



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, June 18, 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
Alderpersn Don Hagans	☐ Present	☐ Absent
Alderpersn Bruce Robertson	☐ Present	☐ Absent
Alderpersn Lynn Smith	☐ Present	☐ Absent
Alderpersn Terry Smith	☐ Present	☐ Absent

2. Pledge of Allegiance

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 June 4, 2024
- b. Financials May 2024
- c. Sales Tax Report June 2024
- d. Utility Report May 2024

7. Discussion and /or Possible Action – Resolution # 359 – appoint designees for simple replats.

8. Discussion and/or Possible Action – Resolution # 360, appointment to Planning and Zoning Commission

9. Discussion and/or Possible Action – 2024-2025 Joint Election Agreement with Burnet County.

10. Discussion and/or Possible Action – Contract for Election Services with Burnet County.

DISCUSSION / INFORMATION ITEMS

11. Discussion – Personnel

- a. Accounting/Utility Coordinator

12. Discussion – FY 2025 Budget

13. Discuss / Review - Drought Contingency Plan.

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 June 13, 2024, at 6:00 pm.

[HOME](#)

16. Legislative Updates –

17. Traffic Control -

18. Drainage Issues –

19. Water Storage Tank Project Report

- a. Possible change orders
 - i. Water system controls
 - ii. Weed barrier and gravel ground cover
 - iii. Storage shed rainwater runoff gutter system

20. Review Water System –

- a. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - 1. TCEQ Lead and Copper Rule Revisions
 - a. <https://www.tceq.texas.gov/drinkingwater/chemicals/lcrr>
 - b. <https://www.tceq.texas.gov/downloads/drinking-water/lead-copper/form-20943.xlsx>
- b. Maintenance and Operations Issues
 - i. HHPOA barn rental
- c. Emergency generator system
- d. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 3
 - iii. 10% Mandatory Water Restrictions
 - iv. Monitoring Well

21. Review Solid Waste Services –

22. Mayor's Report

23. Aldermen Comments

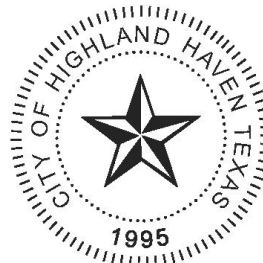
Next regular meeting – Tuesday July 2, 2024, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: June 13, 2024

CERTIFICATION OF POSTING

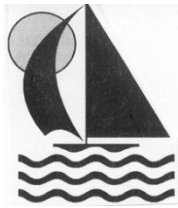
I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT WWW.HIGHLANDHAVENTX.COM ON JUNE 13, 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, June 4, 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 7:00pm.

2. Pledge of Allegiance

Mayor Kelley led in the Pledge of Allegiance.

3. Recognize Visitors

Visitors present – Teresa Smith, Scott & Terri Harmon, Rick & Tammie Hieb, Judy Kelley, Peter & Sally Mackey

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 May 21, 2024

b. Meeting Minutes for May 30, 2024

Motion to approve consent items made by Don Hagans seconded by Terry Nuss.

Vote 5-0

7. Discussion and/or Possible Action – Resolution # 354, approve authority and responsibilities of elected officials.

Motion to approve Resolution # 354 made by Terry Smith seconded by Bruce Robertson.

Vote 5-0

8. Discussion and/or Possible Action – Resolution # 355, appointments to Planning and Zoning Commission.

Motion to approve Resolution # 355 made by Terry Nuss seconded by Lynn Smith.

Vote 5-0

9. Discussion and/or Possible Action – Resolution # 356, bank signers Commercial National Bank.

Motion to approve Resolution # 356 made by Don Hagans seconded by Terry Smith.

Vote 5-0

10. Discussion and/or Possible Action – Resolution # 357, bank signers First United Bank.

Motion to approve Resolution # 357 made by Terry Nuss seconded by Bruce Robertson.

Vote 5-0

11. Discussion and/or Possible Action – Resolution # 358, bank signers Tex Pool.

Motion to approve Resolution # 358 made by Terry Smith seconded by Lynn Smith.

Vote 5-0

12. Discussion and /or Possible Action – Traffic Control Signs

Terry Smith made a motion to allow proposed signs to be displayed on Homeowners property thru Labor Day Weekend. If signs become in disrepair they must be repaired or removed. This approval is for 6 proposed addresses only. Motion was seconded by Bruce Robertson.

Vote 5-0

13. Discussion and/or Possible Action – Ordinance # 87 Replats

Motion to approve Ordinance # 87 with the following change in Whereas clause to read “Whereas Board of Aldermen may appoint one or more designee to approve Simple Replat” made by Terry Smith seconded by Terry Nuss.

Vote 5-0

DISCUSSION / INFORMATION ITEMS

14. Discussion – FY 2025 Budget

- a. Budget Calendar
- b. Water Rates
- c. Property Tax Rate Estimates
- d. U.S. Bureau of Labor and Statistics – Consumer Price Index April 3.4%.

<https://www.bls.gov/news.release/cpi.nr0.htm>

15. Discuss / Review - Drought Contingency Plan.

16. Review Planning and Zoning Commission Recommendations to BOA

17. 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 June 13, 2024, at 6:00 pm.

18. Legislative Updates –

19. Drainage Issues –

20. Water Storage Tank Project Report

- a. Possible change orders
 - i. Water system controls
 - ii. Weed barrier and gravel ground cover
 - iii. Storage shed rainwater runoff gutter system

21. Review Water System –

- a. Lead and Copper Rule Revisions

- i. Service Line Inventory

- 1. TCEQ Lead and Coper Rule Revisions

- a. <https://www.tceq.texas.gov/drinkingwater/chemicals/lcrr>

- b. <https://www.tceq.texas.gov/downloads/drinking-water/lead-copper/form-20943.xlsx>

- c. Emergency generator system
- d. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 3
 - iii. 10% Mandatory Water Restrictions
 - iv. Monitoring Well

[HOME](#)

22. Review Solid Waste Services –

23. Mayor's Report

24. Aldermen Comments

Next regular meeting – Tuesday June 18, 2024, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to adjourn made by Terry Nuss seconded by Don Hagans.

Vote 4-0 Terry Smith left the meeting at 8:30 pm.

Meeting was adjourned at 9:15 pm.

Olan Kelley, Mayor

Lezley Baum, City Secretary



City of Highland Haven

Financials

Fiscal Year 24

May-24

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

9:50 AM

06/11/2024

Accrual Basis

	General Fund	Water Fund	Solid Waste	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
100 · Gen Fund - First United	164,007.30	0.00	0.00	164,007.30
106 · Gen Fund - TexPool -Investment	644,518.93	0.00	0.00	644,518.93
203 · CNB Water Operating	0.00	153,826.62	0.00	153,826.62
205 · CNB- HHWS (GO Bond Ser)	0.00	2,402.10	0.00	2,402.10
206 · TexPool - HHWS Investment	0.00	233,170.77	0.00	233,170.77
300 · CNB- HH Solid Waste	0.00	0.00	73,199.47	73,199.47
Total Checking/Savings	808,526.23	389,399.49	73,199.47	1,271,125.19
Total Current Assets	808,526.23	389,399.49	73,199.47	1,271,125.19
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	0.00	1,290,526.00	0.00	1,290,526.00
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	82,598.59	659,207.00	0.00	741,805.59
TOTAL ASSETS	891,124.82	1,048,606.49	73,199.47	2,012,930.78
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	739.56	15,314.29	0.00	16,053.85
Total Accounts Payable	739.56	15,314.29	0.00	16,053.85
Other Current Liabilities				
21000 · Const. Deposits/Permits				
21100 · Clean-up Deposits	21,525.00	0.00	0.00	21,525.00
Total 21000 · Const. Deposits/Permits	21,525.00	0.00	0.00	21,525.00
24000 · Payroll Liabilities				
2100 · Withheld taxes payable	2,299.74	0.00	0.00	2,299.74
24100 · 941 Taxes Payable	5,354.00	0.00	0.00	5,354.00

