

HCWCID NO. 1
BOARD MEETING PACKET
10-8-20

HAYS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1

TO: THE BOARD OF DIRECTORS OF HAYS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1 AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given pursuant to Section 551 of the Texas Government Code, and the March 16, 2020 action of the Office of the Attorney General suspending certain requirements of Section 551, that the Board of Directors of Hays County Water Control and Improvement District No 1 will conduct a Workshop meeting at 4:00 p.m., followed by a Regular Board meeting at 5:00 p.m. on Thursday, October 8, 2020 at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, for the purposes stated herein.

Members of the public may join this meeting toll-free by calling 1-888-594-6783 and entering passcode 512 370 2939#. Those who wish to provide public comments should send an email to commentsignup@hayswcid.org at least one hour prior to the meeting indicating their name and the item(s) upon which they would like to address the Board. An electronic copy of the agenda packet will be provided under the agenda tab on the District's website at: <https://www.hayswcid.org/hwcid-1/documents> before the meeting is conducted.

Board Workshop Session Agenda

(4:00 PM)

The Board will conduct a workshop session to review and discuss the following reports. No action will be taken during the Workshop Session, which shall be open to the public at all times and adjourned at or before 5:00 PM.

1. Management and Operations Report.
2. Joint Facilities Report.
3. General Engineering Report.
4. Financial Report.
5. Landscaping Report.
6. Committee Reports, Recommendations and Assignments.

Regular Board Meeting Agenda

(5:00 PM)

1. Public Comment. Hear public communications and comments (3 minutes per person; no action may be taken during public comment).
2. Consent Items. The following items are considered to be self-explanatory and may be approved by a single motion. There will be no separate discussion of these items unless a Board member requests that an item be removed and considered separately.
 - (a) Approval of the following sets of minutes:
 - Minutes of August 13, 2020 Regular Meeting
 - Minutes of September 3, 2020 Special Meeting
 - Minutes of September 10, 2020 Regular Meeting
 - (b) Approval of Accounting Report and related disbursements, including without limitation:
 - Monthly Financials, Cash Activity Report, Cash/ Investment/Activity Report, Collateral Analysis Schedule, and if timely, Quarterly Investment Report;
 - Monthly Tax Collection Report;
 - Budget Comparison;
 - Check Register and wires;
 - Bond Reporting ;and
 - Budgets and other financial reporting.
3. Reports. If necessary, review and discussion of reports not completed during Board Workshop Session.
4. Financial Items. Consideration and possible action with respect to the following items:
 - (a) Administrative bookkeeping items, including opening and closing of accounts, approval of new signature cards and such other bookkeeping and financial items as are recommended for approval by the District's bookkeeper.
5. Engineering and Development Items: Consideration and possible action with respect to the following items:
 - (a) Review and approval of Pay Application No. 1 – Drum Screen Replacement and Site Plan Revision.
 - (b) Review and approval of Change Order No. 1 – Drum Screen Replacement and Site Plan Revision.
 - (c) Acceptance of general engineering report and joint facilities engineering report and approval of recommended actions related to improvement, repair, maintenance, use and acceptance of District systems, facilities and property, and such other engineering items as a recommended for action.
6. Management and Operations Items. Consideration and possible action with respect to the following items:
 - (a) Proposed options for temporary or permanent repair or replacement of WWTP equalization basin.
 - (b) Proposed expenditure of \$3,610.00 for Holton Drive irrigation extension to be performed by WLE.
 - (c) Proposed expenditure of \$5,522.00 for landscape improvements to be performed by Terrain.

Standing items:

- (d) Customer requests, billing matters and adjustments, and proposed write-offs.
 - (e) Requests for use of Belterra Centre and other District buildings or park facilities.
 - (f) Reported violations of District rules and regulations, requested hearings on reported violations, and proposed enforcement actions.
 - (g) Recommendations related to non-compliance with customer service agreements, reclaimed water agreements and other contracts to which the District is a party.
 - (h) Coordination of customer communications, including social media posts, customer newsletters and special notices.
 - (i) Authorization of recommended expenditures and actions related to improvement, repair, maintenance, operation and use of District facilities and property, and such routine management and operational matters as are recommended for action.
 - (j) Acceptance of general management and operations reports.
8. Rules, Policies, Agreements and Compliance Requirements. Consideration and possible action with respect to the following items:
- (a) Proposed amendment of Service Rate Order to modify certain billing and payment provisions.
 - (b) Proposed use of Belterra Centre by Hays County WCID No. 2 and related terms of use.
 - (c) Consultation with attorneys regarding ongoing review of prior bookkeeper's conduct and questionable transactions during two most recent fiscal years and related financial matters.
9. Water Supply Agreements. Consideration and possible action with respect to existing agreements for water supply with the Lower Colorado River Authority and water service through the West Travis County Public Utility Agency, water use under such agreements, water rates and fees charged to the District under such agreements, and other matters related to District water supply and conservation.
10. District Calendar and Schedule. Confirm dates for upcoming regular and special meetings, confirm dates for proposed committee meetings, discussion of upcoming events significant to District and/or Belterra community, and discussion of conferences, meetings and educational opportunities Directors desire to attend.
11. Executive Session. The Board may recess into Executive Session at any time to consult with its attorneys regarding any posted matter for which the Board may seek the advice of its attorneys under Government Code 551.071 (including without limitation contemplated or potential litigation matters, and other legal matters related to agenda items) or for any action on the agenda for which a closed session is permitted by law, and will reconvene in open session for any appropriate action on any matter considered in Executive Session.
12. If necessary, reconvene in Open Session and take any necessary action with regard to matters discussed in Executive Session.
13. Adjournment of Regular Board Meeting.

Note on Executive Session: The Board of Directors will go into Executive Session, if necessary and appropriate, pursuant to the applicable section of subchapter D, Chapter 551, Texas Government Code Annotated, the Texas Open Meetings Act, on any matter that may come before the Board. No action, decision or vote on any subject or matter may be taken unless specifically listed on the agenda for this meeting.

Note on Public Comment: Any Person wishing to address the Board will be permitted to present comments at the time the presiding officer calls for public comments in accordance with the meeting notice.



EXECUTED this the 1st day of October, 2020.

HAYS COUNTY WATER CONTROL AND
IMPROVEMENT DISTRICT NO. 1


Douglas L. Botts, President

ITEM NO. 2.(a)1

DRAFT

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS

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, on the 13th day of August, 2020, at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, within the District. To mitigate the spread of COVID-19 and pursuant to the guidance provided by the Office of the Attorney General of the State of Texas, the meeting was open to the public by telephonic conference. 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 were present at Belterra Centre for the commencement of the workshop session. Also present in person were Kristi Hester of Inframark, the District’s general management and operations contractor, Matt Kutac of the law offices of Matthew B. Kutac, PLLC, and Lauren Barzilla with CMA Engineering (“CMA”), the District’s engineers. In addition, joining via telephonic conference were Andy Barrett with Andy Barrett & Associates, PLLC, Judy McAngus, paralegal with Winstead PC, Chris Lane of SAMCO Capital Markets, Inc. (“SAMCO”), the District’s financial advisor and Allen Douthitt of Bott & Douthitt PLLC (“Bott & Douthitt”), the District’s bookkeeper.

Matt Kutac explained a few guidelines for the telephonic conference meeting regarding a request that each Board member confirm their name prior to making any motion or voting on such matters to insure that the public record of the meeting would be heard and accurately recorded. Notification to the public was given that the meeting was being recorded. The meeting was then called to order, and evidence was presented that public notice of such meeting had been given as required by law.

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 the current monthly General Manager's Report (see **EXHIBIT "A"**), which report includes operations updates and a summary of activities since the last regular Board meeting and recommended action items for the regular meeting, review the current Accounting Report (see **EXHIBIT "B"**), and review the current monthly CMA WWTP and 210 reuse irrigation engineering report (see **EXHIBIT "C"**) and the separate general engineering report (see **EXHIBIT "D"**). During the workshop session, no formal action was taken, but the following matters were discussed in detail:

- Ms. Hester was asked to review Inframark's General Manager's Report ("GM Report"). Ms. Hester reviewed and updated the Board with respect to operational matters concerning the District's wastewater treatment plant ("WWTP"), the Re-Use (210) Water System, Distribution System-Billing, Collection System, Drainage/Pond matters, Parks-Trails, Construction, Customer Care, Infrastructure Committee and Facility Committee updates. The following is a Summary of activities which Ms. Hester reviewed with the Board:

1) Wastewater Treatment Plant

- a) 9,901,000 Gallons Treated @ 64% Capacity
- b) 10,569,000 Irrigated
- c) All facilities are in compliance

2) Re-Use Water System - Drip System

- a) 10,569,000 Irrigated

3) Distribution System – Billing

- a) 268 AMI meters installed 42 users on portal
- b) Installed 14 AMI meters in July
- c) 31 transfer of services in July
- d) Installation of master meters are underway expect completion this month
- e) Notice from the WTCPUA on water rate changes
- f) Notice from the WTCPUA of WTCPUA Tier 2 treatment violation

4) Collection System

- a) Holly Court lift station control panel has damages caused by gases- an item has been added to the 2021 budget to replace connectors to address this issue
- b) Cleaned wet well Holly CT (Lift Station 2) and Belterra Dr (Lift Station 1)
- c) Bi-Annual preventative maintenance completed on pumps and motors lift stations

5) Drainage/Ponds

- a) Floats on pond at Belterra Drive and Trinity Hills are now on auto fill
- b) Several irrigation heads repaired and replaced
- c) Annual infrared preventive maintenance completed on storm water ponds
- d) Concerns from residents regarding the number of ducks at pond were reported

6) Parks – Trails

- a) Wildflowers - current seeds will be planted in October at (1) Grafton (2) Trinity across from Centre and (3) Wellington
- b) Wildflowers - Bluebonnets will be planted in October at (1) pond across from School and (2) Littleton
- c) 6 trail benches have been ordered

- d) Committee is reviewing trail access to commercial area
- e) Committee will be reviewing possible changes to the landscaping map
- 7) Construction
 - a) working on inspections for the new apartments
 - b) 59 construction inspections completed
- 8) Customer Care
 - a) New signs should be installed this week
 - b) Inframark has started sending reminders to residents watering on wrong day
- 9) Infrastructure Committee 7.30.20
 - a) Assigned irrigation RFP
 - b) Reviewed single day water schedule
 - c) Reviewed collection system and manhole survey
- 10) Facility Committee
 - (a) Diagnosing issues with internet and fire system

In addition, under the Drainage/Pond update, with regard to the East Commercial Pond, Lauren Barzilla noted that she was on site yesterday and there appears to be an issue with the operation of the pond and hoped to have more information at the next meeting.

