



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

AGENDA – BOARD OF ALDERMAN MEETING

DATE: Tuesday, February 6, 2024

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	☐ Present	☐ Absent
Aldersperson Don Hagans	☐ Present	☐ Absent
Aldersperson Bruce Robertson	☐ Present	☐ Absent
Aldersperson Lynn Smith	☐ Present	☐ Absent
Aldersperson Terry Smith	☐ Present	☐ Absent
2. Pledge of Allegiance & Thought
3. Recognize Visitors
4. Announcements, Proclamations or Presentations
5. Public Comment
 (At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

6. Consider Consent items:
 The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.
 - a. Meeting Minutes for January 16, 2024
 - b. Meeting Minutes for January 22, 2024
 - c. Sales Tax Report for January 2024
7. Discuss with possible action – Order of Election.
8. Convene into Executive Session as per Texas Govt. Code §551.074 to discuss personnel matters – City Administrator
 - a. Closed Session: Discuss personnel matters for the city administrator position.
 - b. Open Session: Reconvene into open session.
9. Discussion and/or Possible Action on city administrator position.

DISCUSSION / INFORMATION ITEMS

10. Discussion – MFAEMS Quarterly Report
11. Discussion – Eclipse – April 8, 2024
12. Discussion of upcoming Joint Primary Election:
 - a. Early Voting Dates: February 20, 2024, through March 1, 2024
 - b. Election Date: March 5, 2024
13. Discussion of upcoming May Election deadlines:
 - a. Candidate Filing Dates: January 17, 2024, through February 16, 2024
 - b. Election Date: May 4, 2024

- c. Positions include Mayor and 2 Alderman positions. Incumbents Mayor Olan Kelley, Alderman Terry Nuss and Don Hagans.
- 14. Review Planning and Zoning Commission Recommendations to BOA
- 15. Review assignments for the Planning and Zoning Commission
 - a. Review of current Planning and Zoning assignments
 - b. The next P&Z meeting is scheduled for February 8, 2024.
- 16. Legislative Updates –
- 17. Drainage Issues –
- 18. **Water Storage Tank Project Report**
- 19. Review Water System –
 - a. **TCEQ Comprehensive Compliance Investigation**
 - b. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - c. Maintenance and Operations Issues
 - d. Portable generator connections
 - e. LCRA Drought Stage Changes
 - f. Central Texas Groundwater Conservation District
 - g. Drought Contingency Plan
- 20. Review Solid Waste Services –
- 21. Mayor's Reports
 - a. Codification Project Update
- 22. Aldermen Comments

Next regular meeting – Tuesday February 20, 2024, at 7:00 p.m., Highland Haven Community Center
Special meeting Public Hearing - Wednesday February 28, 2024, at 3:00pm Roscoe Holt City Hall.

Adjournment.

Posted: February 1, 2024

CERTIFICATION OF POSTING

I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT [WWW. HIGHLANDHAVENTX.COM](http://WWW.HIGHLANDHAVENTX.COM) ON THURSDAY, FEBRUARY 1, 2024, BY 5:00 PM AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.



Lezley Baum

Lezley Baum, City Secretary

THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071 (Advice of Counsel), 551.072 (Real Property), 551.073 (Gifts or Donations), 551.074 (Personnel), 551.076 (Security), 551.087 (Economic Development) and/or 418.183 (Homeland Security).



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
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Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, January 16, 2024

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓Present	☐ Absent
Aldersperson Don Hagans	✓Present	☐ Absent
Aldersperson Bruce Robertson	✓Present	☐ Absent
Aldersperson Lynn Smith	✓Present	☐ Absent
Aldersperson Terry Smith	✓Present	☐ Absent

Mayor Kelley opened the meeting at 7:00 pm.

2. Pledge of Allegiance & Thought

Mayor Kelley led in the Pledge of Allegiance.

3. Recognize Visitors

Visitors present were Susan Patton, Adrienne Field, Marvin Filla & Judy Kelley

4. Announcements, Proclamations or Presentations

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

Adrienne Field introduced herself and stated that she is running for Tax Assessor-Collector for Burnet County.

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Meeting Minutes for January 2, 2024
- b. December 2023 Financials
- c. December 2023 Utility Report

Motion to approve consent agenda was made by Terry Nuss, seconded by Lynn Smith.

Vote 5-0

7. Discuss with possible action – LCRA Grant application.

Motion to postpone application to July made by Bruce Robertson, seconded by Terry Nuss.