	General Fund	Water Fund	Solid Waste	TOTAL
24200 · TWC - SUI Payable	716.30	0.00	0.00	716.30
Total 24000 · Payroll Liabilities	8,370.04	0.00	0.00	8,370.04
22200 · Bonds Payable - Current	0.00	100,000.00	0.00	100,000.00
Total Other Current Liabilities	29,895.04	100,000.00	0.00	129,895.04
Total Current Liabilities	30,634.60	115,314.29	0.00	145,948.89
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	30,634.60	530,314.29	0.00	560,948.89
Equity				
39000 · Retained Earnings	718,904.95	597,723.31	61,718.13	1,378,346.39
Net Income	141,585.27	-79,431.11	11,481.34	73,635.50
Total Equity	860,490.22	518,292.20	73,199.47	1,451,981.89
TOTAL LIABILITIES & EQUITY	891,124.82	1,048,606.49	73,199.47	2,012,930.78

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

9:52 AM
 06/11/2024
 Accrual Basis

	Oct '23 - May 24	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
8000 · General Fund Revenue			
8100 · Taxes			
8110 · Property Taxes Collected	289,007.64	253,661.00	293,661.00
8120 · Sales and Use Tax	23,427.70	18,898.00	28,350.00
Total 8100 · Taxes	312,435.34	272,559.00	322,011.00
8200 · Franchise Fees			
8240 · Solid Waste	0.00	3,434.00	5,150.00
8210 · Cable TV	3,845.89	5,437.00	7,250.00
8220 · Electrical	19,739.73	15,000.00	20,000.00
8230 · Telephone	184.78	187.00	250.00
Total 8200 · Franchise Fees	23,770.40	24,058.00	32,650.00
8300 · Building Permits / Inspections			
8310 · Building Permits	16,285.00	19,332.00	29,000.00
8330 · Inspections	11,800.00	6,668.00	10,000.00
Total 8300 · Building Permits / Inspections	28,085.00	26,000.00	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	1,000.00	2,000.00
8520 · Copies, FAX & Phone Usage	21.00	17.00	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	2,800.00	698.00	1,050.00
Total 8500 · Charges for Services	3,423.86	2,315.00	3,675.00
8600 · Public Safety			
8610 · Child Safety Fund	580.66	0.00	0.00
8620 · OPIOD Abatement Fund	19.51		
Total 8600 · Public Safety	600.17	0.00	0.00
8900 · Investment Income			
8910 · Interest Income	20,352.21	2,668.00	4,000.00
Total 8900 · Investment Income	20,352.21	2,668.00	4,000.00
Total 8000 · General Fund Revenue	389,318.98	328,100.00	401,836.00
Total Income	389,318.98	328,100.00	401,836.00
Gross Profit	389,318.98	328,100.00	401,836.00
Expense			
60000 · EXPENSES - GENERAL FUND			
61100 · Personnel Services			

	Oct '23 - May 24	YTD Budget	Annual Budget
61108 · Stipend	800.00		
61101 · Administrative Services	20,250.03	56,668.00	85,000.00
61102 · Secretary Salary	37,104.00	35,170.00	52,754.00
61103 · Accounting / Utility Coord.	25,115.90	33,648.00	50,472.00
61104 · Building Permit Officer	10,080.00	10,080.00	15,120.00
61105 · Temporary Employee	2,990.00	1,910.00	2,862.00
61110 · Payroll Taxes / FICA	7,370.01	10,515.00	15,775.00
61111 · Texas Workforce Commission	563.42	68.00	100.00
61112 · Direct Deposit Fees	132.71	68.00	100.00
61113 · Employee Health Insurance	0.00	8,000.00	12,000.00
61114 · Texas Municipal Retirement Cont.	6,338.98		
Total 61100 · Personnel Services	110,745.05	156,127.00	234,183.00
61200 · Administrative & Office			
61215 · Misc. Expense	200.00		
61201 · Miscellaneous Office Supplies	1,100.27	1,766.00	2,650.00
61202 · Equipment replacement	8,958.18	4,200.00	6,300.00
61203 · Newsletter Copy Charge	132.80	268.00	400.00
61204 · Newsletter Postage	470.00	434.00	650.00
61205 · Printing, Binding, Reproduction	150.00	702.00	1,050.00
61206 · Software	2,208.28	5,332.00	8,000.00
61207 · Postage	297.90	566.00	850.00
61208 · Public Notice Publication	156.00	1,400.00	2,100.00
61209 · Variances & Re-plats	546.00	668.00	1,000.00
61210 · Travel Reimbursement	0.00	366.00	550.00
61211 · Schools & Training	1,765.00	4,332.00	6,500.00
61212 · Recognition & Awards	0.00	166.00	250.00
61213 · Food & Beverage	0.00	166.00	250.00
61214 · Bank Fees	0.00	102.00	150.00
Total 61200 · Administrative & Office	15,984.43	20,468.00	30,700.00
61300 · Street Maintenance & Repair			
61301 · Contract Repair	0.00	3,502.00	5,250.00
61302 · Material & Supplies	0.00	4,200.00	6,300.00
Total 61300 · Street Maintenance & Repair	0.00	7,702.00	11,550.00
61400 · Maintenance & Repair			
61401 · Equipment Repair & Maintenance	390.00	349.00	525.00
61402 · Buildings / Infrastructure	1,739.15	4,549.00	6,825.00
Total 61400 · Maintenance & Repair	2,129.15	4,898.00	7,350.00
61500 · Professional Services			
61501 · Judge Expenses	800.00	800.00	1,200.00
61502 · Accountants Fees-Audit	7,800.00	4,268.00	6,400.00
61503 · Attorneys Fees	1,350.00	3,502.00	5,250.00
61504 · Ordinance Codification	3,920.00	2,800.00	4,200.00
61505 · Burnet County Tax Appraisal Fee	2,291.08	2,668.00	4,000.00
61506 · I / T Support	3,192.00	2,932.00	4,400.00

	Oct '23 - May 24	YTD Budget	Annual Budget
61508 · Burnet Co Election Fee	75.00	3,166.00	4,750.00
61509 · Consultant Fees	0.00	1,400.00	2,100.00
61510 · Website Hosting	1,248.00	702.00	1,050.00
61511 · Recruitment	0.00	702.00	1,050.00
61520 · Fund Accounting Software	0.00	6,000.00	9,000.00
Total 61500 · Professional Services	20,676.08	28,940.00	43,400.00
61600 · Utilities			
61601 · Electric	644.32	702.00	1,050.00
61605 · Communications	3,933.10	4,200.00	6,300.00
Total 61600 · Utilities	4,577.42	4,902.00	7,350.00
61700 · Services & Charges			
61701 · Janitorial Service	116.32	434.00	650.00
61702 · Inspection Fees	3,790.00	3,502.00	5,250.00
61705 · Contract Mowing	0.00	702.00	1,050.00
61706 · Landscaping	50.00	1,400.00	2,100.00
61708 · Buoy Maintenance	2,588.75	5,332.00	8,000.00
61709 · Lot Mowing Program Expense	0.00	1,332.00	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	11,189.29	17,877.00	24,225.00
61800 · Membership Fees / Dues			
61804 · CAMPO	350.00	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	1,226.00	1,150.00	1,150.00
61900 · Public Safety			
61901 · Security Camera	1,119.99	668.00	1,000.00
61902 · Granite Shoals VFD	65,662.50	65,663.00	87,550.00
61903 · Marble Falls EMS	9,288.80	9,291.00	13,935.00
61904 · Emergency Response Supplies	0.00	332.00	500.00
61905 · Emergency Management Program	0.00	3,336.00	5,000.00
Total 61900 · Public Safety	76,071.29	79,290.00	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	247,733.71	321,354.00	467,893.00
Total Expense	247,733.71	321,354.00	467,893.00
Net Ordinary Income	141,585.27	6,746.00	-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

