

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS
December 8, 2022

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 December 8, 2022 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. Also present at the workshop were Matt Kutac of the Law Offices of Matthew B. Kutac, PLLC, Kay Olsen of Inframark, LLC, the District's general management and operations contractor, Lauren Barzilla of Burgess & Niple (formerly CMA Engineering, Inc.), the District's engineers, Vicki Hahn, paralegal with Winstead PC and Jesse Trevino of Sunscape Landscaping, the District's landscapers. In addition, Allen Douthitt of Bott & Douthitt, the District's bookkeeper and Andy Barrett of Andy Barrett & Associates attended the meeting by telephone. In addition, Pat Usener, from Texas Community Propane attended the workshop.

Director Botts implemented a time limit of 10 minutes for the Consultants to give their reports with each Director having 2-3 minutes to comment or ask the Consultant questions. 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 II(F), Ms. Olsen explained that there are six mixers so Mr. Black would like to order a spare when he is ordering the replacement for the inoperable mixer.

With respect to VII(B), Ms. Olsen noted that the limbs to be cut are posing a safety issue so she recommends that they be trimmed.

With respect to VIII(B), Ms. Olsen explained that she would like to table the idea of the Texas Utility Help Program because it is very difficult to apply for the help and it appears that only a few, if any, residents would meet the requirements. Mr. Kutac agreed with Ms. Olsen in that he believes it is unlikely that enough residents would meet the requirements to justify the time spent on applying for the program. Director Dally agreed.

Let the record reflect that Director Lucas and Mr. Douthitt entered the meeting.

With respect to VIII(F), Ms. Olsen stated that Inframark is proposing to reduce the Belterra Centre Customer Service hours so that Ms. Jackson will have one day a week to focus on tasks at hand and won't be interrupted by guests to the Belterra Centre. Per Ms. Olsen, Inframark will continue to keep the visitor log through December.

Director Robison mentioned that he spoke to Mr. Usener about the availability of propane in a winter storm. Mr. Usener was recognized and explained that there is a main propane pipe about 300 feet from the District and he is recommending that the District tie into that main propane pipe. If the District does that, the District should have no propane shortages during a winter storm like the "snowmagedon" storm. He stated that Texas Community Propane has approximately 261,000 gallons of propane now due to the addition of propane tanks in nearby locations. Director Botts noted that his main concern would be that he would prefer that the District be able to be segmented from other users.

2. Financial Report: The Board called on Allen Douthitt of Bott & Douthitt to present the Accounting Report dated December 8, 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: \$12,900.00
 - From TexPool Operating Account to BancorpSouth Operating Account: \$100,000.00

- From TexPool Operating Account to TexPool SPA Account: \$10,105.79
- From TexPool Tax Account to TexPool Operating Account: \$12,518.19
- Financial Highlights:
 - The month of October 2022 came in ahead of plan by \$113,000. Favorable revenues made up \$16,000, favorable expenditures made up \$97,000.
 - Year-to-date the District is ahead of plan by \$113,000.
 - General and Joint Maintenance CAP's have been suspended for the new fiscal year.
 - Fiscal year 2023 tax collection rate of .37%.

Mr. Douthitt noted that he met with the Finance Committee yesterday to go over his report. He then noted that TexPool has another fund that the District could move their account to that is earning 4% interest whereas the existing account has a current interest rate of 3.75%. TexPool would review the District's Investment Policy to ensure there are no conflicts.

Mr. Douthitt also stated that the District will not see any more maintenance cap charges with Inframark. There are still a few discrepancies between Inframark's numbers and Mr. Douthitt's numbers but he believes those will be resolved shortly.