Vote 5-0

DISCUSSION / INFORMATION ITEMS

8. Personnel -

- a. City Administrator
- b. FMLA

9. Discussion of upcoming May Election deadlines:

- a. Candidate Filing Dates: January 17, 2024, through February 16, 2024
- b. Election Date: May 4, 2024
- c. Positions include Mayor and 2 Alderman positions. Incumbents Mayor Olan Kelley, Alderman Terry Nuss and Don Hagans.

10. Discussion – Joint Primary Election, Tuesday March 5, 2024

- a. Early Voting Locations

- b. Election Day Voting Locations
- 11. Discussion – Eclipse – April 8, 2024.
- 12. Review Planning and Zoning Commission Recommendations to BOA
 - a. Proposed draft of commercial zoning.
- 13. Review assignments for the Planning and Zoning Commission
 - a. Review of current Planning and Zoning assignments
 - i. Commercial Zoning planning
 - b. The next P&Z meeting is scheduled for January 22, 2024, at 3:00pm.
- 14. Legislative Updates –
- 15. Drainage Issues –
- 16. Water Storage Tank Project Report
- 17. Review Water System –
 - a. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - b. Maintenance and Operations Issues
 - c. Portable generator connections
 - d. Central Texas Groundwater Conservation District
 - i. CTGCD Stakeholder Report – Presentation
 - ii. CTGCD Stakeholder Committee Report 10-30-23
 - iii. Pumping Permit
 - iv. Drought Status – Stage 4
 - v. 15% Mandatory Water Restrictions
 - e. Drought Contingency Plan
- 18. Review Solid Waste Services –
- 19. Mayor's Reports
 - a. Codification Project Update
- 20. Aldermen Comments

Special meeting – Monday January 22, 2024, at 5:00 p.m., City Hall

Next regular meeting – Tuesday February 6, 2024, at 7:00 p.m., Highland Haven Community Center

Motion to adjourn made by Terry Nuss, seconded by Terry Smith

Vote 5-0

Adjournment.

Meeting adjourned at 8:47 pm

Olan Kelley, Mayor

Lezley Baum, City Secretary





CITY OF HIGHLAND HAVEN
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Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

SPECIAL MEETING AGENDA – BOARD OF ALDERMAN MEETING

DATE: Monday January 22, 2024

TIME: 5:00 pm

PLACE: Highland Haven City Hall

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓Present	☐ Absent
Aldersperson Don Hagans	✓Present	☐ Absent
Aldersperson Bruce Robertson	✓Present	☐ Absent
Aldersperson Lynn Smith	✓Present	☐ Absent
Aldersperson Terry Smith	☐ Present	✓Absent

2. Pledge of Allegiance & Thought

Mayor Kelley led in the Pledge of Allegiance

3. Recognize Visitors **Visitor present was Todd Holland**

4. Announcements, Proclamations or Recognition

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

No Public Comments

ACTION ITEMS

6. Public Hearing - Replat Lot #'s 194 & PT of 193, S ½ of 195, & .42 AC, Sec 3, 103 Bluebird Lane, combining two lots into a single lot 194-A

Public Hearing for Replat Lot #'s 194 & PT of 193, S ½ of 195, & .42 AC, Sec 3, 103 Bluebird Lane, combining two lots into a single lot 194-A was opened at 5:01 pm.

No comments were received during the Public Hearing.

Public Hearing was closed at 5:01 pm.

Discussion with Possible Action – Replat Lot #'s Lots 194 & PT of 193, S ½ of 195, & .42 AC, Sec 3, 103 Bluebird Lane, combining two lots into a single lot 194-A

Motion to approve the Replat of Lot #'s 194 & PT of 193, S ½ of 195, & .42 AC, Sec 3, 103 Bluebird Lane, combining two lots into a single lot 194-A made by Terry Nuss, seconded by Lynn Smith

Vote 4-0

7. Public Hearing - Replat Lot #'s 133-R & 134-R, 104 E. Pheasant, combining two lots into a single lot 133-R-1

Public Hearing for Replat Lot #'s 133-R & 134-R, 104 E. Pheasant, combining two lots into a single lot 133-R-1 was opened at 5:05 pm.

No comments were received during the Public Hearing.

Public Hearing was closed at 5:05 pm.

Discussion with Possible Action – Replat Lot #'s 133-R & 134-R, 104 E. Pheasant, combining two lots into a single lot 133-R-1

Motion to approve the Replat Lot #'s 133-R & 134-R, 104 E. Pheasant, combining two lots into a single lot 133-R-1 made by Don Hagans, seconded by Bruce Robertson.

