



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 20, 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 February 6, 2024
- b. January 2024 Financials
- c. January 2024 Utility Report
- d. February 2024 Sales Tax Report

7. Discuss with possible action – Change Order # 1 – Water Storage Tank Project

8. Discuss with possible action – HHPOA Storage Barn

DISCUSSION / INFORMATION ITEMS

9. Personnel -

- a. City Administrator

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

- a. Early Voting Locations
- b. Election Day Voting Locations

11. Discussion – General Election Saturday, May 4, 2024

- a. 3 applications for a place on the Ballot have been received by incumbents. Mayor Olan Kelley, Alderman Terry Nuss and Alderman Don Hagans.

12. Discussion – Eclipse – April 8, 2024.

13. Review Planning and Zoning Commission Recommendations to BOA

14. Review assignments for the Planning and Zoning Commission

- a. Review of current Planning and Zoning assignments

- i. Commercial Zoning planning
- b. A Special P&Z meeting is scheduled for February 26, 2024, at 3:00 pm., Roscoe E Holt City Hall.
- c. The next Regular P&Z meeting is scheduled for March 14, 2024, at 6:00 pm. Community Center.

15. Legislative Updates –

16. Drainage Issues –

17. Codification Project Update -

18. Water Storage Tank Project Report-

19. 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. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
- e. Drought Contingency Plan
 - i. Discuss LCRA January 26 letter re: proposed landscape irrigation reduction.
 - ii. Discuss adopting LCRA watering schedule.

20. Review Solid Waste Services –

21. Mayor's Reports

22. Aldermen Comments

Special Meeting – Tuesday February 28, 2024 at 3:00 p.m., Roscoe E Holt City Hall.

Next regular meeting – Tuesday March 5, 2024, at 7:00 p.m., Roscoe E Holt City Hall.

Adjournment.

Posted: February 15, 2024

CERTIFICATION OF POSTING

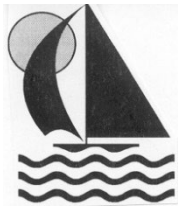
I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT WWW.HIGHLANDHAVENTX.COM ON THURSDAY, February 15, 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
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – 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 |

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 Andy Adams, Judy Kelley, Linda Enderlin & Jackie Garrow

Announcements, Proclamations or Presentations

4. 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

5. 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

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

Vote 3-0

6. Discuss with possible action – Order of Election.

Motion to Order May 4, 2024, election made by Lynn smith, seconded by Don Hagans.

Vote 3-0

7. 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.
The Board of Aldermen adjourned into closed session at 7:06 pm.
- b. Open Session: Reconvene into open session.
The Board of Aldermen reconvened to open session at 8:43 pm.

8. Discussion and/or Possible Action on city administrator position.

Motion to authorize the Mayor to begin negotiations with Andy Adams for the position of City Administrator to include terms of employment, salary and benefits made by Terry Smith, seconded by Lynn Smith.

Vote 3-0

DISCUSSION / INFORMATION ITEMS

9. Discussion – MFAEMS Quarterly Report
10. Discussion – Eclipse – April 8, 2024
11. Discussion of upcoming Joint Primary Election:
- a. Early Voting Dates: February 20, 2024, through March 1, 2024
 - b. Election Date: March 5, 2024
12. 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.
13. Review Planning and Zoning Commission Recommendations to BOA
14. 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.
15. Legislative Updates –
16. Drainage Issues –
17. Water Storage Tank Project Report
18. 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
19. Review Solid Waste Services –
20. Mayor's Reports
- a. Codification Project Update
21. 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.

Motion to adjourn made by Lynn Smith, seconded by Don Hagans.

