



Regular Council Meeting 2/21/2023 Agenda

Tuesday, February 21, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

The City Council of the City of Hilshire Village, Texas will meet on Tuesday, February 21st, 2023 at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.

Any person may participate and address the City Council at the meeting by Zoom, telephone, personal appearance at City Hall, or by writing.

Join Zoom Meeting

<https://us06web.zoom.us/j/83499031937?pwd=YVVDTHVCMjd6dWpSMmNxcmF5VWR2Zz09>

Meeting ID: 834 9903 1937

Passcode: 022023

One tap mobile

+13462487799, 83499031937#, *022023#

This meeting agenda is posted online at <http://www.hilshirevillagetexas.com>.

IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO **Cassie.Stephens@hilshirevillagetexas.com**.

1. CALL TO ORDER

- 1.A. Invocation (Mayor Pro Tem Maddock)
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

2. CITIZEN'S COMMENTS

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. Comments are limited up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda. A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.

3. REPORTS TO COUNCIL

- 3.A.** Police Report
- 3.B.** Building Official Report
- 3.C.** Engineer's Report:
 - 8005 Anadell Street
 - 1200 Archley Drive (Asphalt Patch)
 - 8001 Bromley Street
 - 1315 Friarcreek Lane
 - 1306 Glourie Drive
 - 1106 Guinea Drive
 - 1126 Guinea Drive
 - 1209 Pine Chase Drive
 - 1315 Pine Chase Drive
 - 14 Pine Creek Lane
 - Hilshire Green CIP Update
 - Pine Chase Grove Water Meter area
 - Wirt Road Safety Project/Interlocal Agreements
- 3.D.** Fire Commissioner's Report (Mayor Buesinger)
- 3.E.** Introduction of Interim Fire Chief Miller

4. DISCUSSION AND POSSIBLE ACTION

- 4.A.** Discussion and Possible Action to vote for a Director for Texas 811

- [4.B.](#) Discussion and Possible Approval of an Extension of the Manufacturer's Warranty for the Lift Station Generator and Contract for Preventative Maintenance
- [4.C.](#) Discussion and Possible Approval of a Preventative Maintenance Contract for the City Hall Generator
- [4.D.](#) Discussion and Possible Action to Approve a Lift Station Generator Image Wrap
- [4.E.](#) Discussion and Possible Approval of Resolution 2023-242 for National Opioid Settlements: Teva, Allergan, CVS, Walgreens and Walmart
- [4.F.](#) Discussion and Possible Action to Appoint the Mayor and Council Member(s) to Interview Potential Utility Service Operators

5. DISCUSSION

- [5.A.](#) Discussion on Play Equipment in Front Yards

6. REPORTS TO COUNCIL

- 6.A.** Mayor Buesinger's Report
- [6.B.](#) City Secretary's Report: (City Secretary Stephens)
Complaint Log
Consent Agenda
Update on CenterPoint Street Light LED Upgrade - August 2023
- [6.C.](#) City Treasurer's Report (City Secretary Stephens)
HVCEFFC: Odyssey Academy \$20,000 Issuer Fee Received

7. CONSENT AGENDA

- 7.A.** Approve Disbursements
- [7.B.](#) Approve Minutes from the January 17, 2023 Regular Council Meeting
- [7.C.](#) Approve Check Registers

8. ADDITIONAL COUNCIL COMMENTS

9. FUTURE AGENDA TOPICS

- 9.A.** Discussion and Possible Direction for a Coordinator for the Hilshire Village Community Emergency Response Team (HV-CERT)
- 9.B.** Discussion and Possible Approval of Investment Policy

10. ANNOUNCEMENTS

11. ADJOURNMENT

NOTES:

*Agenda items may be considered in any order.

* In the event a quorum of the city council is not present, the members who are present may meet as a sub-committee of the council to discuss the agenda items above.

*City Council may recess into a closed meeting at any time during the open meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters).

I, Cassie Stephens, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible on February 17, 2023 at 4:00 p.m.

This facility is wheelchair-accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours prior to this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

01\01\2023
thru 01\31\2023
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
21	911 HANG UP	1
6	ACCIDENT	1
22	ALARM	3
23	AMBULANCE CALL	1
147	BURGLARY - BUSINESS	1
149	BURGLARY - MOTOR VEHICLE	1
135	BUSINESS CHECK	267
60	FIRE CALL	2
68	HOUSE CHECK	3
70	INFORMATION	3
81	OPEN DOOR	2
162	PARKING VIOLATION	1
86	PUBLIC RELATIONS	73
96	SOLICITOR	2
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	1
11	TRAFFIC STOP	7
163	VIOLATION OF CITY ORDINANCE	7
Total		378

Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	Fri 1/6/23	HV-22-114P	12 Hilshire Grove	Abacus Plumbing	\$ 180.00	Water-Heater Replacement
2	Mon 1/9/23	HV-22-115M	4 Hilshire Grove	Central City Air	\$ 160.00	HVAC Repair
3	Mon 1/9/23	HV-22-102P	8002 Bromley	Belford Enterprises	\$ 380.00	Plumbing-Remodel
	Tues 1/10/23	HV-21-061I	1123 Guinea	RL Builders	\$ -	Plan Review - Irrigation
4	Wed 1/11/23	HV-23-001	1220 Archley Drive	Icon Power	\$ 160.00	Electrical - Solar Panel
5	Thu 1/12/23	HV-22-093B	1126 Guinea Drive	Enterprise Builders	\$ 10,193.20	New SFR
6	Thu 1/12/23	HV-22-113E	7915 Hilshire Green	Definite Electric	\$ 205.00	Generator-Electrical
7	Thu 1/12/23	HV-22-113P	7915 Hilshire Green	LesCon Plumbing	\$ 280.00	Plumbing - Plumbing
8	Thu 1/12/23	HV-22-102M	8002 Bromley Rd	Riojas AC	\$ 330.00	Mechanical - Remodel
9	Tue 1/17/23	HV-22-093E2	1126 Guinea	Electrical Works of Ho	\$ 405.00	Electric-SFR
10	Tue 1/17/23	HV-22-093P	1126 Guinea	Strutton Plumbing	\$ 530.00	Plumbing -SFR
11	Mon 1/23/23	HV-23-004	1127 Glourie	John Moore Services	\$ 180.00	Water-Heater Replacement
12	Mon 1/30/23	HV-23-006	8201 Burkhart	Drains Plus Plumbing	\$ 160.00	GTO

Permits:	
Electrical	3
HVAC	2
Generator	1
Plumbing	6
Total	12

Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
22-364	7906 N Villa Court	HV-22-087GP	Plumbing Final	PASS	1/3/23	BBG
22-365	7906 N Villa Court	HV-22-087GE	Electrical Final	PASS	1/3/23	BBG
22-370	1327 Pine Chase Dr	HV-21-1119E	Electrical Final-Solar	PASS	1/4/23	BBG
23-001	7922 Hilshire Green	HV-22-108F	Fence Final	PASS	1/4/23	BBG
23-002	8002 Bromley Rd	HV-22-102R	Interior Demo	PASS	1/6/23	BBG
23-003	8002 Bromley Rd	HV-22-102R	Framing	FAIL	1/6/23	BBG
23-004	1311 Friarcreek Ln	HV-22-078P	Plumbing Ground	PASS	1/6/23	BBG
23-005	8001 Bromley	HV-21-111AD	Partial Underground	PASS	1/8/23	HDR
23-006	8002 Bromley Rd	HV-22-102P	plumbing top-out	PASS	1/10/23	BBG
23-007	8002 Bromley Rd	HV-22-102P	gas test	PASS	1/10/23	BBG
23-008	1123 Guinea	HV-21-061P	Plumbing Final	FAIL	1/10/23	BBG
23-009	8001 Bromley	HV-21-111F	Fence Final	PASS	1/11/23	BBG
23-010	12 Hilshire Grove	HV-22-114P	Water Heater Final	PASS	1/12/23	BBG
23-011	1123 Guinea Drive	HV-21-041E2	Electrical Final	PASS	1/12/23	BBG
23-012	1123 Guinea Drive	HV-21-041M	Vent Hood & Mechanical Final	PASS	1/12/23	BBG
23-013	1126 Guinea Drive	HV-22-093B	Pre-construction jobsite inspection GATE 1357	PASS	1/13/23	BBG
23-014	1126 Guinea Drive	HV-22-093B	Pre-construction Arborist GATE 1357	PASS	1/13/23	Cary Moran
23-015	1126 Guinea Drive	HV-22-093B	Pre-Construction Engineer GATE 1357	PASS	1/13/23	HDR
23-016	1123 Guinea Drive	HV-21-061I	Irrigation Final	PASS	1/13/23	BBG
23-017	7915 Hilshire Green	HV-22-113P	Electrical Ditch Cover	PASS	1/13/23	BBG
23-018	1210 Ridgeley Dr	HV-22-048	Hurricane Clips & Straps	PASS	1/17/23	BBG
23-019	7915 Hilshire Green	HV-22-113P	undergournd (generator)	PASS	1/17/23	BBG
23-020	7915 Hilshire Green	HV-22-113P	gas test (generator)	FAIL	1/17/23	BBG
23-021	7915 Hilshire Green	HV-22-113P	plumbing final (generator)	FAIL	1/17/23	BBG
23-022	1126 Guinea	HV-22-098B	Piers	FAIL	1/18/23	BBG

Inspection Log

23-023	1315 Friarcreek Ln	HV-22-071	Pre-Construction	FAIL	1/18/23	BBG
23-024	1315 Friarcreek Ln	HV-22-071	Pre-Construction	PASS	1/18/23	Cary Moran
23-025	1315 Friarcreek Ln	HV-22-071	Pre-Construction	FAIL	1/18/23	HDR
23-026	7915 Hilshire Green	HV-22-113P	gas test (generator)	FAIL	1/18/23	BBG
23-027	7915 Hilshire Green	HV-22-113P	plumbing final (generator)	FAIL	1/18/23	BBG
23-028	1123 Guinea	HV-21-061f	Fence Final	PASS	1/18/23	BBG
23-029	1123 Guinea	HV-21-061b	Building Final	FAIL	1/18/23	BBG
23-029	1123 Guinea	HV-21-061b	Tree Final	PASS	1/18/23	Cary Moran
23-031	1311 Friarcreek Ln	HV-22-078	Foundation	PASS	1/19/23	BBG
23-032	8002 Bromley	HV-22-102M	hvac cover	PASS	1/19/23	BBG
23-033	8002 Bromley	HV-22-102M	vent hood	PASS	1/19/23	BBG
23-034	7915 Hilshire Green	HV-22-113P	Gas test	PASS	1/19/23	BBG
23-035	7915 Hilshire Green	HV-22-113P	Final Plumbing	PASS	1/19/23	BBG
23-036	1126 Guinea	HV-22-098B	Piers	PASS	1/19/23	BBG
23-039	1210 Ridgeley	HV-22-048B	nail pattern	PASS	1/20/23	BBG
23-040	1123 Guinea	HV-21-061B	Building final	PASS	1/20/23	BBG
23-040	8002 Bromley	HV-22-102M	HVAC Final	CANCELLED	1/20/23	BBG
23-041	8001 Bromley	HV-21-111P	Gas Test	PASS	1/20/23	BBG
23-042	8002 Bromley	HV-22-102M	Frame	PASS	1/23/22	BBG

Inspection Log

23-043	1315 Friarcreek Ln	HV-22-071B	Pre-Con	PASS	1/23/22	BBG
23-044	1311 Friarcreek Ln	HV-22-078E	T-Pole	PASS	1/24/23	BBG
23-045	8001 Bromley	HV-21-111AD	Underground	FAIL	1/24/23	HDR
23-046	8001 Bromley	HV-21-111B	Flatwork	PASS	1/24/23	BBG
23-047	1315 Friarcreek	HV-22-071E	T-Pole	FAIL	1/26/23	BBG
23-048	1126 Guinea	HV-22-093P	Ground	PASS	1/26/23	BBG
23-049	1126 Guinea	HV-22-093P	sewer	PASS	1/26/23	BBG
23-050	1126 Guinea	HV-22-093P	water	PASS	1/26/23	BBG
23-051	1315 Friarcreek	HV-22-071E	T-Pole (lock should have been removed)	FAIL	1/27/23	BBG
23-052	1315 Friarcreek	HV-22-071E	T-Pole (lock should have been removed)	PASS	1/31/23	BBG

Inspections:	
Pass	40
Fail	13
Consult	0
Canceled	1
Total	54



February 17, 2023

Mayor and City Council
City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Re: Engineer's Report for February 21, 2023 Council Meeting
HDR Job No. 10361759

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from January 13, 2023 to February 17, 2023.

1. On-Going Services (10361759):

a. 8005 Anadell Street –

- On February 10, 2023, HDR received a Drainage Plan resubmittal for 8005 Anadell Street. The drainage plan is currently being reviewed for comments.

b. 1200 Archley Drive (Asphalt Patch) –

- On February 14, 2023, a utility pavement repair near the 1200 block of Archley Drive and Ridgeley Drive was completed by a contractor performing work on an emergency gas line repair for CenterPoint Energy. City Staff received calls from residents regarding the workmanship and deficiencies of the repair and requested that HDR review the finished repair.
- HDR performed a site visit on February 15, 2023 to review and note any deficiencies of the completed work and is currently coordinating with CenterPoint Energy and their contractor on revising the repair and to provide site restoration to the area. An update to City Staff will be provided once a field meeting has been completed to determine what corrections will be required by the contractor.

c. 8001 Bromley Street –

- On January 23, 2023, HDR provided a second cover inspection for 8001 Bromley Street. The inspection passed with exceptions noted.

hdrinc.com 4828 Loop Central Drive, Suite 800
Houston, Texas 77081
T 713-622-9264 F 713-622-9265
Texas Registered Engineering Firm F-754

- d. 1315 Friarcreek Lane –
- On January 19, 2023, HDR provided a pre-construction inspection for 1315 Friarcreek Lane. The inspection failed and required updates to the SWPPP onsite.
 - On January 23, 2023, HDR provided a pre-construction re-inspection for 1315 Friarcreek Lane. The inspection passed with exceptions noted.
- e. 1306 Glourie Drive –
- On February 13, 2023, HDR received a Drainage Plan submittal for 1306 Glourie Drive. The drainage plan is currently being reviewed for comments.
- f. 1106 Guinea Drive –
- On February 3, 2023, HDR met with the resident at 1106 Guinea Drive (Shah Residence) to review concerns regarding lot drainage. In review of video and discussions with the resident, it was noted that portions of the neighboring properties were draining through their lot during storm events with heavy rainfall.
 - It was noted to the resident that the drainage issues taking place are considered a private civil matter and was suggested to the resident to coordinate with the neighboring properties to provide a resolution to help prevent drainage from these properties from draining into their property. The resident would otherwise need to provide consideration for planning drainage improvements to their lot to address the drainage issues.
 - The resident concluded that they would coordinate with the neighboring properties about the drainage concerns and provide an update to the City on the discussion to determine any next steps for potential improvements. Coordination is currently being made with the resident regarding allowable improvements for their property.
- g. 1126 Guinea Drive –
- On January 13, 2023, HDR provided a pre-construction inspection for 1126 Guinea Drive. The inspection passed with exceptions noted.
- h. 1209 Pine Chase Drive –
- On February 16, 2023, HDR provided a site visit to verify the remaining tree/brush to be removed within the existing City drainage easement near 1205 and 1209 Pine Chase Drive was completed. In review of the easement area, removal of these items was completed. Removal additional trees/brush within the easement along 1210 Ridgley Drive is still being coordinated and is noted that home construction at this address is still in progress.

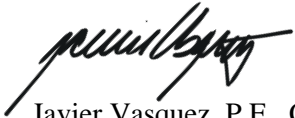
- i. 1315 Pine Chase Drive –
 - On February 16, 2023, HDR provided a driveway inspection for 1315 Pine Chase Drive. The inspection passed with exceptions noted.
- j. 14 Pine Creek Lane –
 - On February 9, 2023, HDR received an As Built Drainage Plan resubmittal for 14 Pine Creek Lane. The as built drainage plan resubmittal is currently being reviewed for comments.
- k. Hilshire Green Lane CIP Update –
 - HDR provided an updated Capital Improvements Project (CIP) List (2023-2024) in September 2022 which included capital improvements for Hilshire Green Lane. Updates regarding this CIP item will be discussed with City Council in further detail at the regular meeting scheduled for February 21, 2023.
- l. Pine Chase Grove Water Meters –
 - HDR conducted a virtual meeting on January 18, 2023, with Telley Dennis of City of Houston (Customer Account Services) and other City of Houston Staff to coordinate site improvements to the water meter site on Pine Chase Grove last discussed in July/August 2022.
 - During the meeting, City of Houston staff stated they would help address a portion of the safety concerns by providing bolts to secure the meter vault hatches and would also repaint the hatches to cover the existing spray paint. HDR is currently coordinating with their staff to schedule these improvements.
 - Additional improvements for safety, screening of the area and potential relocation of the above ground metering is still in coordination. Information for the existing easement is being researched by City of Houston and is required to help determine where the remaining improvements can be installed as well as potential costs associated with relocating the above ground metering.
- m. Wirt Road Safety Project/ Interlocal Agreements –
 - Harris County (HC) approved the Interlocal Agreement (ILA) between City of Hilshire Village and Harris County during the Commissioners Court held on January 31, 2023. HC transmitted an electronic copy of the fully executed agreement to the City and HDR on February 13, 2023.
 - HDR has been following up with Mr. Patrick Nguyen (City of Houston) and Mr. Embry Woods (City of Houston) on the status of the ILA between the City of Houston and Hilshire Village. Mr. Woods has stated that the ILA is still being reviewed by their Legal Team and they will get back to us as soon as possible.