Ms. Hester stated that in addition to the Construction noted above, there were 50 swimming pools, 80 homes and projects within the commercial area development of Belterra and thus a lot for Inframark to keep up with at the current time. It was briefly discussed and Matt Kutac was asked to review the processes in place under the District's rules for issuing fines to swimming pool contractors.

With regard to recommendations, Ms. Hester pulled up the extensive Collection System Manhole Survey results noting that she had sent those on to Lauren Barzilla for her additional review and that following such review and discussions, Inframark was recommending an expenditure of \$70,000 to Utility Specialists for collection system repairs. She noted that another option would be to jet the lines out every 6 months to clean them out but that would be a recurring cost and more of a short-term form of a solution. In addition, she noted that Inframark was recommending a \$7,689.00 payment to CRS to cover sidewalk repairs at 25 separate locations within the District. Director Lucas noted that he had a concern with regard to what he thought was a needed sidewalk repair in the vicinity of the Recreation Center and the Rooster Springs Elementary School that did not appear to be on the list. Ms. Hester made note and said they would take another look at that area before such repairs were made. She noted that she will request approval of such items in the regular portion of the meeting.

The record shall reflect that the workshop was closed and the Board next moved to its regular board meeting.

REGULAR MEETING - 5:00 P.M.:

Matt Kutac, general counsel for the District, confirmed that Directors Botts, Kelly, Robison, Dally and Lucas, along with Kristi Hester, Matt Kutac, and Lauren Barzilla remained at Belterra Centre for the regular board meeting and Chris Lane, Allen Douthitt, Andy Barrett and Judy McAngus remained on the telephonic call for the regular portion of the Board meeting. In

addition, Chris Calvisi, and Johnny McDonnell with WLE, the District's landscape service provider, were on the call for a portion of the meeting and perhaps additional persons may be present on the dial in number made available to the public. All directors present when votes were taken voted on all matters unless an abstention is set out in any such item. Mr. Kutac reminded the directors and consultants to state their name prior to speaking and requested that motions/seconds be noted by name. In addition, he advised those present that the meeting was being recorded.

1. Matt Kutac confirmed that no members of the public had signed up for public comment in advance of the meeting but indicated that no one had submitted an email. He further called for public communications and comments from any person, including any persons tied in the meeting via audio. There being no person participating in the meeting who wished to address the Board under this item, the Board proceeded to the next item of business.

2. The Board reviewed the consent agenda items. It was noted that the Minutes from the July 9, 2020 regular meeting and July 23, 2020 special meeting were not yet available for review and approval and were pulled from the consent agenda. It was noted since time did not allow for the review of the current Accounting Report during the Workshop Session, that the Board would proceed with a review of such report prior to approving the remainder of its consent agenda items.

3. Reports:

The Board moved to its review and discussion of the remaining consultant reports that had not been reviewed during the Workshop Session and called first on Allen Douthitt with Bott & Douthitt to present the Accounting Report. Director Botts noted that he had requested that Mr. Douthitt include in each report a front page summary of all reporting and approvals needed and provide future reports in advance of each regular meeting for posting on the Google Drive for the Board's review prior to such meetings. A copy of the Accounting Report summary is set out herein below:

Review Cash Activity Report, including Receipts and Expenditures

Action Items:

- Approval of director and vendor payments.
- Approval of fund transfers
- From TexPool Operating Account to TexPool SPA Account:
\$14,973.68

Approve bond payments:

- a) Series 2012 Refunding
- b) Series 2013
- c) Series 2013 Refunding
- d) Series 2015
- e) Series 2015 Refunding
- f) Series 2016 Refunding
- g) Series 2016A Refunding

- h) Series 2017
- i) Series 2020 Refunding

Financial Highlights:

The month of June came in under plan by \$240,000 due in large part to the payment made to the developer (\$750,000) off-set with the true-up payment received by Hays WCID No. 2 (\$510,000).

Year-to-date the District is \$11,000 behind plan.

Through June the actual charges to the Joint Maintenance CAP are \$58,000 less than the monthly billings to date.

Through June the actual charges to the General Maintenance CAP are \$10,000 less than the monthly billings to date.

Year-to-date the District has collection rate of 98.73% on property taxes.

Mr. Douthitt noted that he had reviewed the report and related invoicing with the Finance Committee in advance of the Board meeting. Following the review of such summary and his addressing of various questions from the Board, upon motion by Director Dally, seconded by Director Lucas and unanimously carried, the Board approved the following consent item:

Accounting Report including the director and vendor payments, a listing of wire fund transfers, including Bond payments, and the June 30, 2020 interim financials.

With regard to additional reports not presented during the Workshop Session, Lauren Barzilla presented the CMA's WWTP and 210 Reuse Irrigation Report. She briefed the Board on a series of dates related to the on-going Drum Screen Replacement project. In addition, she noted that a copy of the Kubota warranty for the Membrane Replacement Project had been posted on the Board's Google Drive and confirmed that the warranty states that the drum screens needed to be installed by April 23, 2022. She reviewed CMA's Amendment No. 1 to Task Order 60 and stated that she would be asking for an approval later on in the meeting.

Ms. Barzilla next reviewed CMA's General Engineering Report with the Board. She provided an update of Commercial Activity in item II, noted that the completion date of the Belterra Village Multifamily was now slated for September 2021, and with regard to the District related public utilities, explained there were only few items remaining on the punch list. With regard to III of such report, the hotel site, Ms. Barzilla said it appears that at present the site will no longer be used for a hotel, but that any prior deposits put up by the owner of the site should have covered engineering costs to date (or that should have been the case) and that any new owner would need to put up additional deposits to cover estimated costs of engineering plan reviews and inspections that will need to be performed for the public utilities. Matt Kutac explained the process whereby the District engineer performs such review services for the District with the costs paid from a deposit funded by the developer or builder (that should be replenished if needed and maintained throughout each project with any remaining proceeds refunded once all District engineering costs have been paid). Ms. Barzilla noted that those are considered non-reimbursable costs (in that they would not be considered costs that would be

included in any District bond issue). Director Botts asked that the Finance Committee work with Allen Douthitt and CMA on all such accounts to ensure that all such builder deposits are sufficient to cover related CMA costs and that any needed replenishments are timely requested/secured and on hand to cover any anticipated additional CMA costs for such projects, and that once a project is concluded, that any remaining balance is properly refunded. With respect to Item VI, Ms. Barzilla noted that she would be requesting approval of a Waterline Easement for Building S for Pat T later in the meeting. With regard to item VII, she confirmed a CMA letter posted to the Google Drive recommending final acceptance of the Grafton Open Space Drainage project. With respect to Item IX – the Drought Contingency Plan, Ms. Barzilla reviewed two map options with the Board, with the Board electing to go with the simpler map that they felt was more easily understood and requesting that, for consistency, the approved map be the only one posted on the website or used in District presentations or for handout. Ms. Barzilla reviewed a copy of an updated July 23, 2020 Water Usage Tracking Table, a copy of which is attached hereto as **EXHIBIT “E”** and noted that she had posted a copy on the Google Drive should the Board wish to review it further. A brief discussion with regard to potable water used in some of the District’s parks ensued with it being noted that the District’s watering of such areas might be scaled down to not only save on potable water costs but help with water conservation. It was agreed that, that WLE and Inframark could help control such usage. Also, with regard to the new Master Meters, Matt Kutac inquired as to when they were being installed. Ms. Hester noted that Inframark hoped to have them installed by next week.

With respect to WLE’s landscape report, Chris Calvisi was called up and presented his report of the monthly landscaping activities within the District. Mr. Calvisi responded to various questions from the Board. Director Dally noted that he felt that for an estimated \$20,000 a month in services, that he would expect their monthly invoicing to more reflect their basic services and provide more of a summary of additional services provided. Johnny McDonnell with WLE noted that he would be glad to work with his office to provide better detail on their monthly invoices.

4. Engineering and Development Items:

Following such reports, the Board unanimously approved, the following engineering items by the following motions and seconds:

a. Upon motion by Director Botts, seconded by Director Kelly, the Board approved the final completion of the Grafton Open Space project.

b. Upon motion by Director Botts, seconded by Director Lucas, the Board approved a Public Utility Easement for Lot 3F-1, North Belterra Commercial, a copy of which is attached hereto as **EXHIBIT “F”**.

c. Upon motion by Director Botts, seconded by Director Robison, the Board approved CMA’s Amendment No. 1 to Task Order No. 60, a copy of which is attached hereto as **EXHIBIT “G”**.

d. Upon motion by Director Dally, seconded by Director Robison, the Board approved CMA’s WWTP and 210 Reuse Irrigation Report and its General Engineering Report.

5. Financial Items:

a. With regard to the preliminary operating budget, it was noted that such budget was reviewed at the August 6th special meeting and would be updated prior to the Board's September Board meeting for final approval.

b. Prior to the Financial Advisor's presentation of Tax Rate Summary, Matt Kutac confirmed that the form of Tax Rate Worksheet now required under Senate Bill 2, required a signature of the person preparing such worksheet. In prior years he noted that Chris Lane with SAMCO had prepared a similar tax rate worksheet, but that under the various securities rules and regulations her firm is regulated by, she was not allowed to sign off on such worksheet. With that in mind, Judy McAngus, had contacted David Patterson, a principal with Assessments of the Southwest, Inc. ("ASW") out of Houston, whose firm serves as tax advisors for a great number of entities across the state as tax collector and tax advisor for special districts. He further explained that ASW had provided an Agreement for Services of Tax Advisor, a copy of which is attached hereto as **EXHIBIT "H"**. Matt Kutac confirmed that he had reviewed such contract and, that as noted therein, for a fee of \$300 annually, ASW would perform the annual calculations, complete the new form of Water District Tax Rate Worksheet and form of Water District Notice of Public Hearing on Tax Rates, and provide the necessary signature required on the worksheet. In that such worksheet had to be prepared in advance of the meeting and was tied to the Tax Rate Summary and recommendation that Chris Lane would be presenting, upon motion by Director Lucas, seconded by Director Dally and unanimously carried, the Board approved said agreement.