Vote 3-0

Olan Kelley, Mayor

Lezley Baum, City Secretary



City of Highland Haven

Monthly Financial Report

Fiscal Year 2023-2024

Period Ending January-24

City of Highland Haven
Combined Balance Sheet
As of January 31, 2024

9:23 AM

02/14/2024

Accrual Basis

	<u>General Fund</u>	<u>Water Fund</u>	<u>Solid Waste</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
100 · Gen Fund - First United	226,622.27	0.00	0.00	226,622.27
106 · Gen Fund - TexPool -Investment	534,192.97	0.00	0.00	534,192.97
203 · CNB Water Operating	0.00	136,982.77	0.00	136,982.77
205 · CNB- HHWS (GO Bond Ser)	0.00	1,530.62	0.00	1,530.62
206 · TexPool - HHWS Investment	0.00	328,193.16	0.00	328,193.16
300 · CNB- HH Solid Waste	0.00	0.00	74,291.57	74,291.57
Total Checking/Savings	<u>760,815.24</u>	<u>466,706.55</u>	<u>74,291.57</u>	<u>1,301,813.36</u>
Total Current Assets	760,815.24	466,706.55	74,291.57	1,301,813.36
Fixed Assets				
15000 · Fixed Assets				
15100 · City Hall Building	44,338.00	0.00	0.00	44,338.00
15101 · City Hall Land	1,155.00	0.00	0.00	1,155.00
15103 · Street & Drainage Improvements	336,767.00	0.00	0.00	336,767.00
15105 · Furniture & Equipment	16,823.52	0.00	0.00	16,823.52
15200 · Highland Haven Water Sys				
15201 · HHWS - Infrastructure	0.00	992,409.00	0.00	992,409.00
15202 · HHWS - Building & Structures	0.00	45,234.00	0.00	45,234.00
15203 · Equipment	0.00	62,768.00	0.00	62,768.00
15205 · HHWS-Land	0.00	20,000.00	0.00	20,000.00
15209 · Intangible Assets	0.00	170,115.00	0.00	170,115.00
Total 15200 · Highland Haven Water Sys	<u>0.00</u>	<u>1,290,526.00</u>	<u>0.00</u>	<u>1,290,526.00</u>
Total 15000 · Fixed Assets	399,083.52	1,290,526.00	0.00	1,689,609.52
16000 · Accumulated Depreciation	-316,484.93	-512,688.00	0.00	-829,172.93
16001 · Accumulated Amortization	0.00	-118,631.00	0.00	-118,631.00
Total Fixed Assets	<u>82,598.59</u>	<u>659,207.00</u>	<u>0.00</u>	<u>741,805.59</u>
TOTAL ASSETS	<u>843,413.83</u>	<u>1,125,913.55</u>	<u>74,291.57</u>	<u>2,043,618.95</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	1,039.22	3,338.24	0.00	4,377.46
Total Accounts Payable	<u>1,039.22</u>	<u>3,338.24</u>	<u>0.00</u>	<u>4,377.46</u>
Other Current Liabilities				
21000 · Const. Deposits/Permits				
21100 · Clean-up Deposits	18,175.00	0.00	0.00	18,175.00
Total 21000 · Const. Deposits/Permits	<u>18,175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,175.00</u>
24000 · Payroll Liabilities				
2100 · Withheld taxes payable	1,714.11	0.00	0.00	1,714.11
24100 · 941 Taxes Payable	4,411.02	0.00	0.00	4,411.02

	General Fund	Water Fund	Solid Waste	TOTAL
24200 · TWC - SUI Payable	527.80	0.00	0.00	527.80
Total 24000 · Payroll Liabilities	6,652.93	0.00	0.00	6,652.93
22200 · Bonds Payable - Current	0.00	100,000.00	0.00	100,000.00
22000 · Sales Tax Payable	0.00	0.00	999.74	999.74
Total Other Current Liabilities	24,827.93	100,000.00	999.74	125,827.67
Total Current Liabilities	25,867.15	103,338.24	999.74	130,205.13
Long Term Liabilities				
26000 · Long Term Liabilities				
26200 · 2016 HHWS Bond Payable	0.00	415,000.00	0.00	415,000.00
Total 26000 · Long Term Liabilities	0.00	415,000.00	0.00	415,000.00
Total Long Term Liabilities	0.00	415,000.00	0.00	415,000.00
Total Liabilities	25,867.15	518,338.24	999.74	545,205.13
Equity				
39000 · Retained Earnings	718,904.95	597,685.31	61,718.13	1,378,308.39
Net Income	98,641.73	9,890.00	11,573.70	120,105.43
Total Equity	817,546.68	607,575.31	73,291.83	1,498,413.82
TOTAL LIABILITIES & EQUITY	843,413.83	1,125,913.55	74,291.57	2,043,618.95