Vote 4-0

Next regular meeting – Tuesday February 6, 2024, at 7:00 p.m., Highland Haven Community Center [HOME](#)

Motion to Adjourn was made by Terry Nuss, seconded by Lynn Smith

Vote 4-0

Adjourn

Meeting adjourned at 5:06 pm

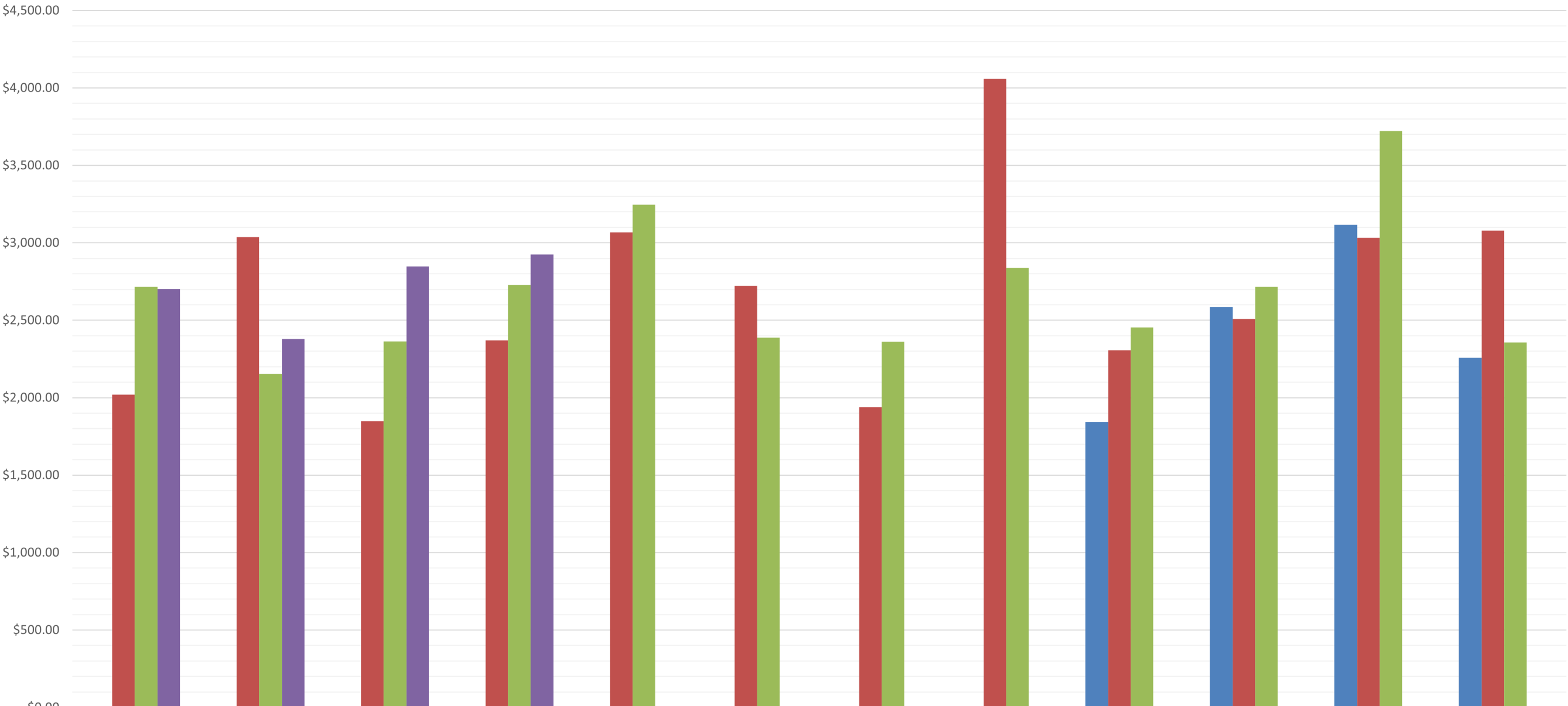
Olan Kelley, Mayor

Lezley Baum, City Secretary



City of Highland Haven Sales Tax

2021 2022 2023 2024



20.00	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
■ 2021									\$1,844.82	\$2,584.64	\$3,115.81	\$2,256.74
■ 2022	\$2,020.88	\$3,036.41	\$1,848.93	\$2,369.89	\$3,067.90	\$2,721.37	\$1,939.03	\$4,057.71	\$2,305.26	\$2,508.50	\$3,031.97	\$3,078.37
■ 2023	\$2,715.96	\$2,153.70	\$2,364.18	\$2,728.03	\$3,246.73	\$2,388.05	\$2,361.84	\$2,838.98	\$2,453.38	\$2,716.50	\$3,720.53	\$2,357.56
■ 2024	\$2,701.28	\$2,377.70	\$2,847.22	\$2,924.52								

**ORDER OF ELECTION FOR THE
CITY OF HIGHLAND HAVEN, TEXAS
(ORDEN DE ELECCIÓN PARA LA
CIUDAD DE HIGHLAND HAVEN, TEXAS)**

An election is hereby ordered to be held on **May 4, 2024**, for the purpose of:

(Por la presente se ordena celebrar una elección el 4 de mayo de 2024 con el propósito de votar sobre):

To elect one Mayor and two Alderman to the City of Highland Haven Board of Alderman.