	Oct '23 - May 24	YTD Budget	Annual Budget
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
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	141,585.27	-46,254.00	-119,057.00

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

10:38 AM
 06/11/2024
 Accrual Basis

	Oct '23 - May 24	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
9000 · HHWater System Revenue			
9200 · Charges for Services			
9210 · Water Sales	162,957.42	183,332.00	275,000.00
9220 · Tap Fees	4,500.00	6,000.00	9,000.00
Total 9200 · Charges for Services	167,457.42	189,332.00	284,000.00
9230 · HHWS Miscellaneous Income			
9231 · Miscellaneous Income	35.00	132.00	200.00
Total 9230 · HHWS Miscellaneous Income	35.00	132.00	200.00
9250 · Investment Income			
9251 · Interest Income	10,947.34	1,000.00	1,500.00
Total 9250 · Investment Income	10,947.34	1,000.00	1,500.00
Total 9000 · HHWater System Revenue	178,439.76	190,464.00	285,700.00
Total Income	178,439.76	190,464.00	285,700.00
Expense			
62000 · EXPENSES-WATER SYSTEM FUND			
62150 · 2016 Bond Series Expenses			
62151 · 2016 Series Bond Interest	4,129.25	4,150.00	8,300.00
62152 · 2016 Bond Series Principal	0.00	0.00	100,000.00
Total 62150 · 2016 Bond Series Expenses	4,129.25	4,150.00	108,300.00
62200 · Administrative / Office			
62211 · Schools & Training	319.00		
62201 · Office Supplies	445.90	1,668.00	2,500.00
62206 · Software	1,321.52	4,336.00	6,500.00
62207 · Postage	2,593.39	2,668.00	4,000.00
62208 · Public Notice Publication	0.00	132.00	200.00
62210 · Travel Reimbursement	0.00	217.00	325.00
62212 · Bank Fees	5.00	132.00	200.00
62213 · Food & Beverage	0.00	349.00	525.00
Total 62200 · Administrative / Office	4,684.81	9,502.00	14,250.00
62350 · Chemicals			
62351 · Misc. Chemicals	1,750.98	1,732.00	2,600.00
Total 62350 · Chemicals	1,750.98	1,732.00	2,600.00
62400 · Maintenance & Repairs			
62402 · Repairs & Service Work	6,292.50	7,000.00	10,500.00
62403 · Buildings / Infrastructure	3,774.01	3,332.00	5,000.00
62405 · Material-pipe,pumps,meters	10,865.08	7,702.00	11,550.00
62407 · Generator Maint and Repairs	1,012.99	5,332.00	8,000.00
Total 62400 · Maintenance & Repairs	21,944.58	23,366.00	35,050.00
62500 · Professional Services			

	Oct '23 - May 24	YTD Budget	Annual Budget
62502 · Accounting/Audit Fees	4,860.00	3,502.00	5,250.00
62503 · Attorneys Fees	725.00	702.00	1,050.00
62511 · Engineering Fees	0.00	702.00	1,050.00
62512 · Lab Fees	645.00	2,800.00	4,200.00
62513 · Contract Operator	20,000.00	23,336.00	35,000.00
Total 62500 · Professional Services	26,230.00	31,042.00	46,550.00
62600 · Utilities			
62601 · Electric	3,396.83	5,000.00	7,500.00
62604 · Telephone	0.00	668.00	1,000.00
62605 · Answering Service	111.91	0.00	0.00
Total 62600 · Utilities	3,508.74	5,668.00	8,500.00
62700 · Services & Charges			
62705 · Contract Mowing Expense	0.00	1,068.00	1,600.00
62712 · Tap Installation	1,100.00	2,000.00	3,000.00
62713 · Storage Facilities	0.00	500.00	500.00
62714 · Johnston East Well Water Usage	56.41	375.00	500.00
62715 · TCEQ	960.40	1,050.00	1,050.00
Total 62700 · Services & Charges	2,116.81	4,993.00	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	193,505.70		
Total 62900 · Capital Projects	193,505.70		
Total 62000 · EXPENSES-WATER SYSTEM FUND	257,870.87	81,403.00	222,850.00
Total Expense	257,870.87	81,403.00	222,850.00
Net Ordinary Income	-79,431.11	109,061.00	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	-79,431.11	47,061.00	850.00

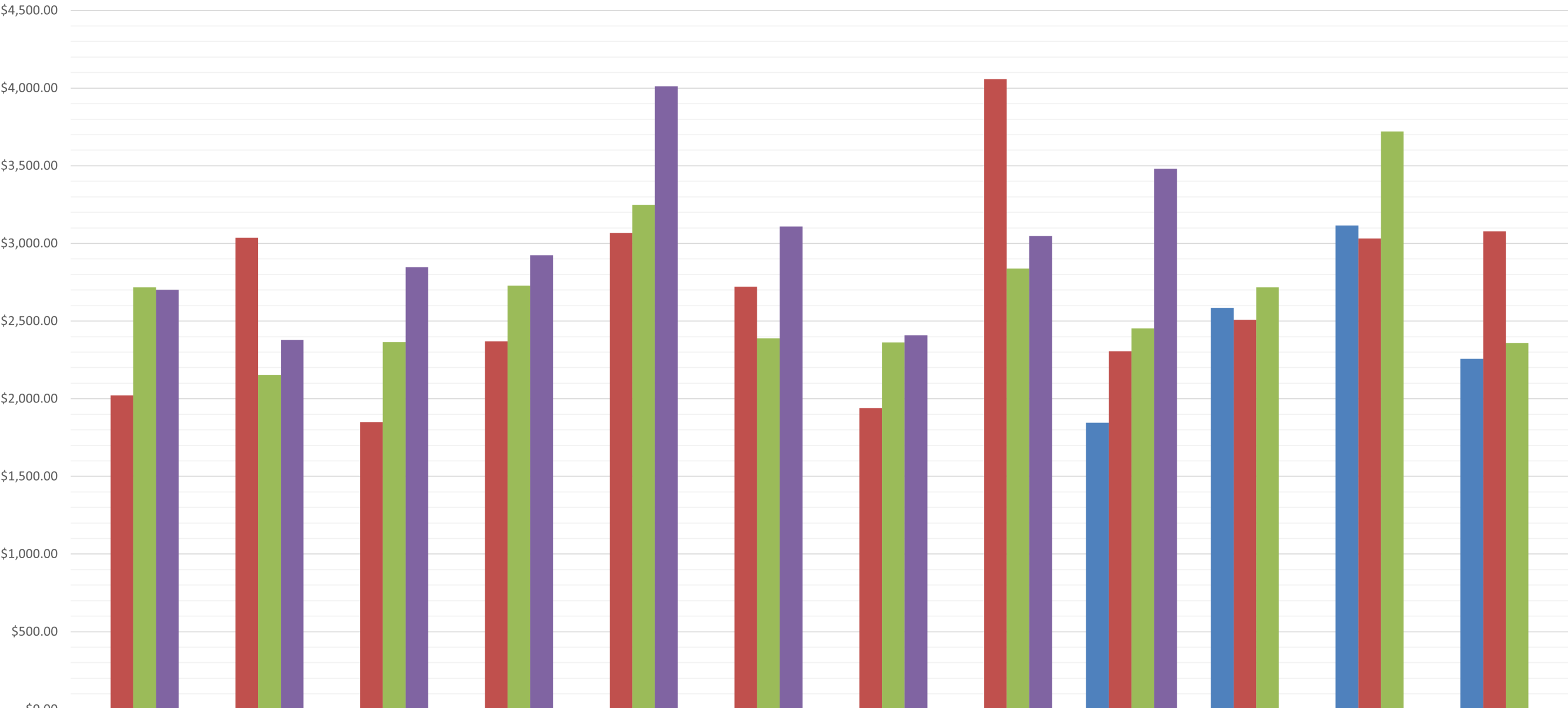
Solid Waste
Profit & Loss Budget Performance
 October 2023 through May 2024