General Fund
Profit & Loss Budget Performance
 October 2023 through January 2024

9:29 AM
 02/14/2024
 Accrual Basis

	Oct '23 - Jan 24	Budget	Annual Budget
Ordinary Income/Expense			
Income			
8000 · General Fund Revenue			
8100 · Taxes			
8110 · Property Taxes Collected	190,663.46	200,000.00	293,661.00
8120 · Sales and Use Tax	10,850.72	9,446.00	28,350.00
Total 8100 · Taxes	201,514.18	209,446.00	322,011.00
8200 · Franchise Fees			
8240 · Solid Waste	0.00	1,718.00	5,150.00
8210 · Cable TV	2,561.00	3,624.00	7,250.00
8220 · Electrical	8,436.39	10,000.00	20,000.00
8230 · Telephone	80.49	124.00	250.00
Total 8200 · Franchise Fees	11,077.88	15,466.00	32,650.00
8300 · Building Permits / Inspections			
8310 · Building Permits	6,710.00	9,664.00	29,000.00
8330 · Inspections	5,125.00	3,336.00	10,000.00
Total 8300 · Building Permits / Inspections	11,835.00	13,000.00	39,000.00
8400 · Other Income			
8420 · Miscellaneous Income	152.00	0.00	0.00
8410 · ROW - License Agreement	500.00	500.00	500.00
Total 8400 · Other Income	652.00	500.00	500.00
8500 · Charges for Services			
8510 · Lot Mowing Program Fees	0.00	0.00	2,000.00
8520 · Copies, FAX & Phone Usage	0.00	9.00	25.00
8530 · Newsletter Copy Fee	230.86	250.00	250.00
8540 · Newsletter Postage Fee	372.00	350.00	350.00
8550 · Re-Plat & Variances	1,200.00	346.00	1,050.00
Total 8500 · Charges for Services	1,802.86	955.00	3,675.00
8600 · Public Safety			
8610 · Child Safety Fund	384.26	0.00	0.00
Total 8600 · Public Safety	384.26	0.00	0.00
8900 · Investment Income			
8910 · Interest Income	9,738.61	1,336.00	4,000.00
Total 8900 · Investment Income	9,738.61	1,336.00	4,000.00
Total 8000 · General Fund Revenue	237,004.79	240,703.00	401,836.00
Total Income	237,004.79	240,703.00	401,836.00
Gross Profit	237,004.79	240,703.00	401,836.00
Expense			
60000 · EXPENSES - GENERAL FUND			
61100 · Personnel Services			
61101 · Aministrative Services	6,666.68	28,336.00	85,000.00

	Oct '23 - Jan 24	Budget	Annual Budget
61102 · Secretary Salary	18,112.00	17,586.00	52,754.00
61103 · Acccounting / Utility Coord.	17,328.75	16,824.00	50,472.00
61104 · Building Permit Officer	5,040.00	5,040.00	15,120.00
61105 · Temporary Employee	0.00	957.00	2,862.00
61110 · Payroll Taxes / FICA	3,606.80	5,255.00	15,775.00
61111 · Texas Workforce Commission	12.22	36.00	100.00
61112 · Direct Deposit Fees	43.17	36.00	100.00
61113 · Employee Health Insurance	0.00	4,000.00	12,000.00
61114 · Texas Municipal Retirment Cont.	2,088.13		
Total 61100 · Personnel Services	52,897.75	78,070.00	234,183.00
61200 · Administrative & Office			
61201 · Miscellaneous Office Supplies	528.96	882.00	2,650.00
61202 · Equipment replacement	7,680.00	2,100.00	6,300.00
61203 · Newsletter Copy Charge	72.80	136.00	400.00
61204 · Newsletter Postage	198.00	218.00	650.00
61205 · Printing, Binding, Reproduction	0.00	354.00	1,050.00
61206 · Software	2,128.32	2,664.00	8,000.00
61207 · Postage	40.88	282.00	850.00
61208 · Public Notice Publication	156.00	700.00	2,100.00
61209 · Variances & Re-plats	0.00	336.00	1,000.00
61210 · Travel Reimbursement	0.00	182.00	550.00
61211 · Schools & Training	170.00	2,164.00	6,500.00
61212 · Recognition & Awards	0.00	82.00	250.00
61213 · Food & Beverage	0.00	82.00	250.00
61214 · Bank Fees	0.00	54.00	150.00
Total 61200 · Administrative & Office	10,974.96	10,236.00	30,700.00
61300 · Street Maintenance & Repair			
61301 · Contract Repair	0.00	1,754.00	5,250.00
61302 · Material & Supplies	0.00	2,100.00	6,300.00
Total 61300 · Street Maintenance & Repair	0.00	3,854.00	11,550.00
61400 · Maintenance & Repair			
61401 · Equipment Repair & Maintenance	0.00	173.00	525.00
61402 · Buildings / Infastructure	0.00	2,273.00	6,825.00
Total 61400 · Maintenance & Repair	0.00	2,446.00	7,350.00
61500 · Professional Services			
61501 · Judge Expenses	400.00	400.00	1,200.00
61502 · Accountants Fees-Audit	820.00	2,136.00	6,400.00
61503 · Attorneys Fees	1,065.00	1,754.00	5,250.00
61504 · Ordinance Codification	3,920.00	1,400.00	4,200.00
61505 · Burnet County Tax Appraisal Fee	1,145.54	1,336.00	4,000.00
61506 · I / T Support	1,992.00	1,464.00	4,400.00
61508 · Burnet Co Election Fee	0.00	1,582.00	4,750.00
61509 · Consultant Fees	0.00	700.00	2,100.00
61510 · Website Hosting	1,248.00	354.00	1,050.00