(elegir un alcalde y dos concejales de la Junta de concejales de la Ciudad de Highland Haven).

LOCATIONS OF POLLING PLACES:

SITIOS DE LUGARES DE VOTACION:

Highland Haven Community Center
118 Blackbird Drive, Highland Haven, TX 78654
Phone: 830-265-4366
Email: citysecretary@highlandhaventx.com
www.highlandhaventx.com

Centro Comunitario Highland Haven
118 Blackbird Drive, Highland Haven, TX 78654
Teléfono: 830-265-4366
correo electrónico: citysecretary@highlandhaventx.com
www.highlandhaventx.com

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en):

Burnet County Agri-Life Extension Auditorium (Auditorio de Extensión de Burnet)
607 N. Vandever St., Burnet, TX, and

Marble Falls County Courthouse Annex (Marble Falls anexo Palacio de Justicia)
810 Steve Hawkins Pkwy, Marble Falls, TX

beginning on **April 22, 2024** and ending on **April 30, 2024**
(comenzando el 22 de abril de 2024 y terminando el 30 de abril de 2024)

between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday and between the hours of 7:00 a.m. and 7:00 p.m. on April 25, 2024, and April 29, 2024.
(entre las horas de 8:00 a.m. y 5:00 p.m. de lunes a viernes y entre las horas de 7:00 a.m. y 7:00 p.m. el 25 de abril de 2024, y 29 de abril de 2024).

Applications for ballot by mail should be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Doug Ferguson
Elections Administrator, Burnet County
220 S. Pierce, Burnet, TX 78611
Phone: 512-715-5288; Email: elections@burnetcountytexas.org
www.burnetcountytexas.org

Applications for ballots by mail must be received no later than the close of business on April 23, 2024.

(Las solicitudes para votación por correo tienen que ser recibidas no más tarde que el fin de horas de negocio el 23 de abril de 2024.)

Issued this 6th day of February, **2024**.
Emitido este 6 día de Febrero, 2024.

Signature of Mayor
(Firma del Alcalde)

Signature of Mayor Pro Tem
(Firma del Alcalde Interino)

Signature of Alderman
(Firma del Regidor)

Signature of Alderman
(Firma del Regidor)

Signature of Alderman
(Firma del Regidor)

Signature of Alderman
(Firma del Regidor)



MARBLE FALLS AREA EMS

CITY OF HIGHLAND HAVEN UPDATE JANUARY 22, 2024



Marble Falls Area EMS

[HOME](#)