10:36 AM
 06/11/2024
 Accrual Basis

	Oct '23 - May 24	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
9500 · Solid Waste Revenue			
9600 · Charges For Services			
9610 · SW Residential Collection	73,316.10	83,332.00	125,000.00
Total 9600 · Charges For Services	73,316.10	83,332.00	125,000.00
9650 · Franchise Fees			
9651 · Waste Services Franchise Fee	3,254.23	0.00	0.00
Total 9650 · Franchise Fees	3,254.23	0.00	0.00
9800 · Investment Income			
9801 · Interest Income	45.92	34.00	50.00
Total 9800 · Investment Income	45.92	34.00	50.00
Total 9500 · Solid Waste Revenue	76,616.25	83,366.00	125,050.00
Total Income	76,616.25	83,366.00	125,050.00
Expense			
63000 · EXPENSES - SOLID WASTE FUND			
63500 · Professional Services			
63513 · Waste Contractor Costs	65,084.91	66,000.00	99,000.00
63514 · Household Haz Waste Program	0.00	1,332.00	2,000.00
63515 · Haz Waste Spill Response Fund	0.00	1,332.00	2,000.00
63516 · Bulk Trash Pick-UP	0.00	1,668.00	2,500.00
63517 · Document Shredding	50.00	750.00	750.00
Total 63500 · Professional Services	65,134.91	71,082.00	106,250.00
Total 63000 · EXPENSES - SOLID WASTE FUND	65,134.91	71,082.00	106,250.00
Total Expense	65,134.91	71,082.00	106,250.00
Net Ordinary Income	11,481.34	12,284.00	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	11,481.34	-2,716.00	3,800.00

City of Highland Haven Sales Tax

2021 2022 2023 2024



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	\$4,011.63	\$3,108.80	\$2,409.33	\$3,047.22	\$3,481.26			

City of Highland Haven Utility Report Calendar Year 2024

[HOME](#)

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
January-24	103	26%	\$ 7,792	128	32%	\$ 8,813	171	43%	\$ 19,262	402	\$ 35,866
February-24	95	27%	\$ 6,777	129	36%	\$ 9,333	132	37%	\$ 11,571	356	\$ 27,681
March-24	105	28%	\$ 8,463	130	34%	\$ 9,122	146	38%	\$ 15,833	381	\$ 33,418
April-24	105	27%	\$ 7,906	131	34%	\$ 9,627	146	38%	\$ 14,305	382	\$ 31,838
May-24	100	26%	\$ 7,582	130	34%	\$ 9,414	155	40%	\$ 16,187	385	\$ 33,183
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!	\$ -		
October-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
November-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
December-24		#DIV/0!			#DIV/0!		0	#DIV/0!	\$ -		
CAL YR 2024	508	27%	38,520	648	34%	46,309	750	39%	\$ 77,158	1,906	161,986

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
January-24	409	353	441	81	18%	901,000	\$ 18,645	\$ 10,597	\$ 29,242
February-24	409	351	441	82	19%	1,017,600	\$ 19,599	\$ 10,547	\$ 30,147
March-24	408	352	443	83	19%	1,032,900	\$ 19,352	\$ 10,576	\$ 29,928
April-24	410	353	442	84	19%	1,198,400	\$ 20,435	\$ 10,605	\$ 31,040
May-24	410	352	442	84	19%	967,700	\$ 19,411	\$ 10,576	\$ 29,988
June-24					#DIV/0!				\$ -
July-24					#DIV/0!				\$ -
August-24					#DIV/0!				\$ -
September-24					#DIV/0!				\$ -
October-24					#DIV/0!				\$ -
November-24					#DIV/0!				\$ -
December-24					#DIV/0!				\$ -
CAL YR 2024	2,046	1,761	2,209	414	19%	5,117,600	\$ 97,442	\$ 52,903	150,345

TCEQ Permit: 665 water taps

City of Highland Haven Utility Report Calendar Year 2024

[HOME](#)

Highland Haven	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-24	314	277	336	654,900	\$ 13,751	\$ 8,316	\$ 22,067
February-24	314	276	336	657,600	\$ 13,764	\$ 8,294	\$ 22,059
March-24	313	277	336	695,300	\$ 13,625	\$ 8,312	\$ 21,937
April-24	314	277	336	801,400	\$ 14,252	\$ 8,312	\$ 22,564
May-24	314	277	336	660,000	\$ 13,775	\$ 8,312	\$ 22,087
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
October-24							\$ -
November-24							\$ -
December-24							\$ -
CAL YR 2024	1,569	1,384	1,680	3,469,200	\$ 69,168	\$ 41,545	\$ 110,713

Shady Acres Rte 3	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-24	69	59	76	171,500	\$ 3,411	\$ 1,731	\$ 5,142
February-24	69	58	76	226,200	\$ 3,840	\$ 1,703	\$ 5,543
March-24	69	59	76	159,900	\$ 3,215	\$ 1,732	\$ 4,947
April-24	69	60	77	164,900	\$ 3,262	\$ 1,761	\$ 5,022
May-24	69	59	77	136,900	\$ 3,217	\$ 1,732	\$ 4,949
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
October-24							\$ -
November-24							\$ -
December-24							\$ -
CAL YR 2024	345	295	382	859,400	\$ 16,945	\$ 8,658	\$ 25,603

Nobles Rte 2	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-24	25	17	28	46,300	\$ 1,200	\$ 550	\$ 1,750
February-24	25	17	28	60,200	\$ 1,259	\$ 550	\$ 1,809
March-24	26	16	29	52,800	\$ 1,263	\$ 533	\$ 1,796
April-24	26	16	28	71,700	\$ 1,317	\$ 533	\$ 1,850
May-24	26	16	28	54,600	\$ 1,256	\$ 533	\$ 1,789
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
October-24							\$ -
November-24							\$ -
December-24							\$ -
CAL YR 2024	128	82	141	285,600	\$ 6,295	\$ 2,699	\$ 8,994