	Oct '23 - Jan 24	Budget	Annual Budget
61511 · Recruitment	0.00	354.00	1,050.00
61520 · Fund Accounting Software	0.00	3,000.00	9,000.00
Total 61500 · Professional Services	10,590.54	14,480.00	43,400.00
61600 · Utilities			
61601 · Electric	293.65	354.00	1,050.00
61605 · Communications	1,934.08	2,100.00	6,300.00
Total 61600 · Utilities	2,227.73	2,454.00	7,350.00
61700 · Services & Charges			
61701 · Janitorial Service	50.00	218.00	650.00
61702 · Inspection Fees	1,710.00	1,754.00	5,250.00
61705 · Contract Mowing	0.00	354.00	1,050.00
61706 · Landscaping	50.00	700.00	2,100.00
61708 · Buoy Maintenance	1,251.40	2,664.00	8,000.00
61709 · Lot Mowing Program Expense	0.00	664.00	2,000.00
61710 · Insurance	4,644.22	4,800.00	4,800.00
61711 · Notary Public Cert.	0.00	375.00	375.00
Total 61700 · Services & Charges	7,705.62	11,529.00	24,225.00
61800 · Membership Fees / Dues			
61804 · CAMPO	0.00	350.00	350.00
61801 · Capcog	50.00	50.00	50.00
61803 · Texas Municipal League	651.00	600.00	600.00
61805 · Texas Municipal Clerks Assoc	175.00	150.00	150.00
Total 61800 · Membership Fees / Dues	876.00	1,150.00	1,150.00
61900 · Public Safety			
61901 · Security Camera	509.99	336.00	1,000.00
61902 · Granite Shoals VFD	42,500.00	43,776.00	87,550.00
61903 · Marble Falls EMS	4,644.40	4,647.00	13,935.00
61904 · Emergency Response Supplies	0.00	164.00	500.00
61905 · Emergency Management Program	0.00	1,672.00	5,000.00
Total 61900 · Public Safety	47,654.39	50,595.00	107,985.00
62900 · Capital Improvement			
62901 · Community Center Technology	5,135.00		
Total 62900 · Capital Improvement	5,135.00		
Total 60000 · EXPENSES - GENERAL FUND	138,061.99	174,814.00	467,893.00
66000 · Payroll Expenses	301.07		
Total Expense	138,363.06	174,814.00	467,893.00
Net Ordinary Income	98,641.73	65,889.00	-66,057.00
Other Income/Expense			
Other Income			
76000 · Interfund Transfers			
76010 · Transfers In			
76010.2 · Transfer In - HHWS Fund	0.00	62,000.00	62,000.00
76010.3 · Transfer In - HHSW Fund	0.00	15,000.00	15,000.00
Total 76010 · Transfers In	0.00	77,000.00	77,000.00

	Oct '23 - Jan 24	Budget	Annual Budget
Total 76000 · Interfund Transfers	0.00	77,000.00	77,000.00
Total Other Income	0.00	77,000.00	77,000.00
Other Expense			
76001 · Interfund Transfers.			
76020.4 · Transfer Out - General Fund CIP	0.00	130,000.00	130,000.00
Total 76001 · Interfund Transfers.	0.00	130,000.00	130,000.00
Total Other Expense	0.00	130,000.00	130,000.00
Net Other Income	0.00	-53,000.00	-53,000.00
Net Income	98,641.73	12,889.00	-119,057.00

Water Fund
Profit & Loss Budget Performance
 October 2023 through January 2024

9:34 AM

02/14/2024

Accrual Basis

	Oct '23 - Jan 24	Budget	Annual Budget
Ordinary Income/Expense			
Income			
9000 · HHWater System Revenue			
9200 · Charges for Services			
9210 · Water Sales	82,595.43	91,664.00	275,000.00
9220 · Tap Fees	4,500.00	3,000.00	9,000.00
Total 9200 · Charges for Services	87,095.43	94,664.00	284,000.00
9230 · HHWS Miscellaneous Income			
9231 · Miscellaneous Income	35.00	64.00	200.00
Total 9230 · HHWS Miscellaneous Income	35.00	64.00	200.00
9250 · Investment Income			
9251 · Interest Income	5,917.99	500.00	1,500.00
Total 9250 · Investment Income	5,917.99	500.00	1,500.00
Total 9000 · HHWater System Revenue	93,048.42	95,228.00	285,700.00
Total Income	93,048.42	95,228.00	285,700.00
Expense			
62000 · EXPENSES-WATER SYSTEM FUND			
62150 · 2016 Bond Series Expenses			
62151 · 2016 Series Bond Interest	0.00	0.00	8,300.00
62152 · 2016 Bond Series Principal	0.00	0.00	100,000.00
Total 62150 · 2016 Bond Series Expenses	0.00	0.00	108,300.00
62200 · Administrative / Office			
62211 · Schools & Training	319.00		
62201 · Office Supplies	386.32	836.00	2,500.00
62206 · Software	236.56	2,172.00	6,500.00
62207 · Postage	1,139.92	1,336.00	4,000.00
62208 · Public Notice Publication	0.00	64.00	200.00
62210 · Travel Reimbursement	0.00	109.00	325.00
62212 · Bank Fees	5.00	64.00	200.00
62213 · Food & Beverage	0.00	173.00	525.00
Total 62200 · Administrative / Office	2,086.80	4,754.00	14,250.00
62350 · Chemicals			
62351 · Misc. Chemicals	829.18	864.00	2,600.00
Total 62350 · Chemicals	829.18	864.00	2,600.00
62400 · Maintenance & Repairs			
62402 · Repairs & Service Work	2,437.50	3,500.00	10,500.00
62403 · Buildings / Infrastructure	303.24	1,664.00	5,000.00
62405 · Material-pipe,pumps,meters	6,862.89	3,854.00	11,550.00
62407 · Generator Maint and Repairs	709.75	2,664.00	8,000.00
Total 62400 · Maintenance & Repairs	10,313.38	11,682.00	35,050.00
62500 · Professional Services			