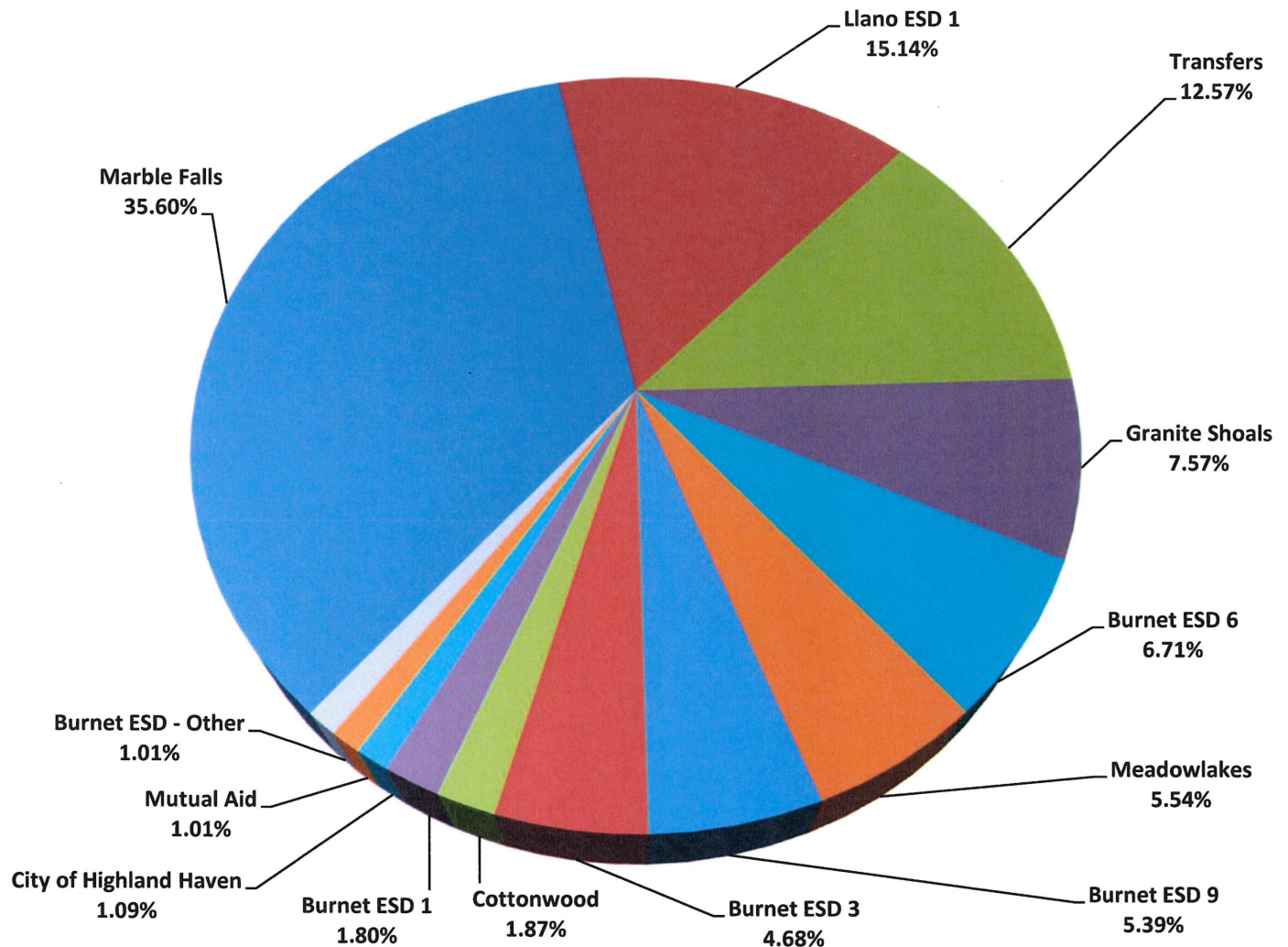
Call Volume Location

FY - 2024

Marble Falls	456	35.60%
Llano ESD 1	194	15.14%
Transfers	161	12.57%
Granite Shoals	97	7.57%
Burnet ESD 6	86	6.71%
Meadowlakes	71	5.54%
Burnet ESD 9	69	5.39%
Burnet ESD 3	60	4.68%
Cottonwood	24	1.87%
Burnet ESD 1	23	1.80%
City of Highland Haven	14	1.09%
Mutual Aid	13	1.01%
Burnet ESD - Other	13	1.01%
Total	1281	100.00%

City of Marble Falls
 Horseshoe Bay Llano County Area
 BSWMF / SHL / Other
 City of Granite Shoals
 Marble Falls VFD Area
 City of Meadowlakes
 Spicewood VFD Area
 Unincorporated Granite Shoals
 City of Cottonwood Shores
 Horseshoe Bay Burnet County Area
 City of Highland Haven
 Mutual Aid Responses
 Other Burnet County / ESD's / City of Burnet