In furtherance of the Tax Rate Summary, as prepared by Chris Lane and attached hereto as **EXHIBIT "I"**, Ms. Lane reviewed such summary in detail, noting that she would advise that the Board adopt a proposed total tax rate of \$0.86 (i.e. a proposed debt service tax rate of \$0.5750 and maintenance and operations rate of \$0.2850). The Board reiterated how on June 25, 2020 the Board had approved an increase to the existing homestead exemption from two (2) percent to five (5) percent noting that, in addition, the Board had kept the existing 65 years or older homestead at the current level of \$10,000, noting its close review each year of how the Board is continuing to provide various forms of tax relief for its residents while carefully evaluating both operational and debt service obligations. A brief discussion ensued as to the nature of the upcoming tax rate hearing, with Mr. Kutac and Ms. McAngus noting that the hearing was not clearly identified as included within the laws suspended by the Office of the Governor due to COVID-19, and that the Office of the Attorney General had suggested that such hearings needed to occur in person. The Board opted to hold the hearing in person for those that would like to attend the tax rate hearing, but to also provide a dial in number due to COVID-19 for those that might wish to participate in the hearing but not want to attend in person.

c. Following a full discussion of the Tax Rate Summary and review and consideration of such matters, upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board approved the Water District Notice of Public Hearing on Tax Rate and the proposed total tax rate for 2020 of \$0.86 per \$100 valuation and authorized the required publication and posting of such Notice and related tax rate data. A copy of said final Notice is attached hereto as **EXHIBIT "J"**.

d. Matt Kutac confirmed that the District had closed on the sale of its last bond issue on schedule, but that LH Belterra LLC had requested that the District hold its full reimbursement

from the proceeds in the amount of \$396,836.00 until such time as it had come to an agreement with Preston Hollow Capital, LLC, who holds certain reimbursement rights to the proceeds, and provided the District with a release as to receipt of such funds. Mr. Kutac noted that in conjunction with the recent closing and issuance of the District's final series of new money bonds, it was timely for the District to adopted an Amended District Information Form to reflect the new total amount of bonds the District had issued. Upon motion by Director Dally, seconded by Director Lucas and unanimously carried, the Board approved said Amended District Information Form and authorized that it be filed with Hays County and the Texas Commission on Environmental Quality.

e. The Board confirmed receipt of a July 27, 2020 notification from the WTCPUA of an adjustment to the wholesale water rates, noting that such minor increase in the base fee was consistent with the District's contract with the WTCPUA.

6. Management and Operations Items:

With regard to General Management related action items, Kristi Hester requested, and the Board unanimously approved, the item below by the following motion and second.

a. Upon motion by Director Kelly, seconded by Director Botts, the Board authorized the expenditure of \$7,689.00 for sidewalk repairs by CRS.

The Board decided to further review Inframark's \$70,000 recommendation relating to collection system repairs as discussed earlier in the Workshop Session so no action was taken with regard to such matter at this time.

7. Standing Items:

With regard to standing management and operation items, it was noted that there was no action to be taken. The Board, did however, review updates and reviewed the proposed new website and Facebook page that Ms. Hester and the Customer Care Committee had been working on with Touchstone District Services, and it was noted that the site most likely will go live just within the next few weeks. It was further noted that although the main page to the hayswcid.org site gets to both the District's and Hays County WCID No. 2's data – a simple click on the District name gets you straight to the District's information. In addition, it was noted that the District's Facebook account contains information that pertains to the District. It was noted that Director Dally is working on a proposed summary of property tax relief that has been provided by the District over the past few years, which he would run by Matt Kutac and Director Lucas for comments and then work with Kristi Hester as to having same posted on the website, the District's Facebook account and also included in the next District newsletter.

Following a discussion and upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved the General Manager's Report..

8. Rules, Policies and Agreements:

In connection with various rules, policies and agreements, the following updates were provided:

a. Matt Kutac reviewed a proposed form of Order Adopting Amended Water Conservation and Drought Contingency Plan, calling for any comments from the public. Hearing none and following a brief discussion and motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved said Order, a copy of which is attached hereto as **EXHIBIT “K”**.

b. With regard to the use of Belterra Centre by Hays County WCID No. 2, it was reported by Directors Botts and Robison that it appeared that the Infrastructure Committee of Hays County CID No. 2 would be recommending a flat per month usage fee of \$1,800 to its Board following a recent joint meeting with the District’s Building Committee. Following a brief discussion and upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board authorized Matt Kutac to prepare a an agreement between the two parties, pending Hays County WCID No. 2’s formal approval of such amount.

c. With regard to the posted agenda item 7.(c), Matt Kutac confirmed that Maxwell Locke & Ritter LLC was still waiting on a final bit of information as discussed in last week’s special meeting before it released a draft report regarding the potentially questionable bookkeeping transactions from the two (2) most recent fiscal years.

9. Water Supply Agreements:

With regard to WTCPUA matters, Matt Kutac noted that there was no action to be taken at this time.

10. District Calendar and Schedule.

The Board discussed various committee meetings and it was noted that Kristi Hester would be arranging any necessary Committee meetings. The Board confirmed its next regular meeting to be on Thursday, September 10th (workshop at 4:00 p.m. and meeting slated for 5:00 p.m.). Various committee meetings were discussed and an additional special meeting date of September 3, 2020 was tentatively set (mainly to review an updated Operations Budget for the upcoming fiscal year).

11. With respect to item (4.e) on the posted agenda, Director Botts, seconded by Director Lucas and unanimously carried, the Board retired, along with Matt Kutac, to Executive Session at approximately 6:51 p.m.

12. Following such Executive Session and upon motion by Director Botts, seconded by Director Kelly and unanimously carried, the Board reconvened in public session at approximately 7:06 p.m. It was confirmed that no action was taken with respect to item 4 (e). during the Executive Session and no action was necessary following such session.

There being no further business to conduct, Director Dally moved that the meeting be adjourned, which motion was seconded by Director Lucas and unanimously approved, and the Board adjourned until further call.

APPROVED AND ADOPTED this 8th day of October, 2020.

(DISTRICT SEAL)

Daniel B. Robison, Secretary

ITEM NO. 2.(a)2

DRAFT

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS

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 special session on the 3rd day of September, 2020, at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, within the District. To mitigate the spread of COVID-19 and pursuant to the guidance provided by the Office of the Attorney General of the State of Texas, the meeting was open to the public by telephonic conference. 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

All members of the Board were present at Belterra Centre for the commencement of the workshop session. Also present in person were Matt Kutac of the law offices of Matthew B. Kutac, PLLC, Kristi Hester of Inframark, the District’s general management and operations contractor, Lauren Barzilla with CMA Engineering (“CMA”), the District’s engineers and Allen Douthitt of Bott & Douthitt PLLC (“Bott & Douthitt”), the District’s bookkeeper. In addition, joining via telephonic conference were Andy Barrett with Andy Barrett & Associates, PLLC, Judy McAngus, paralegal with Winstead PC and Chris Lane of SAMCO Capital Markets, Inc. (“SAMCO”), the District’s financial advisor.

Matt Kutac explained a few guidelines for the telephonic conference meeting regarding a request that each Board member confirm their name prior to making any motion or voting on such matters to insure that the public record of the meeting would be heard and accurately recorded. Notification to the public was given that the meeting was being recorded. The meeting was then called to order, and evidence was presented that public notice of such meeting had been given as required by law.

1. Matt Kutac called for public communications and comments from any person, including any persons tied in the meeting via audio. There being no persons participating in the meeting who wished to address the Board under this item, the Board proceeded to the next item of business.

2. The Board next reviewed the Minutes of the Board's July 9, 2020 Regular meeting, its July 23, 2020 Special meeting and its August 6, 2020 Special meeting. Following a motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board approved said Minutes from all three meetings.

3. By way of explanation, Matt Kutac noted that most all Board committees are comprised of current Board members with the one exception, thus far, being former Director Roger Durden who resigned from the Board in the Fall of 2018 and who the Board had subsequently appointed as a volunteer member of the District's Infrastructure Committee. Mr. Kutac reviewed a form of Resolution Expressing Appreciation for Committee Service which explained the circumstances as to his appointment to such committee, the Board's appreciation and confirmed his removal from the Board's Infrastructure Committee as of September 3, 2020. Following a review and discussion, upon motion by Director Kelly, seconded by Director Botts and unanimously carried, the Board approved said Resolution, a copy of which is attached hereto as **EXHIBIT "A"**.

4. Next the Board recognized Allen Douthitt who reviewed in detail a Proposed Operating Budget ("Budget") for the District's fiscal year of October 1, 2020 through September 30, 2021 (v. 2, dated September 2, 2020) with the Board. It was noted that such Budget also included a budget variance for 2020-2021 and projected budgets for FY 2022 through FY 2025.

It was noted in general that some items that were not needed had been removed from the Budget, certain items (which were determined to be included in Inframark's maintenance cap) had been reduced, and certain repairs initially projected were expected to cost less than originally anticipated (due to the Board's decisions relating to building up spare parts in its inventory). It was noted that discussions between Inframark and CMA continued with regard to further reductions that may provide additional savings in the Budget, mainly relating to WWTP operational costs in view of recent repairs and maintenance. The Board requested that Ms. Hester provide additional notes to the Maintenance Cap Schedules attached to the Budget for the Board's better understanding of such costs and timing of various repairs or upgrades, etc. Ms. Hester agreed to provide such information to Mr. Douthitt for his incorporation into an updated for of Budget for the Board's further review.

In addition, Mr. Douthitt noted that he still plans to work with Matt Kutac on a few minor revisions to the existing Sixth Amended and Restated Joint Facilities Agreement which will allow the simplification and streamlining of bookkeeping for shared costs with Hays County WCID No. 2 as to the WWTP and other joint operations. The main result will be that all the accounting of costs and detailed books for certain of the joint facilities (i.e. as owned by the District) will be maintained by the District and Hays County WCID No. 2 will simply get a bill from the District each month with details of the costs.

Director Dally noted that he would rather not see negatives in the costs vs. revenue of the various services included in the District's Service Rate Order. Allen Douthitt noted that he had

some additional recommendations to discuss with Matt Kutac with regard the existing form of the District's Service Rate Order with regard to the breakdown of services and would hope to have those available for the Board's review at an upcoming meeting. He stated that the proposed changes would not have an effect on the overall bottom line.

In addition, Mr. Douthitt noted that he was still looking into various auto-drafts from the District's accounts, noting that they appear to be tied to the SCADA system lines, but that he is working with Kristi Hester to identify all such charges and eventually set up new ACH payments. He then plans to discontinue the prior auto-drafts to verify that all are properly identified and paid each month from the correct account. Director Botts noted that he spent about an hour on the phone with Mr. Douthitt trying to flush out and figure out which numbers go with which equipment to ensure only proper costs are being routinely paid.

Mr. Douthitt noted that he appreciated the Board having patience with him during the transfer of bookkeeping services to his firm, noting the transfer and timing hit during Bott & Douthitt's busiest season of the year (i.e., budget preparation, tax rate adoption and the ending of most all other Districts' fiscal years that his firm handles). The Board likewise expressed their thanks to Bott & Douthitt for their hard work during the transition.

5. With regard to item 7 on the agenda – "Consideration and possible action with respect to ongoing review of prior bookkeeper's conduct and questionable actions during two most recent fiscal years and related financial matters", Matt Kutac provided a quick update noting that the original schedule had proposed that Maxwell Locke & Ritter LLP ("MLR"), the District's auditor who had been separately engaged by Mr. Kutac's firm, would have a preliminary report to him early in September for review and discussion with the Board at today's meeting. Mr. Kutac noted the draft report is still being prepared by such firm, but that they had reported to him an additional \$3,000 in costs had been identified in their review, which constituted a discrepancy with respect to Inframark's initial reporting. Mr. Kutac noted that most likely it would be later on in September before the complete report is finalized and that he would forward such report to the Board following receipt, and then determine a meeting date to thoroughly review such matter with the Board.