	Oct '23 - Jan 24	Budget	Annual Budget
62502 · Accounting/Audit Fees	1,860.00	1,754.00	5,250.00
62503 · Attorneys Fees	725.00	354.00	1,050.00
62511 · Engineering Fees	1,662.50	354.00	1,050.00
62512 · Lab Fees	541.00	1,400.00	4,200.00
62513 · Contract Operator	10,000.00	11,668.00	35,000.00
Total 62500 · Professional Services	14,788.50	15,530.00	46,550.00
62600 · Utilities			
62601 · Electric	1,729.96	2,500.00	7,500.00
62604 · Telephone	0.00	336.00	1,000.00
62605 · Answering Service	111.91	0.00	0.00
Total 62600 · Utilities	1,841.87	2,836.00	8,500.00
62700 · Services & Charges			
62705 · Contract Mowing Expense	0.00	536.00	1,600.00
62712 · Tap Installation	1,100.00	1,000.00	3,000.00
62713 · Storage Facilities	0.00	500.00	500.00
62714 · Johnston East Well Water Usage	50.79	250.00	500.00
62715 · TCEQ	960.40	1,050.00	1,050.00
Total 62700 · Services & Charges	2,111.19	3,336.00	6,650.00
62800 · Membership Fees/Dues			
62807 · AWWA Membership	0.00	400.00	400.00
62806 · TRWA Membership	0.00	550.00	550.00
Total 62800 · Membership Fees/Dues	0.00	950.00	950.00
62900 · Capital Projects			
62901 · Water Tank Project	51,187.50		
Total 62900 · Capital Projects	51,187.50		
Total 62000 · EXPENSES-WATER SYSTEM FUND	83,158.42	39,952.00	222,850.00
Total Expense	83,158.42	39,952.00	222,850.00
Net Ordinary Income	9,890.00	55,276.00	62,850.00
Other Income/Expense			
Other Expense			
76001 · Interfund Transfers			
76020 · Transfers Out			
76020.1 · Transfer Out to General Fund	0.00	62,000.00	62,000.00
Total 76020 · Transfers Out	0.00	62,000.00	62,000.00
Total 76001 · Interfund Transfers	0.00	62,000.00	62,000.00
Total Other Expense	0.00	62,000.00	62,000.00
Net Other Income	0.00	-62,000.00	-62,000.00
Net Income	9,890.00	-6,724.00	850.00

Solid Waste
Profit & Loss Budget Performance
 October 2023 through January 2024

9:31 AM
 02/14/2024
 Accrual Basis

	Oct '23 - Jan 24	Budget	Annual Budget
Ordinary Income/Expense			
Income			
9500 · Solid Waste Revenue			
9600 · Charges For Services			
9610 · SW Residential Collection	42,414.77	41,664.00	125,000.00
Total 9600 · Charges For Services	42,414.77	41,664.00	125,000.00
9650 · Franchise Fees			
9651 · Waste Services Franchise Fee	1,621.69	0.00	0.00
Total 9650 · Franchise Fees	1,621.69	0.00	0.00
9800 · Investment Income			
9801 · Interest Income	21.07	18.00	50.00
Total 9800 · Investment Income	21.07	18.00	50.00
Total 9500 · Solid Waste Revenue	44,057.53	41,682.00	125,050.00
Total Income	44,057.53	41,682.00	125,050.00
Expense			
63000 · EXPENSES - SOLID WASTE FUND			
63500 · Professional Services			
63513 · Waste Contractor Costs	32,433.83	33,000.00	99,000.00
63514 · Household Haz Waste Program	0.00	664.00	2,000.00
63515 · Haz Waste Spill Response Fund	0.00	664.00	2,000.00
63516 · Bulk Trash Pick-UP	0.00	836.00	2,500.00
63517 · Document Shredding	50.00	0.00	750.00
Total 63500 · Professional Services	32,483.83	35,164.00	106,250.00
Total 63000 · EXPENSES - SOLID WASTE FUND	32,483.83	35,164.00	106,250.00
Total Expense	32,483.83	35,164.00	106,250.00
Net Ordinary Income	11,573.70	6,518.00	18,800.00
Other Income/Expense			
Other Expense			
76001 · Interfund Transfers			
76020 · Transfers Out			
76020.1 · Transfer Out to General Fund	0.00	15,000.00	15,000.00
Total 76020 · Transfers Out	0.00	15,000.00	15,000.00
Total 76001 · Interfund Transfers	0.00	15,000.00	15,000.00
Total Other Expense	0.00	15,000.00	15,000.00
Net Other Income	0.00	-15,000.00	-15,000.00
Net Income	11,573.70	-8,482.00	3,800.00