- Landtech Consultants (HDR Survey Subconsultant) started the topographic survey of the project area; however, they had an incident while performing the work. Someone broke into their survey truck and stole the robot total station equipment used to perform the survey. Landtech is scheduled to go back to the site next week to complete the survey work.
- Once survey is completed and received by HDR, we will process the survey, prepare the drawing backgrounds, and begin the redline design of the proposed sidewalk.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Javier Vasquez, P.E., CFM
Civil Engineer

cc: Files (10361759)



**Know what's below.
Call before you dig.**

January 19, 2023

Dear General Member:

Enclosed is your notice of Annual Meeting of the General Members of Texas Excavation Safety System, Inc. to be held on Wednesday, February 22, 2023, at Texas811.

Enclosed is a ballot for the election of new Directors and the accompanying proxy, which is solicited by the Board of Directors of Texas Excavation Safety System, Inc. for use at such annual meetings.

As you are a General Member, we request that you either attend the Annual Meeting, send a representative to the meeting authorized to vote on your behalf, or, in lieu thereof, return the enclosed proxy, properly executed. If you choose, you can return your ballot showing the Director (or Directors) you wish to support, and your proxy will be counted accordingly.

Please return the proxy in time for it to reach our office as shown below by February 22, 2023.

- Mail to 1410 E Renner Rd, Ste 100, Richardson, TX 75082
- Email to Administration@Texas811.org

Your assistance is appreciated. If you have questions, please call (972) 231-5497.

We look forward to seeing you at the meeting.

Thank you,

Christopher Stovall
President and CEO

NOTICE OF ANNUAL MEETING
OF GENERAL MEMBERSHIP
TEXAS EXCAVATION SAFETY SYSTEM, INC.


February 22, 2023

Notice is hereby given that the annual meeting of the General Members of Texas Excavation Safety System, Inc. (DBA Texas811) will be held in person at Texas811:

1. To elect Directors of Texas811 pursuant to the Bylaws
2. To transact all other business as may lawfully come before the meeting

In accordance with the Bylaws of the corporation: (1) a General Member has one (1) vote for each one hundred dollars (\$100.00), or any portion thereof, paid in membership fees to the corporation in the year immediately prior to the year in which the vote is to be taken. New General Members are also entitled to one (1) vote at such meeting for each one hundred dollars (\$100.00), or any portion thereof, paid in membership fees to this Corporation from the beginning of the year until a period of thirty (30) days before the date of such meeting.

By Order of the Board of Directors

DocuSigned by:

BDE2306CC6B442F...

Curtis Proske, Chair

IMPORTANT

All General Members who will not be represented by an officer or attorney-in-fact authorized to vote on its behalf at the meeting should have the enclosed proxy properly executed and returned to us. Your cooperation is appreciated.



Agenda
Texas Excavation Safety System, Inc.
2023 Annual Meeting of General Membership

February 22, 2023
1:00 – 1:45PM
1410 E Renner Road, Suite 100, Richardson, TX 75082

- I. Call to Order
- II. Welcome & Determination of Quorum
- III. Introductions
- IV. General Member Election
- V. Texas811 Reports/General Discussion
- VI. Adjournment

Texas811 Board of Directors

Molly Carriere is the Sr. Manager of the One Call/Damage Prevention departments for Energy Transfer. Energy Transfer has over 120,000 miles of pipe in the USA and processes over 800,000 one call tickets. She has been an active supporter of the damage prevention process since 2006 and has been in the natural gas industry since 1985.

Eddie Marengo is the Manager of Field Operations for Texas Gas Service, a Division of ONE Gas Inc., with statewide responsibilities in Line Locating and Regulatory Compliance. Eddie has over 40 years of experience in the natural gas industry, having held several supervisory and management positions in service, construction, leak survey, measurement and regulation, damage prevention, and internal auditing.

Allen Hawkins is Director of Operations for Atmos Energy. He leads a team responsible for Customer Service, Construction, and Compliance activities in the North Region. Mr. Hawkins has been in the natural gas industry for 32 years and has held various leadership positions within Atmos Energy. He has a degree in Organizational Management from Ashford University.

Terry Davis works as a Senior Operations Specialist II for Kinder Morgan in Houston. He started with Kinder Morgan in 2009 as a GIS Analyst before assuming his role with the OneCall/Damage Prevention group. His current position involves maintaining and supporting multiple OneCall and Damage Prevention programs covering 80,000 miles of Kinder Morgan assets across the United States. Mr. Davis has worked in the energy industry for 24 years with experience in drafting, mapping, GIS and damage prevention.

Tyler Hjorth is the Director of Utilities at the City of San Marcos, TX. He has worked in electric, water and wastewater utilities for 31 years. He graduated from Texas A & M University in 1991 with a BSEE and is a Professional Engineer. Mr. Hjorth was elected to the Texas811 Board in 2021.

Ryun Frederick is a manager for Verizon's Global Network Operations and Assurance team. He manages teams responsible for FOTS installation and maintenance, customer premise equipment installations and maintenance, and fiber facilities within southeast Texas, including Houston. Mr. Frederick has been in the telecommunications industry since 1999. Previously, he proudly served his community in law enforcement from 1996-1999.

On the Ballot

Curtis Proske is Corpus Christi District Manager of Distribution Systems for AEP Texas. Mr. Proske has been with AEP Texas and its predecessor, Central Power & Light, since 1980. He is a Professional Engineer and holds a BSEE from Texas A & M University and an MBA from Texas A & M Corpus Christi. Mr. Proske was first elected to the Texas811 Board in 2010.

Larry Urban is the safety director for Venable's Construction. He has worked in the natural gas industry since 1982. He has been actively involved in damage prevention efforts since 1992 and on the Texas811 Board since 2004.

Keith Lemons is the Outside Plant Supervisor at the Livingston, Texas location for Eastex Telephone Coop., Inc. He has an extensive knowledge of the telephone and broadband industry. He has held several leadership roles at Eastex where he has excelled as an employee since 1984. Mr. Lemons was first elected to the Texas811 Board in 2020.

Michael Martin is the Mutual Assistance, Business Continuity & Emergency Preparedness Sr. Manager for Distribution Services at Oncor Electric Delivery. Mr. Martin has been with Oncor for 16 years, with the majority of his career spent in various roles within Transmission Operations. He holds a BSET from Texas Tech University and was first elected to the Texas811 Board in 2022.

James "Jim" Dorgan is the Damage Prevention & Compliance Manager for AT&T, North and West Texas. He started his career as a Maintenance Lineman in 1997. Mr. Dorgan has had multiple technical roles and leadership positions in his 25-year career and has been an active supporter of damage prevention. He has two associate degrees from Tarrant County College and currently attends Tarleton State University in Stephenville.

**ANNUAL MEETING
OF GENERAL MEMBERS OF
TEXAS EXCAVATION SAFETY SYSTEM, INC.**

FEBRUARY 22, 2023

BALLOT

Article IX, Section 4 of the Bylaws states that in any election of Directors, each General Member may cast all votes for one candidate or may divide their votes among the candidates in any manner they desire.

The Nominating Committee has recommended the following as candidates for the current election:

# VOTES	CANDIDATE	COMPANY
_____	Curtis Proske	AEP TX
_____	Larry Urban	Venables Construction
_____	Keith Lemons	Eastex Telephone Cooperative, Inc.
_____	Michael Martin	Oncor Electric Delivery
_____	James Dorgan	AT&T

Please vote for the above candidate(s) you might wish to serve on the Board. If you are unable to attend the meeting, your proxy will be voted per your instructions.

Member Name: City of Hilshire Village

Amount **PAID: \$279.30**

(Please do **NOT** send payment)

Total Votes: 3

NOTICE OF PRICE INCREASE IN 2024

Over the past year, we have been facing increasing costs due to changing economic conditions. With things like inflation, higher fees for goods and services that we rely on, and increased wage requirements, we will be making a slight price increase for our services beginning January 1st, 2024. We estimate the range will be between \$0.10 to \$0.20 per ticket.

While Texas811 prices have not changed since 2008, we understand that any price increase can be difficult. Despite our efforts to cut costs wherever possible, we have reached a point where we can no longer absorb these increasing expenses without making changes. After careful consideration, we have decided to implement a small price increase to help offset these costs to ensure that we can continue to supply the same professional level of service that you have come to expect from us.

We understand that this may be a burden for our members, and we want to assure you that we are doing everything in our power to lessen the impact. We are calculating this price increase to be as minimal as possible, while still allowing us to sustain our operations and programs.

We value your membership and support, and we hope that this advanced notice will allow you the time needed to plan and prepare.

If you have any questions or concerns, please don't hesitate to reach out to us.

Thank you for your understanding and continued support.

Dear Valued Texas811 Member,

With 2022 behind us, and the promise of a bright 2023 in front of us, Texas811 would like to say thank you for your continued partnership. Your endless support makes it possible for us to progress toward our goals and brand promise; this includes efforts in statewide damage prevention with an emphasis on better serving our membership. Together, we are furthering the mission of Texas811 through facilitation of damage prevention, the promotion of public safety, and protection of our environment and communities.

2023 is shaping up to be an active and exciting year for us. Some of our primary focus this year will include stakeholder and infrastructure safety with a heightened emphasis on one call notification accuracy, the utilization of technology such as our predictive analytics and risk score intervention programs, and education and awareness through boots on the ground.

The Texas811 experience for our members is important to us. We've listened to your feedback and are placing concentration on continual improvement for all our stakeholders with the Customer Experience Project. Additionally, to better serve you, we are committed to being more flexible and responsive with our business initiatives. We have internal goals of prioritizing our operational alignment and becoming more business agile for 2023.

The relationships with our members are critical to the success of Texas811 and damage prevention in Texas. Our promise to you is that we will continue to strive to deliver the highest quality damage prevention experience in the industry.

Thank you for choosing Texas811 to protect your assets and your continued commitment to keeping Texas and its residents safe.

Sincerely,

*John Sparks
Director of Damage Prevention and Public Awareness*

From: Generators of Houston CSR2
Sent: Thursday, January 5, 2023 3:52 PM
To: Susan Blevins
Cc: Misty Velasquez; Generators of Houston CSR
Subject: Generators of Houston- Extended Warranty Offer

Good morning Hillshire Village Station,

We are confident that you been pleased with the performance of your Generac _25___KW M: _QT02524-JNANA___ Serial ___3012150575_____.

However, we would like to remind you that the standard warranty on your generator expires on __12/21/2024_____. Listed below is pricing for Generac's available comprehensive extended warranties.

Manufacturer's Warranty Options / Generac

- 5 Years Comprehensive Extended Warranty \$1272.00 plus tax
- 7 Years Comprehensive Extended Warranty \$2481.00 plus tax
- 10 Years Comprehensive Extended Warranty \$4078.50 plus tax

Manufacturers' Requirements for the Purchase of a Comprehensive Warranty / Generac

- Extended Comprehensive Warranty must be purchased within 12 months of initial generator activation.
- Unit must be activated before Extended Comprehensive Warranty can be applied.
- Unit must be under a preventive maintenance contract, activated, and installed by a Generac Authorized Service Dealer. **G of H is a Generac Authorized Service Dealer.**

The warranty extension plan can potentially save you the cost of an expensive repair. The extended warranty must be purchased before 12/21/2023, so please review and purchase before your eligibility for the extension expires. If you are interested in the Generac extended warranty or have any questions or comments, please do not hesitate to contact me. We look forward to helping you protect this important investment and providing you with great generator service.

Best Regards,

Maria Herrera

Maria Herrera | CSR Representative
GENRG Power Solutions, LLC dba Generators of Houston
6106 Milwee Street, Houston, TX 77092
713-812-7285 (office)



GENRG Power Solutions, LLC DBA Generators of Houston

CSR Representative, Maria Herrera
6106 Milwee St.,
Houston, TX 77092
Office #: 713-812-7285 EXT: 7634
assistant@generatorsofhouston.com

Date: 12/27/2022

**Hilshire Village Lift Station
1018 Ridgeley Dr.
Houston TX 77055**

Thank you for allowing Generators of Houston the opportunity to provide a proposal for expert service of your home standby generator.

Generators of Houston is a recognized leader in power generation services throughout Texas. We will provide only qualified factory-trained and certified technicians to inspect and maintain your home standby generator.

Generators of Houston has a full line of replacement parts available for sale in our Parts department. We offer maintenance kits in preparation for an extended outage. Also be advised that utilizing non-factory certified technicians for maintenance or repairs is not recommended by the Manufacturer and any warranty claims that may arise, are not recognized by them.

Attached, please find the annual preventive maintenance agreement.

Should you have any questions or comments, please do not hesitate to contact me. We look forward to helping you protect your important investments while providing great generator service.

Sincerely,

Maria Herrera

CSR Representative



GENERATOR PREVENTIVE MAINTENANCE SERVICE AGREEMENT

This maintenance agreement is by and between **Generators of Houston** hereinafter referred to as "**G of H**" with its principal place of business at: 6106 Milwee St. Houston, Texas 77092 And:

Customer: Hilshire Village Station Telephone: 713-973-1779 E-Mail Address:	Address: 1018 Ridgeley Dr City, State: Houston TX Zip Code: 77055
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(Herein-after referred to as "**CUSTOMER**"), that in consideration of the mutual undertaking herein contained, the parties agree as follows:

Equipment to be covered: **Generator**

Manufacturer: Generac Model Number: QT02524-JNANA Equipment Location;	Serial Number: 3012150575 KW: 25 On-site Contact:
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TERM OF THIS AGREEMENT: (1) YEAR (\$) for the sum of \$_____ This agreement shall commence on: **Based on the chosen routine maintenance and receipt of payment.**

The sum of this service agreement is based on the chosen routine maintenance.

Pricing is based standard access conditions – ground floor, not elevated more than three (3) feet above grade, having at least three (3) feet of clear working space in front of any panel that needs to be removed/opened to service the generator and clear access to the generator. Additional charges will be added should the generator location not meet the above conditions.

The agreement only covers the chosen generator preventive maintenance service. It excludes service calls. If a service call is needed, discounted rates are below. A generator preventive maintenance visit (MPM or IPM) cannot be used as a service call.

In the event, you need a service call in between the two visits below are the prices.

After hours emergency calls fee is \$450.00 includes travel time up to 25 miles each way and one-hour labor, additional hours are \$225.00 per hour plus parts, and any applicable tax will be applied to the invoice. Service calls during business hours fee is \$350.00 includes travel time and one-hour labor, additional hours are \$150.00 per hour plus parts, and any applicable tax will be applied to the invoice.

Standard Coverage Hours: From 8:00am to 5:00pm (Central time) Monday through Friday except national holidays.

Routine maintenance:	<input type="checkbox"/> Annual (1 time yearly)– Full-service \$515.70	<input type="checkbox"/> Semi-Annual (2 times yearly) – (1) Full-service and (1) Inspection Only \$806.82	<input type="checkbox"/> Quarterly (4 times yearly) – (1) Full-service and (3) Inspections \$1388.92
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This Generator Preventive Maintenance Service Agreement includes the following services:

Preventive Maintenance (Full Service) Visit 1: Change engine oil, engine oil filter, fuel filter (s) (if applicable), inspect/adjust belts, hose clamps, and fuel supply connections at the generator. Inspect for leaks in cooling and oil system. **Check box if synthetic oil is preferred** . There is an additional fee for synthetic oil, battery

GENRG Power Solutions, LLC dba Generators of Houston
6106 Milwee, Houston, TX 77092 Telephone: (713) 812-7285 generatorsofHouston.com

replacement, and air-filter. Test battery electrolyte and alternator D.C. output. Inspect and test (when feasible) engine safety circuits. Monitor and adjust generator output voltage and frequency. Check and adjust (as required) engine exerciser circuits. Test run generator to operating temperature and note results of inspection on report. Assure system is in auto and circuit breaker is in on position. Transfer-switch inspection and testing with prior customer approval.

Preventive Maintenance (Inspection) Visit 2, 3 or 4: Inspect/adjust belts, hose clamps, and fuel supply connections at the generator. Inspect for leaks in cooling and oil system. Test battery electrolyte and alternator D.C. output. Inspect and test (when feasible) engine safety circuits. Monitor and adjust generator output voltage and frequency. Check and adjust (as required) engine exerciser circuits. Test run generator to operating temperature and note results of inspection on report. Assure system is in auto and circuit breaker is in on position. Transfer-switch inspection and testing with prior customer approval.

Preventive Maintenance Definition: Preventive maintenance activities include equipment checks, oil and oil filter changes, lubrication, and inspection of the system. In addition, technicians can record equipment deterioration, so they can advise the customer to replace or repair (at additional cost) worn parts before they cause system failure. The goal of the preventive maintenance program is to prevent equipment failure before it occurs.

LOAD BANK SCOPE OF WORK

Set-up and run the load bank testing as follows:

- Standard load bank testing unless specified.
 - o Easy access, up to 50' of cable.
- Return system to normal standby mode when the test is complete.
- After the load bank testing is completed, a report will be provided.

Scope of Service for Level 1:

Level 1

Level 1 systems shall be installed where failure of the equipment to perform could result in loss of human life or serious injuries [see: NFPA 110(16), Section 4.4.1].

Type 10 power restoration 10 sec [see: NFPA 110(16), Section 4 Table 4.1(B) Types of EPSS].

Rate	Minimum Time
\$620.00	<input type="checkbox"/> (1) Annual 2 hr. Load Bank Test (Required per NFPA)
\$870.00	<input type="checkbox"/> (1) Annual 4 hr. Load Bank Test (Optional per customer)
\$1170.00	<input type="checkbox"/> (1) Annual 6 hr. Load Bank Test (Optional per customer)

Level 1 Monthly Transfer Test

Rate	Minimum Time
\$275.00	<input type="checkbox"/> (1) Monthly Transfer Test (Required per NFPA)

Scope of Service for Level 2:

Level 2

Level 2 systems shall be installed where failure of the EPSS to perform is less critical to human life and safety [see: NFPA 110(16), Section 4.4.2].