Also, Director Lucas inquired as to whether any additional regularities might have been picked up by Bott & Douthitt through the transfer of bookkeeping records to them and their initial accounting services provided to the District. Matt Kutac noted that he and Allen Douthitt had discussed such possibility previously, and for that reason, a slight delay in completion of the final Maxwell Locke & Ritter report might actually be beneficial in leading to a more thorough and accurate reflection of any additional costs that may come to Bott & Douthitt's attention. Mr. Kutac noted that he would update the Board more thoroughly in an Executive Session discussion of such matter at a future meeting, and perhaps be able to set a date certain when the current phase 2 of the report would be completed.

Director Botts noted that though the Board would like to have seen this process move faster, but he feels that it is important that the pace doesn't detract from the mission.

There being no further business to conduct, Director Botts moved that the meeting be adjourned, which motion was seconded by Director Lucas and unanimously approved, and the Board adjourned until further call.

APPROVED AND ADOPTED this 8th day of October, 2020.

Daniel B. Robison, Secretary

(DISTRICT SEAL)

ITEM NO. 2.(a)3

DRAFT

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS

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, on the 10th day of September, 2020, at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, within the District. To mitigate the spread of COVID-19 and pursuant to the guidance provided by the Office of the Attorney General of the State of Texas, the meeting was open to the public both in-person and also by telephonic conference. 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 were present at Belterra Centre for the commencement of the workshop session. Also present in person were Matt Kutac of the law offices of Matthew B. Kutac, PLLC, Kristi Hester of Inframark, the District’s general management and operations contractor, Lauren Barzilla with CMA Engineering (“CMA”), the District’s engineers and Allen Douthitt of Bott & Douthitt PLLC (“Bott & Douthitt”), the District’s bookkeeper. In addition, joining via telephonic conference were Andy Barrett with Andy Barrett & Associates, PLLC, Judy McAngus, paralegal with Winstead PC and Chris Lane of SAMCO Capital Markets, Inc. (“SAMCO”), the District’s financial advisor.

Matt Kutac explained a few guidelines for the telephonic conference meeting regarding a request that each Board member confirm their name prior to making any motion or voting on such matters to insure that the public record of the meeting would be heard and accurately recorded. Notification to the public was given that the meeting was being recorded. The meeting was then called to order, and evidence was presented that public notice of such meeting had been given as required by law.

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 the current monthly General Manager's Report (see **EXHIBIT "A"**), which report includes operations updates and a summary of activities since the last regular Board meeting and recommended action items for the regular meeting, review the current Accounting Report (see **EXHIBIT "B"**), and review the current monthly CMA WWTP and 210 reuse irrigation engineering report (see **EXHIBIT "C"**) and the separate general engineering report (see **EXHIBIT "D"**). During the workshop session, no formal action was taken, but the following matters were discussed in detail:

Accounting Report: The Board first called on Allen Douthitt to present the Bott & Douthitt Accounting Report. Mr. Douthitt reviewed the updated Accounting Report summary for September 10, 2020 as set out herein below:

1) Review Cash Activity Report, including Receipts and Expenditures
Action Items:

- a) Approval of director and vendor payments
- b) Approval of fund transfers
 - From TexPool Operating Account to TexPool SPA Account: \$9,176.02
 - From TexPool Tax Account to TexPool Operating Account: \$14,624.97
 - From TexPool SR2020 Capital Projects Account to TexPool Operating Account: \$61,000.00

2) Financial Highlights:

- a) The month of July came in ahead of plan by \$58,000. Favorable revenues made up \$23,000 and favorable expenditures made up \$35,000 of the favorable variance
- b) Year-to-date the District is ahead of plan by \$44,000
- c) Through July the actual charges to the Joint Maintenance Account are \$65,000 less than the monthly billings to date
- d) Through June the actual charges to the General Maintenance Account are \$31,000 less than the monthly billings to date
- e) Year-to-date the District has collection rate of 99.16% on property taxes

In addition, Mr. Douthitt discussed the Managers Account which he noted contained approximately \$10,000 of ACH payments each month. He proposed closing the existing account, noting that debits will be cut off, and authorizing the opening of a new account to properly track all such expenditures. He additionally requested the transfer of \$15,000 for the initial deposit into the new Manager's Account. He then explained the safeguards in place with regard to such account. Also, Mr. Douthitt explained that certain developer deposits had not been fully funded by developers, that efforts would need to be made to have such deposits funded because the District had already paid for engineering fees that should have been covered by such deposits, and noted that Lauren Barzilla had put additional CMA related work to be done (for the developer projects) on hold until needed deposits had been replenished. Matt Kutac noted that he had spoken with Daniel Campbell, though he is no longer with Endeavor, and indicated he would work to resolve such matters. Mr. Campbell noted that he could not remember the last time they had been invoiced from the District. It was noted that there were about 15 separate deposit accounts and that Ms. Barzilla and Mr. Douthitt were working to clearing up amounts to

offset CMA amounts as had been paid by the District. Ms. Barzilla noted that the items CMA was holding up on were not critical at this time.

In addition, Mr. Douthitt next reviewed the updated, proposed Operating Budget which had been updated following the Board's September 3, 2020 special meeting. He noted that the main addition to the updated format included the additional line item descriptions that the Board had requested, which Kristi Hester had provided to him to include.

General Manager's Report: Ms. Hester was asked to review Inframark's General Manager's Report ("GM Report"). Ms. Hester reviewed and updated the Board with respect to operational matters concerning the District's wastewater treatment plant ("WWTP"), the Re-Use Water System – Drip System, Distribution System-Billing, Collection System, Drainage/Pond matters, Parks-Trails, Construction, Customer Care, Infrastructure Committee and Facility Committee updates. The following is a Summary of activities which Ms. Hester reviewed with the Board:

1) Wastewater Treatment Plant

- a) 10,091,000 Gallons Treated @ 65% Capacity
- b) All facilities are in compliance
- c) Aeration blowers on the MBR plant are not operational and Inframark is diagnosing the issue
- d) Due to the blowers being off line the EQ basin cleaning project has been postponed
- e) Preventive maintenance on chlorination system is completed
- f) Site glass for hydro tank installed
- g) MBR Basin 2 CPI done (operated for 6 weeks before needed)

2) Re-Use Water System – Drip System

- a) 9,562,000 Irrigated

3) Distribution System – Billing

- a) 278 AMI meters installed with 46 users on portal
- b) Installed 12 AMI meters in August
- c) Installation of master meters is complete

4) Collection System

- a) Additional testing of the 2 recently identified collection line sags is underway

5) Drainage/Ponds

- a) Several irrigation heads repaired and replaced
- b) Cleaning of Pecan Park forebay is complete
- c) Cleaning of Aspen pond is complete
- d) Removal of vegetation from Commercial East Pond scheduled pending water level

6) Parks – Trails

- a) Committee will be reviewing possible changes to the landscaping map

- b) Signs for water schedule and hays website - frames are being modified should be complete by the end of the week
 - c) Benches expected to arrive this month
- 7) Construction
 - a) Several inspections for the commercial tract development
 - b) 62 construction inspections completed in August
- 8) Customer Care
 - a) Nothing to report
- 9) Infrastructure Committee
 - a) Nothing to report
- 10) Facility Committee
 - a) Looking at audio options for Zoom meetings

In addition, under the WWTP update under 1(c), Ms. Hester emphasized that they were diagnosing issues with the aeration blowers on the MBR plant, noting that they are having to do a clean in place more often than should be required until such issue is resolved. She confirmed Inframark would be recommending a new motor as two are currently under repair and they do not have a 2nd spare motor on the shelf. Director Kelly asked if the issues with the blowers make smells from the WWTP any stronger. He noted that with his residence being in close proximity to the WWTP, he felt he needed to go on the record to report that odors emanating from the plant seemed worse in recent weeks, and he hoped there was a solution soon that would curb the odors. Ms. Hester noted that Inframark had scheduled a cleaning of the EQ tank, but will need to wait until both blowers are up and running before performing that cleaning. She noted that once the cleaning is completed (\$125,000 already in the budget), there would be more air circulating and it should help address any odor issues. She also noted that if the cleaning did not produce results, Inframark would reevaluate other options at that time.

Also, Ms. Hester noted that Inframark was seeing an increase in the Accounts Receivables (total of about \$6,000.00), and though a good bit of that amount includes past due amounts from a few commercial tenants (Gold's Gym and Sky Cinema who are working through various bankruptcy issues), she wanted to alert the Board. She indicated that Inframark had a system set up that allows delinquent accounts to pay their current bills on time while setting up a payment plan for any past due amounts. With regard to late fees on delinquent accounts, Ms. Hester confirmed that due to COVID-19, the late fees on accounts have not been assessed. Director Dally expressed concerns over the account receivable amounts and requested that Ms. Hester begin listing the commercial customer names and such past due amounts on her reporting.

Ms. Hester confirmed for Director Botts that the District was now in Stage 2 Water Conservation, and thus customers were not being fined for not adhering to the recommended watering schedule.

In addition, Director Lucas inquired as to whether Inframark had installed the control panel covers at the Lift Stations (both within the District and Hays County WCID No. 2). Ms. Hester confirmed Inframark was working on that.

Director Kelly thanked Ms. Hester for providing the irrigation report but inquired as to a few areas that had been cut down to two days a week, noting that it appeared some of the locations were being watered twice on those days. Director Botts noted that he recalled such issue being an item that the Infrastructure Committee was going to look into further. Director Botts noted that it appears the District spends about \$20,000 annually on potable irrigation water, and that the Infrastructure Committee would be working with Inframark and WLE on how to cut down on watering in such areas and maintain the landscaping, and also work with CMA to evaluate whether any of such areas might be candidates utilizing reclaimed water from existing 210 supply lines if at all feasible. It was hoped that such reduction in watering could at least result in cutting down such expense to \$10,000 annually. With regard to potable water usage, the Customer Care Committee will most likely be visiting with Chuck Loy, the rate consultant that previously provided services to the District, to get an estimate with regard to a proposal to reevaluate existing tier structures in the District's current Service Rate Plan and receive guidance from him on such matter as may tie into an updated water study.

With respect to the Commercial East Pond, Director Robison noted that he felt the pond needed to be cleaned and left it to CMA and Inframark to recommend how to go about that and to provide a cost estimate.

Ms. Hester reported that the District's new website just went LIVE.