City of Highland Haven Utility Report FY 2024

Collections:

Total Utility System	# of CC & eCheck	Percent of Payments	CC & eCheck Amt	# of ACH	Percent of Payments	ACH AMT	# of Cash / Check	Percent of Payments	Cash/Ck Amt	# of Payments	Amount Collected
October-23	101	26%	\$ 8,202	125	32%	\$ 9,223	162	42%	\$ 20,073	388	\$ 37,498
November-23	104	28%	\$ 7,955	129	35%	\$ 9,194	139	37%	\$ 12,839	372	\$ 29,988
December-23	94	26%	\$ 6,615	127	35%	\$ 9,087	137	38%	\$ 14,558	358	\$ 30,260
January-24	103	26%	\$ 7,792	128	32%	\$ 8,813	171	43%	\$ 19,262	402	\$ 35,866
February-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
March-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
April-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
May-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
June-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
July-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
August-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
September-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
FY 24 YTD	402	26%	30,563	509	33%	36,318	609	40%	\$ 66,732	1,520	133,613

Billing:

Total Utility System	# of Water Customers	# of Trash Customers	Total # Billed	# of Electronic Billing	Percent of Electronic Billing	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
October-23	408	353	442	78	18%	1,449,000	\$ 20,304	\$ 10,298	\$ 30,602
November-23	408	353	440	78	18%	1,111,200	\$ 18,663	\$ 10,298	\$ 28,961
December-23	408	352	441	81	18%	983,300	\$ 17,675	\$ 10,269	\$ 27,944
January-24	409	353	441	81	18%	901,000	\$ 18,645	\$ 10,597	\$ 29,242
February-24					#DIV/0!				\$ -
March-24					#DIV/0!				\$ -
April-24					#DIV/0!				\$ -
May-24					#DIV/0!				\$ -
June-24					#DIV/0!				\$ -
July-24					#DIV/0!				\$ -
August-24					#DIV/0!				\$ -
September-24					#DIV/0!				\$ -
FY 24 YTD	1,633	1,411	1,764	318	18%	4,444,500	\$ 75,287	\$ 41,462	116,749

TCEQ Permit: 665 water taps

City of Highland Haven Utility Report FY 2024

Highland Haven	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
October-23	314	276	336	1,008,200	\$ 14,231	\$ 8,054	\$ 22,284
November-23	314	278	336	795,400	\$ 13,431	\$ 8,110	\$ 21,541
December-23	314	277	336	752,500	\$ 13,241	\$ 8,082	\$ 21,323
January-24	314	277	336	654,900	\$ 13,751	\$ 8,316	\$ 22,067
February-24							\$ -
March-24							\$ -
April-24							\$ -
May-24							\$ -
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
FY 24 YTD	1,256	1,108	1,344	3,211,000	\$ 54,654	\$ 32,561	\$ 87,215

Shady Acres Rte 3	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
October-23	68	60	77	181,400	\$ 3,076	\$ 1,710	\$ 4,786
November-23	68	58	75	141,200	\$ 2,934	\$ 1,653	\$ 4,587
December-23	68	58	76	141,100	\$ 2,929	\$ 1,653	\$ 4,582
January-24	69	59	76	171,500	\$ 3,411	\$ 1,731	\$ 5,142
February-24							\$ -
March-24							\$ -
April-24							\$ -
May-24							\$ -
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
FY 24 YTD	273	235	304	635,200	\$ 12,349	\$ 6,748	\$ 19,096

Nobles Rte 2	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
October-23	25	17	28	66,700	\$ 1,167	\$ 534	\$ 1,701
November-23	25	17	28	50,700	\$ 1,121	\$ 534	\$ 1,655
December-23	25	17	28	46,400	\$ 1,094	\$ 534	\$ 1,628
January-24	25	17	28	46,300	\$ 1,200	\$ 550	\$ 1,750
February-24							\$ -
March-24							\$ -
April-24							\$ -
May-24							\$ -
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
FY 24 YTD	100	68	112	210,100	\$ 4,582	\$ 2,153	\$ 6,735