Camp Champions Rte 4	# of Water Customers	# of Trash Customers	Total # Billed	# of Gallons Billed	Water Billed	Trash Billed	Total Billing
January-24	1	0	1	28,300	\$ 283	\$ -	\$ 283
February-24	1	0	1	73,600	\$ 736	\$ -	\$ 736
March-24	1	0	1	124,900	\$ 1,249	\$ -	\$ 1,249
April-24	1	0	1	160,400	\$ 1,604	\$ -	\$ 1,604
May-24	1	0	1	116,200	\$ 1,162	\$ -	\$ 1,162
June-24							\$ -
July-24							\$ -
August-24							\$ -
September-24							\$ -
October-24		0				\$ -	\$ -
November-24		0				\$ -	\$ -
December-24		0				\$ -	\$ -
CAL YR 2024	5	0	5	503,400	\$ 5,034	\$ -	\$ 5,034

Pumping:

Total Utility System	# of Gallons Billed	Gallons Pumped	# of Gallons Loss	Percent of Water Loss	Number of Acre Feet	Percent of CTGCD Permit	CAL YR 2023	% of Change
January-24	901,000	1,070,100	169,100	15.80%	3.28	4.45%	1,430,600	-25.20%
February-24	1,017,600	1,212,000	194,400	16.04%	3.72	5.04%	1,194,700	1.45%
March-24	1,032,900	1,184,100	151,200	12.77%	3.63	4.92%	1,217,600	-2.75%
April-24	1,198,400	1,357,700	159,300	11.73%	4.17	5.65%	1,392,700	-2.51%
May-24	967,700	1,247,900	280,200	22.45%	3.83	5.19%	1,343,700	-7.13%
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%
October-24			-	#DIV/0!	-	0.00%	1,640,100	-100.00%
November-24			-	#DIV/0!	-	0.00%	1,301,200	-100.00%
December-24			-	#DIV/0!	-	0.00%	1,143,600	-100.00%
CAL YR 2024	5,117,600	6,071,800	954,200	15.72%	18.63	25.25%	19,953,100	-69.57%

Central Texas Groundwater Conservation District Permit: 82 Acre Feet = 26,719,782 gallons./2024 10% Mandatory Reduction - 73.8 Acre Feet = 24,047,804 (One acre-foot equals 325,851 gallons.)

Per CTGWCD - May 2024 Stage 3 Drought Status mandatory 10% decrease from the total annual permitted volume.

With this 10% reduction, we have 63.8 Acre feet = 24,047,804 gallons

* Water Loss is attributed to filling of 2nd Water Tank

RESOLUTION #359

A Resolution of the City of Highland Haven

Appointing Designee For Simple Re-plat

WHEREAS, the City of Highland Haven desires to appoint one or more designees for the purpose of approving simple re-plats as defined in Ordinance #87 of the City of Highland Haven.

THEREFORE, BE IT RESOLVED by the Board of Alderman for the City of Highland Haven hereby as follows:

1. Appoints the Mayor or his or her designee, and the Planning and Zoning Commission Chair or his or her designee, the authority to approve simple re-plats within the boundaries of the City of Highland Haven.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 18th DAY OF JUNE 2024.

Olan Kelley, Mayor

Attest:

Seal

Lezley Baum, City Secretary

RESOLUTION #360

To appoint one qualified resident of the City of Highland Haven, Texas to the Planning & Zoning Commission. Appointees will serve a term equal to the term of the Aldermen making the appointment.

WHEREAS, Ordinance #053, Planning & Zoning Commission, established a five (5) member Planning & Zoning Commission and provides for each Alderperson to appoint a member to the Commission. The Commission member is to serve a term identical to the Alderperson who appoints the member, and

WHEREAS, the City has a member of the Board of Aldermen who will appoint one member to the Commission for a two-year period, and

WHEREAS, the Aldermen involved does hereby appoint the following citizens to the commission for the term specified:

ALDERPERSON	COMMISSION MEMBER	TERM
Terry Nuss	Connie Smith	2026

BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, approve the above appointments to the Planning and Zoning Commission for the term stated above.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 18TH DAY OF JUNE 2024.

Olan Kelley, Mayor

Attest:

Lezley Baum, City Secretary



JOINT ELECTION AGREEMENT 2024-2025

FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the “LPSs”, each anticipate holding election(s) from August 2024 to July 2025; and

Whereas, each of the LPSs is located partially or entirely within Burnet County, Texas (the “County”); and

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS’s election(s) from August 2024 to July 2025; and

Whereas, the LPSs all desire to enter into a joint election agreement for the purpose of sharing election equipment, costs, services of election officials, and sharing precinct polling locations and election ballots where appropriate.

NOW THEREFORE, the LPSs agree as follows:

- I. **Scope of Joint Election Agreement.** The LPSs enter this Joint Election Agreement (“Agreement”) for the conduct of the elections to be held from August 2024 through July 2025.
- II. **Appoint Election Officer.** The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2024 through July 2025.
- III. **Early Voting Polling Locations.** The Early Voting locations for most elections will be at the AgriLife Auditorium, 607 N. Vandever St., Burnet, TX 78611 and Texas Tech in Marble Falls, 806 Steve Hawkins Pkwy., Marble Falls, TX 78654. In November of even years, the county will also use Granite Shoals Community Center, 1208 North Phillips Ranch Rd, Granite Shoals, TX 78654, and Bertram Community Center, 340 South Gabriel St., Bertram, TX 78605.
- IV. **Election Day Polling Locations.** Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.
- V. **Cost Sharing.** The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of \$1,000 for their election.
- VI. **Effective Date.** This Agreement becomes effective upon execution by the participating LPSs.
- VII. **Amendments.** This Agreement may not be amended or modified except in writing and executed by each LPS.

COST SHARING – NOVEMBER UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:

- a. The county will bear at least 70% of these election costs at each voting location. The remaining 30% will be shared so that 20% is paid by the Independent School District (ISD) or CTGCD associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs. If both the ISD and CTGCD are holding elections, they each pay 10%, with any/all cities equally sharing the remaining 10%.
 - b. If there is no city election, the ISD or CTGCD associated with the polling place pays 20% or 10% each and the county the remaining 80%. Subsequently, if there is no ISD or CTGCD election, any/all cities pay 10% of the costs associated with the polling place and the county pays 90%.
 - c. If there is no city, no ISD and no CTGCD election, the county pays 100% of the costs.
- III. It is acknowledged that cost sharing expenses will fluctuate depending upon the number of required polling locations and poll workers required as General Elections, held on even-numbered years, typically require more resources than Constitutional Amendment elections, held on odd-numbered years.

COST SHARING – MAY UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. For polling locations conducting elections of the county: the county will bear 50% of the election costs at each voting location. The remaining 50% will be shared so that 40% is paid by the Independent School District (ISD) associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs.
 - b. If there is no city election, the ISD associated with the polling place pays 50%. Subsequently, if there is no ISD election, any/all cities pay 50% of the costs equally.
 - c. If there is no city or ISD election the county pays 100%.
 - d. For polling locations NOT conducting elections of the county: the ISD pays 80% and any/all cities pay 20% equally.
 - e. If there is no city election, the ISD pays 100%.
 - f. If there is no ISD election, any/all cities pay 100% equally.

A cost estimate for the LPS election will be submitted upon request.

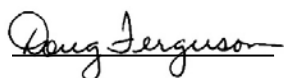
APPROVED BY THE GOVERNING BODY OF _____ in its meeting held the
_____ day of _____, 202_, and executed by its authorized representative.