Mr. Douthitt mentioned that he would like to exclude Check No. 10780 for Terrain, LLC which is sign repairs because that payment has already been made. Director Botts then noted that Chad Geeslin from Terrain had called him because the District's account was 100 days past due. Ms. Olsen mentioned that when Chad called her, she recommended that he bill the District directly instead of billing Inframark. She then noted that evidently, the invoice was lost and that Chad had not followed-up on payment with her until it was already past due. Mr. Douthitt agreed that it would be faster if Terrain sent the invoices directly to Bott & Douthitt for payment. Mr. Douthitt followed up by saying that when he receives invoices, he just needs confirmation from the District's engineer or General Manager that the job had been completed to the District's satisfaction and approval for payment. Ms. Olsen mentioned that she is now sending invoices directly to Lisa Wald at Bott & Douthitt for payment and concurrently approving payment.

3. Landscape Report: Jesse Trevino from Sunscape Landscaping gave the following report:

- a) The full-service turf maintenance of the high visibility areas was performed three times in the month of November;
- b) Full-service bed detail/cutbacks were performed on November 29th and November 30th; and
- c) Trail maintenance/Raking, Filing Ruts, Spraying Weeds was completed on November 29th.

Mr. Trevino reviewed Sunscape's proposal for \$3,150.18 to trim the tree in Dorset Park due to safety concerns.

Director Kelly then discussed the options for filling in the right of way area between the street and the pond across from the Belterra Centre. He explained that there are three options: (i) concrete which is approximately \$400; (ii) flagstone which is approximately \$7,000; and (iii) decomposed granite for approximately \$2,700. Per Director Lucas, the downside of using decomposed granite is that the stabilizer used to harden the decomposed granite only lasts about 9-16 months. When the stabilizer wears away, the decomposed granite will become loose and the District would have to pay to add more stabilizer. Because of the need to apply stabilizer periodically, the cost increases and makes the decomposed granite a more expensive option than the concrete or the flagstone. Director Dally noted that he likes the concrete option. Director Robison stated that he doesn't want flagstone because it will break apart.

4. Committee Reports: No committee reports were heard during the Workshop.

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 except for Jesse Trevino. 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. Hearing none, he moved to the next agenda item.

6. Consent Items:

- a) Minutes: The Board of Directors reviewed the Minutes from the November 10, 2022 Regular Meeting; and

- b) Accounting Report: The December 8, 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 Lucas, the Accounting Report and related disbursements, excluding Check No. 10780 to Terrain, LLC, were approved.

7. 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.

8. Engineering and Development Items: Lauren 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 – St. David's.
- d) Grease traps currently under review – none.
- e) Water LUE determination review – Lot 1B-2.

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 not been completed, wastewater connection has not been completed, public utility construction has been slow due to unexpected field conditions – no change.

V. **Pad ZZ**: Construction Updates:

- a) Wastewater is complete, private waterline and storm sewer construction is ongoing.

VI. **Pad T**: Construction Updates:

- a) We received verification from Inframark on fees. Public improvements for this project are complete and have been accepted.

VII. **Crampton Cove Pavement Repair**:

- a) The pre-construction meeting was held on Monday, December 5.
- b) Discuss construction schedule and change order.

VIII. **St. David's Site Plan**:

- a) The site plan is currently being reviewed.

IX. **PEC – Distribution Upgrades Easement Request**:

- a) Discuss updates.

X. **Hays 1 Water Tracking:**

- a) Approximate Max Daily Usage (October 2022) — Still working through the numbers with Inframark.
- b) Max 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. **100 Acre 210 Warranty Items:**

- a) Sunscape has completed work.

III. **Treated Effluent Fire Hydrant:**

- a) The 210 Beneficial Reuse Permit Amendment is ongoing.

IV. **12" Treated Effluent Line:**

- a) Discuss options for replacement/rehab of the lines.