Camp Champions Rte 4	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
October-23	1	0	1	192,700	\$ 1,831	\$ -	\$ 1,831
November-23	1	0	1	123,900	\$ 1,177	\$ -	\$ 1,177
December-23	1	0	1	43,300	\$ 411	\$ -	\$ 411
January-24	1	0	1	28,300	\$ 283	\$ -	\$ 283
February-24	1	0	1			\$ -	\$ -
March-24	1	0	1			\$ -	\$ -
April-24	1	0	1			\$ -	\$ -
May-24	1	0	1			\$ -	\$ -
June-24	1	0	1			\$ -	\$ -
July-24	1	0	1			\$ -	\$ -
August-24	1	0	1			\$ -	\$ -
September-24	1	0	1			\$ -	\$ -
FY 24 YTD	12	0	12	388,200	\$ 3,702	\$ -	\$ 3,702

Pumping:

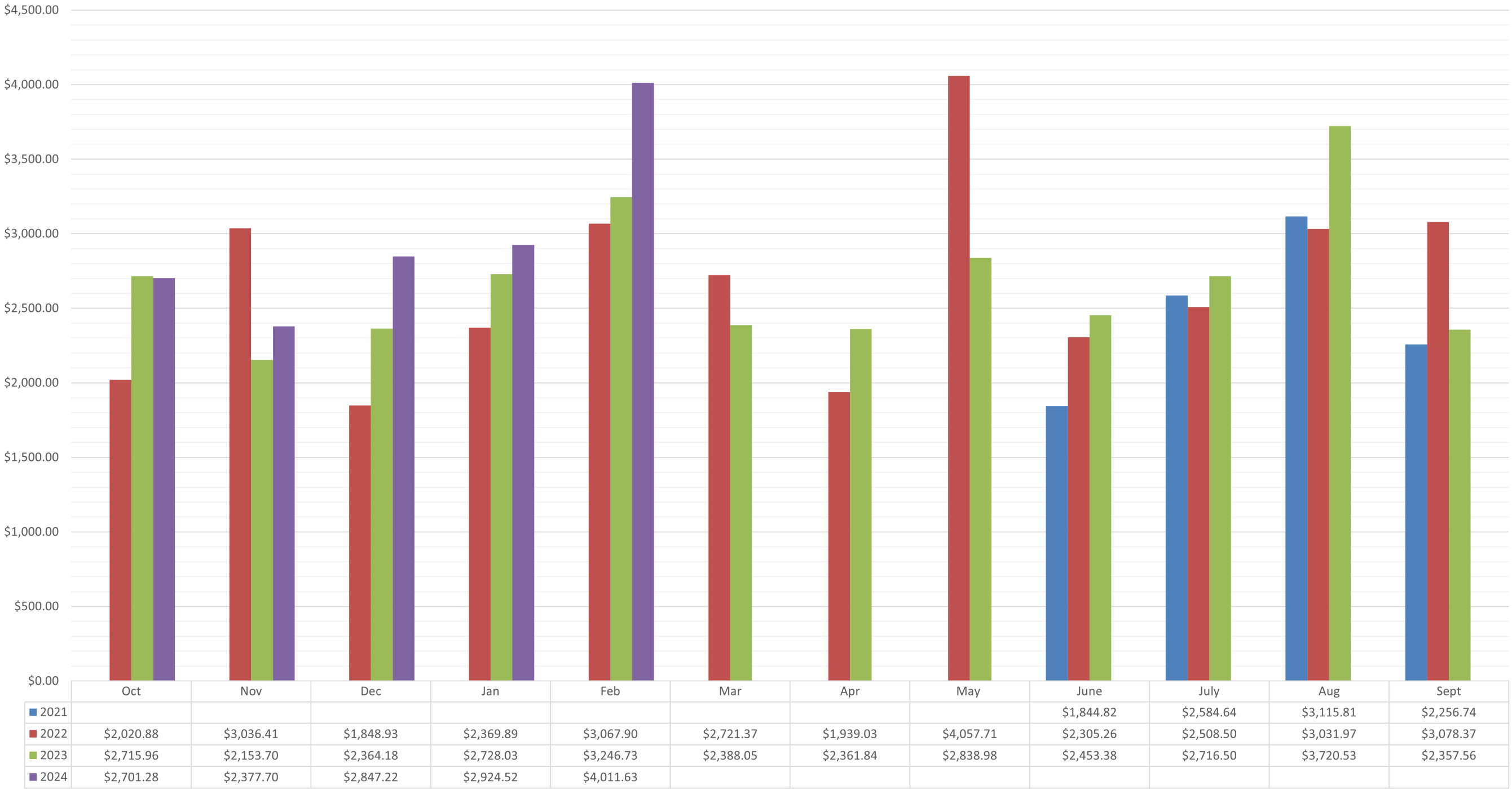
Total Utility System	# of Gallons Billed	Gallons Pumped	# of Gallons Loss	Percent of Water Loss	Number of Acre Feet	Percent of CTGCD Permit	FY 22/23	% of Change
October-23	1,449,000	1,640,100	191,100	11.65%	5.03	7.22%	2,640,700	-37.89%
November-23	1,111,200	1,301,200	190,000	14.60%	3.99	5.73%	2,112,000	-38.39%
December-23	983,300	1,143,600	160,300	14.02%	3.51	5.04%	1,445,600	-20.89%
January-24	901,000	1,070,100	169,100	15.80%	3.28	4.71%	1,430,600	-25.20%
February-24			-	#DIV/0!	-	0.00%	1,194,700	-100.00%
March-24			-	#DIV/0!	-	0.00%	1,217,600	-100.00%
April-24			-	#DIV/0!	-	0.00%	1,392,700	-100.00%
May-24			-	#DIV/0!	-	0.00%	1,343,700	-100.00%
June-24			-	#DIV/0!	-	0.00%	1,775,900	-100.00%
July-24			-	#DIV/0!	-	0.00%	2,487,700	-100.00%
August-24			-	#DIV/0!	-	0.00%	2,867,900	-100.00%
September-24			-	#DIV/0!	-	0.00%	2,157,400	-100.00%
FY 24 YTD	4,444,500	5,155,000	710,500	13.78%	15.82	22.70%	22,066,500	-76.64%