Type 10 power restoration 10 sec [see: NFPA 110(16), Section 4 Table 4.1(B) Types of EPSS)

Rate	Minimum Time
\$620.00	<input type="checkbox"/> (1) Annual 2 hr. Load Bank Test (Required per NFPA)
\$870.00	<input type="checkbox"/> (1) Annual 4 hr. Load Bank Test (Optional per customer)
\$1170.00	<input type="checkbox"/> (1) Annual 6 hr. Load Bank Test (Optional per customer)

Extended Operation (over 50 hours of continuous operation) of the generator requiring additional maintenance will be an additional charge.

Non-covered items: This agreement does not cover any malfunctions due to natural disasters (floods, lightning, earthquakes or any other force, manmade or an act of God). This agreement does not cover damage or malfunction attributable to negligence, equipment modifications or intentional abuse of the system by **CUSTOMER** or its agent. **Diesel fuel is not covered.**

Contract Termination: If the **CUSTOMER** or **G of H** wishes to terminate this agreement either party may do so on the condition the party initiating the termination provide adequate opportunity for the remedy of any dispute or grievance presented as a reason for termination and that no less than 30 days' written notice be provided. If you cancel this agreement due to sale of home no refund will be granted, however transfer of agreement to new homeowner is allowable with written notice.

Auto Invoicing for Renewal: You will be invoiced for your renewal approximately 30 days before the termination date of the original agreement. If you would like to cancel the auto renewal you must do this in writing 15 days in advance of the renewal date otherwise, you should make payment arrangements. You can write us and send it to Generators of Houston at 6106 Milwee Houston, TX 77092 or email us at service@generatorsofhouston.com. It is the consumer's responsibility to make sure that their written cancellation is received by phoning us at Generators of Houston (713) 812-7285 to confirm your cancellation was in fact received.

Date: _____ Acceptance: _____

CUSTOMER

From: [Him, Efrain](#)
To: [Susan Blevins](#)
Cc: [Cassie Stephens](#); [Lisa Ray](#); [Vasquez, Javier](#)
Subject: FW: maintenance program and warranty for generator
Date: Wednesday, January 11, 2023 2:56:22 PM
Attachments: [Generators of Houston- Extended Warranty Offer .msg](#)
[Generac Product Activation.msg](#)
[Preventative Maintenance and Load Bank.msg](#)
Importance: High

Susan,

As requested, I have reviewed the attached documentation regarding warranty and preventative maintenance options for the new Lift Station Emergency Generator and offer the following comments and recommendations:

1. Manufacturer's Warranty Option:
 - a. Costs per year for 5, 7 and 10 Years Comprehensive Extended Warranty (CEW) is \$254.40, \$354.43 and \$407.85, respectively (excluding taxes).
 - b. Considering this generator is designated for a critical facility (i.e. lift station), and the service call rates (ranging from \$450.00 to \$350.00 for one-hour + \$225.00 to \$150.00 for each additional hour) listed under the Preventive Maintenance Service Agreement, my recommendation would be for the City to obtain the 10 Years CEW. I did not see the warranty terms/details in the e-mails; however, the 10 Year CEW annual cost of \$407.85 is nothing compared to what the City will have to pay for repairs or just service calls on their own.
2. Preventative Maintenance:
 - a. For Routine Maintenance, I would recommend the Quarterly option (\$1,388.92 per year) but if cost is an issue, at least the Semi-Annual option (\$806.82 per year).
 - b. For Load Bank Test, I would recommend the Level 1, (1) Annual 2 hr Load Bank Test (620.00 per year) just to make sure the generator is not degrading and is able to sustain the loads in the event of an emergency.
 - c. I would also recommend the Level 1 Monthly Transfer Test (\$275 per month?) just to make sure the generator automatic transfer switch is operating properly when needed; however, maybe twice a year instead of all twelve (12) months, if this option is available. Please check if the \$275 for this test is per month or per year; I believe is per month or test.

Let me know if you have any other questions.

Regards,

Efrain A. Him, P.E.
Senior Project Manager



GENERATOR PREVENTIVE MAINTENANCE SERVICE AGREEMENT

This maintenance agreement is by and between **Generators of Houston** hereinafter referred to as "**G of H**" with its principal place of business at: 6106 Milwee St. Houston, Texas 77092 And:

Customer: City of Hilshire Village- City Hall Telephone: 713-973-1779 E-Mail Address: susan.blevins@hilshirevillagetexas.com	Address: 8301 Westview City, State: Houston TX Zip Code: 77055
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(Herein-after referred to as "**CUSTOMER**"), that in consideration of the mutual undertaking herein contained, the parties agree as follows:

Equipment to be covered: **Generator**

Manufacturer: Generac Model Number: 0058751 Equipment Location;	Serial Number: 6430750 KW: 20 On-site Contact:
---	---

TERM OF THIS AGREEMENT: (1) YEAR (\$) for the sum of \$_____ This agreement shall commence on: **Based on the chosen routine maintenance and receipt of payment.**

The sum of this service agreement is based on the chosen routine maintenance.

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The agreement only covers the chosen generator preventive maintenance service. It excludes service calls. If a service call is needed, discounted rates are below. A generator preventive maintenance visit (MPM or IPM) cannot be used as a service call.

In the event, you need a service call in between the two visits below are the prices.

After hours emergency calls fee is \$450.00 includes travel time up to 25 miles each way and one-hour labor, additional hours are \$225.00 per hour plus parts, and any applicable tax will be applied to the invoice. Service calls during business hours fee is \$350.00 includes travel time and one-hour labor, additional hours are \$150.00 per hour plus parts, and any applicable tax will be applied to the invoice.

Standard Coverage Hours: From 8:00am to 5:00pm (Central time) Monday through Friday except national holidays.

Routine maintenance:	<input type="checkbox"/> Annual (1 time yearly) excludes visit #1 – Full-service \$515.77	<input type="checkbox"/> Semi-Annual (2 times yearly) – (1) Full-service and (1) Inspection Only \$806.82	<input type="checkbox"/> Quarterly (4 times yearly) – (1) Full-service and (3) Inspections \$1388.92
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This Generator Preventive Maintenance Service Agreement includes the following services:

Preventive Maintenance (Full Service) Visit 1: Change engine oil, engine oil filter, fuel filter (s) (if applicable), inspect/adjust belts, hose clamps, and fuel supply connections at the generator. Inspect for leaks in cooling and oil system. **Check box if synthetic oil is preferred** . There is an additional fee for synthetic oil, battery

GENRG Power Solutions, LLC dba Generators of Houston
6106 Milwee, Houston, TX 77092 Telephone: (713) 812-7285 generatorsofHouston.com

replacement, and air-filter. Test battery electrolyte and alternator D.C. output. Inspect and test (when feasible) engine safety circuits. Monitor and adjust generator output voltage and frequency. Check and adjust (as required) engine exerciser circuits. Test run generator to operating temperature and note results of inspection on report. Assure system is in auto and circuit breaker is in on position. Transfer-switch inspection and testing with prior customer approval.

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Extended Operation (over 50 hours of continuous operation) of the generator requiring additional maintenance will be an additional charge.

Non-covered items: This agreement does not cover any malfunctions due to natural disasters (floods, lightning, earthquakes or any other force, manmade or an act of God). This agreement does not cover damage or malfunction attributable to negligence, equipment modifications or intentional abuse of the system by **CUSTOMER** or its agent.

Contract Termination: If the **CUSTOMER** or **G of H** wishes to terminate this agreement either party may do so on the condition the party initiating the termination provide adequate opportunity for the remedy of any dispute or grievance presented as a reason for termination and that no less than 30 days' written notice be provided. If you cancel this agreement due to sale of home no refund will be granted, however transfer of agreement to new homeowner is allowable with written notice.

Auto Invoicing for Renewal: You will be invoiced for your renewal approximately 30 days before the termination date of the original agreement. If you would like to cancel the auto renewal you must do this in writing 15 days in advance of the renewal date otherwise, you should make payment arrangements. You can write us and send it to Generators of Houston at 6106 Milwee Houston, TX 77092 or email us at service@generatorsofhouston.com. It is the consumer's responsibility to make sure that their written cancellation is received by phoning us at Generators of Houston (713) 812-7285 to confirm your cancellation was in fact received.

Date: _____ Acceptance: _____

CUSTOMER





National Opioid Settlements: Teva, Allergan, CVS, Walgreens, and Walmart

Hilshire Village city, TX

Reference Number: CL-392019

**TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID SETTLEMENTS.**

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against two pharmaceutical manufacturers, Teva and Allergan (“Manufacturers”), and three pharmacies, CVS, Walgreens, and Walmart (“Pharmacies”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers and Pharmacies to pay billions of dollars to abate the opioid epidemic. The Settlements total over \$20 billion. Of this amount, approximately \$17 billion will be used by participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Teva to pay up to \$3.34 billion over 13 years and to provide either \$1.2 billion of its generic version of the drug Narcan over 10 years or an agreed upon cash equivalent over 13 years;
- Allergan to pay up to \$2.02 billion over 7 years;
- CVS to pay up to \$4.90 billion over 10 years;
- Walgreens to pay up to \$5.52 billion over 15 years; and
- Walmart to pay up to \$2.74 billion in 2023, and all payments to be made within 6 years.

As provided under the Agreements, these figures are net of amounts attributable to prior settlements between the Defendants and certain states/subdivisions, and include amounts for attorneys’ fees and costs.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or dispensing practices.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the 2021 national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements with the Manufacturers and/or the Pharmacies, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

*If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.***

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **April 18, 2023** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **April 18, 2023**.

RESOLUTON NO. 2023-242

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE SETTLEMENT RELEASE DOCUMENTS WITH PHARMACEUTICAL MANUFACTURERS TEVA AND ALLERGAN, AND PHARMACEUTICAL COMPANIES, CVS, WALGREENS, AND WALMART AS ADDITIONAL SETTLING PARTIES WITHIN THE NATIONAL OPIOID SETTLEMENT PARTICIPATION PREVIOUSLY AUTHORIZED BY THE CITY.

WHEREAS, the City of Hilshire Village, Texas (the “City”), through Resolution No. 2023-242, duly authorized participation in the opioid settlement and adopted the Texas Term Sheet; and

WHEREAS, proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against two pharmaceutical manufacturers, Teva and Allergan (“Manufacturers”), and three pharmacies, CVS, Walgreens, and Walmart (“Pharmacies”).; and

WHEREAS, the City Council of the City hereby finds that there is a substantial need for repayment of opioid-related expenditures and payment to abate opioid-related harms in and about the City; and

WHEREAS, the City desires to execute the settlement release forms with Teva, Allergan, CVS, Walgreens, and Walmart in their entirety; and **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF HILSHIRE VILLAGE TEXAS:

SECTION 1. THAT the statements provided in the caption and the recitals of this Resolution are true and correct and are adopted herein for all intents and purposes.

SECTION 2. THAT the Mayor is authorized to execute the settlement release documents with Teva, Allergan, CVS, Walgreens, and Walmart in a timely manner.

PASSED AND APPROVED ON THE 21ST DAY OF FEBRUARY, 2023.

CITY OF HILSHIRE VILLAGE

ROBERT BUESINGER, MAYOR

ATTEST:

CASSIE STEPHENS, CITY SECRETARY



STATEMENT OF QUALIFICATIONS

PREPARED FOR

MS, SUSAN BLEVINS, CITY ADMINISTRATOR/CITY SECRETARY
CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DRIVE
HOUSTON, TEXAS 77055
CELL: 713.973.1779 | FAX: 713.973.7793
EMAIL: susan.blevins@hilshirevillagetexas.com



TABLE OF CONTENTS

SECTION 1	TRANSMITTAL LETTER
SECTION 2	EXECUTIVE SUMMARY
SECTION 3	CLIENT LIST
SECTION 4	REFERENCES
SECTION 5	SERVICES
SECTION 6	STATEMENT OF QUALIFICATIONS
SECTION 7	SCOPE OF WORK
SECTION 8	EXHIBITS

PRECISION UTILITY, LLC

SECTION 1

TRANSMITTAL LETTER



Thursday, January 26, 2023

Ms. Susan Blevins
City Administrator/City Secretary
City of Hilshire Village
8301 Westview, Houston, Texas 77055
713-973-1779
713-973-7793 FAX
susan.blevins@hilshirevillagetexas.com

Re: Statement of Qualifications

Dear Ms. Blevins,

Precision Utility, LLC is pleased to present this Statement of Qualifications. We are confident that we have assembled a team of highly skilled individuals that are capable of providing the best level of service for your operations, maintenance, and construction requirements. Precision Utility, LLC is a company aimed to use field and office working relationships to allow us to be attentive to our client's needs and is prepared to tackle any major problems that can inevitably arise.

Precision Utility, LLC is an extremely cost conscience consultant when it comes to our clients and their individually unique situations. Thank you for considering Precision Utility, LLC for your upcoming projects. We will be happy to provide any further information that you may need to assist you in making your decision.

Sincerely,

Tony Bonaventure, MBA

Tony Bonaventure, MBA
Managing Member

PRECISION UTILITY, LLC

SECTION 2

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Excellence in operations and customer service are the major goals of Precision Utility, LLC. We are a second-generation company that utilizes our experience to assist and guide our clients while providing maximum value. Precision Utility, LLC is committed to serving the industry with integrity, ethical leadership, and cost-effective solutions. Our philosophy is simple: we have a moral and legal responsibility to steward our natural resources in accordance with the industry best practices. We achieve this by utilizing the latest technology, partnering with elite industry subcontractors, and leveraging our industry relationships that have been created and maintained over the past four decades.

Our relationship with the TCEQ provides us with a competitive advantage that allows us to stay abreast of an ever-changing regulatory environment. This in turn ensures that our clients meet or exceed regulatory compliance. Precision Utility, LLC understands how the economy works and has enjoyed continued, successful working relationships with our clients and have helped them thrive regardless of the market environment. Our commitment to our client's success is untiring and relentless.

We hope that this brief overview of our business executive summary will assist you in selecting Precision Utility, LLC for your current and future operations, maintenance, and construction projects.

PRECISION UTILITY, LLC

SECTION 3

CLIENTS

CLIENTS

1. Air Products and Chemicals (O & M)
2. Arconic RTI/Hunting Energy Services (O & M)
3. B & C Holdings/Monument Chemicals (O & M)
4. Chaparral Industrial Services (O & M)
5. Custom Building Products/Pavestone Katy (O & M)
6. East Montgomery County Municipal Utility District No. 14 Splendora Crossing (Construction)
7. Farrell Road Development LTD (O & M)
8. Fort Bend County Municipal Utility District No. 251 Indigo (Construction)
9. Four Oaks RV Park (O & M)
10. General Electric Power/Sodexo USA (O & M)
11. GEO Specialty Chemicals (O & M)
12. Green Tree Park Municipal Utility District (O & M)
13. Harper Woods Owner Association (O & M)
14. Harris County Municipal Utility District No. 1A Lago Bello (Construction)
15. Harris County Municipal Utility District No. 465 WPE (Construction)
16. Huffman Hollow Apartments (O & M)
17. Katoen Natie/Houston Polymer (O & M)
18. Laterna Villa Mobile Home Park (O & M)
19. Los Pinos Estates (Construction)
20. Montgomery County Municipal Utility District No. 163 Evergreen (Construction)
21. Nalco Company (O & M)
22. Northwest Harris County Municipal Utility District No. 24 (Construction)
23. Port of Houston Authority/Jacintoport Wastewater Treatment Plant (O & M)
24. Rambling Vines RVP, LLC (O & M)
25. Roberts Communities (Rayford RV Resort) (O & M)
26. Saint Dominic Catholic Church - Archdiocese of Galveston-Houston (O & M)
27. Sheldon Road Municipal Utility District (O & M)
28. Sona Tymes Square Center, LP (O & M)
29. South Lake Houston Emergency Management Services No. 2 (O & M)
30. South Lake Houston Emergency Management Services No. 60 (O & M)
31. Sralla Mobile Home Park (O & M)
32. Texas Environmental Plastics (O & M)
33. Texas Historic Commissions (AKA Jacinto Battleground Site) (O & M)
34. Urban Strategies (O & M)
35. Waller County Precinct Annex #4 (O & M)
36. Waterwood Municipal Utility District No.1 (O & M)

PRECISION UTILITY, LLC

SECTION 4

REFERENCES

REFERENCES

Sheldon Road M.U.D
Wade Landry, Director
2800 Post Oak Boulevard, Houston, Texas 77056
(832) 390-2268
Email: wadelandry@hotmail.com

Northwest Harris County MUD No. 24
Freddie Cuellar, Board President
1446 Hollister, Houston, TX 77066
(281) 367-5511
Email: Freddie.Cuellar@nwhcmud24.com

Green Tree Park MUD
Brian Desilets, Board President
2001 Timberloch Pl., The Woodlands, TX 77380
(832) 789-1899
Email: admin@roachpllc.com

City of Sugar Land
Joe Reyes, Field Operations Manager
111 Gillingham, Sugar Land, Texas 77478
(281) 275-2467
Email: jreyes@sugarlandtx.gov

AUG Group LLC
David Rolén Project Manager
1800 Augusta Dr # 108, Houston Texas 77057
(713) 724-6832
Email: drolen@aucgroup.net

PRECISION UTILITY, LLC

SECTION 5

SERVICES

Precision Utility, LLC
SERVICES

OPERATIONS	CONSTRUCTION
Interconnects	Capital Improvements
Lift Stations	Collection/Distribution
Surface Water Plants	Disinfection/Chlorination
Waste Water Plants	Electrical Panels, Wiring and Controls
Water Plants	General Contracting
Water Systems	Irrigation Taps
	Line Abandonment
MAINTENANCE	Rehabilitation
Backhoe Rig & Crew	Residential/Commercial Taps
CCTV Line Inspection	Water Plant
Fire Hydrant/Valve Survey	Well
Jetting Blocked Lines	
Metal Fabrication	GOVERNMENTAL BOOKKEEPING & CONSULTING
Monthly Hydrant Flushing	Accounts Payable
Mowing/Landscaping	Accounts Receivable
Water/Sewer Line Cave in Repair	Amortization Schedules
	Board Meeting Representation
SERVICES	Bank Reconciliation
24/7/365 Call Center	Operations Reports
Backflow Prevention/Testing	Payroll
Grease Trap Inspection	Prepare Bookkeeping Reports
Meter Pull/Reinstall	Public Funds Investment Officer
Residential/Commercial CSI	Verify Pledge Securities
Residential/Commercial Inspections	Verify Tax Collection
Sewer Tap Inspections	

PRECISION UTILITY, LLC

SECTION 6

STATEMENT OF QUALIFICATIONS

STATEMENT OF QUALIFICATIONS

Tony Bonaventure - Managing Member

Tony is the founder and managing member of Precision Utility LLC. He is a second-generation operator where he worked for his parent's company, C&G Utilities Inc. Charlie & Gaye Griffin instilled an old fashion work ethic at the young age of 13. His vision in founding this firm is to provide water & wastewater systems, conservative family values, corporate expertise and both qualitative and quantitative business tools at affordable pricing in comparison to other consulting and operating firms. Tony is a well-rounded executive & business professional with a strong "hands on" management approach to municipalities, industrial, non-profit, and private market sectors. Tony has more than 20 years of management experience and has served for more than 30 years in the water utility industry.