V. **Wastewater Summary:**

- a) Average Daily Wastewater Usage (October 2022) = 348,000 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

With respect to the Crampton Cove Repair, Ms. Barzilla noted that with the current repair plan, it would take at least 30 days to complete and residents in the area would lose access to their driveway for approximately 30 days. The Board reviewed the map to determine which houses in the District would be affected by the repairs. Ms. Barzilla explained the process that the contractor will follow and noted that they will fence off the construction area and will work on 40' to 100' at a time, which will limit traffic in the affected area to one lane. While the repairs are in progress, no one will be able to park on the street. Ms. Barzilla then mentioned that Hays County stated a preference for using a flowable fill because it doesn't take long to set up and it doesn't have to be tested which is part of the reason the original repair plan would take so long. Ms. Barzilla agrees and is now recommending the flowable fill because it is a better solution and Hays County owns the roadway. The Board discussed the pros and cons of continuing with the current repair plan or changing to the flowable fill. When questioned, Ms. Barzilla informed the Board that flowable fill is a better long-term fix, but it is not used as often because it is more expensive. She also mentioned that the repair with flowable fill would be completed in 15-20 days. Director Kelly questioned if bad weather would slow the progress. Ms. Barzilla noted that weather should not be a factor and if it is, the contractor will only be repairing 40' to 100' at a time so that 40' to 100' will be the only area impacted if weather slows the repairs. The entire street will not be affected. The Board questioned what caused the issue to begin with. Ms. Barzilla responded that they believe the issue was caused by the freeze in 2021 and a resulting water leak. When asked, Ms. Barzilla confirmed that the repairs at Aspen Hills will be handled at the same time as the Crampton Cove repairs. The \$272,000 price is only for Crampton Cove not Aspen Hills. Mr. Kutac mentioned that the new Change Order for flowable fill repair will not require new bids, even though it is over the 25%

increase in price, because there is an exemption to facilitate project coordination with another political entity, which, in this case, is Hays County.

With respect to the PEC Easement, Mr. Kutac sent the District's requested changes to the PEC and those changes will be reviewed by the PEC's legal department.

Action Items:

- i) Change Order No. 1 for Crampton Cove repair. Upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved Change Order No. 1 contingent on (i) approval by Hays County; (ii) approval by the geotechnical engineer; and (iii) the project not commencing until after the new year.

Director Botts requested that Ms. Olsen get door tags and signs (including no parking signs) to ensure that all of the residents are aware of the repairs. Director Robison volunteered to speak with the residents and explain the reason for the repairs and the course of action. Mr. Kutac mentioned that the District should have some signs from previous repairs. Director Botts also requested that Ms. Olsen send out e-mails to the residents at least two times before the repairs commence.

Upon motion by Director Lucas, seconded by Director Robison and unanimously carried, the Board accepted the General Manager's Report.

9. Financial Items: Upon motion by Director Dally, seconded by Director Kelly and unanimously carried, the Board authorized Mr. Douthitt to apply for the TexPool account with the higher interest rate.

Executive Session: With regard to Item No. 10(d), 11(a) and 11(b) on the posted agenda for the meeting, upon motion by Director Robison, seconded by Director Lucas on and unanimously carried, the Board retired at 5:08 pm., along with Matt Kutac to Executive Session.

Following such Executive Session, the Board reconvened in public session at 5:47 p.m. No action was taken during Executive Session.

10. Management and Operations Items:

- a) No update was given.
- b) With respect to purchasing a portable generator for the Lift Stations, Ms. Olsen noted that Pat Usener was speaking with Rick Acker, Inframark's master electrician. She noted that Inframark will work with Pat Usener regarding a proposal and get back to the Board. She also mentioned that the permanent generator will not be here until next fall so she obtained a quote from Worldwide Power for \$3,609.00 per month to rent a generator. Director Botts questioned what would happen if a Lift Station goes down and how quickly the District could get a spare generator. Ms. Olsen responded that Inframark could send one from Houston. Mr. Kutac noted that Inframark will probably charge to bring a spare generator to the District from Houston. Director Botts also questioned how much notice Inframark would need to get a rental generator from Worldwide Power. Mr.

Kutac recommended that the District proceed with obtaining a generator from to have on hand during January and February.