Lastly, Ms. Hester noted that she had received an estimate for \$9,812.86 from Terrain, a landscape service provider, along with a proposal to provide services to an Empire Court residence for access through the District's greenbelt area to install a swimming pool. It was noted that should the resident accept such offer, they would be required to put up a deposit for such amount and Terrain would handle the project construction and bill the District for the agreed to amount of the \$9,812.86. Matt Kutac noted that during the Regular Meeting, if the Board decided to proceed with such offer, they would need to grant a variance to the District's Rules and Regulations.

Engineering Reports: Lauren Barzilla presented the WWTP and 210 Reuse Irrigation Engineering Report and updated the Board on the a series of dates related to the on-going Drum Screen Replacement project noting that the pre-construction meeting is slated for September 8, 2020 and final completion of the project anticipated to occur on December 25, 2020. She noted there were no action items needed with regard to such report. She noted a potential issue is being worked through relating to a proposed Change Order that may be coming due to the as-builts of the existing area not being exact and which may require the location of one of the drum screens to be modified. She noted that CMA was working on a solution, which may entail a variance or repositioning of a portion of the project to maintain the required 150' buffer. It was noted that CMA's General Engineering Report would be covered during the regular Board meeting.

The record shall reflect that the workshop was closed and the Board next moved to its regular Board meeting.

REGULAR MEETING - 5:00 P.M.:

Matt Kutac, general counsel for the District, confirmed that Directors Botts, Kelly, Robison, Dally and Lucas, along with Kristi Hester, Matt Kutac, Lauren Barzilla and Allen Douthitt remained at Belterra Centre for the regular board meeting and Andy Barrett, Chris Lane and Judy McAngus remained on the telephonic call for the regular portion of the Board meeting. In addition, Chris Calvisi, with WLE, the District's landscape service provider, was on the call for a portion of the meeting and perhaps additional persons might have been present on the dial in number made available to the public. It was noted that no members of the public were present at Belterra Centre for such meeting. All directors present when votes were taken voted on all matters unless an abstention is set out in any such item. Mr. Kutac reminded the directors and consultants to state their name prior to speaking and requested that motions/seconds be noted by name. In addition, he advised those present that the meeting was being recorded.

1. Matt Kutac confirmed that no members of the public had signed up for public comment in advance of the meeting but indicated that no one had submitted an email. He further called for public communications and comments from any person, including any persons tied in the meeting via audio. He asked that any member of the public wishing to comment with regard to the Public Hearing on the 2020 Tax Rate please hold their comments until such hearing. There being no person participating in the meeting who wished to address the Board under this item, the Board proceeded to the next item of business.

2. Matt Kutac opened the Public Hearing on the District's 2020 Tax Rate. He noted that proper notice had been provided of such hearing in accordance with the published and posted Water District Hearing on Tax Rate as required by law. He briefly confirmed that the proposed total tax rate as had been proposed by the District was \$0.86 per \$100 valuation and was comprised of a \$0.5750 debt tax rate and a \$0.2850 operations and maintenance ("O&M") tax rate. No persons were present to address the Board either in person or via audio and the public hearing and upon motion by Director Botts, seconded by Director Robison and unanimously carried, the public hearing was adjourned at 5:05 p.m.

3. Financial Items:

The Board confirmed its review of the updated version of the final proposed Operating Budget for the upcoming fiscal year of October 1, 2020 to September 30, 2021. It was noted that the O&M tax rate included in the final proposed budget was \$0.2850 per \$100 of assessed valuation. In addition, Chris Lane, with SAMCO Capital Markets, Inc., the District's financial advisor, reconfirmed that a 2020 debt tax rate of \$.5750 per \$100 would cover the existing debt service.

Prior to a vote on the proposed Operating Budget, Mr. Kutac noted that Director Kelly had submitted an affidavit in accordance with applicable laws disclosing a potential conflict of interest as related to a sign company operated by his spouse. Mr. Kutac further noted that he recommended voting separately on item 7.003 of the proposed Operating Budget (regarding Belterra Centre Expense) because Director Kelly would need to abstain from voting on such

item. Following such recommendation, upon motion by Director Botts, seconded by Director Robison and approved by a vote of 4-0 with Director Kelly abstaining, item 7.003 of the Operating Budget was approved.

Following further comments from Board members and additional discussions, upon motion by Director Lucas, seconded by Director Botts and unanimously carried, the Board adopted a Resolution Adopting Operations Budget, a copy of which is attached hereto as **EXHIBIT “E”**.

The Board confirmed the proposed Debt Service schedule for the upcoming fiscal year noting again that SAMCO was recommending a 2020 debt service tax rate of \$0.5750 per \$100 of assessed valuation and following such review and upon motion by Director Botts, seconded by Director Dally and unanimously carried, the Board adopted a Resolution Adopting Debt Service Budget, a copy of which is attached hereto as **EXHIBIT “F”**.

Following the approval of the District’s operating and debt service budgets for the District’s upcoming fiscal year, the Board reviewed a proposed Order Setting Tax Rates for 2020, a copy of which is attached hereto as **EXHIBIT “G”**. It was noted that such 2020 rates would cover operations and debt service payments during the District’s fiscal year of October 1, 2020 through September 30, 2021. Following a full discussion and motion by Director Dally, seconded by Director Lucas and unanimously carried, the Board approved said Order Setting Tax Rates for 2020. In connection with the levying of such tax rate, it was confirmed that Hays County, through the County Tax Assessor and Collector, would continue to serve as the District’s tax collector.

4. Reports:

Ms. Barzilla next reviewed CMA’s General Engineering Report with the Board. She provided an update of Commercial Tract Development, Belterra Village Multifamily project, Pad X, Building S and Commercial East Pond Updates (the most recent update on the pond being that Inframark had completed the removal of the silt fencing around the pond by 4:00 p.m. today). It was agreed that such pond still needed further attention and CMA and Inframark would be addressing maintenance responsibilities. Also, with respect to the Building S and the fact that it was near completion, it was noted that such the developer’s deposit was exhausted. It was confirmed that the project would not be approved until an additional developer deposit was received that would cover all remaining, outstanding costs of the project (i.e., costs billed by CMA to the District relating to such project). She additionally confirmed there was no further update on the Hotel site since last month and noted that there were no action items needed with regard to such report.

With respect to WLE’s landscape report, Chris Calvisi was called upon and presented his report of the monthly landscaping activities within the District. Mr. Calvisi has responded to various questions from the Board. He noted that a full system inspection of the 210 system usually takes between 2 to 3 days. He noted that due to the recent rains, WLE would be driving the trails and handle minor repairs as well as survey any major damage for any recommended repairs to present to the Board at the next meeting. Kristi Hester said they have a plan for spreading the wildflower seeds and that WLE and Inframark will share their recommendation with the Parks Committee, noting that they would hope to spread the seeds in early October.

Kristi Hester noted that she would be coordinating a Parks Committee meeting and also most likely a Building Committee meeting (with regards to pricing on an audio system and signage).

5. Consent Agenda:

The Board reviewed the consent agenda items. It was noted that the Minutes from the August 13, 2020 Regular Meeting and the September 3, 2020 Special were not yet available for review and approval and were pulled from the consent agenda. Upon motion by Director Dally, seconded by Director Kelly and unanimously carried, the Board approved the following consent items: September 10, 2020 Accounting Report including the director and vendor payments, a listing of wire fund transfers and the July 31, 2020 interim financials, including, but not limited to, cash activity report, cash/investment activity report, collateral analysis schedule, monthly tax collections report, budget comparison, maintenance cap spending chart and debt service fund reporting.

6. Engineering and Development Items:

It was noted that item 6.(a) on the agenda would be discussed in executive session.

By motion of Director Kelly, seconded by Director Robison and unanimously carried, the Board approved CMA's WWTP and 210 Reuse Irrigation Report and its General Engineering Report.

7. Management and Operations Items:

With regard to General Management related action items, Kristi Hester requested, and the Board unanimously approved, the item below by the following motion and second.

a. Upon motion by Director Botts, seconded by Director Robison, the Board authorized the expenditure of \$15,000 to repair and replace 2 MBR blowers at the WWTP, it being noted that such amount is covered by a contingency in the budget and will be charged against the Inframark maintenance cap.

b. Following a detailed discussion, upon motion by Director Botts, seconded by Director Lucas, the Board granted a variance under the District's existing Rules and Regulations and allowed access to the greenbelt behind 160 Empire Court, contingent upon the additional deposit of \$9,812.86 to the District to cover costs to be billed by Terrain (a landscape service company) to the District, to cover the cost of Terrain's proposal to create a pathway the District's greenbelt area into the back of the residence for pool construction and revegetation in such area that would minimize damage to the greenbelt.

The Board acknowledged that the new District website and the District's Facebook page are now LIVE. Director Botts noted that he had spoken with Director Dally with regard to his feeling that the Board has done a lot over the past 12 to 13 years and most recently the past 4 years to be able to reduce taxes and that he would appreciate the Finance Committee summarizing such actions and running a proposed draft by Matt Kutac and having such summary posted on the website, Facebook page and also included in the next District newsletter. Directors Dally and Lucas agreed that they would be glad to handle such assignment.

Following a discussion and upon motion by Director Kelly, seconded by Director Dally and unanimously carried, the Board approved the General Manager's Report.

8. Rules, Policies and Agreements:

In connection with various rules, policies and agreements, the following updates were provided:

a. Matt Kutac reviewed a proposed form of Amendment to the Sixth Amended and Restated Joint Facilities Agreement between the District and Hays County WCID No. 2 regarding accounting for certain joint facilities operating costs as had been recommended by Allen Douthitt of Bott & Douthitt. Following such review and motion by Director Botts, seconded by Director Dally and unanimously carried, the Board approved said Amendment, a copy of which is attached hereto as **EXHIBIT "H"**.

b. With regard to the use of Belterra Centre by Hays County WCID No. 2, Matt Kutac explained that at the last regular meeting of the Board, the Building Committee had presented a report following a joint meeting with Hays County WCID No. 2's Infrastructure Committee and felt they had an understanding of what the committee would be recommending to the Board of Hays County WCID No. 2 for consideration and approval. Mr. Kutac noted that at the Hays County WCID No. 2 last Board meeting, it became clear that the Board did not feel comfortable moving down the same path. He informed the Board that following such meeting, he was inclined to discuss proposed continued use by Hays County WCID No. 2 with one member of each Board as the potential benefits of an agreement concerning such use could be advantageous to each District. He explained that he contacted Director Botts from the District's Board, and Director Bethke from the Hays County WCID No. 2 Board, as they had been the most vocal during each Board's discussions of such matters. He stated that though difficult, the discussions had progressed and thanked Director Botts for his time, energy and thought in exploring the matter further.