Prior to starting Precision Utility LLC, Tony served in small business (TNG Utility Corp.), at a Texas based national recognized organization (AquaSource), a multinational enterprise (Severn Trent Services), and the City of Houston as Operations Manager and Deputy Assistant Director with responsibilities up to and including overseeing 175 employees, a \$23 million budget, and day to day operations. Tony has served the Texas Commission of Environmental Quality as Subject Matter Expert (SME) in 2012 and the Water Utility Operator Licensing Advisory Committee (WUOLAC 2014-2018).

Tony earned a Certificate of Technology in Electrical Technology from San Jacinto College in 1999, his "Double A Operator's License" in water and wastewater operations from The TCEQ in 2003, a bachelor's degree in Business Administration from Letourneau University in 2006, and a master's degree in Business Administration with a concentration in Finance from The University of St. Thomas in 2008. Mr. Bonaventure also earned his TWIC and OSHA Cards, and Houston Area Safety Council Safety Training in 2013-2018 respectively. Tony & his wife Sandy have 3 children, attend Second Baptist Church, and enjoy hunting and fishing.

STATEMENT OF QUALIFICATIONS CONTINUED

Sandy Bonaventure - Member

Sandy is a member of Precision Utility LLC. She holds a background as a bilingual educator for two distinct school Clients. In the Houston Independent School Client, she served as a bilingual educator, mentor & grade level chair. In the Katy Independent School Client, she also served as a bilingual educator, mentor, assigned grade level planner & was an assigned campus contact & trained for the Summer Academic Term. Sandy has had great experience with serving the public sector for a total of over 12 years. She truly enjoys working with children as well as with adults. She provides our company with valuable insight & resources. Sandy also draws on a successful previous career with Southwestern Bell Telephone Company. Her background includes office administration, credit & debt collections. Prior to serving the utility sector she worked for a private sector CPA firm that focused on auditing & tax preparation. While studying at Texas Woman's University, she worked in the university offices to help promote student activities. She also helped raise money for the university from alumni, faculty, staff, corporations, foundations, friends & supporters of the university by working at the phone-a-thon.

Sandy's distinguished credentials include graduating from Lutheran High North with honors. She received a Bachelor of Science degree in Psychology with a minor in Philosophy & Occupational Therapy from Texas Woman's University in Denton, Texas in 1999 and graduated with honors. While at Texas Woman's University she also held a membership in a science honor society. In 2002, she took graduate level masters in bilingual education courses at the University of St. Thomas in Houston, Texas.

Sandy believes in growing as an educator, a professional and a human being. She has invested in countless professional development hours throughout the years that have made her very knowledgeable on how to successfully work with and for the community. Sandy is extremely committed to the successful development of Precision Utility LLC and the relationships we build with our future clients.

STATEMENT OF QUALIFICATIONS CONTINUED

Jason Griffin - Construction Manager

Jason grew up working for his parents Company, C&G Utilities Inc. for over 20 years. Mr. Griffin oversaw facility maintenance, collection, and distribution repairs and capital improvements. Later he became a licensed Journeyman Plumber in the State of Texas and worked for A Leak Detection locating and repairing water and sewer leaks underground and sub foundation work in residential and commercial properties. Afterwards he joined Church & Go Plumbing Services and specialized in residential and commercial plumbing. His role was ever progressive and reported directly to the Owner supervising over 12 office and field personnel. Mr. Griffin's current role at Precision Utility LLC is construction management, utility repairs, capital improvements, and supply chain management. He currently holds a journeyman plumbing license and enjoys hunting and fishing.

Juan M. Rojas - Compliance / Fleet Admin

Juan Rojas, The Compliance Associate for Precision Utility LLC. His current focus at Precision Utility LLC is maintaining the mandatory compliance of our client's systems. The regulatory knowledge and influence skills that he has developed allow for excellent communication with clients and our partners.

Prior to working for Precision Utility LLC, he comes from an extensive background in the Wastewater Industry for over 10 years that started in Houston, TX, took him to Nashville, TN, bringing me back here to his hometown. He has an operator background and understand how to control facilities efficiently. The knowledge and talents that he has gained have allowed him to move up from an operator to a compliance associate. Juan is a United States Veteran and served in the United States Army. He has completed one tour to Iraq during the Iraq war under the Campaign Operations Iraqi Freedom. Serving in the US Army was the most rewarding job he had ever had until having my son, Noah. Being a father has opened his world to many new adventures and he can't wait to experience life with his son.

Nikki Griffin - Business Development

Nikki Griffin heads the Business Development Department. She currently owns and operates NGI Insurance Agency and has been a licensed Texas Insurance Agent for about 12 years. For over a decade, she has built her life with her husband Charlie. Together they have two beautiful children, Rylee and Charlie III. She is always looking to further her skills as an insurance specialist and to get more involved in my community. Being in the Business Development Department at Precision Utility has opened an abundance of opportunities to grow and she couldn't be happier with this family-owned company. In my downtown she enjoys outdoor activities with her family from fishing, hunting, taking care of our animals, and traveling.

STATEMENT OF QUALIFICATIONS CONTINUED

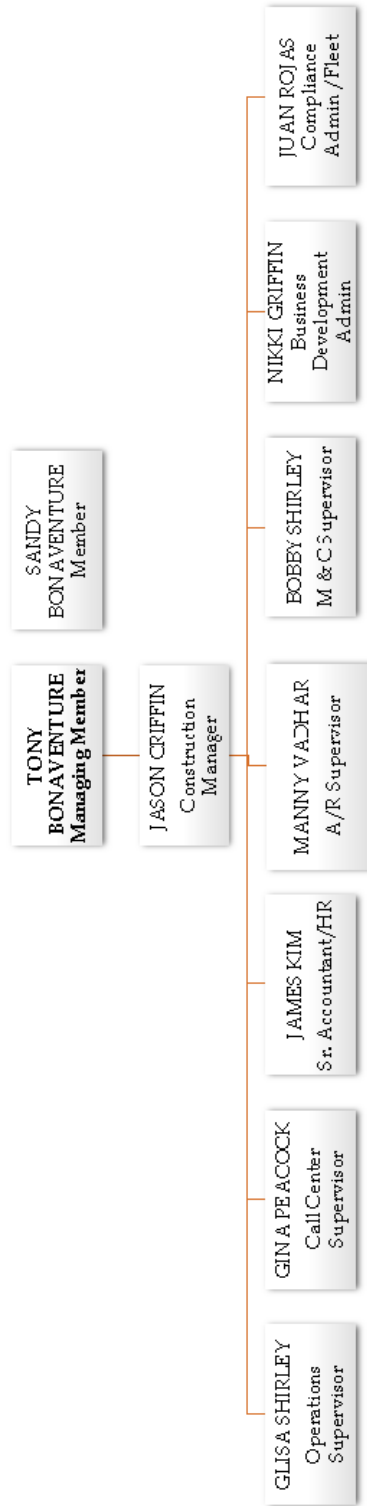
Manish “Manny” Vadhar - A/R Supervisor

Manny has been working with Precision Utility, LLC for the last four years and has worked his way up to Account Receivable Supervisor. His commitment to his work has escalated his responsibilities and has become a company hub for communications. Manny served in the United States Army for 6 Years. During that time of service, he gained valuable experience in management and team building. His background is in accounting, organization, communication, and technology. He developed these skills in the construction and hospitality industries in New Orleans, Louisiana where he was part of a team of developers that constructed and operated hotels in the central business Client of New Orleans. Manny has been a constant supporter and volunteer for children with Cystic- Fibrosis and Chronic Asthma. Manny is married and father of 3 and resides in Humble, Texas.

Gina Peacock - Call Center Supervisor

Gina grew up working for her parent’s company, C&G Utilities Inc. and learned the same work ethic and values as her brother and owner of Precision Utility, Tony Bonaventure. She continued to work for C&G Utilities and advanced rapidly into various administrative roles for over 14 years including managing two regional offices. During this time, she concurrently worked for other clients and became one of the youngest people to be a certified as Tax Assessor-Collector, while also serving as a Public Funds Investment Officer and Records Management Officer for the three clients she was serving. After the death of her father and the subsequent sale and dissolution of the company, Gina went on to work at various administrative and office management positions, where she always rapidly advanced in her responsibilities. Later, Gina discovered a love of caregiving while helping with the care of the mother of a good friend and boss, as well as, the father of her fiancé. This experience lead her to over fifteen years in a career where she was providing hospice care to hundreds of patients until she was recruited by her brother to reenter the business world in an office environment at Precision Utility LLC. She has benefited the company by utilizing her exceptional people skills and many years of knowledge of the utility industry to better serve our clients.

STATEMENT OF QUALIFICATIONS CONTINUED ORGANIZATIONAL CHART



STATEMENT OF QUALIFICATIONS
CONTINUED

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



Be it known that

PRECISION UTILITY LLC

has fulfilled the requirements in accordance with the laws of the State of Texas for

WASTEWATER OPERATIONS COMPANY

License Number: OC0000250
Issue Date: 01/07/2022
Expiration Date: 12/04/2024



Executive Director
Texas Commission on Environmental Quality

STATEMENT OF QUALIFICATIONS
CONTINUED

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



Be it known that

PRECISION UTILITY LLC

has fulfilled the requirements in accordance with the laws of the State of Texas for

WATER OPERATIONS COMPANY

License Number: WC0000251
Issue Date: 01/07/2022
Expiration Date: 12/04/2024

A handwritten signature in blue ink, appearing to read "T. B. Baker".


Executive Director
Texas Commission on Environmental Quality

STATEMENT OF QUALIFICATIONS
CONTINUED

Name: Precision Utility LLC Electrical Contractor License

Rick Figueroa
Chair

Thomas F. Butler
Vice Chair



Gerald R. Callas, M.D., F.A.S.A.
Helen Callier

Joel Garza

Gary F. Wesson, D.D.S., M.S.
Nora Castañeda


Electrical Contractor

PRECISION UTILITY LLC

License Number: 34492

The business named above is licensed by the Texas Department of Licensing and Regulation

License Expires: MAY 27 2023



Mike Arismendez, Jr.
Executive Director

STATEMENT OF QUALIFICATIONS CONTINUED

ELECTRICIANS

Van Dusen, Stephen	Master	TDLR License #	463075	Exp.	03/11/2023
Ferguson, Clayton	Journeyman	TDLR License #	557168	Exp.	11/22/2023
Garay, Rafael	Apprentice	TDLR License #	179552	Exp.	10/25/2023

OPERATIONS

Name: BONAVENTURE, PAUL A

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WATEROL	WATER OPERATOR A	WO0009086	01/05/2021	02/28/2024	CURRENT	40
WWOL	WASTEWATER TREATMENT OPERATOR A	WW0008625	10/22/2019	12/03/2022	CURRENT	40

Name: SHIRLEY, GLISA

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WWOL	WASTEWATER TREATMENT OPERATOR C	WW0001942	12/18/2020	02/17/2024	CURRENT	14

Name: SNYDER, CAMERON

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WATEROL	GROUND WATER TREATMENT OPERATOR C	WG0017310	09/01/2021	10/11/2024	CURRENT	0
WWOL	WASTEWATER TREATMENT OPERATOR C	WW0054254	09/01/2021	11/02/2024	CURRENT	0

Name: MOFFETT, BOBBY

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WATEROL	GROUND WATER TREATMENT OPERATOR C	WG0016051	04/22/2022	06/23/2025	CURRENT	0
WWOL	WASTEWATER TREATMENT OPERATOR C	WW0057198	01/17/2020	02/17/2023	CURRENT	40

Name: JONES, JAMES M.

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WTSOL	WATER TREATMENT SPECIALIST I	WT0007127	10/14/2022	10/14/2025	CURRENT	0

STATEMENT OF QUALIFICATIONS CONTINUED

Name: BARRON, CRAIG

Program	License Type and Level	License Number	Last Issued Date	Exp. Date	License Status	CE Hours
WATEROL	GROUND WATER TREATMENT OPERATOR C	WG0010886	03/25/2020	04/16/2023	CURRENT	40
WWOL	WASTEWATER TREATMENT OPERATOR B	WW0053619	04/26/2021	06/24/2024	CURRENT	0

PLUMBER

Name: GRIFFIN, JASON B. – Journeyman Plumber

License Number: 37483		<i>Current Date: 08/19/2021 02:32 PM</i>
Name:	GRIFFIN, JASON B.	
License Type:	Journeyman Plumber	
License Status:	Current	
Expiry Date:	07/31/2022	
Effective Rank Date:	06/12/2003	
Certification of Insurance:	No	

STATEMENT OF QUALIFICATIONS

Precision Utility, LLC currently has 36 projects in Harris, Montgomery, Liberty, Chambers, Fort Bend, San Jacinto, and Waller Counties in the State of Texas. Our main office is located in Houston Texas (Sheldon / Channelview Area) and a satellite office in Huntsville, Texas.

Precision Utility, LLC employs 31 team members including a master electrician and a master plumber. We have 23 company vehicles, 5 backhoes / utility tractor, 1 Jet Truck, 1 CCTV inspection camera, and have the capability to install taps up to 6 inches with our boringrig.

Precision Utility, LLC also utilizes 3 technologies, Service Fusion, Birdnest, and AVR to enhance efficiency and accuracy of reporting. Service Fusion is a paperless mobile workorder and time tracking program. Birdnest is a data management software that is utilized for logging in plants and compliance reporting. AVR is a utility billing software that allows for billing customers and also provides them with multiple alternative payment services, including Telephone ACH, Credit/Debit card payments or recurring ACH payments. AVR also has online account access and paperless statements.

Please visit www.precisionutility.biz for more information. Precision Utility, LLC is a fast growing, privately held, Texas based S Corporation, that has adopted an employee health and safety manual and we are continuously expanding our standard operating procedures to be consistent with the industry best practices, as set forth by the AWWA, and TCEQ rules and regulations.

PRECISION UTILITY, LLC.

SECTION 7

SCOPE OF WORK

SCOPE OF WORK

During the term of this Agreement, Operator shall perform the following basic services:

BASIC SERVICES

During the term of this Agreement, Operator shall perform the following basic services:

A. GENERAL

1. Operator shall operate and maintain the Facilities in a proper and workmanlike manner. Operator agrees to operate and maintain the Facilities in accordance with all applicable laws, permits, rules and regulations.
2. Operator shall be responsible for operating and maintaining the Facilities in accordance with the O & M Manual.
3. Operator shall arrange for and supervise all testing required by all regulatory agencies and applicable laws, permits and regulations and shall arrange for any regularly scheduled reports as required by any regulatory agencies and any applicable laws, permits and regulations.
4. Operator shall render a condensed monthly operating report to Client which shall include at least the following information:
 - a) Any abnormal change in condition of Client's equipment, necessary repairs and any recommendations as to the repair or replacement of such equipment;
 - b) Any damage to the Facilities and the possible causes thereof, including any insurance claims filed on behalf of Client. In instances where the damage may be attributable to any contractor, builder, corporation, utility company or other person, Operator shall back charge the party responsible for such damage and report it to the Client;
 - c) The number of gallons of water billed to Client's customers, along with the numbers of gallons pumped from the Client water plant and a comparison of water volume produced to the Ground Water Conservation Client Permit holder;
 - d) The number of taps performed during the reporting period;
 - e) The sum of money received on water and sewer service accounts, tap fees, back charge collections, deposits, inspection fees, other receivable income and such other information as would provide Client with the current status of its financial condition;
 - f) A report on whether any proposed or final utility service disconnections, customer statements or delinquencies in payment have been protested and appealed to Client

by Client's customers;

- g) A report on whether all water and sewer connections to Client's Facilities have been installed in accordance with any standard diagram furnished by the Client's Engineer, and in compliance with the Client's rules and regulations governing the particular type of work involved;
 - h) Copies of monthly testing reports, if requested by the Client and correspondence to regulatory authorities, if appropriate.
5. Operator shall provide at least one fully qualified and competent operator to directly operate the Facilities. The person so provided shall have a Texas certification as required by the regulatory agencies.
 6. Operator shall maintain a twenty-four (24) hour telephone access number.
 7. Operator shall promptly notify Client's Representative of any condition known to Operator, which adversely affects the quality of water supply, wastewater collection or treatment, drainage or Client's compliance with all current permits or regulations.
 8. Operator shall render Client all reasonable assistance in the promotion of good relations with Client's customers.
 9. Operator shall routinely order and arrange for delivery of inventory items listed in the O & M Manual, expendable supplies, and other necessary supplies.
 10. Operator shall provide a representative to attend Client meetings; said representative shall be familiar with the operations in Client's facilities.
 11. Operator shall provide operations and maintenance cost data available to Client's Bookkeeper for use in budget comparison.
 12. Operator shall maintain such information and reports as may be required for audit of Client's accounts and shall make same available to Client's auditor during regular business hours.
 13. Operator shall visually inspect and flow all the flushing valves within Client's facilities semiannually and submit a written status report to Client and any fire department designated by Client.
 14. Operator shall perform an ongoing manhole inspection program. This inspection shall include a visual inspection of the top of the manhole and the surrounding area (for depressions) and a visual inspection of the inside of the manhole as accessible from the top. Each manhole will be inspected on an as needed basis with subsequent reports to Client
 15. Operator shall inspect each water distribution valve on an as needed basis with subsequent

reports submitted to The Client. This inspection shall include a visual inspection of the valve riser and cap as well as the utilization of a valve key to check valve operating nut accessibility and operability.