Standing Items:

- c) No action by the Board;
- d) With respect to the drip skid repairs, Ms. Olsen stated that Inframark agreed to pay for repairs to the drip skids. Inframark drafted a proposal and she forwarded to Mr. Kutac for review. Mr. Kutac noted that Inframark has requested a one-year commitment to continue the existing Inframark contracts in exchange for their agreement to assume responsibility for the repairs.
- e) Per Ms. Olsen, Inframark is switching from ADR to Central Bank. The Lockbox Agreement requires Board approval. She also noted that Mr. Kutac requested revisions to the agreement and Central Bank has already made those revisions;
- f) No action by the Board;
- g) No action by the Board;

Action Items:

- i) Upon motion by Director Kelly, seconded by Director Kelly and unanimously carried, the Board authorized Ms. Olsen to have Inframark provide a standby generator commencing January 1st and not ending prior to February 28th with the price not to exceed the quoted price by Worldwide Power.
- ii) Upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved Hach's proposal for \$3,882 for WWTP lab instruments and analyzer software as well as the annual update.
- iii) Upon motion by Director Botts, seconded by Director Robison and unanimously carried, the Board authorized CB Solutions proposal for \$6,513.69 for a magmeter replacement.
- iv) Upon motion by Director Botts, seconded by Director Kelly and unanimously carried, the Board voted to table the vote on Inframark's proposal for \$48,288 for the membrane condition assessment and basin cleaning.
- v) Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board authorized Precision Pump's proposal for \$14,500 plus freight for a mixer replacement and spare. When asked about lead time, Ms. Olsen noted that Precision Pump has two left in stock so there shouldn't be any delays.
- vi) Upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board authorized Environmental Treatment Technologies' (ETT) proposal for \$5,819 for the PAX Basin Blower replacement.

- vii) Upon motion by Director Dally, seconded by Director Kelly and unanimously carried, the Board authorized Sunscape's proposal for \$4,452.97 to install concrete in the Belterra Pond right of way.
- viii) Upon motion by Director Dally, seconded by Director Lucas and unanimously carried, the Board authorized Sunscape's proposal for \$3,150.18 to trim the tree in Dorset Park to address safety concerns.
- ix) Upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board authorized Sunscape to trim the tree overhanging the monument on the southwest corner of Nutty Brown and Trinity Hills.
- x) Upon motion by Director Kelly seconded by Director Lucas and unanimously carried, the Board authorized the increase to \$347 for Aquatic Features monthly Belterra Pond maintenance fee.
- xi) Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board approved the Central Bank Lockbox Agreement contingent on Mr. Douthitt's being allowed to initiate transfers whenever he feels they are necessary. Also, the agreement must incorporate Mr. Kutac's requested revisions.
- xii) Upon motion by Director Botts, seconded by Director Robison and unanimously carried, the Board authorized Mr. Kutac to negotiate a release for Inframark repairs the drip skids but the release should not be contingent on a one-year commitment. Director Lucas asked what the timeframe is for Proscape to start the repairs if an agreeable release is approved. Ms. Olsen responded that Proscape is very slow. She is using them in another district and it is taking a long time.
- xiii) Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board authorized the removal of the old developer signs excluding the signs with respect to dogs and water restrictions, which are not to be removed. The Board also instructed Ms. Olsen to store the signs at the WWTP for future use.

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

11. Rules, Policies, Agreements and Compliance Requirements:

(a) Ms. Olsen is working on a summary of Inframark's proposal. Mr. Kutac asked her to hold off because the joint management committee is working on firming up a formal request for staffing and pricing and will send to both MOC and Inframark.

(b) No action by the Board.

(c) The Board discussed the Resolution regarding joint representation and negotiation of operations and management contracts. Mr. Kutac explained that the purpose of the Resolution is to allow members of the joint management committee to share more information in furtherance of their common interests. Upon motion

by Director Dally, seconded by Director Robison and unanimously carried, the Board authorized execution of the resolution and related joint representation agreement.

(d) The Board discussed the Resolution related to tree trimming in the greenbelt areas. Director Botts noted that the way the policy is written, it appears that the resident would submit a request to the General Manager who would then go to the committee. Director Botts would like the policy revised to state that the resident will submit a request to the General Manager who would then submit it to the Parks Committee. The Parks Committee would discuss and present a recommendation to the Board for approval. Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board. Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board approved such Resolution contingent upon the above revisions. The Board also wants to make it clear that tree trimming in the greenbelt is prohibited from February 1st to June 30th of each year.