As a result of the discussions, two potential approaches had emerged. One proposal was for Hays County WCID No. 2 to pay ½ of the utilities and ½ of the replacement costs of certain meeting furniture and equipment, with it being noted that additional details would need to be resolved with respect to such an approach. The second proposal was for Hays County WCID No. 2 to pay \$175 an hour for a minimum of 5 hours each month, with charges being capped once usage reached 10 hours in any given month. Director Botts interjected that the original \$1,800 per month proposal from the Building Committee was intended to help cover usage by Hays County WCID No. 2 of various fixtures (projector, tables, chairs, server, security system, etc. – equipment that eventually will need to be replaced and would be used by both districts) as well as ½ of the utility costs. Mr. Kutac asked if any of the directors had concerns with either proposed alternative, and hearing none, requested that he, Director Botts, and Director Bethke be permitted to continue to work toward a resolution in hopes of coming up with a final proposal that they feel each Board will accept at their October regular meetings.

c. With regard to the posted agenda item 8.(c), Matt Kutac confirmed that Maxwell Locke & Ritter LLC was still waiting on a final bit of information as discussed in last week's special meeting before it released a draft report regarding the inappropriate transactions of the District's prior bookkeeper during the two (2) most recent fiscal years.

9. Water Supply Agreements:

With regard to WTCPUA matters, Matt Kutac noted that there was no action to be taken at this time.

10. With respect to item 6.(a) and 8.(c.) on the posted agenda, Director Botts, seconded by Director Robison and unanimously carried, the Board retired, along with Matt Kutac, to Executive Session at approximately 5:52 p.m.

11. Following such Executive Session and upon motion by Director Botts, seconded by Director Kelly and unanimously carried, the Board reconvened in public session at approximately 6:50 p.m. With regard to item 6.(a) the review and approval of revised billing rates under the existing Engineering Services Agreement with CMA Engineering, Inc., the Board requested the Customer Care Committee to address the proposed matter in greater detail with CMA and to bring back a recommendation to the Board for further consideration. It was confirmed that no action was taken with respect to item 8.(c) during the Executive Session and no action was necessary, at this time, as relates to such item.

12. District Calendar and Schedule.

The Board discussed various committee meetings and it was noted that Kristi Hester would be arranging any necessary Committee meetings. The Board confirmed its next regular meeting to be on Thursday, October 8, 2020 (workshop at 4:00 p.m. and meeting slated for 5:00 p.m.). The Board discussed a possible special meeting date in late September (or such time as the final report noted in item 8.c. herein above was finalized) to review and take further actions regarding such findings.

There being no further business to conduct, Director Dally moved that the meeting be adjourned, which motion was seconded by Director Botts and unanimously approved, and the Board adjourned until further call.

APPROVED AND ADOPTED this 8th day of October, 2020.

Daniel B. Robison, Secretary

(DISTRICT SEAL)

ITEM NO. 4.

Hays County W.C.I.D. No. 1

Accounting Report

October 8, 2020

- Review Cash Activity Report, including Receipts and Expenditures
 - ☑ Action Items:
 - Approval of director and vendor payments.
 - Approval of fund transfers
 - From BancorpSouth Operating Account (Old) to BancorpSouth Operating Account (New)-Check #2645: \$235,000.00
 - From BancorpSouth Operating Account (New) to BancorpSouth Manager's Account (New): \$9,800.00
 - From TexPool Operating Account to TexPool SPA Account: \$8,995.50
 - From TexPool Tax Account to TexPool Operating Account: \$12,588.01
 - From BancorpSouth Operating Account (Old) to TexPool Operating Account: \$250,000.00
- Financial Highlights:
 - The month of August came in ahead of plan by \$63,000. Favorable revenues made up \$35,000 and favorable expenditures made up \$28,000 of the favorable variance.
 - Year-to-date the District is ahead of plan by \$108,000.
 - Through August the actual charges to the Joint Maintenance CAP are \$73,000 less than the monthly billings to date.
 - Through August the actual charges to the General Maintenance CAP are \$65,000 less than the monthly billings to date.
 - Year-to-date the District has collection rate of 99.54% on property taxes.
 - September 1st bond payment made.
 - New Operating and Manager's accounts opened.
- **Note: The financials contained within are considered interim financials. For that reason you will not see the annual GASB 34 adjustments as well as notes to the financials that are typically presented in the annual audit.**

ITEM NO. 5.

**HAYS COUNTY WCID NO. 1 - ENGINEERING REPORT
FOR THE OCTOBER 8, 2020 BOARD MEETING**

**GENERAL DISTRICT ENGINEERING
AGENDA ITEM**

- I. Potential action items for the meeting: None
- II. Commercial Tract Development – No update from last month
 - 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, and Hotel
 - C. Plans currently under review –Pad X
 - D. Grease Traps currently under review – none
 - E. Water LUE determination review – none
- III. Belterra Village Multifamily
 - A. There are a few minor items left on the punch list that will have to be completed before acceptance.
 - B. Final completion date for the entire project is set for June 2021.
- IV. Hotel Site – No update from last month
 - A. The hotel has paused construction due to COVID-19 concerns.
- V. Pad X
 - A. Plans were reviewed and the comment letter was issued. You can find it on the google drive.
 - B. Discuss on site easements
- VI. Building S
 - A. Construction Update
 - (1) Substantial Completion – Oct. 5, 2020
 - (2) Final Completion – expected at November Board meeting



**HAYS COUNTY WCID NOS. 1 AND 2 – WWTP AND 210 REUSE IRRIGATION
ENGINEERING REPORT
FOR THE OCTOBER 2020 BOARD MEETINGS**

AGENDA ITEM

- I. Potential action items for the meeting:
 - A. Approval of Pay Application No. 1 (\$14,670.00) – Drum Screen Replacement and Site Plan Revisions (*Report Item II.B*)
 - B. Approval of Change Order No. 1 (106 days no cost) – Drum Screen Replacement and Site Plan Revisions – (*Report Item II.C*)
- II. Drum Screen Replacement
 - A. Construction updates
 - 1. Change order for fence relocation
 - 2. Bar Screen removal
 - B. Recommend approval of Pay Application No. 1 - \$14,670.00 which can be found on the google drive
 - C. Recommend approval of Change Order No. 1 – 106 days (no cost) which can be found on the google drive



ITEM NO. 6.



Hays County Water Control and Improvement District No.1
General Manager Reports for the month of
September 2020
Board Meeting: October 8th, 2020

Reviewed By: Kristi Hester
Date: 10/05/2020



Inframark LLC
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TX 78728
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Current Items Requiring Board Approval

Vendor	Amount	WO#	Budget Amount	Description
WLE	\$3,610.00	District Direct	GL6981 \$35k	Irrigation Extension Holton Dr
Terrain	\$5,522.00	District Direct	GL7551 \$30k	Belterra Enhancements

Date: October 8th, 2020

Memorandum for: Board of Director's Hays WCID

From: Kristi Hester

Subject: General Manager's Executive Summary Report

Below is a summary of activities since the last board meeting:

1) Wastewater Treatment Plant

- a) All facilities are in compliance for the Month of September
- b) Clarifier and EQ Basin Rehab Discussed at Special Meeting 10.5.20
- c) Blower Upgrade Discussed at Special Meeting 10.5.20

2) Re-Use Water System - Drip System

- a) Cleaning of the effluent tank is complete
- b) Pulling effluent pumps for cleaning - agreement users will be down for approximately 1 week while we switch over to GST

3) Distribution System – Billing

- a) 288 AMI meters installed 47 users on portal
- b) Installed 12 AMI meters in September

4) Collection System

- a) Golf ball test in 2 areas of collection system scheduled for this week to verify scope of work

5) Drainage/Ponds

- a) Removed the willows from the Aspen creek area
- b) Several ponds are on the schedule for cleaning in October

6) Parks – Trails

- a) All potable water irrigation at the parks have been cut back to once a week watering
- b) Parks committee has verified all areas of the mowing maintenance levels - see attached
- c) Sidewalk repairs are complete - a few new areas have been submitted to the vendor

7) Construction

- a) Several inspections for the commercial
- b) 49 construction inspections completed in September
- c) MI Homes received fines for improper erosion control measures

8) Customer Care

- a) Meet to review website changes and FB posts that are scheduled to go out weekly:
topics include Tax Rates, Motorized Vehicles in Greenbelts, Fall Pick Up, Winer Avg,
Stormwater 210 Irrigation Facts, Water Schedule
- b) Fall yard waste clean up scheduled for the weeks of Nov 16th and Dec 7th