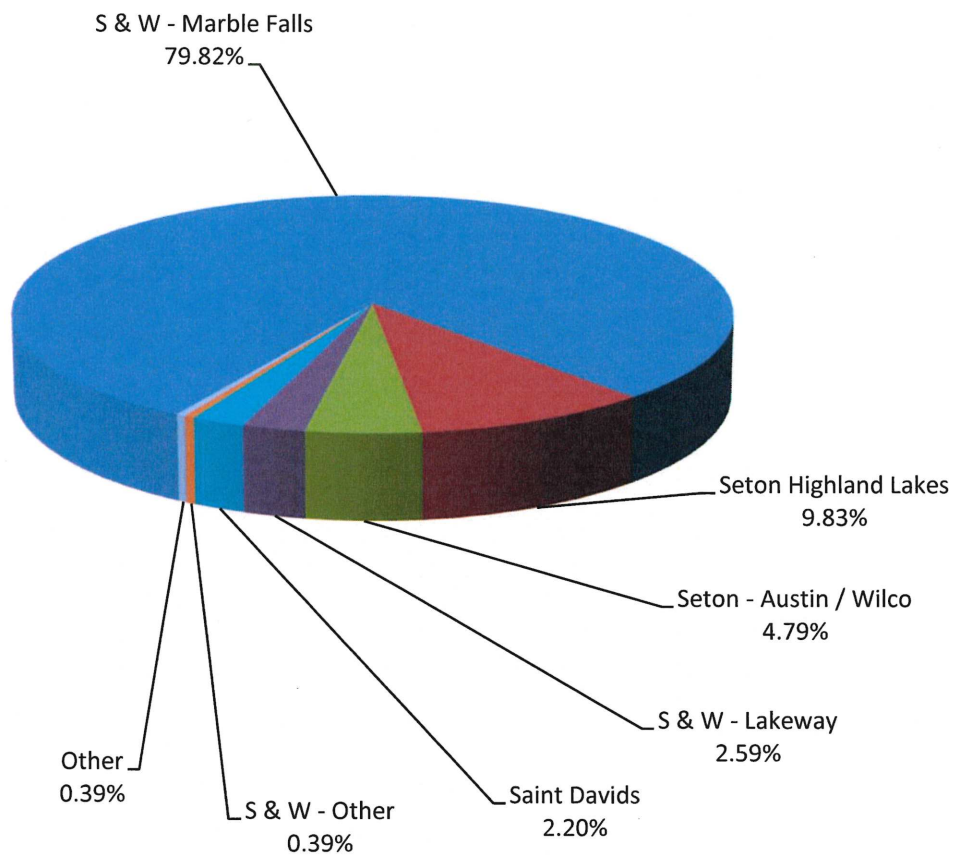
October - December 2023



MARBLE FALLS AREA EMS
911 Patient Destinations
FY-2024

S & W - Marble Falls	617	79.82%
Seton Highland Lakes	76	9.83%
Seton - Austin / Wilco	37	4.79%
S & W - Lakeway	20	2.59%
Saint Davids	17	2.20%
S & W - Other	3	0.39%
Other	3	0.39%
Total	773	100.00%

October - December 2023

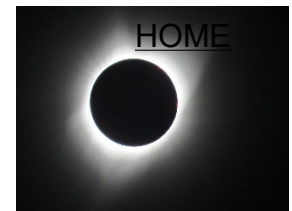




ECLIPSE GUIDE FOR HIGHLAND HAVEN RESIDENTS

TOTAL SOLAR ECLIPSE – MONDAY APRIL 8, 2024

Plan for increased traffic and crowded stores April 5-9



Have prescriptions
filled



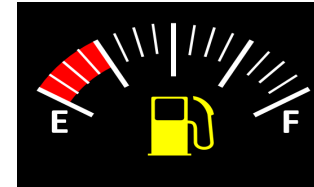
Have Cash
available



Proper eye
protection



Run errands
beforehand



Fill your gas tank



Stock up on
Supplies

PLANNING AHEAD CAN REDUCE STRESS

Expect slower cell,
internet service,
possible issues with
processing
debit/credit cards.

Grocery shopping
early will allow stores
time to restock, while
you avoid crowds.

Schedule
appointments before
or after the eclipse.

ANTICIPATE LOCAL IMPACTS

There will be extra
traffic – especially
on the day of the
eclipse.

Expect longer lines
at gas stations,
stores, and
restaurants.

PUBLIC HEALTH REMINDERS

Have proper eye
protection when
viewing the eclipse!

Ensure you have an
adequate supply of
prescription
medications on hand.

Have a first aid kit
stocked and on hand.

PERSONALIZE EMERGENCY PLANS

Now is the perfect time
to review your family's
emergency plan.

Decide in advance how
you will communicate
with loved ones,
especially if cell service is
slow.

Designate a meeting
point if you get
separated in a crowd.

A total solar eclipse is a once-in-a-lifetime opportunity, but it also requires some preparation and caution. By following these tips, you can enjoy the eclipse safely and responsibly.

Joint Primary Election, Tuesday, March 5, 2024

Early Voting Locations and Hours

Burnet County, Texas

Polling Place			Address		City	
AgriLife Auditorium *Main EV Location Bertram Community Center Granite Shoals Community Center Marble Falls Region 13			607 N. Vandevener 340 S. Gabriel St. 1208 N. Phillips Ranch Rd. 802 Steve Hawkins Pkwy.		Burnet, TX 78611 Bertram, TX 78605 Granite Shoals, TX 78654 Marble Falls, TX 78654	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>Feb. 19</i> Presidents Day No voting	<i>Feb. 20</i> 8am-5pm	<i>Feb. 21</i> 8am-5pm	<i>Feb. 22</i> 7am-7pm	<i>Feb. 23</i> 8am-5pm	<i>Feb. 24</i> 8am-5pm *AgriLife 7am-7pm
<i>Feb. 25</i> *AgriLife Only <i>10am-4pm</i>	<i>Feb. 26</i> 8am-5pm *AgriLife 7am-7pm	<i>Feb. 27</i> 8am-5pm *AgriLife 7am-7pm	<i>Feb. 28</i> 8am-5pm *AgriLife 7am-7pm	<i>Feb. 29</i> 7am-7pm	<i>March 1</i> 8am-5pm *AgriLife 7am-7pm	