(e) Mr. Kutac suggested that the Board should engage counsel to handle general litigation matters. He recommended Lance Lackey of Lackey & Smith, who had represented the District in prior matters. Upon motion by Director Botts, seconded by Director Lucas and unanimously carried, the Board authorized engagement of Mr. Lackey at a rate of \$400 per hour.

12. Water Supply Agreements: No update.

13. District Calendar and Schedule: The Board's next meeting will be January 12th, 2022.

14. Executive Session: The Board went into Executive Session earlier in the meeting. No additional session was required.

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

APPROVED AND ADOPTED on the 12th day of December 2023.




Bill Dally, Assistant Secretary

EXHIBIT A

Memorandum for: Hays WCID No. 1 Board of Directors

From: Kay Olsen

Date: 12/8/22

Subject: Board Workshop – Management and Operations Report since 11/10/22

- I. **Zach Johnson's Eagle Project (update)** – Zach broke his arm and won't have medical clearance until after Jan 1; then Inframark will help him dig post holes at no cost

II. **Wastewater Treatment Plant**

- A. All wastewater treatment samples in compliance with permit for Nov. Total flows of 10.9M gallons; daily average flows of 364,000 gpd at 73% capacity
- B. Membrane Condition Assessment (update)
 - 1. See attached \$48,288 Inframark quote to inspect membranes *and* clean basins while they're drained; can only drain one basin at a time so will be done in 3 stages over several weeks
 - 2. Kubota will send membrane samples to Japan for assessment at no cost
 - 3. NOT membrane cleaning, which is not currently advised by Kubota, Inframark or B&N
 - 4. Quote forthcoming to coordinate long term storage space during Condition Assessment
- C. Mixer Pump #1 replacement (update) – approved 11/10, ordered 11/14
- D. Hach annual software renewal for lab instruments and analyzers (new) – see \$3,882 quote
- E. Magmeter replacement (new) – see \$6,513.69 CB Solutions quote including more rugged PTFE liner, electrode cleaning and heartbeat verification
- F. Mixer replacement and spare (new) – see \$7,250 Precision Pump quote + freight; recommend ordering 2 since this equipment is run 24/7
- G. PAX Basin Blower replacement (new) – see \$5,819 ETT quote; repair cost not be reasonable

III. **Distribution System and Billing**

- A. Water Accountability 94.5% for November
- B. Future Manager's Reports to contain estimated data for previous month; verified data (also submitted to TCEQ) will be inserted into Manager's Reports after the 11th of each month
- C. Digital meter conversion (update)
 - 1. 6" meter for Belterra Apartments and 3" meter for DSISD now arriving early 2023; last equipment needed to complete conversion
 - 2. Only 19 accounts left to be converted
 - 3. Missy formally extended LCRA deadline to August 2023
- D. 24 Delinquent Letters mailed; 17 Tags hung; 5 Disconnects

IV. **Collection System**

- A. LS1 shade structure (update) – Multivolt transitioned to a 2nd vendor for parts since 1st one wasn't making progress; will cancel PO if not completed by Jan.

V. **Reuse and Drip System**

- A. Tank levels in feet
 - 11/1/22 – 9.90
 - 11/15/22 – 10.9
 - 11/30/22 – 9.20
- B. Total 210 flows for Nov = 10.3M gallons

Reuse and Drip System, cont.