9) Infrastructure Committee

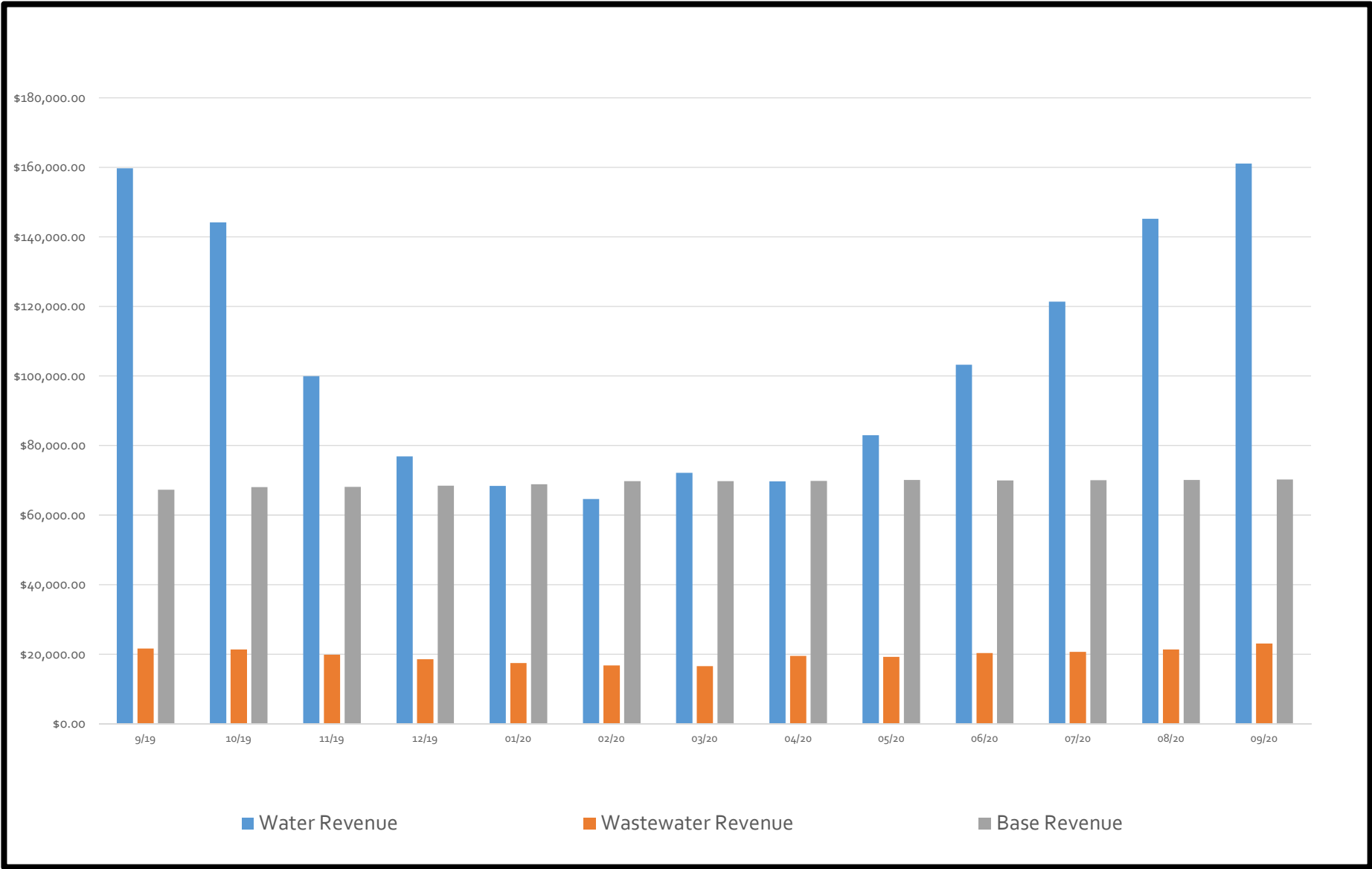
- a) Nothing to Report

9) Facility Committee

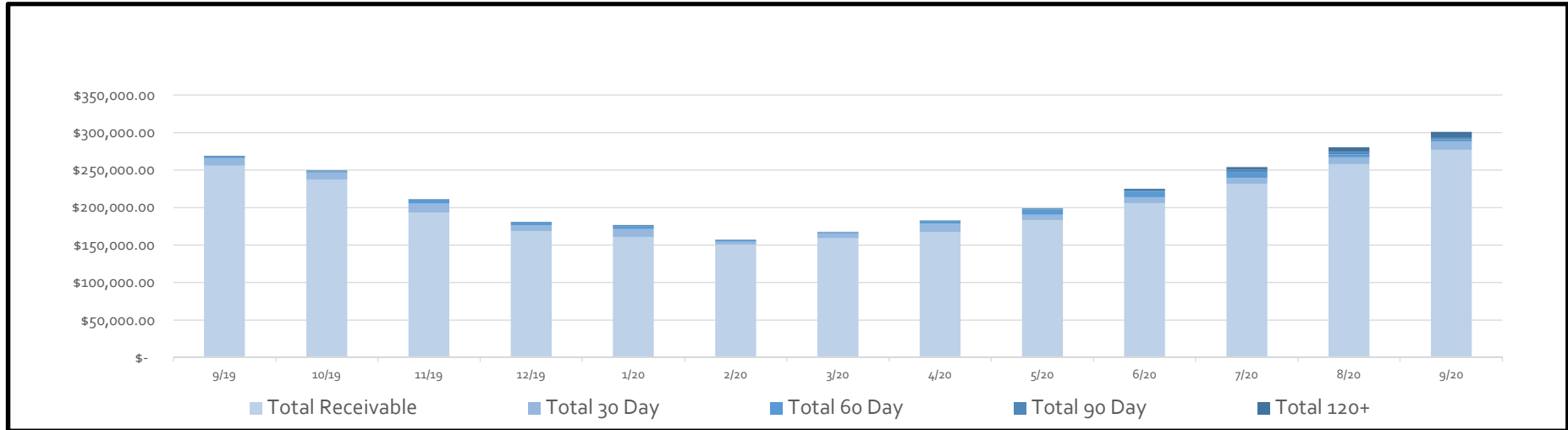
- a) WLE removed the deed tree from behind the front sign
- b) Committee is working on bids for LED sign
- c) Committee meet with Election Officials on November voting procedures

Description	Connections	
	Sep-19	Sep-20
Residential	885	932
Commercial	26	27
Hydrant	1	3
Tracking	11	11
Reclaimed	8	0
Total Number of Accounts Billed	931	973
	Consumption	
Residential	14,754,600	18,056,100
Commercial	1,532,000	1,270,400
Hydrant	-	97,000
Tracking	490,000	892,000
Reclaimed	1,243,000	-
Total Gallons Consumed	18,019,600	20,315,500
	Average Consumption	
Residential	16,672	19,373
Commercial	58,923	47,052
Hydrant	-	32,333
Tracking	44,545	81,091
Reclaimed	155,375	-
Avg Water Use for Accounts Billed	19,355	20,879
Total Billed	\$ 227,022	\$ 261,886
Total Aged Receivables	\$ 4,178	\$ 15,437
Total Receivables	\$ 231,200	\$ 277,324

12 Billing Month History Revenue by Category



12 Month Accounts Receivable and Collections Report



Date	Total Receivable	Total 30 Day	Total 60 Day	Total 90 Day	Total 120+
9/19	\$ 255,810.77	\$ 10,065.06	\$ 2,076.15	\$ 320.33	\$ 583.87
10/19	\$ 237,152.27	\$ 9,553.13	\$ 1,966.92	\$ 610.73	\$ 592.83
11/19	\$ 193,448.45	\$ 11,719.89	\$ 5,566.02	\$ 153.95	\$ 601.99
12/19	\$ 168,283.80	\$ 7,917.01	\$ 3,668.13	\$ 870.46	\$ 374.59
1/20	\$ 160,967.65	\$ 10,336.22	\$ 3,853.98	\$ 540.02	\$ 957.43
2/20	\$ 150,894.52	\$ 3,359.92	\$ 1,965.38	\$ 242.17	\$ 858.28
3/20	\$ 159,114.28	\$ 6,575.82	\$ 1,400.76	\$ 178.48	\$ 232.45
4/20	\$ 167,385.62	\$ 11,083.31	\$ 3,843.03	\$ 227.74	\$ 232.45
5/20	\$ 183,243.68	\$ 7,277.39	\$ 7,298.55	\$ 815.40	\$ 372.16
6/20	\$ 205,941.32	\$ 7,957.79	\$ 7,145.93	\$ 3,160.20	\$ 831.34
7/20	\$ 231,110.42	\$ 8,584.16	\$ 6,999.98	\$ 3,891.37	\$ 3,331.70
8/20	\$ 258,033.99	\$ 9,182.61	\$ 3,810.38	\$ 3,135.24	\$ 6,064.06
9/20	\$ 277,323.60	\$ 10,844.48	\$ 3,133.55	\$ 1,894.06	\$ 7,833.33

Board Consideration to Write Off	\$0.00
Board Consideration Collections	\$0.00

Delinquent Letter Mailed	26
Delinquent Tags Hung	N/A
Disconnects for Non Payment	N/A

Water Quality Monitoring

Current Annual CL2 Avg

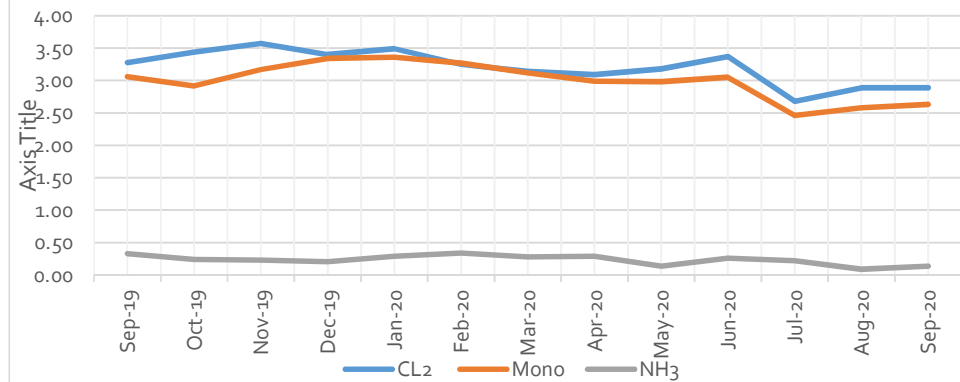
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Requirements

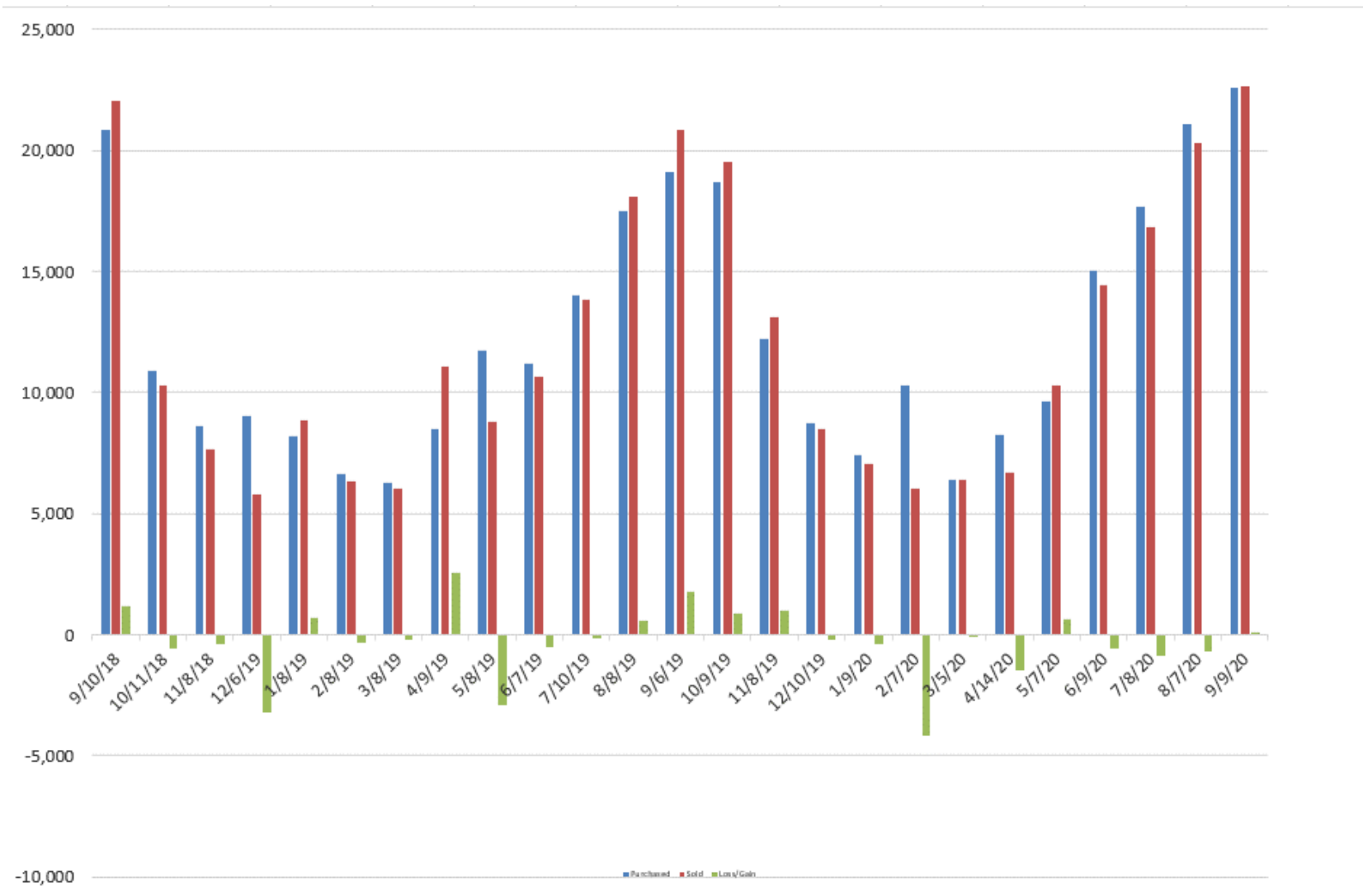
Min .50

Date	CL2	Mono	NH3
Sep-19	3.28	3.06	0.33
Oct-19	3.44	2.92	0.24
Nov-19	3.57	3.17	0.23
Dec-19	3.40	3.34	0.21
Jan-20	3.49	3.36	0.29
Feb-20	3.25	3.27	0.34
Mar-20	3.14	3.12	0.28
Apr-20	3.09	2.99	0.29
May-20	3.18	2.98	0.14
Jun-20	3.37	3.05	0.26
Jul-20	2.68	2.46	0.22
Aug-20	2.89	2.58	0.09
Sep-20	2.89	2.63	0.14