16. Upon the request of Client, Operator shall inspect and maintain any and all Client drainage facilities.

B. WATER SUPPLY PLANT

1. Operator shall maintain an operating log at Client's water supply plants, which may be inspected by Client at any time.
2. Operator shall check operation of the water supply plants routinely and shall make any needed adjustments, lubrications or repairs.
3. Operator shall maintain the water supply plants in a neat orderly condition, compatible with the neighborhood. Maintenance shall not include the painting of equipment or the facilities, other than "touch up" painting needed to prevent damage to the facilities. Maintenance shall not include mowing.

C. WASTEWATER TREATMENT PLANT

1. Operator shall maintain an operating log at Client's Wastewater Treatment plants, which may be inspected by Client at any time.
2. Operator shall check operation of the wastewater plant the required number of days that are specified in the sewer plant permit and shall make any needed adjustments, lubrications or repairs.
3. Operator shall maintain the wastewater treatment plants in a neat orderly condition, compatible with the neighborhood. Maintenance shall not include the painting of equipment or the facilities, other than "touch up" painting needed to prevent damage to the facilities. Maintenance shall not include mowing.

D. SLUDGE TREATMENT AND DISPOSAL

1. Operator shall routinely draw sludge from the Client's wastewater treatment plant to maintain the average sludge age and optimum concentrations.
2. In the event that extraordinary sludge hauling is required, sludge shall be processed from the facilities by others or by the Operator in a manner and at a cost to be agreed on from time to time by the parties hereto.

E. WATER DISTRIBUTION, SANITARY SEWER COLLECTION SYSTEMS

1. Operator shall be responsible for the installation of water taps, setting meters and meter boxes, the minor adjustment of meter boxes, reading water meters, the billing and collecting of tap fees, sewer inspection fees, deposits, water and sewer service charges and back charges, all in accordance with the Client's Rate Order, as amended from time to time. (Operator shall be compensated for said work according to rate schedule, attached hereto as Exhibit "A") Operator shall provide all the necessary personnel in order to read meters, mail statements to customers, collect and deposit revenues and provide customary accounting and office services. Operator shall cause all water taps to be made in accordance with a plat map or other written instructions from the Client's Representative.
2. Operator shall perform or cause to be performed a daily, weekly, monthly and yearly routine and preventive maintenance program as required to keep the facilities operational and in compliance with the regulatory authorities.
3. Operator shall at least monthly, patrol Client in order to observe and take corrective action regarding leaks, defects, damaged and missing equipment. Operator shall establish an inspection program in order to examine each sanitary manhole and each water main valve. Minor repairs or debris removal shall be performed immediately. (Operator shall be compensated for said inspections and repairs according to rate schedule, attached hereto as Exhibit "A".)
4. Operator shall report all damages to the Client Facilities. In the event that, in the Operator's opinion, foreseeable damage could occur, Operator shall report such opinion to Client Representative immediately and shall attempt to comply with the Client's policy governing control of damages to Client Facilities and to prevent others from causing additional damage. In those instances, in which damage is discovered, Operator shall diligently attempt to ascertain the causes therefore and report it in the monthly report.

PRECISION UTILITY, LLC

SECTION 8

EXHIBITS

EXHIBIT "A"

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pacific Crest Services, Inc. DBA Wileman Insurance Agency 701 Hwy 352 Ste. A Mesquite, TX 75149	CONTACT NAME: Sara Buchanan (PTRW) PHONE (A/C, No, Ext): (972)222-5674 FAX (A/C, No): E-MAIL ADDRESS: s.buchanan@pacificcrestinsurance.com																					
INSURED Precision Utility, LLC 24631 Royal Pike Dr Katy, TX 77493	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Chubb</td> <td>10052</td> </tr> <tr> <td>INSURER B:</td> <td>Allstate</td> <td>29335</td> </tr> <tr> <td>INSURER C:</td> <td>Texas Mutual</td> <td>29939</td> </tr> <tr> <td>INSURER D:</td> <td>Liberty Mutual Insurance</td> <td>24074</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Chubb	10052	INSURER B:	Allstate	29335	INSURER C:	Texas Mutual	29939	INSURER D:	Liberty Mutual Insurance	24074	INSURER E:			INSURER F:		
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INSURER C:	Texas Mutual	29939																				
INSURER D:	Liberty Mutual Insurance	24074																				
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER: 00236912-298555** **REVISION NUMBER: 116**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		D95185691	12/11/2022	12/11/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY		648854104	06/07/2022	06/07/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		UMBTXD951857083N	12/11/2022	12/11/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	0002066436	08/24/2022	08/24/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/ Rented		BMO60583200	02/08/2022	02/08/2023	\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Vehicles:
 2017 NISSAN NV200 S VIN: 3N6CM0KNXH704010
 2017 NISSAN NV200 S VIN: 3N6CM0KN3HK703927
 2011 FORD EDGE VIN: 2FMDK3JC7BBB43966
 2017 NISSAN FRONTIER VIN:
 1N6BD0CT4HN729231
 (continued on ACORD 101 Additional Remarks Schedule)

CERTIFICATE HOLDER <div style="text-align: center; border: 1px solid black; padding: 5px;">Insured Copy</div>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center;"> (SRB) </div>
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Response to the
Request for Proposa
for Operation &
Maintenance
Of:

City of Hilshire Village

Spring Office

25003 Pitking Road, D600
Spring, Texas 77386

Cypress Office

20141 Schiel Road
Cypress, Texas 77433

Katy Office

1817 N. Mason Road
Katy, Texas 77449

Statement of Qualifications

Table of Contents

- 1.0 Background Information and Company History
 - 1.1 Executive Letter
 - 1.2 Executive Summary

- 2.0 Firm and Key Personnel Experience
 - 2.1 Professional References
 - 2.2 Client List
 - 2.3 Vendor List
 - 2.4 Experience and Background of Assigned Management Personnel
 - 2.5 Proposed District Manager/Board Rep and Accompanying Staff
 - 2.6 Licensed Operators
 - 2.7 Organizational Chart

- 3.0 Technical Proposal
 - 3.1 Customer Service/Call Center Experience
 - 3.2 Regulatory Compliance
 - 3.3 Standard Operating Procedure for Emergency Management of District
 - 3.4 Procedures for Following Operations and Maintenance (O&M) Manuals
 - 3.5 Standard Process for Reporting Work Orders

- 4.0 Liability Insurance Certification
 - 4.1 Certificate of Insurance

- 5.0 Sample Documents
 - 5.1 Sample Board Report
 - 5.2 Sample 1295 Form
 - 5.3 Sample Bill to District
 - 5.4 Sample Customer Water Bill

Section 1.0

Background Information and Company History

- 1.1 – Executive Letter
- 1.2 – Executive Summary

Section 1.1



February 17, 2023

City of Hilshire Village
City Hall
8301 Westview Drive
Houston, Texas 77055

Re: Response to Request for Proposals for Operations & Maintenance

Dear Board of Directors,

Municipal Operations & Consulting is pleased to submit this proposal for the Operations and Maintenance of The City of Hilshire Village. We are confident that we have assembled a team of highly skilled individuals that are capable of operating and maintaining the facilities and infrastructure of your District at the highest possible standards within the operating community.

Municipal Operations & Consulting is a 20-year-old company that has experienced steady growth over our existence. The company is a U.S. corporation that is completely owned by my wife Beth and myself. The corporation was formed in April of 2002. We have put controls in place as we have grown that enable us to better serve each of our customer's needs as the industry and standards change. We are not a small company, but we have maintained much of our "mom and pop" identity by being attentive to each of our client's needs and anticipating and reacting to industry needs before they occur. We are confident that the experience and ability of our organization and the individuals within it can provide the required level of service and attention to the Directors, residents, and consultants that your community deserves.

In the 20 years that we have been in business, I am very proud to say that we have NEVER been terminated from a contract with one of our clients. I attribute this to the level of care that we give to all our clients and the culture that exists within our company. My hope is that The City of Hilshire Village will conclude that Municipal Operations and Consulting is the right choice as the next Operator for your District.

Sincerely,

Lonnie and Beth Wright - Owners

Section 1.2

Municipal Operations & Consulting

Executive Summary

Excellence in customer service and operations is why Municipal Operations & Consulting (“MOC”) is one of the fastest growing water and wastewater operations companies in the greater Houston area. Our 200-plus professionals are responsible for over 100 contracts that encompass more than 53 wastewater treatment facilities, over 120 water treatment facilities, over 200 lift stations, and over 160,000 connections. MOC is committed to customer satisfaction for our Boards as well as their constituents. Additionally, we are heavily involved with the other District consultants and regulatory agencies to ensure strict compliance with all rules and regulations.

MOC has 3 offices in the area. The main office is located South of Grand Parkway at Mueschke Road with 2 satellite offices in Katy and The Woodlands. Given the location of The City of Hilshire Village, we are very well positioned with existing clients and staff in and around the area.

MOC leads the industry in customer service when it comes to customer bill pay. As the cost of water continues to increase and things continually move to a virtual setting, we felt we had to give your customers multiple avenues for paying bills. Your customers will be able to set up new accounts, make payment (one time or recurring), view usage history and more by utilizing our online customer portal. We have not managed to make paying your water bill enjoyable, but it is certainly much more convenient.

The structure utilized by MOC to ensure that we can rightly satisfy our role for the District is to provide experienced and well trained field personnel to ensure that all service work and facility operations is executed as required in an efficient and cost effective manner. The board representative/area supervisor would be intimately involved in the daily operations of the District and would serve as the primary point of contact for Directors and consultants. The area supervisor would be tasked with overseeing plant operations to ensure strict compliance with all applicable rules and regulations.

In addition to the staff outlined above, there are several other individuals that provide oversight and direction to our staff. An organizational chart is included for review.

We hope this brief overview of our business will prove helpful in making Municipal Operations & Consulting the next operations company for your District.

Section 2.0

Firm Experience and Key Personnel

- 2.1 – Professional References
- 2.2 – Client List
- 2.3 – Vendor List
- 2.4 – Experience and Background of Assigned Management Personnel
- 2.5 – Proposed District Manager/Board Rep and Accompanying Staff
- 2.6 – Licensed Operators
- 2.7 – Organizational Chart

Section 2.1

Professional References

1. Mr. Jerry Homan – (713) 703 - 4527 - AWBD Board of Trustees, District Manager for Harris County Fresh Water Supply District No. 61
2. Mr. Doug Allen – (713) 569 - 7204 – President for Faulkey Gully MUD
3. Mr. Jon Hall – (512) 301 - 6600 – Interim Executive Director for Harris County MUD No. 50
4. Mr. Larry Daily – (832) 702 - 5918 – President for Ponderosa Joint Powers Agency
5. Mr. Phillip Givens – (713) 557 - 0808 – President for Harris County UD No. 15
6. Mr. James Wright – (713) 305 - 6154 – President for Harris County MUD No. 200

Section 2.2

Client List – Oak Ridge Office

1. Harris County MUD No. 26 (Kenswick Subdivision) Major Facility, - 4,490 connections, 1.0 MGD wastewater plant, 3 water treatment facilities.
2. Rayford Road MUD (Imperial Oaks Subdivision) Major Facility, 3,819 connections. 0.965 MGD wastewater plant, 2 water treatment facilities.
3. Harris County MUD No. 200 (Cranbrook Subdivision) Major Facility, 1,223 connections, 1.440 MGD wastewater plant, 3 water treatment facilities.
4. Sunbelt Fresh Water Supply District – One Major Facility, 7,500 connections, 6 wastewater treatment plants, 9 water treatment plants.
5. Harris County MUD No. 153 (Walden on Lake Houston) – 2,602 connections, multi-use development of single family, multi-family and commercial sites in the Atascocita area of Northeast Harris County. Water Plant, 3 Lift Stations.
6. Northwest Harris County MUD No. 30 (Windrose) – 1,100 Connections, single family and commercial sites near the intersection of FM 2920 and Kuykendahl Road. One water plant.
7. Ponderosa Forest Utility District (Ponderosa Forest) - 1,196 connections, 3 water treatment plants
8. Harris County MUD No. 205 - All commercial Districts with 18 connections
9. Harris County MUD No. 48 (Cashel Forest) - 160 connections - Single Family Residential
10. Harris County Utility District No. 15 (Greenfield Village & Copper Creek) - 925 Connections
11. Harris County MUD No. 96 – New Single Family Residential and Commercial development on Rankin Rd. Currently 2,325 connections.
12. Hunters Glen MUD – Residential development 1,253 connections 1.0 MGD wastewater plant, 1 water plant – Major Facility.
13. Harris County WCID No. 91 – Residential development 845 connections. 1 water treatment plant.
14. Ponderosa Joint Powers Agency – 4.89 MGD regional wastewater treatment facility. Major Facility.

15. Harris County MUD No. 399 – Residential development currently 636 connections.
16. Montgomery County MUD No. 98 – Residential development in Kingwood area. Currently 740 connections.
17. Montgomery County MUD No. 99 – Residential development in The Woodlands. Currently 378 homes.
18. Montgomery County MUD No. 115 - Residential development in The Woodlands area. Currently 1,314 connections.
19. Montgomery County MUD No. 112 - Residential development in The Woodlands area. Currently 1,343 connections.
20. Montgomery County MUD No. 127 – Residential and commercial development in The Woodlands area. Currently 187 connections.
21. Montgomery County Drainage Ditch No.10 – Storm water and drainage control entity.
22. Pine Village PUD – 600 Connections, multi-use development of Single Family Homes, Townhomes, Apartments and Commercial near U.S. 59 and Beltway 8.
23. Harris County MUD No. 401 – Residential single family development, currently 1,070 homes, located on FM 2920 and Boudreaux Road near Tomball.
24. Harris County MUD No. 58 – Single family, Multi-family, Commercial and Retail development at the intersection of FM 1960 and Kuykendahl Road. Currently 264 connections.
25. Montgomery County MUD No. 24 – Single family residential District on Ford Road east of Porter, Texas. 214 Connections. Water Plant and Wastewater Plant.
26. Montgomery County MUD No. 56 – Single family residential District on FM 1314 just west of Porter, Texas. Water and Wastewater facilities. Currently 319 connections.
27. Spring Creek UD - Single family residential District on Rayford Road and Riley Fuzzel Road in Spring, Texas. 3,534 Connections. Water Plant and Wastewater Plant.
28. Harris County MUD No. 50 – Barrett Station. 1,650 connections. One 0.500 MGD wastewater plant and two water plants.

29. The Gardens Apartments – Multi-family complex near West T.C. Jester Blvd and Ella Blvd. 200 units served by one wastewater plant.
30. Harris County MUD No. 494 – Planned community, 272 large lot homes on Lake Houston, Commercial and Multi-Family.
31. Harris County MUD No. 154 – 2,351 single family residential connections and large commercial connections along I-45 and FM 1960, Spring, Texas.
32. Central Harris County Regional Water Authority – Managing the conversion and distribution of surface water from the City of Houston to 12 MUD Districts in the North Central Houston vicinity.
33. Sequoia Improvement District – 325 single family residential connections and light commercial near the intersection of Beltway 8 and Lee Road.
34. Harris County MUD No. 222 – 1,100 single family residential connections, with multi-family and commercial areas along FM 1960 near US 290.
35. Montgomery County MUD No. 95 – At the intersection of I-45 and SH 242, 2500 proposed single family lots with commercial frontage on 600 acres. Water and wastewater facilities. Currently 562 connections.
36. Harris County MUD No. 215 – Multi-family and commercial District near I-45 and Richey Road. Water plant.
37. Harris County MUD No. 36 – 300 connections, Single family, Multi-family and Commercial near I-45 and Richey Road. Water and wastewater plant.
38. MUD No. 461 – Warehouse Distribution and Office Park located near Beltway 8 and John F. Kennedy Blvd. in Harris County. Currently 31 connections.
39. Northwest Harris County MUD No. 24. Single family and commercial development on Bammel N. Houston Rd and Beltway 8 in Northwest Harris County. Approximately 800 connections.
40. Emergency Services District (ESD) 60 – Water Plant serving emergency services facility on Beltway 8 at John Ralston in Northeast Harris County.
41. Northpark PUD – Commercial and Multi-family District near I-45 and FM 1960 in North Harris County. Water Plant and Wastewater Plant.