Central Texas Groundwater Conservation District Permit: 82 Acre Feet = 26,719,782 gallons./2023 15% Mandatory Reduction - 69.7 (One acre-foot equals 325,851 gallons.)

Per CTGWCD - As of January 1, 2023, has imposed a mandatory 15% decrease from the total annual permitted volume.
With this 15% reduction, we have 69.7 Acre feet = 22,711,814 gallons

City of Highland Haven Sales Tax

2021 2022 2023 2024



AJ Management Inc. 111 Ronay Dr S Briarcliff, TX 78669

Page 19 of 27

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. Vandever 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 10am-4pm	<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. Vandever 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 no votar	<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

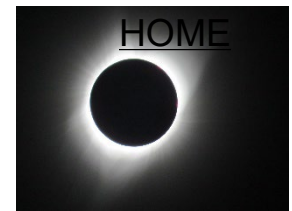
All	Briggs Community Center <u>MAP!</u> 215 Loop 308, Briggs 78608	OPEN
All	Oakalla Community Center <u>MAP!</u> 29011 FM 963, Oakalla 78608	OPEN
All	Granite Shoals Comm Center <u>MAP!</u> 1208 N. Phillips Ranch Rd, Granite Shoals 78654	OPEN
All	Texas Tech University at Highland Lakes <u>MAP!</u> 806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



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



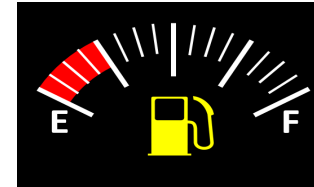
Have Cash
available



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.

HIGHLAND HAVEN GROUND STORAGE TANK IMPROVEMENTS																				
ID	Task Name	Start	Qtr 2, 2023			Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024		
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	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												
Page 1																				

Jan. 26, 2024

Dear customer:

At its Feb. 21 meeting, the LCRA Board of Directors will consider requiring you and other domestic, temporary, landscape irrigation and recreational use customers to follow a maximum once-per-week watering schedule anytime the combined storage of lakes Buchanan and Travis falls below 900,000 acre-feet, or 45% of capacity. You can monitor combined storage, which currently is below 900,000 acre-feet, on LCRA's River Operations Report at <https://hydromet.lcra.org/riverreport/>.

The proposal also would apply to LCRA firm customers such as cities and industries.

Visit www.lcra.org/domesticuse to read more about the proposed amendment to the Drought Contingency Plan for Domestic, Temporary, Landscape Irrigation and Recreational Use Contracts or to submit comments about the proposal.

The deadline to submit comments is noon on Monday, Feb. 12.

Sincerely,



Jack Jones
Water Conservation Coordinator



Watering schedule

LCRA requires domestic use, temporary, and landscape irrigation and recreation customers to follow a maximum twice-a-week outdoor watering schedule.

The schedule does not apply to watering with drip irrigation or soaker hoses that have working on and off timers, watering with a hand-held hose that has a shut-off nozzle or watering with a faucet-filled bucket that holds no more than five gallons.

Domestic use customers may water on the following days:

- Wednesdays and Saturdays for addresses ending in odd numbers.
- Thursdays and Sundays for addresses ending in even numbers.

Hours: Midnight to 10 a.m. and 7 p.m. to midnight.

November through February: No watering.

Violators will be subject to surcharges.