La Elección Primaria Conjunta, Martes, el 5 de Marzo del 2024

Lugar y Horario de Votación Adelante

Condado de Burnet, Texas

Centro de Votación			Domicilio		Ciudad	
*AgriLife Auditorium Bertram Community Center Granite Shoals Community Center Marble Falls Region 13			607 N. Vandevener 340 S. Gabriel St. 1208 N. Phillips Ranch Rd. 802 Steve Hawkins Pkwy.		Burnet, TX 78611 Bertram, TX 78605 Granite Shoals, TX 78654 Marble Falls, TX 78654	
Domingo	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado
	<i>el 19 de feb.</i> día del Presidente <i>no votar</i>	<i>el 20 de feb.</i> 8am-5pm	<i>el 21 de feb.</i> 8am-5pm	<i>el 22 de feb.</i> 7am-7pm	<i>el 23 de feb.</i> 8am-5pm	<i>el 24 de feb.</i> 8am-5pm *AgriLife 7am-7pm
<i>el 25 de feb.</i> AgriLife Only! 10am-4pm	<i>el 26 de feb.</i> 8am-5pm *AgriLife 7am-7pm	<i>el 27 de feb.</i> 8am-5pm *AgriLife 7am-7pm	<i>el 28 de feb.</i> 8am-5pm *AgriLife 7am-7pm	<i>el 29 de feb.</i> 7am-7pm	<i>el 1 de mar.</i> 8am-5pm *AgriLife 7am-7pm	

ELECTION DAY VOTE CENTERS!

Burnet County has County Wide Polling Locations known as Vote Centers. We are pleased to announce that as a registered voter in Burnet County, you may vote on election day at the nearest polling location that is open no matter where you are in the County. You do not have to vote at your home precinct. See the list below which contains all 19 polling locations which are all Vote Centers.

Please call us if you have questions! 512-715-5288

Polling locations change depending on the type of election. Locations for the March 5, 2024 Primary elections are now posted below. Due to the Republican Party not wanting to participate in Joint Primary Elections, and the lack of voting equipment to accommodate this request, we are forced to only open 12 of our vote centers on March 5, 2024, election day.

	Locations in GREEN will be open on Election Day, March 5, 2024 from 7 a.m. – 7 p.m. CLICK HERE FOR EARLY VOTING SCHEDULE AND LOCATIONS!	
Precinct Number	Location	Status
All	Burnet County AgriLife MAP! 607 N. Vandever St., Burnet 78611	OPEN
All	Spicewood Community Center MAP! 7901 CR 404, Spicewood 78669	OPEN
All	Silver Creek Community Center MAP! 101 CR 128, Burnet 78611	OPEN
All	Highland Haven Community Center MAP! 118 Blackbird Dr., Highland Haven, TX 78654	OPEN
All	Naruna Church Bldg. MAP! 9170 FM 1478 Lampasas 76550	OPEN
All	Bertram Community Center MAP! 340 S. Gabriel St., Bertram 78605	OPEN

All	Briggs Community Center MAP! 215 Loop 308, Briggs 78608	OPEN
All	Oakalla Community Center MAP! 29011 FM 963, Oakalla 78608	OPEN
All	Granite Shoals Comm Center MAP! 1208 N. Phillips Ranch Rd, Granite Shoals 78654	OPEN
All	Texas Tech University at Highland Lakes MAP! 806 Steve Hawkins Pkwy., Marble Falls 78654	OPEN
All	Meadowlakes City Hall MAP! 177 Broadmoor St # B, Meadowlakes, TX 78654	OPEN
All	Church of Christ MAP! 711 Broadway, Marble Falls 78654	OPEN



IMPORTANT DATES FOR CANDIDATES

CITY OF HIGHLAND HAVEN

GENERAL ELECTION - MAY 4, 2024

December 18, 2023	Deadline to Post Notice of Candidate Filing.
January 1, 2024	First day to file a ballot by mail.
January 17, 2024	First day to file for a Place on the General Election Ballot.
February 16, 2024	Last day to Order General election for May 4, 2024.
February 16, 2024	Last day to file for place on ballot as regular candidate.
February 20, 2024	Last day to file for place on ballot as write-in candidate.
April 4, 2024	Last Day to register to vote for May 4, 2024 election date.
April 22, 2024	First Day of Early Voting.
April 23, 2024	Last day to apply for a ballot by mail.(received not postmarked)
April 30, 2024	Last day of early voting by Personal Appearance.
May 4, 2024	Election DayPolls open 7am – 7pm