42. Montgomery County MUD No. 89 – Single Family development on Rayford Road east of I-45 in Southern Montgomery County. Currently 1,633 connections.
43. Reid Road MUD No. 1 – Single Family development near Beltway 8 and Fallbrook Road. 1.75 MGD wastewater plant. Water Plant with elevated storage. Approximately 1600 connections.
44. Reid Road MUD No. 2 – Single Family development near Beltway 8 and Fallbrook Road. Water Plant. Approximately 920 connections.
45. Harris County MUD No. 104 – Single Family development between Louetta Road and Cypresswood east of Ella Boulevard. 0.5 MGD wastewater plant. Water Plant. Currently 1,483 connections.
46. Harris County WCID 133 – Single Family and Commercial Development on FM 249 and Fallbrook Drive, Houston, Texas. Approximately 1800 Connections. 3.0 MGD Wastewater Plant, Two Water Plants and Elevated storage.
47. Montgomery County MUD No. 88. Single Family residential community on Rayford Road east of I-45 in southern Montgomery County. Wastewater Plant. Currently 639 connections.
48. White Oak Water Supply Corporation - Single family, Multi-family, Commercial and Retail development. Currently 350 connections.
49. Montgomery County MUD No. 113- New residential development in The Woodlands Area. Currently 2,400 connections.

Client List – Katy Office

1. Fort Bend County WC&ID No. 8 – Development on FM 359 near Richmond, Texas. One Water Plant. Approximately 42 connections.
2. Fort Bend County WC&ID No. 3 – Single Family residential development on FM 359 near Richmond, Texas. Two Water Plants. Approximately 250 connections.
3. Fort Bend County MUD No. 145 – Residential and commercial development, approximately 240 connections.
4. Fort Bend County MUD No. 144 – Residential and commercial development.
5. Fort Bend County MUD No. 19 – 181 single family connections adjacent to the City of Richmond. City water and sewer service.

6. Fort Bend County WCID No. 2 - Operations of a 3.0 MGD Membrane surface water treatment facility
7. Fort Bend MUD No. 5 – Single Family residential development in the Pleak community south of Rosenberg, Texas. 3,000 acres for future development. Approximately 250 connections.
8. Fort Bend County MUD No. 34 – Single Family and Multi-Family development near FM 1093 and SH 99. 1.0 MGD Wastewater Plant. Water Plant. Approximately 980 connections.
9. Fort Bend County MUD No. 141 – Single Family development on FM 521 south of SH 6. Water Plant. 3000 ultimate connections.
10. Fort Bend County MUD No. 41 – Single Family development in the New Territory Master Planned Community on US 90-A near SH 99. Approximately 1200 connections.
11. Harris County MUD No. 432 – Residential development in Katy area. Currently 102 connections.
12. Harris County MUD No. 65 (Williamsburg Parish) 1,100 connections.
13. Harris County MUD No. 64 (Williamsburg Hamlet) 1,290 connections, 1 water treatment plant
14. West Harris County MUD No. 2 (Williamsburg Colony) 1,246 connections, 1 water treatment plant
15. West Harris County MUD No. 5 – Residential development in Katy area, currently has approximately 222 connections
16. West Harris County MUD No. 14 – 950 residential development, shared water and sewer facilities.
17. West Harris County MUD No. 15 – 250 connections: commercial / residential.
Shared water and sewer facilities.
Williamsburg Regional Sewage Authority - Major Facility. 3.0 MGD regional wastewater treatment facility.
18. Tower Oak Bend WSC – 125 connection in developed single family residential subdivision.
19. Brazoria County MUD No. 25 – 760 residential connections, commercial and multi-family development in Brazoria County.

20. Harris County MUD No. 130 (Copperbrook and Hanover) – 590 Connections, multi-use development of single family, multi-family, commercial and industrial sites near the Jersey Village area of northwest Houston.
21. Harris County MUD No. 144 – Single Family residential development in West Houston in the FM 529 and Barker Cypress vicinity. Also includes apartments and light commercial. One Water Plant. Approximately 800 connections.
22. Harris County MUD No. 158 – Single Family residential development in West Houston in the Eldridge Road and Bellaire Blvd. vicinity. Also includes townhomes and light commercial. Lift Station and pump stations. Approximately 2,165 connections.
23. Harris County MUD No. 105 – Single Family residential and commercial development in the Katy vicinity near Fry Road and FM 529. Water Plant, Wastewater Plant and Lift Stations. (Major Facility) Approximately 2,300 connections.
24. Brazoria County MUD No. 29 – Single Family residential development located on SH 288. 760 Connections. 2 water plants – 1 wastewater plant.
25. Northwest Harris County MUD No. 12 – Single Family residential development located on Fry Road in West Harris County. Water Plant. Approximately 760 connections.
26. Harris County MUD No. 364 – Single Family residential development north of U.S. 290 at Barker Cypress Road. Water Plant. Approximately 1,800 connections.
27. Harris County MUD No. 61 – Single Family residential development near Mason Road north of I-10. Water Plant. Approximately 620 connections.
28. Harris County MUD No. 62 – Single Family, Commercial and Multi-Family development near Mason Road north of I-10. Approximately 220 connections.
29. Harris County MUD No. 136 – Single Family development on Clay Road east of Barker Cypress. Water Plant. Approximately 1300 connections.
30. City of Arcola, Texas – Contract Operations of 0.5 MGD wastewater plant and collection system. Billing and collection services. Approximately 250 connections.

Section 2.3

Vendor List

Vendor	Type of Vendor	Primary Contact	Phone
Backflow Services A	Backflow		
GCS Backflow Services Inc.	Backflow		(281) 895-7875
Cla-Val	CHCRWA		(713) 540-4524
DXI	Chemicals		(281) 457-4848
Leslie's Poolmart, Inc	Chemicals	Amy Harrison	(602) 366-3999
LiquiTech, Inc	Chemicals		
NAPCO Chemical Company, Inc.	Chemicals	Jud Rodriguez	(281) 651-6800
Purify (Poolsure)	Chemicals		(800) 858-7665
Fred's Concrete Contractors LLC	Concrete		(832) 330-1519
National Trench Safety	Construction	Maria Bennett	(832) 200-0988
R & A Road Boring LLC	Construction		(281) 590-1516
Tackle Construction Co., Inc.	Construction		(281) 391-3232
4REFUEL US, LLC	Diesel Fuel		(844) 473-3835
Oil Purification Specialists, Inc.	Diesel Fuel		(936) 273-5529
Sun Coast Resources, Inc	Diesel Fuel		(713) 844-9600
Imperial Fencing	Fence		(832) 641-9096
Southland Fence & Supply Co	Fence		(281) 355-0707
Texas Fence & Iron Co.	Fence		(281) 955-2050
Cathco	Fire Hydrant	Fran	(281) 578-1426
Texas Hydrant Services	Fire Hydrant		(281) 385-1112
Outfield Enterprises	Grease Traps	Lester Springer	(281) 787-9130
A&B Environmental Services	Lab		(713) 453-6060
Bio-Aquatic Testing, Inc.	Lab		(972) 242-7750
Environmental Laboratory Services	Lab		(281) 530-5656
NWDLS	Lab	Deena McDaniel	(936) 321-6060
Third Coast Environmental	Lab		(713) 780-3730
Water Utility Services, Inc.	Lab	Steve G	(281) 290-0704
Accurate Utility Supply, LLC	Materials	Dayne Burson	(281) 391-8100
Buffalo Seal and Gasket Company	Materials		(713) 694-9003
Fastenal	Materials		(281) 292-6895
Gulf Coast Materials, Inc.	Materials		(713) 882-6958
MDN Enterprises	Materials		(281) 354-9621
Morrison Supply Company	Materials	Rebecca	(713) 865-7770
Ditch Witch of Houston	Rentals		(713) 462-8866
Mickie Service Company	Rentals		(713) 682-7454
Sunbelt Rentals	Rentals		(713) 462-4662

Total Rental Center	Rentals		(281) 821-2682
United Rentals	Rentals		(713) 292-1723
Accurate Meter & Backflow	Service	Caleb Burson	(281) 391-8100
All American Mechanical	Service		(281) 440-8852
All-Pump & Equip. Co.	Service		(713) 868-1434
Alsay Incorporated	Service		(281) 444-6960
AUC Group	Service		(713) 983-3255
CFI Services, Inc.	Service		(281) 353-0663
Chlorinator Maintenance Co., Inc.	Service		(713) 472-1201
Enviro Services	Service		(281) 723-6256
G&S Environmental Services	Service		(281) 447-9911
G-M Inspection Services, Inc.	Service	Gary McMurrey	(281) 894-8971
Hildrebrandt's Water Wells	Service		(281) 350-3168
Kennedy Contracting Inc.	Service	Kevin Kennedy	(281) 356-8555
Lake Pro, Inc.	Service		(281) 391-3688
Moore's Tank Construction	Service	Eddie Moore	(936) 967-4606
Mud Instruments	Service		(281) 421-1864
NTS	Service		(713) 991-9800
Pinnacle Pumping Services LLC	Service		(936) 321-7700
Preventive Services, LP	Service	Kevin Cullins	
Pumps of Houston, Inc.	Service		(281) 448-1352
R & C Joy Inc.	Service		(281) 858-5988
SAMCO Leak Detection Services, Inc.	Service		(512) 263-7043
Seaback Maintenance, Inc.	Service	Greg	(713) 398-6356
Source Point Solutions, LLC.	Service	MARK MOORE	(281) 370-9135
Southern Flowmeter, Inc.	Service		(281) 997-5544
STP	Service	Jerry Kocian	(713) 672-1447
Superior Tank	Service		(281) 342-0750
Water Works Construction	Service	Jon Twilla	(281) 355-6333
Worldwide Power Products	Service		(713) 434-2300
BMI - Biosolids Management	Sludge	Chad Minter	(281) 585-2817
Magna Flow Environmental, Inc.	Sludge		(281) 448-8585
McNorton Dewatering, Inc.	Sludge		(281) 432-2097
Trinity Wastewater Solutions Company	Sludge		(281) 541-2222
Alpha Lawn Care & Sprinkler Systems	Sod/Yard	Joe E. Castro	(281) 435-2380
Champions Hydro-Lawn, Inc.	Sod/Yard		(281) 445-2614
I.M.S. Landscape Services, Inc.	Sod/Yard		(281) 351-5202
Jon Monroe Landscape	Sod/Yard		(281) 351-7992
Texas Mowing & Landscaping	Sod/Yard		(713) 705-4574

Section 2.4

Experience and Background of Assigned Management Personnel

Lonnie & Beth Wright – Owners

Beth and I started Municipal Operations & Consulting in early 2002. I am a second generation in the operations business. I spent many years working at S & W Water Maintenance, Inc. I graduated from Texas A & M University in 1988 with a BBA in Business Management. Beth directly oversees the accounts payables as well as the client billing for all of our clients as well as a host of other areas within MOC.

Since 2002 our business has experienced exponential growth beyond anything we ever imagined. The first year we were in business we opened up a second office in the Katy area to serve our clients and potential clients on the west side of town.

I personally am the Board rep for several of our clients. When we have a new client I commit to being the Board rep for the first 12 months of the new contract. This allows me to stay heavily involved during the transition stage and ensure that all of our clients expectations and concerns are met.

Beth and I have surrounded ourselves with key individuals that have helped us build this business and implement the ideas and values that have been the core of our business since we began.

Municipal Operations & Consulting, Inc. currently serves some 100 plus clients in the Harris, Montgomery, Fort Bend and Brazoria counties in the greater Houston area. We stay closely tied to the day-to-day operations and issues that go on with our business.

Municipal Operations and Consulting has put together a team of people that are capable of handling all of the requirements of your District. We are ready to meet the local, state and federal requirements that are required, and equally important, we are focused on meeting the Board of Director's expectations and standards that you have come to expect when a privately owned Operations Company is taking care of your District.

Scott Shelnett – Board Representative/Area Supervisor

Here at Municipal Operations & Consulting, Inc. I've been blessed to have joined the team in June 2009. I bring a diversified degree of experience and knowledge in the Municipal Utility District industry with over 30 years of experience in the water & wastewater industry. Experience includes hands-on field proficiency in utility construction, repairs, operations, water production, wastewater treatment, regulatory compliance and reporting, utility planning, managing, directorship in municipal operations, and managing MOC's backflow and cross connection program.

My career started in the Greater Houston Metropolitan area surveying for local engineering firms. Surveying included boundary surveys, aerial panels, street paving, underground utilities, including water and wastewater plants construction, and utility infrastructure inspections. Afterwards, I moved into utility repairs and maintenance, plant operations and treatment, customer service, to managing, and regulatory compliance. Consequently, I became an elected Water Board of Director, HOA Board member, AWBD water smart committee member, an elected Board member on the Sam Houston Water Utility Association and I serve on the Scholarship Committee.

My portfolio includes a wide array of experience in water operations from ground water production to a 120 MGD surface water purification facility, wastewater treatment includes minor to major facilities up to 5 MGD, rehabilitation in collection and distribution systems of all shapes and sizes, managing MUD's to City of Houston contracts. My professional qualifications include:

Certifications:

- ✓ Class "A" TCEQ certified in Water operations
- ✓ Class "A" TCEQ certified in Wastewater operations
- ✓ Double "A" TWUA Club Member
- ✓ Certified TCEQ "Customer Service Inspector"
- ✓ Certified "Backflow Prevention Assembly Tester" with TCEQ
- ✓ Backflow Prevention Tester with the City of Houston Cross Connection Control Dept.

Experience and Recognitions:

- ✓ Operations Manager for the Forest Cove M.U.D. and liaison to the City of Houston Public Works Depts.
- ✓ Operations Manager for the Port of Houston, Halliburton, Cameron Iron Works, and Compaq facilities
- ✓ Company M.U.D. Board Representative submitting detailed monthly reports
- ✓ 13 years as an elected MUD Board of Director for Harris County MUD 43
- ✓ 11 years as an appointed alternate Board of Director for a TJPB Regional Wastewater Treatment facility
- ✓ Currently serving as an elected MUD Board of Director for Spring West MUD in Harris County
- ✓ Recognized by the City of Houston Department of Public Works Depts. for outstanding performance and accomplishments in 2002
- ✓ AWBD Water Smart Committee Member

John Taylor – Board Representative/Operations Manager/TCEQ Instructor

Personal Profile

- Organized time manager; astute; detail-oriented
- Reliable leader; assumes ownership of responsibility
- Excellent written and oral communication; good listener
- Enthusiastic teacher, fast learner
- Pleasant demeanor, perceptive, easily establishes trust and rapport
- Broad-minded and open to change, tolerant and flexible
- Superior work ethic: diligent, available, loyal and punctual

Certifications/Licensure

- T.C.E.Q. Class “A” Wastewater Treatment Operator License Number WW0051815
- T.C.E.Q. Class “A” Surface Water Treatment Operator License Number WO0035581
- T.C.E.Q. Customer Service Inspector License Number CI0009758
- T.C.E.Q. Certified Course Instructor

Education

Master of Business Administration, Southwest University, Kenner, LA, 2008

- Graduated with High Honors
- Member of Southwest University Honor Society

Bachelor of Science, Sam Houston State University, Huntsville, TX, 1997

Experience

Operations Manager/Supervisor/Consultant/Operator
Municipal Operations and Consulting, Inc., Spring, TX
April 2013 - present

- Instruct TEEEX courses and assist employees in acquisition of T.C.E.Q. licensing.
- Represent the company at M.U.D. Board Meetings.
- Supervise, manage, and operate numerous municipal utility districts.
- Ensure all districts meet or exceed permit and regulatory requirements.
- Supervise supervisors, operators and, utility personnel promoting quality performance and ensuring adherence to company policies.
- Interview prospective employees, process new hire paperwork, and oversee disciplinary action up to and including terminations.
- Consultant to other districts as needed.

Wastewater Treatment Course Vocational Instructor

Coastal Bend College, Department of Justice, FBOP, Three Rivers, TX
February 2012 - February 2013

- Instructed students in difficult aspects of wastewater treatment and water utility math
- Assisted in the revision of course curriculum and syllabi so that they followed the new texts more closely
- Revised filing system so that it paralleled the policies of the FBOP

- Graded course assignments, recorded grades, and calculated semester averages
- Created course manuals, lessons, and exams for various classes

Surface Water Treatment Operator
 Texas Parks and Wildlife, Calliham, TX
May 2011 – February 2012

- Operated and maintained all aspects of a surface water treatment plant and park distribution system
- Duties included process control, sample collection, meter calibration, laboratory analysis, general plant maintenance, and distribution system maintenance
- Initiated and completed several major improvement projects in and around the plant
- Consistently exceeded water quality standards set by the TCEQ
- Tutored other employees in their preparation for the TCEQ state exam

Treatment Plant Operator
 Department of Justice, FBOP, Three Rivers, TX
February 2009 - February 2013

- Operated and maintained all aspects of a .3MGD activated sludge wastewater treatment plant
- Duties included process control, sewage treatment, sludge processing, sample collection, laboratory analysis, and plant maintenance.
- Consistently exceeded the TCEQ permit requirements and management goals

Owner/General Manager
 Taylor Powersports, Angleton, TX
March 2000 – October 2008

- Franchise dealer selling new and pre-owned motorcycles, ATV's, parts, accessories and services
- Sold to customers via in-store contact, telephone sales and online sales
- Managed all aspects of dealership including staff, budget, finance, training, licensing, and customer satisfaction.
- Trained and managed all employees to achieve significant improvements in their productivity.
- Delivered oral and written presentations to employees regarding sales forecasts and to banks and investors regarding financial statements.

Process Operator
 Equistar Chemical, Wadsworth, TX
June 1998 – September 2002

- Produced polyethylene through thermal and catalytic polymerization
- Controlled process manually and via SCADA
- Held a lead operator position during a multi-million-dollar expansion
- Trained other operators while bringing the expansion online

- Member of the plant fire brigade, confined space rescue team, and an emergency medical technician.
- Member of the plant fire brigade, confined space rescue team, and an emergency medical technician.

