. Parking lot cameras – ADT adjusting one camera to see west end of lot
- ii. Parking lot lights – Freedom scheduled to finish Tues 5/10
- iii. LED sign – Freedom scheduled to finish Tues 5/10; Kay to draft Usage Policy
- iv. Carpeting – Kay working with carpet installers
- v. Conference phone line relocated
- vi. Dishwasher repair complete
- vii. Pest control services employed

### D. Welcome Centre alarm system (new) – ADT servicing kitchen sensor on 5/16; system can still be armed in the interim

## 8. Parks & Trails / Committee

### A. Parks Committee & Inframark 3/17 District Tour with Sunscape (updates)

- i. Trail behind Wellington Drive – depth of ditch under discussion with Engineer & Attorney
- ii. 2 Crosswalk sign replacements – Inframark coordinating with Hays County
- iii. Lexington monument sign – Committee evaluating Terrain quote for stucco repair
- iv. Graffiti removal on wall and tunnel near Wellington – subs' quotes very high so Zach R., Dedicated Tech, will repaint
- v. Trinity Hills & Littleton drainage field debris – Sunscape will remove for < \$1K

### B. The Cottages townhomes, per Resident complaint (updates) –

- i. District responsible for landscaping irrigation easement per Matt
- ii. Within Sunscape contract but was not being mowed; will be corrected
- iii. Kay responded to Resident via email

### C. Parks Committee & Inframark 5/4 District Tour and Meeting with Sunscape (new)

- i. Irrigation scope clarified, see attached; many services comp'd since Nov, list forthcoming
- ii. Reports – monthly landscaping and irrigation reports will be provided in person & writing
- iii. Joint contract discount – Sunscape determining non-cash discount to offer
- iv. Landscaping maintenance – several areas highlighted during tour for greater attention
- v. Seasonal color – install starting this week

9. Customer Care Committee

A. Security (updates)

- i. Ad Hoc shift schedule – filled for next 3 months, see attached
- ii. Regular/Dave's May schedule attached
- iii. March & April Security Reports attached
- iv. Hays County Sheriff's Office – Kay coordinating introductory meeting as backup option

10. Other

A. Eagle Project for Zach Johnson

B. Google Drive (update) –

- i. Inframark IT couldn't help due to 3<sup>rd</sup> party services
- ii. Onix consultant, who sold Google storage to Belterra, now working on Kay & Ceejay's permissions problem at no charge

C. Playscape water fountain, per Board Member (new) – turned off for freeze and needs leak repair before turning on again

D. Log of resident inquiries requested by Board Member (new) – stopped tracking last year

E. Kay's days in Belterra now Wednesdays & Thursdays (new)

F. Emergency contact numbers requested by Board Member:

- a. Kay (737) 280-5553
- b. Zach (512) 201-3595
- c. Missy Roberts (512) 844-1038
- d. Sin Jon, Irrigation Manager, Sunscape (512) 701-5145



## Subject: Regular Board Meeting

### Management and Operations Items:

- 10a) Texas Community Propane filling 1,000 gallon tanks at the 3 Lift Stations next week
- 10b) Constable Ad-Hoc schedule attached
- 10c) Fee Adjustment Statements fully executed for Hays WCID No. 1 and No. 1J
- 10d) Inframark Staffing Changes
  - Mark Yentzen, Director of Client Services, and Kay Olsen met with Pres. Botts and VP Kelly on 4/27
  - Kay's Hays 1 & 1J Account Management hours since last Board Meeting:
    - Week of 4/17 – 4/23 = 11 hours:19 minutes
    - Week of 4/24 – 4/30 = 17:22
    - Week of 5/1 – 5/7 = 34:14
- 10g) Facilities Committee granted Inframark usage of the Welcome Centre on 5/6 for breakfast with Senior Leadership Team
- 10j) Customer Communications
  - Newsletter – Ceejay drafting
  - Watering Restrictions –
    - WTC PUA restrictions – Instructions to disregard PUA Notice posted to WCID and Belterra Neighbors Facebook pages
    - Belterra restrictions – Distributed via Bill Insert and posted to WCID and Belterra Neighbors Facebook pages, all directing residents to [www.hayswcid.org](http://www.hayswcid.org) for watering schedule
  - Spring Clean up – TDS yard debris pick ups completed weeks of 4/18 and 5/9; publicized via eBlast and WCID and Belterra Neighbors Facebook pages
  - Social media comments
    - LED sign complaints – Ceejay addressed
    - New generic, standard post reply – “Your feedback is appreciated and will be forwarded to the Board of Directors”

### Current Items Requiring Board Approval:

Vendor	Amount	Budgeted	Description	Work Order #

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

- 11a) Welcome Centre one-year lease extension – Inframark legal counsel approved Matt's draft
- 11b) WWTP Storage area one-year lease extension – Inframark legal counsel approved Matt's draft
- 11c) Inframark Service Agreement Amendments
  - Mark Yentzen spearheading draft Amendment with 4 revisions (removing irrigation services, adding social media services, updating personnel chart, and removing Maintenance Cap)
  - Once finalized, Inframark will meet with Bott Douthitt re final Maintenance Cap true-up calculations
- 11e) HOA recreational facilities – BGE completed survey; District Engineer now coordinating with Austin Sport Courts (contractor)