By: _____

Name: _____

Title: _____

ACKNOWLEDGED BY:



Doug Ferguson
Elections Administrator, Burnet County, Texas

Date: June 7, 2024

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT FOR ELECTION SERVICES (this “Contract”) is made and entered into by and between the ELECTIONS ADMINISTRATOR OF BURNET COUNTY, TEXAS (“Contracting Officer”) and the Local Political Subdivision set forth on the signature page of this Contract (the “LPS”) pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

WHEREAS, the LPS expects to order an election during the term of this Contract and during any renewal term of this Contract (the “Election”);

WHEREAS, the LPS desires that certain election services for the Election be provided by the Contracting Officer pursuant to Chapter 31, Subchapter D of the Texas Election Code and;

WHEREAS, the Contracting Officer and the LPS desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, the parties to this Contract agree as follows with respect to the coordination, supervision, and conduct of the Election.

I. GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term “Election” will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
- B. The Contracting Officer is hereby appointed to serve as the LPS’s Election Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located in Burnet County. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable law except as otherwise provided in this Contract.
- C. The LPS agrees to commit the funds necessary to pay for election-related expenses for the LPS’s election.
- D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPSs holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code. The LPS agrees to enter into a joint election agreement required by Burnet County.

II. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

- A. ***Nomination of Presiding Judges and Alternate Judges.*** The Contracting Officer shall recruit and appoint Election Day presiding and alternate judges, central accumulation station

judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of which shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. *Notification to LPS.* The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges three weeks before the statutory deadline to order the election and again three weeks before Election Day. LPS acknowledges that the information provided may not be final or complete.

C. *Notification to Presiding and Alternate Judges; Appointment of Clerks.*

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election training(s), the date and time of the election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for election workers, and the name of the presiding or alternate judge as appropriate.
2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

D. *Election Training.* The Contracting Officer shall be responsible for conducting election training for the presiding judges, alternate judges, clerks, and Early Voting deputies in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, issuing ballot style codes, maintaining order at the polling location, conducting provisional voting and counting votes.

E. *Logic and Accuracy Testing.* In advance of Early Voting (including the sending out of any mail ballots), the Contracting Officer, the tabulation supervisor, and other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

F. *Election Supplies.* The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in the Judge's Booth Controllers (JBCs), batteries for use in the JBCs and eSlates, labels for the electronic poll books, and all consumable-type office supplies necessary to hold an election.

G. *Registered Voter List.* The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.

H. Notice at Previous Polling Place. The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas Election Code provides that the notice shall state the location has changed and give the location of the new polling place.

I. Election Equipment. The Contracting Officer shall prepare and distribute the Direct Record Electronic (DRE) voting system components from Hart InterCivic, Inc. ("Hart") for the election. This voting system includes the equipment referred to as "eSlates" and "Judge's Booth Controllers" (JBCs). Each polling location will have at least one voting machine that is accessible to disabled voters and provides a practical and effective means for voters with disabilities to cast a secret ballot.

J. Ballots. The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: DRE, paper and auditory.

K. Early Voting. In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.
3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Elections Office, located at 106 W. Washington St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.
4. Early voting ballots shall be secured and maintained at the Elections Office, located at 106 W. Washington St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

L. Election Day Polling Locations. The Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

M. Election Day Activities.

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of vote counting on Election Day to render technical support and assistance to voters and

election workers.

2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.

N. *Election Night Reports.* The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via e-mail as soon as they are prepared and may be released under law, but no earlier than 7:05 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the election.

O. *Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code.* The Contracting Officer, serving as voter registrar, shall retain the provisional voting affidavits and shall provide factual information on each of the provisional voters' status. The Contracting Officer shall reconvene the EVBB after the election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. *Canvass Material Preparation.* Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS. The reports will serve as the canvass materials for the LPS.

Q. *Custodian of Election Records.* The election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the JBCs and eSlates.

R. *Recount.*

1. If required by law, the Contracting Officer shall perform a partial manual count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code. A recount may also be requested in accordance with Chapter 212 of the Texas Election Code.
2. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is

to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such count which is not included in the original invoice.

S. *Schedule for Performance of Services.* The Contracting Officer shall perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

T. *Contracting with Third Parties.* In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. *Department of Justice Preclearance for General Elections.* If required by law, any changes to the general conduct of voting in Burnet County will be pre-cleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

III. RESPONSIBILITIES OF THE LPS. The LPS shall perform the following responsibilities:

A. *Applications for Mail Ballots.* The LPS shall date stamp and then as promptly as possible fax to the Contracting Officer all applications for mail ballots that it receives. Promptly thereafter, the LPS shall deliver or send by mail the original mail ballot applications to the Contracting Officer.

B. *Election Orders, Election Notices, and Canvass.* The LPS shall be responsible for preparing, adopting, publishing, and posting all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the governing authority of the LPS necessary to the conduct of the election. The LPS shall be responsible for conducting the official canvass of the election.

C. *Map/ Annexations.* The LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format and shall advise the Contracting Officer of any annexations or de-annexations.

D. *Department of Justice Preclearance for Special Elections.* If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

E. *Ballot Information.* The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to finalization and shall approve by e-mail or by signature in person.

F. *Precinct Reports to the Texas Secretary of State.* Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

G. *Annual Voting Report.* The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 *et seq.* of the Texas Election Code.

IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Number of Election Workers at Election Day Polling Locations.* It is agreed by the Contracting Officer and the LPS that there will be at least three election workers at each Election Day polling location: the presiding judge, an alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of elections at the poll and the number of registered voters for that poll.

B. *Compensation for Election Workers.* The Contracting Officer shall compensate all election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by Burnet County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling location unless a polling place is open for only one LPS holding an election. In this case, the LPS shall pay the election workers directly.

V. PAYMENT

A. *Charges and Distribution of Costs.* In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. A cost estimate shall be provided upon request only after all entities participating in the election are identified.

B. *Administrative Fee.* The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the election or a minimum of \$75.00.

C. *Equipment Rental Fee.* Per Section 123.032(d) of the Texas Election Code, the Burnet County Commissioners Court has set the equipment rental fee at \$150 per JBC and per eSlate. There is no charge for Early Voting rental of equipment. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Burnet County Commissioners Court.

D. *Fixed Lump Sum Price for Districts other than Cities, School Districts and Central Texas Groundwater Conservation District.* A LPS that is not a city, school district or the Central Texas Groundwater Conservation District shall pay the Contracting Officer a fixed lump sum price to administer its election. The only item not included in the lump sum price is the cost of any recount.

E. *Payment.* The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

VI. TERM AND TERMINATION

- A. *Initial Term.*** The initial term of this Contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.
- B. *Renewal.*** Subject to the termination rights set forth herein, this Contract shall automatically renew for a one-year term.
- C. *Termination.*** If either party wishes to terminate this Contract for convenience or for cause the party must provide thirty (30) business days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VII. MISCELLANEOUS PROVISIONS

- A. *Nontransferable Functions.*** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:
 1. The authority with whom or the place at which any document or record relating to the election is to be filed;
 2. The officers who conduct the official canvass of the election returns;
 3. The authority to serve as custodian of voted ballots or other election records; or
 4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.
- B. *Cancellation of Election.*** If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **V. PAYMENT** above.
- C. *Contract Copies to Treasurer and Auditor.*** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.
- D. *Election to Resolve a Tie.*** In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:
 1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.
 2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.

3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. Amendment/ Modification. Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. Severability. If any provision of this Contract is found to be invalid, illegal, or unenforceable a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. Representatives. For purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Doug Ferguson
Elections Administrator, Burnet County
220 S. Pierce
Burnet, TX 78611
Tel: (512) 715-5288
Fax: (512) 715-5287
Email: electadmin@burnetcountytexas.org

For the LPS:

* * *

WITNESS BY MY HAND THIS THE 7th DAY OF JUNE, 2024.