Parole Officer

Texas Department of Criminal Justice – Parole Division, Austin, TX

January 1997 – June 1998

- Trained and Supervised offenders after their release from prison via the parole divisions DRC (Day Resource Center)
- Ensured offenders’ adherence to the law while assisting in their reintegration into society
- Made referrals and recommendations to needed programs such as Mental Health/Mental Retardation and Substance Abuse counseling
- Operated as a Super-Intensive Supervision Parole (SISP) Surveillance office, conducting contact visits in the office, at the offender’s home, and in the Community.

Correctional Officer

Texas Department of Criminal Justice – Institutional Division, Huntsville, TX

April 1994 – January 1997

- Maintained custody and control of inmate population
- Worked Administrative Segregation at the Eastham Unit and general population at the Wynne Unit
- Supervised the “Prison for A Day” program, exposing young probation violators to the prison environment through a controlled “shock treatment”
- Promoted to Parole Officer after college graduation

Organizations/Volunteer Activities

- Texas Water Utilities Association
- Living Water International
- National M.S. Society - MS150
- Avon 39.3 Walk for the Cure

Keith E. Arrant– Board Representative/Compliance

Upon graduating from Colorado Christian University in 2010 with a Bachelors in Business Administration and Marketing I returned to Texas to work for an oil and gas contractor. During my time in the oil in gas industry I spent the majority of my time working on a forty-seven-mile HDPE pipeline intended to address water needs throughout the production area. Additionally, I assisted in managing the daily activities of two crews that installed Fiberspar spoolable pipe from well heads to Central Production Facilities.

In June of 2011, I was hired by Municipal Operations and Consulting, Inc. My experience and responsibilities have grown to include the following:

- TCEQ “B” Groundwater License
- TCEQ “B” Wastewater License
- Manage a portfolio of 16 Municipal Utility Districts
- Work alongside Board of Directors and Consultants in District Management
- Manage all permitting and reporting to Water Authorities and Subsidence Districts
- Manage insurance claims on behalf of all clients
- Perform in depth rate analysis, evaluations and recommendations
- Worked with City of Houston and the City of Conroe on wholesale water supply agreements for current clients

Since beginning with Municipal Operations and Consulting, I have become aware of the fact that each Municipal Utility District typically carries with it its own unique challenges. I have learned that in order to best manage and work through these challenges, alongside Directors and Consultants, it requires personal attention and communication. I intend to work diligently at becoming aware of the make-up of your District and paying it the attention that is expected within the operations community.

Mike Williams - Board Representative/Area Supervisor

Most recently I have been responsible for the operations of two major water districts with a total connection count of over 5,000 connections. Both of these districts have major wastewater facilities and multiple water treatment facilities. I am responsible for coordinating operations, repairs and maintenance at all of the facilities as well as overseeing the maintenance activities within the Districts.

Before coming to work for Municipal Operations & Consulting, Inc., I worked for American Water Services (formerly Azurix North America, formerly S & W Water Maintenance, Inc.). While there, I was responsible for Operations in Rayford Road MUD and Hunters Glen MUD.

Both of the Districts listed above have received a “Superior Rating” from the State of Texas.

My recent duties included:

- ✓ Interaction with the District’s Consultants
- ✓ Security assessments of facilities
- ✓ Municipal Utility District (MUD) board representative for 10 MUD’s.
- ✓ Supervision of repairs and maintenance
- ✓ All aspects of Customer Care and Customer Service

TCEQ Certifications:

- ✓ “C” Groundwater
- ✓ “B” Wastewater

I am looking forward to continuing to provide you with quality service.

Section 2.5

Proposed District Manager/Board Rep and Accompanying Staff

Both Keith Arrant and Mike Williams are the proposed Board Representatives for The City of Hilshire Village. Both Keith and Mike oversee several Districts near The City of Hilshire Village. Mike would absorb The City of Hilshire Village into his emergency response area as well. Additional information about both Keith and Mike is provided in Section 2.4 above.

Mike is the proposed area manager for The City of Hilshire Village. Mike is a Double B operator and has extensive experience. He oversees the day to day operations of several Districts minutes from The City of Hilshire Village.

Keith and Mike will be joined by Roland Leal and Sam Maldonado. Their licensing information is provided in Section 2.6 below.

Section 2.6

Licensed Operators

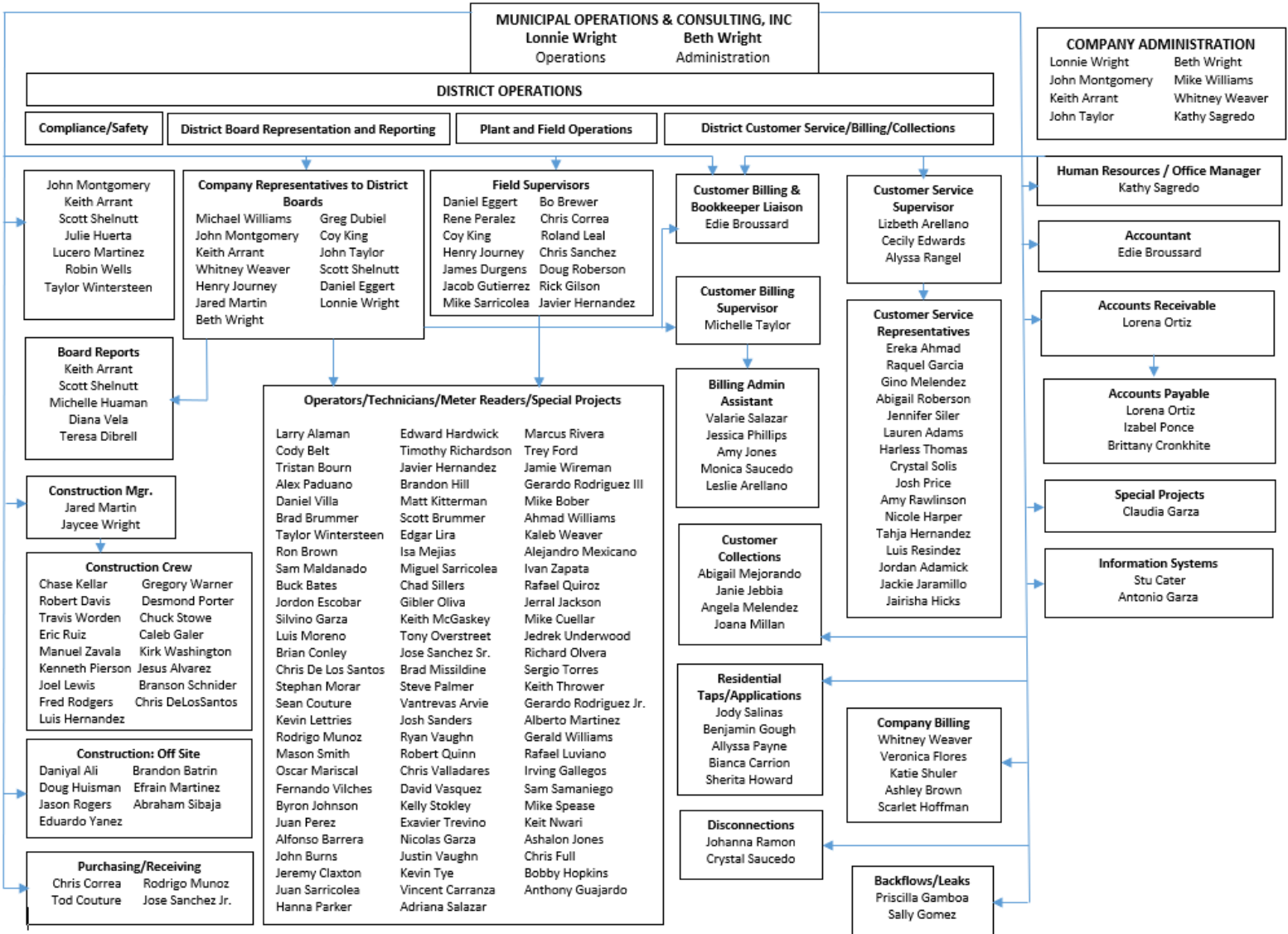
Last Name	First Name	Title	Water Cert	Exp.	Waste Cert	Exp.	Cust Svc Insp.	Exp.	Backflow Prev. Ass. Tester	Exp.	Landscape Irrigator	Exp.
Wright	Lonnie	O'WNER	WG0009156	C	10/18/22	W'W0027245	B	08/18/22				
Montgomery	John	COMPLIANCE OFFICER	W'00005831	A	10/21/24	W'W0004154	A	12/22/23	CI0005480	03/08/24	BP0019743	07/31/23
Williams	Mike	MANAGER - KATY	WG0015304	B	01/31/23	W'W0055059	B	01/31/23				
Arrant	Keith	MANAGER - OAK RIDGE	WG0016261	B	02/13/23	W'W0056553	B	02/13/23				
Taylor	John	MANAGER - OAK RIDGE	W'00035581	A	12/11/23	W'W0051815	A	01/21/24	CI0003758	10/05/24		
KATY OFFICE												
Arvic	Vantrevas	OPERATOR - KATY	W'00046741	D	03/22/23	W'W0067485	D	06/16/24	CI0011433	07/30/24		
Brunner	Brad	OPERATOR - KATY	WG0016500	C	04/14/23	W'W0069235	A	05/16/25				
Brunner	Scott	OPERATOR - KATY	W'00043784	A	05/30/25	W'W0058805	A	03/25/24				
Couture	Sean	OPERATOR - KATY	WG0018790	C	05/05/24	W'W0067471	C	06/03/24	CI0011567	07/30/24		
De Los Santos	Chris	SUPERVISOR - KATY	WG0017987	B	07/08/22	W'W0063143	B	07/12/24	CI0010560	07/17/24		
Durgenz	James	SUPERVISOR - KATY	WG0017762	B	08/08/22	W'W0061603	B	02/15/25	CI0010311	03/23/23		
Gallegos	Irving	OPERATOR - KATY	WG0046148	D	08/13/23	W'W0065903	D	12/17/23				
Gutierrez	Jacob	SUPERVISOR - KATY	WG0017749	B	03/23/25	W'W0060159	B	07/13/24	CI0008353	03/05/24		
Hernandez	Javier	OPERATOR - KATY	WG0017093	C	04/16/24	W'W0067861	B	10/27/24	CI0010962	04/17/25		
Johnson	Byron	OPERATOR - KATY	W'00045416	D	12/12/22							
Kitterman	Matt	OPERATOR - KATY	WG0018057	C	01/16/25	W'W0070129	B	05/27/25	CI0011389	12/10/23		
Leal	Roland	SUPERVISOR - KATY	WG0008876	C	02/24/23	W'W0067640	B	07/02/24				
Lee	Hojin	OPERATOR - KATY	WG0009526	C	05/24/23	W'W0026525	C	04/01/25				
Luviano	Rafael	OPERATOR - KATY	W'00047773	D	05/13/24	W'W0067481	D	06/03/24				
Maldonado	Sam	OPERATOR - KATY	WG0017319	C	07/18/24	W'W0067647	B	06/30/24				
Mariscal	Oscar	OPERATOR - KATY	W'00046073	D	10/23/23	W'W0066897	D	03/26/24				
Moreno	Luis	OPERATOR - KATY	WG0018353	C	10/28/23							
Martinez	Alberto	OPERATOR - KATY	W'00046149	D	03/04/23	W'W0065872	D	12/03/23				
Mcgaskey	Keith	OPERATOR - KATY	WG0018788	B	03/31/24	W'W0052548	B	02/05/24				
Mejias	Iza	OPERATOR - KATY	WG0018593	C	12/18/23	W'W0066938	C	05/14/24				
Oliva	Gilber	SUPERVISOR - KATY	WG0018399	B	07/17/23	W'W0064237	B	03/04/23	CI0010690	08/17/24		
Overstreet	Tony	OPERATOR - KATY	WG0017425	B	03/21/24	W'W0052846	B	03/12/24	CI0003756	03/16/24		
Quiroz	Rafael	OPERATOR - KATY	W'00043600	D	03/11/25	W'W0062751	D	12/13/22				
Ruiz	Eric	CONSTRUCTION-KATY	W'00047924	D	06/04/24	W'W0067577	D	07/03/24				
Samaniego	Sam	OPERATOR - KATY	WG0018816	C	07/13/24	W'W0030178	C	03/15/23				
Sanchez	Chris	OPERATOR - KATY	WG0018082	B	08/07/24	W'W0059670	B	08/02/24	CI0010564	08/03/24		
Stowe	Chuck	MAINTENANCE - KATY	W'00044050	D	03/01/25	W'W0062697	D	05/06/25				
Torres	Sergio	OPERATOR - KATY	WG0017076	C	04/13/24	W'W0065686	C	07/13/24				
Vazquez	David	OPERATOR - KATY	W'0004776	D	07/30/24							
Vilchis	Fernando	OPERATOR - KATY	W'00045263	D	12/11/22							
Valladares	Chris	OPERATOR - KATY	W'00046074	D	10/23/23	W'W0066061	D	05/03/24				
Williams	Ahmad	OPERATOR - KATY	WG0018379	B	03/04/24	W'W0051648	B	02/03/24	CI0011774	12/16/24		
OAK RIDGE OFFICE												
Alaman	Larry	OPERATOR - OAK RIDGE				W'W0065250	D	10/21/22	CI0010797	03/11/22		
Bates	Buck	CONSTRUCTION - OAK RIDGE	W'00013179	C	09/13/22	W'W0059668	B	02/20/24	CI0010770	03/05/24		
Belt	Cody	OPERATOR - OAK RIDGE	WG0018796	B	03/07/24	W'W0049912	B	10/21/22	CI0010797	03/11/22		
Bober	Mike	OPERATOR - OAK RIDGE	WG0018698	C	06/30/24	W'W0068335	C	05/06/25	CI0011289	03/03/23		
Brewer	Bo	SUPERVISOR - OAK RIDGE	WG0015260	B	11/10/23	W'W0051916	B	10/13/23	CI0003751	02/11/24		
Brown	Ron	OPERATOR - OAK RIDGE	WG0015346	C	03/26/24	W'W0058970	C	11/30/23				
Butler	Michael	OPERATOR - OAK RIDGE	WG0017673	B	06/27/22	W'W0061491	B	01/17/25				

Licensed Operators - Continued

Conley	Brian	OPERATOR - OAK RIDGE	WG0019311	C	07/25/24	W/W0053041	B	07/30/24	CI0009786	08/01/24				
Correa	Chris	SUPERVISOR - OAK RIDGE	WG0018171	B	02/28/23	W/W0063198	B	02/28/23	CI0010651	12/06/22				
Cuellar	Mike	OPERATOR - OAK RIDGE	W00044792	D	10/02/22	W/W0063591	D	01/09/23	CI0011371	10/29/23				
Dubiel	Greg	MANAGER-OAK RIDGE	WG0001487	B	08/31/22	W/W0017751	B	04/24/23						
Eggert	Daniel	SUPERVISOR - OAK RIDGE	WG0007942	B	03/29/23	W/W0007378	B	01/11/23	CI0004034	03/29/23	BP0012014	03/17/21	LI0007868	03/31/21
Escobar	Jordan	OPERATOR - OAK RIDGE	WG0018125	C	03/13/23	W/W0066246	C	02/10/24	CI0010933	02/26/23				
Ford	Traybeon	OPERATOR - OAK RIDGE	WG0017456	C	10/19/24	W/W0059266	B	11/20/23	CI0010953	04/12/25				
Full	Chris	CONSTRUCTION - OAK RIDGE	WG0017714	C	06/21/25	W/W0063821	CI	05/17/25						
Garza	Antonio	INFORMATION SYSTEMS	W00046114	D	07/30/23	W/W0064696	D	03/12/23	CI0011312	08/17/23				
Gilson	Rick	SUPERVISOR - OAK RIDGE	WG0017531	B	01/13/23	W/W0052431	B	12/08/23	CI0009771	05/29/24				
Hardwick	Ed	OPERATOR - OAK RIDGE	WG0005755	C	08/07/24	W/W0027834	B	01/13/23						
Hill	Brandon	OPERATOR - OAK RIDGE	WG0017804	C	06/13/22	W/W0050753	C	12/05/22						
Journey	Henry	SUPERVISOR - OAK RIDGE	WG0015228	B	02/18/24	W/W0052300	B	06/10/24	CI0008614	07/15/23				
Kebodeaux	Kirk	FACILITY INSPECTOR	W00001283	A	05/18/24	W/W0015397	A	12/22/23	CI0008250	01/24/25	BP0014182	09/18/23		
King	Coy	SUPERVISOR - OAK RIDGE	WG0003856	B	12/11/23	W/W0006336	B	02/08/23						
Lettrics	Kevin	OPERATOR - OAK RIDGE	W/W0045262	D	11/03/22									
Lira	Edgar	OPERATOR - OAK RIDGE	WG0018912	C	03/09/25	W/W0067356	C	05/18/25	CI0011266	03/13/23				
Longoria	Edward	OPERATOR - OAK RIDGE	W00041343	D	03/29/25	W/W0067348	D	03/23/25						
Misildine	Brad	OPERATOR - OAK RIDGE	WG0012797	B	05/26/25	W/W0027481	B	10/08/22	CI0004627	07/19/22				
Paduano	Alex	OPERATOR - OAK RIDGE	W00044251	D	04/10/25	W/W0062843	D	08/29/22	CI0011268	11/18/23				
Palmer	Steven	OPERATOR - OAK RIDGE				W/W0045675	D	11/22/23						
Peralez	Rene	SUPERVISOR - OAK RIDGE	W00040025	A	02/20/23	W/W0056326	A	10/31/23	CI0009757	06/22/24	BP0019630	02/24/23		
Quinn	Robert	VALVE SURVEY SUPERVISOR	W00046903	D	12/08/23	W/W0068028	D	09/07/24						
Richardson	Tim	OPERATOR - OAK RIDGE	W00044385	D	06/19/22	W/W0064721	D	03/06/23						
Rivera	Marcus	OPERATOR - OAK RIDGE	WG0017503	C	01/25/25	W/W0062191	C	03/29/25						
Roberson	Doug	SUPERVISOR - OAK RIDGE	WG0017426	C	10/26/24	W/W0062230	C	03/23/25	CI0011253	02/19/23				
Roberts	Rich	OPERATOR - OAK RIDGE	W00047440	D	03/24/24	W/W0066759	D	03/26/24						
Rodriguez III	Gerardo	OPERATOR - OAK RIDGE				W/W0064076	D	03/05/23						
Sala	Trevor	OPERATOR - OAK RIDGE	W00046174	D	01/08/24	W/W0066425	D	02/08/24						
Sanchez	Jose	OPERATOR - OAK RIDGE	W00046176	D	09/29/23	W/W0032469	B	09/21/24						
Sanders	Josh	OPERATOR - OAK RIDGE	W/W0047647	D	05/10/24									
Sarricolea	Miguel	SUPERVISOR - OAK RIDGE	WG0018863	B	05/19/24	W/W0061807	A	03/21/25	CI0010573	08/14/24				
Shelnett	Scott	OPERATOR - OAK RIDGE	W00014214	A	06/28/23	W/W0016611	A	09/15/23	CI0003972	09/26/23	BP0007631	04/01/23		
Sillers	Chadwick	OPERATOR - OAK RIDGE	W00030564	A	01/19/24	W/W0045469	A	09/18/24						
Thrower	Keith	OPERATOR - OAK RIDGE	WG0015936	C	05/20/25	W/W0056036	C	10/25/22	CI0009775	03/17/24				
Underwood	Jedrek	OPERATOR - OAK RIDGE	WG0017406	C	10/19/24	W/W0062270	B	03/21/25	CI0010942	04/12/25				
Vaughan	Ryan	SAFETY COORDINATOR	WG0019431	C	04/11/25	W/W0069699	C	04/04/25	CI0011866	03/28/25				
Villa	Daniel	OPERATOR - OAK RIDGE	WG0017409	C	03/19/25	W/W0061010	C	04/04/25	CI0010562	02/22/25				
Weaver	Kaleb	OPERATOR - OAK RIDGE	WG0017984	C	08/26/22	W/W0063714	C	12/06/22						
Williams	Gerald	ELECTRICAL TECHNICIAN	WG0019309	C	01/19/25	W/W0069057	C	01/19/25	CI0011775	01/19/25				
Wireman	Jamie	OPERATOR - OAK RIDGE	WG0017079	C	03/27/24	W/W0059767	C	04/04/24						
Wintersteen	Taylor	COMMISSIONER - OAK RIDGE	W00042636	A	01/25/25	W/W0066459	A	04/06/24	CI0009601	02/23/24	BP0020775	10/27/24		
Zapata	Ivan	OPERATOR - OAK RIDGE	WG0013829	C	06/27/24	W/W0050044	B	05/20/23						