- C. Sunscape irrigation
 - 1. Nov Irrigation Reports, including Exec Summary, uploaded to Google Drive
 - 2. Oct Repairs completed
 - 3. No repairs currently recommended
- D. Rainbird system (update) – Infrastructure Committee managing project; Directors, Inframark and/or Sunscape will present research in future months
- E. 6" line break by commercial pond (new) – Inframark repaired on Wed 11/30; see pics, required excavation through 4'+ of rock

VI. Drainage/Ponds

- A. Belterra pond (update) –
 - 1. Inframark paused on manually raising water level due to rains
 - 2. Float cannot be adjusted until water level is lower and a boat is procured
- B. Aquatic Features new Agreement for Belterra Centre Pond (new)
 - 1. raising monthly fee from \$330 to \$347, no change in scope
 - 2. No fee change for 3 ponds serviced quarterly (Abbott Drive, Trinity Hills and Rec Center)

VII. Parks & Trails / Committee

- A. Sunscape Nov Landscaping Report attached
- B. Dorset Park tree trimming (new) – especially needed over play structure, see \$3,150.18 quote
- C. Developer signage removal/rehab (new) – Committee recommends removal of all signs except regarding dogs

VIII. Other

- A. Welcome Center Office Hours (update) – See Visitors log and Missy's 3 proposals
- B. Texas Utility Help Program (update) – per District Attorney, may not be worth enrolling given how few Belterra residents would qualify and federal compliance requirements
- C. HOA Tennis and Pickleball Courts (update) – project cancelled by HOA
- D. Emergency contact numbers requested by Board Member (reminder):
 - a. Mobility Dispatch (281) 398-8211
 - b. Kay (737) 280-5553
 - c. Jesse (512) 461-5007
 - d. Missy (512) 844-1038
 - e. Sin Jon, Sunscape Irrigation Manager (512) 701-5145

Subject: Regular Board Meeting**Management and Operations, Actionable Items:**

10a & b) Portable generator and fuel tanks (update) –

- Infrastructure Committee evaluating estimates for propane conversion and permanent portable generator
- LS1 generator ordered; estimated delivery Aug 2023
- For Winter 2022, see attached \$3,609/month Worldwide Power quote requested by Directors last month for Lift Station portable generator rental

10c) Belterra Pond ROW paving – hardcopy quotes available Thursday

10d) Drip field repairs –

- Inframark accepted Boards' counter-offer to fully fund \$35,495 Proscape drip skid repairs if Districts fully fund downstream repairs
- Agreement under review by District Attorney; Inframark will issue PO after execution

10e) Central Bank lockbox Processing Agreement reviewed by District Attorney and Accountant and forwarded to Inframark Payment Processing Manager for negotiation of terms

Management and Operations, Standing Items:10j) Maintenance & Repair expenditures **Requiring Board Approval** – see below

Vendor	Amount	Budgeted	Description	Work Order #
Inframark	\$48,288	\$400K total for Membrane Maintenance	Membrane Condition Assessment and Basin Cleaning	none yet
Hach	\$3,882		WWTP lab instruments and analyzer software, annual update	n/a
CB Solutions	\$6,513.69		Magmeter replacement	n/a
Precision Pumps	\$7,250 x 2 = \$14,500 + freight		Mixer replacement and spare	n/a
ETT	\$5,819		PAX Basin Blower replacement	n/a
Worldwide Power	\$3,609/month		Lift station generator rental	n/a
Sunscape	TBD		Belterra Pond ROW paving	n/a
Sunscape	\$3,150.18		Dorset Park tree trimming	n/a
Inframark	n/a		Approval for Director signature on Drip Field Work Authorization Agreement; \$35,495 Proscape drip skid repairs	n/a
Aquatic Features	\$347/month		Approval for Director signature on Belterra Pond maintenance contract	
Central Bank	n/a		Approval for Director signature on Lockbox Processing Agreement	n/a
Inframark	n/a		Modified Welcome Centre hours, subject to Hays 2 approval also	n/a

Rules, Policies, Agreements and Compliance Requirements:

11a) Inframark Service Agreement Amendments

- Agreement Amendments for Hays 01, 1J, and 02 to remove Maintenance Caps, reduce irrigation scope, and update Personnel Charts fully executed
- Inframark Accounting reviewing reconciliation amounts submitted by District Accountant
- Kay directed on 11/16 to draft next Amendment for adjusted staffing levels, etc.; submitted to Inframark SLT on 11/30