CONTRACTING OFFICER:

A handwritten signature in black ink that reads "Doug Ferguson". The signature is written in a cursive style and is positioned above a horizontal line.

Doug Ferguson, Elections Administrator
Burnet County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTEST: _____



Texas Commission on Environmental Quality

Water Availability Division

MC-160, P.O. Box 13087 Austin, Texas 78711-3087

Telephone (512) 239-4600, FAX (512) 239-2214

Drought Contingency Plan for a Retail Public Water Supplier

This form is provided as a model of a drought contingency plan for a retail public water supplier. If you need assistance in completing this form or in developing your plan, please contact the Conservation Staff of the Resource Protection Team in the Water Availability Division at (512) 239-4600.

Drought Contingency Plans must be formally adopted by the governing body of the water provider and documentation of adoption must be submitted with the plan. For municipal water systems, adoption would be by the city council as an ordinance. For other types of publicly owned water systems (example: utility districts), plan adoption would be by resolution of the entity's board of directors adopting the plan as administrative rules. For private investor-owned utilities, the drought contingency plan is to be incorporated into the utility's rate tariff. Each water supplier shall provide documentation of the formal adoption of their drought contingency plan.

Name:	City of Highland Haven	
Address:	510 Highland Drive Suite A	
Telephone Number:	(830) 265-4366	Fax: ()
Water Right No.(s):		
Regional Water Planning Group:	K	
Form Completed by:	Olan Kelley	
Title:	Mayor	
Person responsible for implementation:	Mayor	Phone: (830) 265-4366
Signature:		Date: / /

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Highland Haven hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other

emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

Section II: Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the City of Highland Haven by providing opportunities for input at the regular scheduled Board of Alderman meeting on

Section III: Public Education

The City of Highland Haven will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of email, direct mail, and utility bill inserts.

Section IV: Coordination with Regional Water Planning Groups

The service area of the City of Highland Haven is located within the Lower Colorado Regional Water Planning Group Region K and the City of Highland Haven has provided a copy of this Plan to the Lower Colorado Regional Water Planning Group Region K. Retail public water suppliers with **less than 3,300 connections must prepare and adopt** an updated drought contingency plan and make the plan available for inspection by Texas Commission on Environmental Quality (TCEQ), but they are **not required to submit plans to TCEQ**.

Section V: Authorization

The Mayor, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Mayor, or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Section VI: Application

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City of Highland Haven. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the City of Highland Haven.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Storage Tanks: tanks used to store well water from wells managed by the city. The city currently operates two storage tanks (Tank 1 and Tank 2), each rated for 100,000-gallon capacity.

Section VIII: Criteria for Initiation and Termination of Drought Response Stages

The Mayor or his/her designee shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are based on known system capacity limits, as well as the drought stage mandates initiated by Central Texas Groundwater Conservation District. Including but not limited to well pumping capacity, static water level in the CTGCD Well #3286, aka Main Well or Well #1), water level in (either or both?) Water Storage Tank #1 and/or Tank #2 as applicable.

The City of Highland Haven has adopted and follows the LCRA Domestic Water Use, Outdoor Watering Schedule which will apply to all forms of water sources including city water, private water wells, lake water and water harvesting systems.

Utilization of alternative water sources and/or alternative delivery mechanisms:

Alternative water sources for City of Highland Haven (*name of utility*) are:

- CTGCD Well #3588 (aka Backup or Well #2)
- CTGCD Well #3589 (aka Johnson East or Well #5)
- CTGCD Well #3590 (aka Johnson West or Well #6).

Stage 1 Triggers -- MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when one or more of the following triggers occur.

- **When water production from the City of Highland Haven Main Well and alternative water sources is equal to 50 % of our maximum daily system production of 200,000 gallons. (Highland Haven highest daily production was 216,000 gallons on February 18, 2021, and 202,000 gallons on August 8, 2022.)**
-
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 34 feet below the surface of the ground for three (3) consecutive days. The annual average is 28'.**
- **When the filled capacity of the City of Highland Haven Storage Tanks are equal to or less than 95 percent of the total capacity. 95% is equal to approx. 19 feet on the tank altimeter gauge. Full is 20.4 feet.**
- **When continually falling, the filled capacity of Storage Tanks does not refill above 95% overnight.**
- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 1 Drought Status.**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 60% of the allowable maximum annual water licensed by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

--

Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 2 Triggers – MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when one or more of the following triggers occur.

- When water production is equal to 50 % of maximum daily system production of 200,000 gallons.
-
- When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 35 feet below the surface of the ground for three (3) consecutive days.
- When the filled capacity of the City of Highland Haven Storage Tanks are equal to or less than 95 percent of the total tank capacity.
- When continually falling, the filled capacity of Storage Tanks does not refill above 95% overnight.
- When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 2 Drought Status.
- When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 70% of the allowable maximum annual water licensed by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 3 Triggers – SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when one or more of the following triggers occur.

- When water production is equal to 55 % of maximum daily system production, 200,000 gallons.
- When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 37 feet below the surface of the ground for three (3) consecutive days.
- When the capacity of the City of Highland Haven Storage Tanks are equal to or less than 90percent of the total tank capacity.
- When continually falling, the filled capacity of Storage Tanks does not refill above 90% overnight.
- When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 3 Drought Status
- When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons

**pumped is 80% of the allowable maximum annual water licensed by the CTGCD.
(Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when one or more of the following triggers occur.

- **When water production is equal to 75 % of maximum daily system production, 200,000 gallons.**
-
- **When the static aquifer water level in the City of Highland Haven (name of your water supplier) Main Well is equal to or greater than 38 feet below the surface of the ground for three (3) consecutive days.**
- **When the filled capacity of the City of Highland Haven (name of your water supplier) Storage Tanks are equal to or less than 75 percent of the total tank capacity.**
- **When continually falling, the filled capacity of Storage Tanks does not refill above 70% overnight (example: based on an evaluation of minimum treated water storage required to avoid system outage).**
- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 4 Drought Status**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 90% of the allowable maximum annual water licensed by the CTGCD.
(Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 5 Triggers – EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when the Mayor, or his/her designee, determines that a water supply emergency exists based on:

1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; **or**
2. Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist and required tests confirm water is safe to drink.

Stage 6 Triggers – WATER ALLOCATION

Requirements for initiation

Customers shall be required to comply with the water allocation plan prescribed in Section IX of this Plan and comply with the requirements and restrictions for Stage 5 of this Plan when one or more of the following triggers occur,

- **When water supply is at or below 180 days.**
- **When water production is equal to 100% of maximum daily system production of 200,000 gallons.**
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 50 feet below the surface of the ground for three (3) consecutive days.**
- **When the specific filled capacity of the City of Highland Haven Storage Tanks is equal to or less than 70 percent of the tank capacity.**
- **When continually falling Storage Tank do not refill above 70 percent overnight (example: based on an evaluation of minimum treated water storage required to avoid system outage).**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 95% of the allowable maximum annual water licensed by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination - Water allocation may be rescinded when all the applicable conditions listed as triggering events have ceased to exist for a period of seven (7)

Section IX: Drought Response Stages

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

Notification

Notification of the Public:

The Mayor or his/ her designee shall notify the public by means of:

- Email
- Direct mail
- Signs posted in public places

Additional Notification:

The Mayor or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

- Water customers
- Board of Alderman
- Planning and Zoning Commission
- Highland Haven Property Owners Association
- Shady Acres Property Owners Association
- Camp Champions management
- Granite Shoals Fire Department
- Burnet County Pct.1 County Commissioner
- Central Texas Groundwater Conservation District
- Texas Commission on Environmental Quality (TCEQ), when required.