CL2 - Mono Chlorimine - Free NH3 Avg

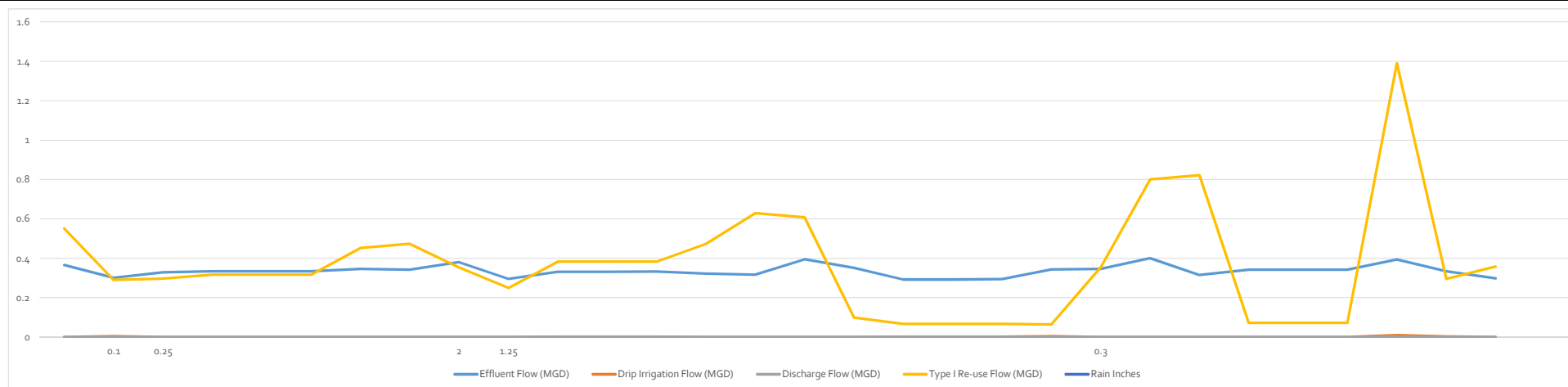


Water Accountability Report



Month	Read Date	Connection Total	Purchased (1000)	Sold (1000)	Flushing	Gal.s Loss (-)	Accounted For %	Running
								Accounted For %
September 18	9/10/2018	905	20,887	22,039	6	1,164	105.6%	103.29%
October 18	10/11/2018	906	10,881	10,321	6	(554)	94.9%	101.49%
November 18	11/8/2018	911	8,634	7,630	6	(998)	88.4%	101.77%
December 18	12/6/2018	912	9,040	5,782	62	(3,196)	64.7%	100.11%
January 19	1/8/2019	919	8,165	8,845	19	669	108.6%	100.69%
February 19	2/8/2019	921	6,622	6,318	6	(298)	95.5%	99.85%
March 19	3/8/2019	921	6,245	6,045	11	(189)	97.0%	100.26%
April 19	4/9/2019	921	9,913	11,050	20	1,157	111.7%	102.86%
May 19	5/8/2019	921	10,096	8,778	8	(1,310)	87.0%	102.65%
June 19	6/7/2019	925	11,189	10,658	33	(498)	95.5%	99.92%
July 19	7/10/2019	932	13,990	13,833	10	(148)	98.9%	99.30%
August 19	8/8/2019	932	17,501	18,067	16	581	103.3%	99.92%
September 19	9/6/2019	933	19,105	20,849	8	1,751	109.2%	100.37%
October 19	10/9/2019	945	18,710	19,551	14	855	104.6%	101.38%
November 19	11/8/2019	947	12,232	13,092	112	972	107.9%	102.31%
December 19	12/10/2019	948	8,733	8,488	14	(232)	97.4%	104.43%
January 20	1/9/2020	954	7,430	7,043	5	(382)	94.9%	103.68%
February 20	2/7/2020	955	10,275	6,061	22	(4,192)	59.2%	100.85%
March 20	3/5/2020	957	6,419	6,370	7	(42)	99.5%	100.96%
April 20	4/14/2020	966	8,235	6,698	42	(1,496)	81.8%	96.05%
May 20	5/7/2020	972	9,657	10,320	-	663	106.9%	98.49%
June 20	6/9/2020	979	15,049	14,429	49	(570)	96.2%	98.48%
July 20	7/8/2020	978	17,654	16,816	-	(838)	95.3%	98.06%
August 20	8/7/2020	978	21,065	20,324	35	(706)	96.7%	97.27%
September 20	9/9/2020	982	22,607	22,669	21	83	100.4%	96.28%

Wastewater Flows for the Month of September



Wastewater Treatment Permit Summary - Month of September

		DISCHARGE	RE-USE	DRIP FIELD	ACTUAL	COMPLIANT	PERCENT	
Avg. Treated Flow	MGD	0.5			0.335	Yes	67.0%	
Avg. Discharge Flow	MGD	0.35			0.000	Yes	0.0%	
Avg. Drip Field Flow	MGD	0.15			0.001	Yes	0.7%	
Avg. Re-Use Flow	MGD	0.35			0.369	N/A	105.4%	
Avg. Other Flow					-0.035	N/A		
Avg. cBOD	mg/L	5	5	20	1.3	Yes		
Avg. TSS	mg/L	5		20	1.0	Yes		
Avg. Ammonia Nitrogen NH ₃	mg/L	2			0.05	Yes		
Avg. Total Nitrogen T-Nit	mg/L	6			4.10	Yes		only applies if discharge
E. coli Bacteria	CFU	126	20	126	1.0	Yes		
Avg. Turbidity	NTU		3		0.11	Yes		
MIN. PH	STD UNITS	6.0			7.40	Yes		
MAX. PH	STD UNITS	9.0			7.41	Yes		

Hays County WCID Wastewater Flow Historical

Date	Connections			Total Flows	Average	Avg Flow Per Connection	WWTP Capacity %	Drip Irrigation Flow	Type I Re-use Flow
	Hays 1	Hays 2	TOTAL						
Sep-20	982	1089	2071	10,058,000	335,000	162	67%	28,000	11,066,000
Aug-20	978	1085	2063	10,091,000	326,000	158	65%	5,000	9,562,000
Jul-20	978	1082	2060	9,901,000	319,000	155	64%	11,000	10,569,000
Jun-20	979	1075	2054	9,605,000	320,000	156	64%	8,000	7,760,000
May-20	972	1071	2043	9,988,000	322,000	158	64%	20,000	10,087,000
Apr-20	966	1061	2027	9,817,000	327,000	161	65%	22,000	8,738,000
Mar-20	957	1045	2002	9,703,000	313,000	156	63%	78,000	9,128,000
Feb-20	955	1043	1998	8,823,000	304,000	152	61%	51,000	8,265,000
Jan-20	954	1034	1988	9,365,000	302,000	152	60%	10,000	9,273,000
TOTALS				87,351,000	318,666.67	157	64%	233,000	84,448,000
Dec-19	948	1028	1976	9,439,000	304,000	154	61%	24,000	8,890,000
Nov-19	947	1018	1965	8,684,000	289,000	147	58%	3,000	9,070,000
Oct-19	945	1017	1962	9,277,000	299,000	152	60%	20,000	9,445,000
Sep-19	933	1010	1943	8,923,000	297,000	153	59%	29,000	6,559,000
Aug-19	932	988	1920	8,986,000	290,000	151	58%	15,000	10,549,000
Jul-19	932	987	1919	8,626,000	278,000	145	56%	34,000	7,416,000
Jun-19	925	979	1904	8,511,000	284,000	149	57%	102,000	8,398,000
May-19	921	966	1887	10,701,000	345,000	183	69%	4,439,000	5,459,000
Apr-19	921	956	1877	9,181,000	306,000	163	61%	2,865,000	5,862,000
Mar-19	921	949	1870	8,817,000	284,000	152	57%	3,263,000	4,006,000
Feb-19	921	932	1853	8,254,000	295,000	159	59%	4,050,000	3,473,000
Jan-19	919	924	1843	9,880,000	319,000	173	64%	4,546,000	6,038,000
TOTALS				109,279,000	299,166.67	157	60%	19,390,000	85,165,000
Dec-18	912	913	1825	9,747,000	314,000	172	63%	3,670,000	3,797,000
Nov-18	911	905	1816	8,781,000	293,000	161	59%	2,254,000	5,501,000
Oct-18	906	899	1805	9,892,000	319,000	177	64%	225,000	7,596,000
Sep-18	905	892	1797	9,120,000	372,000	207	74%	24,000	8,032,000
Aug-18	904	887	1791	8,031,000	259,000	145	52%	9,000	7,442,000
Jul-18	900	879	1779	8,090,000	261,000	147	52%	4,000	7,546,000
Jun-18	898	869	1767	8,059,000	269,000	152	54%	29,000	8,928,000
May-18	898	862	1760	8,511,000	275,000	156	55%	1,710,000	6,429,000
Apr-18	887	842	1729	7,902,000	263,000	152	53%	1,136,000	4,447,000
Mar-18	885	832	1717	8,172,000	264,000	154	53%	3,975,000	3,437,000
Feb-18	884	826	1710	7,151,000	255,000	149	51%	2,027,000	4,439,000
Jan-18	870	821	1691	7,855,000	253,000	150	51%	2,597,000	3,936,000
TOTALS				101,311,000	283,083	175	62%	17,660,000	71,530,000