*****OATHS OF OFFICE FOR NEWLY ELECTED OFFICIALS*****

HIGHLAND HAVEN GROUND STORAGE TANK IMPROVEMENTS																											
ID	Task Name	Start	Qtr 2, 2023 Apr			May	Jun	Qtr 3, 2023 Jul		Aug	Sep	Qtr 4, 2023 Oct		Nov	Dec	Qtr 1, 2024 Jan		Feb	Mar	Qtr 2, 2024 Apr		May	Jun	Qtr 3, 2024 Jul		Aug	
1	Obtain TCEQ Approval	Mon 8/14/23																									
2	Advertisement	Tue 5/30/23																									
3	Bid Opening	Fri 6/30/23																									
4	Notice of Award	Fri 7/7/23																									
5	Contract Execution	Fri 7/7/23																									
6	Submittals	Thu 7/27/23																									
7	Tank Fabrication	Tue 10/31/23																									
8	Install 6" Yard Line	Sat 11/25/23																									
9	Install 4" Yard Line	Mon 12/18/23																									
10	Tank Delivery	Wed 1/31/24																									
11	Construct Tank Foundation	Sat 12/30/23																									
12	Tank Erection Tank No. 2	Wed 1/31/24																									
13	Complete Piping Tank No. 2 and Tie In	Wed 2/7/24																									
14	Electrical	Tue 2/27/24																									
15	Hydrotesting & Disinfection	Thu 3/7/24																									
16	Bacteriological Testing	Fri 3/8/24																									
17	Substantial Completion Tank No. 2 - Tank in Service	Thu 3/14/24																									
18	Construction Tank No. 1 Foundation	Wed 2/7/24																									
19	Erection Tank No. 1	Tue 3/12/24																									
20	Hydrotesting & Disinfection Tank No. 1	Thu 3/21/24																									
21	Bacteriological Testing	Fri 3/22/24																									
22	Complete Yard Piping Tank No. 1	Fri 3/22/24																									
23	Substantial Completion Tank No. 1 - Tank in Service	Mon 4/1/24																									
24	Complete Punch List Items	Mon 4/1/24																									
25	Notice of Completion	Mon 4/15/24																									
Project: Highland Haven Schedule 11. Date: Tue 1/23/24		Task		Project Summary		Manual Task		Start-only		Deadline																	
		Split		Inactive Task		Duration-only		Finish-only		Progress																	
		Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress																	
		Summary		Inactive Summary		Manual Summary		External Milestone																			
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TCEQ EXIT INTERVIEW FORM: Potential Violations and/or Records Request

Regulated Entity/Site Name	City of Highland Haven	TCEQ Add. ID No. RN No (optional)	0270099
Investigation Type	PWS	Contact Made In-House (Y/N)	Y
Purpose of Investigation	Comprehensive Compliance Investigation		
Regulated Entity Contact	Mr. Ricky Rowe	Telephone No.	830-798-4378
Date Contacted	1/29/2024		
Title	Operator	FAX #/Email address	sunsetwaterutilities@gmail.com
FAX/Email date	1/29/2024		

NOTICE: The information provided in this form is intended to provide clarity to issues that have arisen during the investigation process between the TCEQ and the regulated entity named above and *does not represent final TCEQ findings related to violations*. Any potential or alleged violations discovered after the date on this form will be communicated to the regulated entity representative prior to the issuance of a notice of violation or enforcement. Conclusions drawn from this investigation, including additional violations or potential violations discovered (if any) during the course of this investigation, will be documented in a final investigation-report.

Issue	For Records Request, identify the necessary records, the company contact and date due to the agency. For Alleged and Potential Violation issues, include the rule in question with the clearly described potential problem. Other type of issues: fully describe.		
No.	Type¹	Rule Citation (if known)	Description of Issue
		N/A	No violations or Additional Issues noted during the investigation.

Note 1: Issue Type Can Be One or More of: AV (Alleged Violation), PV (Potential Violation), O (Other), or RR (Records Request)

Did the TCEQ document the regulated entity named above operating without proper authorization?	☐ Yes	☒ No
Did the investigator advise the regulated entity representative that continued operation is not authorized?	☐ Yes	☒ No

Document Acknowledgment. Signature on this document establishes only that the regulated entity (RE) representative received a copy of this document and associated continuation pages on the date noted. If contact was made by telephone, the document will be sent via FAX or Email to RE; therefore, the RE signature is not required.

Investigator Name (Signed & Printed)	Date	Regulated Entity Representative Name (Signed & Printed)	Date
Charlotte Pope <i>Charlotte Pope</i>	1/29/2024		