Examples:

Stage 1 Response – MILD Water Shortage Conditions

Target: Achieve a voluntary five (5) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to Thursdays and Sundays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Wednesdays and Saturdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m. to midnight on designated watering days.
- (b) All operations of the City of Highland Haven shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

Stage 2 Response – MODERATE Water Shortage Conditions

Target: Achieve a ten (10) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays for water customers with a street

address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.

- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City of Highland Haven.
- (f) Use of water for the irrigation of public landscape areas is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (g) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (h) The following uses of water are defined as non-essential and are prohibited:
 - 1. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
 - 2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - 3. use of water for dust control;
 - 4. flushing gutters or permitting water to run or accumulate in any gutter or street; and
 - 5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Stage 3 Response – SEVERE Water Shortage Conditions

Target: Achieve a fifteen (15) % reduction from in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.
- (b) The watering of public landscape areas and public recreational areas is prohibited unless a water source other than that provided by the City of Highland Haven is used.
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

Stage 4 Response – CRITICAL Water Shortage Conditions

Target: Achieve a twenty (20) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.
- (c) The filling, refilling, or adding of water from city water system to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.

- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system. Use of city water system water to refill such is prohibited.
- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

Stage 5 Response – EMERGENCY Water Shortage Conditions

Target: Achieve a reduction in daily water demand sufficient to allow the City of Highland Haven to supply water with the capabilities of the system during the emergency event.

Best Management Practices for Supply Management:

- The City of Highland Haven will immediately identify the cause of the loss of the capability to provide water service and implement corrective actions.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) Irrigation of landscaped areas is **absolutely prohibited**.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is **absolutely prohibited**.

Stage 6 Response – WATER ALLOCATION

In the event that water shortage conditions threaten public health, safety, and welfare, the Mayor or his/her designee is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per Household	Gallons per Month
1 or 2	3,000
3 or 4	4,000
5 or 6	5,000
7 or 8	6,000
9 or 10	7,000
11 or more	8,000

“Household” means the residential premises served by the customer’s meter. “Persons per household” includes only those persons currently physically residing at the premises

and expected to reside there for the entire billing period. It shall be assumed that a particular customer's household is comprised of two (2) persons unless the customer notifies the City of Highland Haven of a greater number of persons per household on a form prescribed by the Mayor or his/her designee. The Mayor or his/her designee shall give his/her best effort to see that such forms are mailed, otherwise provided, or made available to every residential customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the City of Highland Haven offices to complete and sign the form claiming more than two (2) persons per household. New customers may claim more persons per household at the time of applying for water service on the form prescribed by the Mayor or his/her designee. When the number of persons per household increases so as to place the customer in a different allocation category, the customer may notify the City of Highland Haven on such form and the change will be implemented in the next practicable billing period. If the number of persons in a household is reduced, the customer shall notify the City of Highland Haven in writing within two (2) days. In prescribing the method for claiming more than two (2) persons per household, the Mayor or his/her designee shall adopt methods to insure the accuracy of the claim. **Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of persons in a household or fails to timely notify the City of Highland Haven of a reduction in the number of persons in a household shall be fined not less than \$50.00.**

Residential water customers shall pay the following surcharges:

\$2.50 for the first 1,000 gallons over allocation.
 \$5.00 for the second 1,000 gallons over allocation.
 \$7.50 for the third 1,000 gallons over allocation.
 \$10.00 for each additional 1,000 gallons over allocation.

Surcharges shall be cumulative.

Section X: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the City of Highland Haven for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by Mayor, or his/her designee, in accordance with provisions of this Plan.
- (b) **Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than fifty dollars (\$50.00) and not more than two hundred dollars (\$200.00). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense.** If a person is convicted of three or more distinct violations of this Plan, the Mayor, or his/her designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of established disconnect and re-connection charges, and any other costs incurred by the City of Highland Haven in discontinuing service. In addition, suitable assurance must be given to the Mayor, or his/her designee that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.

- (c) Any person, including a person classified as a water customer of the City of Highland Haven, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.
- (d) **Any employee of the City of Highland Haven, police officer, or designated city official or employee designated by the Mayor, may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance.** The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the City of Highland Haven Municipal Court on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in City of Highland Haven Municipal Court to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in City of Highland Haven Municipal Court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in City of Highland Haven Municipal Court before all other cases.

Section XI: Variances

The Mayor, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City of Highland Haven within five (5) days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Mayor, or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.

- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

Variances granted by the City of Highland Haven shall be subject to the following conditions, unless waived or modified by the Board of Alderman.

- Variances granted shall include a timetable for compliance.
- Variances granted shall expire when the plan is no longer in effect unless the petitioner has failed to meet specific requirements.
- No variance shall be retroactive or otherwise justify any violation of this plan occurring prior to issuance of the variance.

From: Olan Kelley <mayor@highlandhaventx.com> on behalf of Olan Kelley
Sent: Tuesday, June 11, 2024 12:45 PM
To: 1City Secretary
Cc: City Administrator
Subject: BOA Traffic Agenda Item

Please include the message below as a discussion item under Traffic Issues

Just a thought i have mentioned before. A 4 way stop on Highland and a 3 way stop sign on blackbird would slow traffic on both streets. No people will not stop but they will slow down
The 25 speed limit i suggested to Pete 15 years ago. Enforcement does not matter but it slows the overall traffic in the neighborhood

Sent from my iPhone. Robert Dahlstrom

Lezley Baum

From: Jim Guenther <jguenthe02@gmail.com> on behalf of Jim Guenther
Sent: Wednesday, June 5, 2024 9:05 AM
To: citysecretary@highlandhaventx.com
Subject: Drainage 319 Crane Dr.

Honorable Mayor and Board Members.

During this past Friday's evenings rain, the fast heavy rain at 7-7:30 once again put water in my garage. It came in about 8 ft in this time. A rain about a month ago did the same. I've written to the City several times about this happening and previously included pictures, which I still have. Mayor Kelly has come out several times and seen the water flow areas as left marked by silt and leaves/grass debris. My lot being at the end dead end of the street catches water from both sides of the street. The west side of the street can drain down Doris Rudolf's driveway as well as the west side of my house. The east side drainage all comes to the culvert I have across my driveway which moves it to the west side to help prevent it from coming down the driveway. When the east and west side drainage overcome's the culverts capacity, the east side drainage spills over down my driveway. There is also some drainage off the end of the street that comes directly down the driveway. I have a 4" drain at the front of my driveway that can usually handle the street drainage. But when the front culverts are overcome, this east side drainage overcomes this small drain and backs up into the garage. As it backs up it then drains down to the east side of my house. The middle and rear east side of my lot also catches drainage from the metal building and larger home adjacent to me in Shady Acres. Excessive drainage down the east side can put water up against my side back wall. This can leak under the wall and dampen things inside along that wall. I've sealed it as best possible, but the walls of homes are not built to have water flowing up against them.

You might wonder why Doris Rudolf's and my driveway are lower than the street. I've been told both our homes were built when Crane Dr was a gravel street. Then when it was paved it was built up higher than the driveways.

I've done more than enough to handle the "local" drainage on my lot. It's past time the city implemented a project to handle this street drainage. I'm available to discuss plans for this project. This needs to be a high priority item in next year's budget.

Sincerely Jim and Joanna Guenther
319 Crane Dr
Cell Ph: 830-613-0264