Section 2.7

Organizational Chart



Section 3.0

Technical Proposal

- 3.1 – Customer Service/Call Center Experience
- 3.2 – Regulatory Compliance
- 3.3 – Standard Operating Procedure for Emergency Management of District
- 3.4 – Procedures for Following Operations and Maintenance (O&M) Manuals
- 3.5 – Standard Process for Reporting Work Orders
- 3.6 – Subcontractor and Mark-up Invoices

Section 3.1

Customer Service/Call Center Experience

Municipal Operations and Consulting, Inc. has 24 friendly, courteous, live representatives available to answer any and all customer service inquiries. We have 3 live dedicated phone operators that will direct each individual call to the correct department and or live Customer Service Representative in our call center.

Our office hours are 8:00AM thru 5:00PM Monday through Friday. We also have two locations available to all our customers. However, we realize not all customers can conduct their business between our business hours. We also have a live after-hours service available. The answering service will take a message in regards to the call and then dispatch based on priority to one of our after-hours representatives who are available Monday thru Friday from 5:00PM-10:00PM. After 10:00PM Monday thru Friday, and on Saturday and Sunday the answering service dispatches all emergency calls to our on-call operator who will assist the customer as necessary.

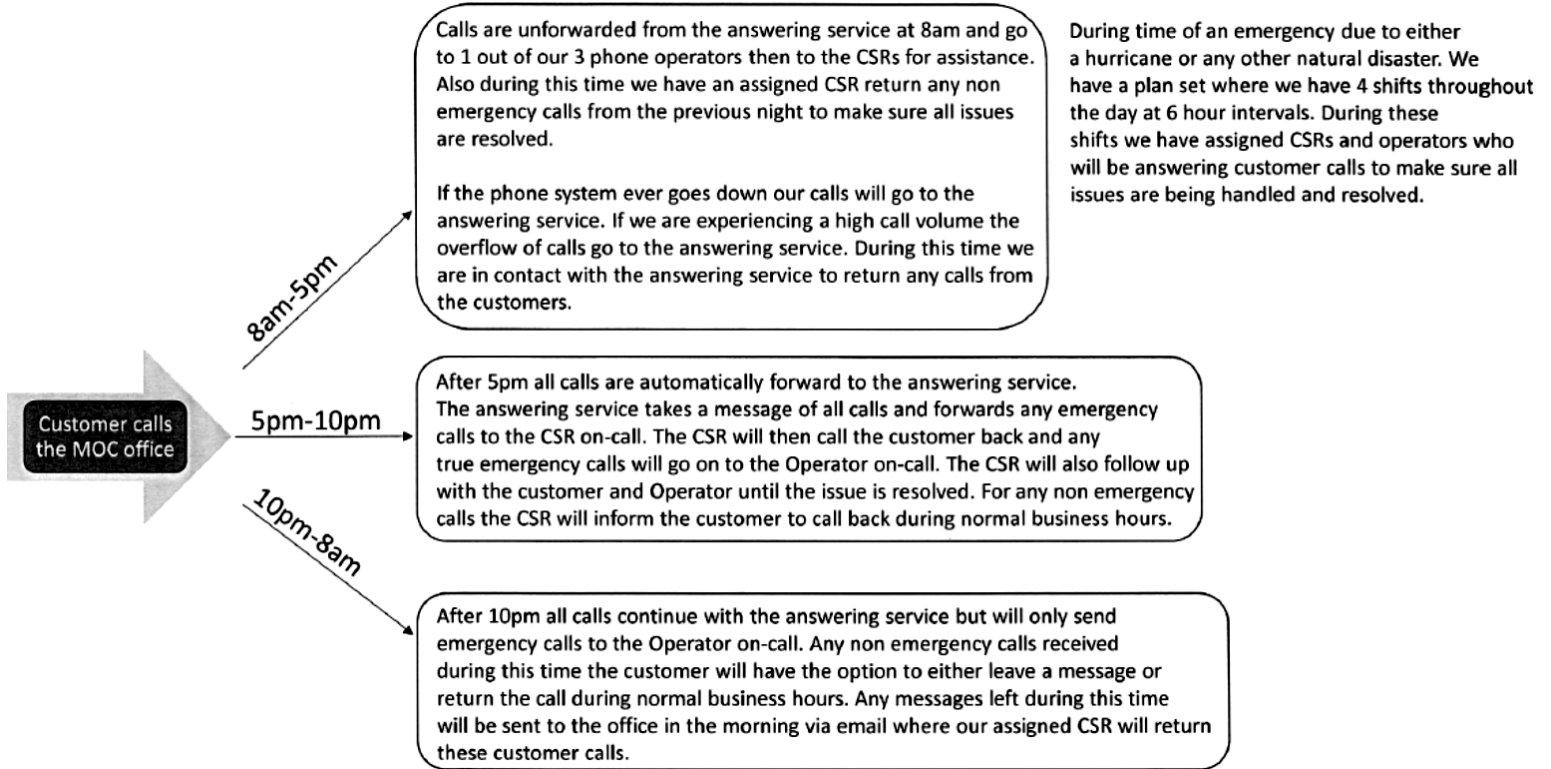
In our call center we have Bilingual (English and Spanish) representatives available for our customer's convenience. We have 23 lines available for incoming and outgoing customer calls. Our main office number takes care of all of our customer's needs. All of our trained Customer Service Representatives are able to assist our customers with any and all information needed, such as, but not limited to: billing, service inquiries, reporting leaks, sewer back up's or odors complaints, processing payments, etc.

Our Customer Service Operations is led by Kathy Sagredo, Office Manager, 17 years of experience, Lizbeth Arellano, Customer Service Supervisor, 18 years of experience, Cecily Edwards, Customer Service Supervisor, 11 years of experience, and Abigail Mejorado, Customer Service Supervisor, 10 years of experience.

At MOC, we use the Starnik Billing Program for our customers. Our dedicated Customer Service Representatives have extended experience and are very knowledgeable on working and maneuvering through the Starnik program. From adding customer notes, updating customer information, and reading customer usage history, we have the training and tools necessary to provide our customers to provide excellent service.

Our Billing Department takes great pride in providing excellent customer service. The Billing Department works alongside our in-house meter reading team to make sure that all districts are read in a timely manner. Using our meter readers report generated through our billing software we make sure that all accounts, residential and commercial, all have correct information before closeout. We close the districts when they are due to make sure the bills go out to our customers on time.

Customer Service/Call Center Flow Chart



Section 3.2

Regulatory Compliance

Regulatory compliance is not a department at MOC. Regulatory compliance is the culture of our company and it is performed at every level. From facility operations all the way to the construction crews and our CSR's everyone is involved in Regulatory Compliance.

John Montgomery heads up compliance for MOC. John is one of the most respected Compliance experts in the water utility industry in the area. He has excellent working relationships with local and state regulators. They know and respect the fact that John is truthful, diligent, and hard-nosed regarding compliance issues. John's credentials and direct staff follow.

MOC takes daily compliance of our managed facilities seriously, we employed a dedicated operator whose only job is to review facilities and create reports detailing all areas of note. This operator, Kirk Kebodeaux, holds a Class A Water Treatment Operator license, a Class A Wastewater Treatment Operator license, a Customer Service Inspector license, and a Backflow Protection Assembly Tester license through the TCEQ. His resume is included below, as is a sample report generated after his inspection. These reports are reviewed by managers and discussed with operators before being filed in the operator's employee file. They are also considered during the operator's performance review. The owners of MOC also review each of these reports as well. A recent inspection report is included beginning on page 30.

John Montgomery – Regulatory Compliance/ Board Representative

Currently, I manage all water and wastewater regulatory compliance for Municipal Operations and Consulting, Inc. and have since the inception of the company.

My most recent position was as the City Manager/Public Works Director for the City of Llano, Texas. My primary responsibility was overseeing the 3.3 MGD conventional surface water plant. This plant received water from the Llano River that has seen a daily fluctuation in turbidity from 2 NTU to 2000 NTU. The plant utilized a fully automated SCADA system, which was integrated to operate level controls, turbidity monitors, chlorine analyzers and filter systems.

Prior employment includes: General Manager for Sunbelt Freshwater Supply District of Harris County, Water and Wastewater Supervisor with The City of College Station, and Plant Operations Supervisor for Eco Resources. Duties included:

- Managed seven ground water treatment plants and six activated sludge plants.
- Maintained pump stations, distribution systems and collection systems.
- Operated 10 MGD wastewater treatment plants.
- Operated five different surface water plants on the Highland Lakes in and around Austin, Texas.

I have extensive experience with SCADA systems and remote monitoring systems for plant operations. I am qualified to perform numerous plant inspections on all types of water and wastewater plant construction.

My certifications and awards include:

- “A” license in wastewater in the State of Texas
- “A” license in water in the State of Texas
- “A” license in customer service in the State of Texas
- Licensed Customer Service Inspector in the State of Texas
- Double “A” Club Member
- Certified Flood Plain Manager in the State of Texas
- 1996 Region VI EPA Public Drinking Water Excellence Award, COCS.
- 1997 Region VI EPA Wellhead Protection Award, COCS.
- 1997 TWUA Community Improvement Award, Galveston County
- 1999 Dickinson Citizen of the Year (North Galveston County Chamber of Commerce)

2007 Chamber of Commerce Citizen Excellence Award Operator Qualifications

Taylor Wintersteen – Regulatory Compliance

Water and Wastewater Compliance Coordinator

Professional with eleven plus years of experience in the water utility field. Decisive, strategic, and performance driven with strengths in environmental policy, data analysis and compliance program implementation. Established track record of maintaining current compliance requirements while putting into practice new federal, state, and local mandates. Advanced problem-solving skills with proven ability to clarify and resolve complicated issues and situations. Well Acquainted with various types of clients in the water utility industry including Municipal Utility Districts, Investor-Owned Utility, Public Owned Utility and Government operated utilities like the City of Houston.

Expertise areas include:

Federal and State Mandated Reporting	Electronic Data Management and Organization	Water and Wastewater System Operation
Rate Order and Contract Analysis	Development and Implementation of Policy	Employee Training and Coaching
Strong ability to multi-task in fast-paced environment	Problem Resolution and Decision-Making	Laboratory Data Assessment
Environmental Compliance Audit	Project Management and Development	Philomath
Cross-Connection Control Program	Risk Evaluation and Mitigation	Client Focus

PROFESSIONAL EXPERIENCE

Municipal Operations and Consulting Inc., Oak Ridge North, Texas 2018 – Present

Water Utility District Management, Operation and Consulting

Compliance Officer – Environmental Compliance Team

Selected accomplishments:

Working with a compliance team to create and implement AWIA Risk and Resiliency Assessments for municipalities. Automating compliance tasks and reports with a focus in electronic data management and bulk data upload. Creating an extensive compliance data base, simplifying the state audits process. I work closely with engineers on design projects and specialized reports required by the TCEQ. Designing and modifying industrial rate orders to better protect the collection system and WWTP. Piloting the Net Bio program that is used for annual sludge reporting to the EPA. Moving closer to paperless reporting and operations. Performing a 5-year water loss audit on over 100 municipalities. I am a consistent resource to operators and supervisors in the company.

- Monthly Discharge Monitoring Reports to the EPA
- Managing the Company’s sludge program
- Onsite inspections of the facilities
- Resolving and preventing TCEQ Violations
- Administrative manager for the electronic operation log system Bird Nest for the company
- Preparing reports and presentations for board reports
- Participating in and organizing Water Smart events
- Creating personal and team goals to ensure compliance in operations and record management
- Designing compliance schedules for the area supervisors to follow
- Scheduling water and wastewater sampling
- Working with Bookkeepers on billing formulas for industrial pretreatment program
- Maintaining Sanitary Sewer Overflow program
- Annual water use survey
- Quarterly Disinfection Reports
- Storm Water Sampling and SWPPP implementation
- Continuing the hazardous pollution control program for Harris County
- Subsidence District Reporting
- Aiding in the implementation of the Cross Control Program for commercial customers
- Develop strong relationships with clients by providing precise and timely services
- Provide support for internal and external audits.
- Putting all district facilities on the critical load list for local power companies
- Creating site monitoring plans, standard operating procedures, and emergency response plans
- Perform other job-related duties as assigned or apparent

Aggregate Water Utility Services, The Woodlands, Texas, 77380 2010 – Present
Private Operations and Consulting Company

Compliance Coordinator & Consultant

Selected accomplishments:

I started with this Company when I started in the industry as an operator and as I progressed through my career, I transitioned into a consulting capacity for the past 9 years. I have helped them acquire new clients and grow as a company. Through them I have consulted with companies like Enterprise Refinery, City of Tomball, City of Houston, and various privately owned water systems in Harris and Montgomery County. I have helped triple the annual revenue of the company in the past three years.

- Asset Management
- Create cross connection control programs
- Obtain new clients and negotiate contracts
- Manage and oversee special projects in district
- Aid in compliance reporting
- Outsourced to various companies to aid in bringing them into compliance
- Resolving TCEQ Violations for clients

TNG Utility, Spring, Texas, 77388 2017 – 2018
Private Operations and Consulting Company
Lead Operator

- Operator of several MUD districts in Montgomery County
- Training of new operators
- Running Customer Service Inspection Department

San Jacinto River Authority, The Woodlands, Texas, 77380 2015 – 2017
Private Operations and Consulting Company
Operations and Maintenance

- Operator of 2 WWTP rated for 7.8 MGD and one rated for .6 MGD
- Training of new operators
- Assisting Water operations of the production wells throughout The Woodlands

Southwest Water Company, Magnolia Office, Texas, 77354 2013 – 2015
Investor-Owned Utility Company
Field Technician and Operator

- Operated and maintained water and wastewater systems throughout Willis, Magnolia, and Baytown Texas
- Ran the sewer line jetting preventative maintenance program

North Water District Laboratory Services, The Woodlands, Texas, 77385 2012 – 2013
Water and Wastewater Laboratory
Field Technician

- Sampled a weekly route of 100+ facilities around Harris and Montgomery County
- Consulted with operators on lab sample data
- Trained technicians on sample protocol for grease traps and wastewater systems

CERTIFICATION:

A Wastewater Operator License
A Water Operator License
Backflow Prevention Assembly Tester License
Customer Service Inspector License
OSHA 30 License

Kirk Kebodeaux – Regulatory Compliance/Facility Inspector

Ability Summary

Hard working team player understands water system operations, employee management, customer service, and safety.

Employment History

- 2022-Present **Municipal Operations & Consulting** – Oak Ridge North, TX
Facility Inspector
Conducts pre-inspection surveys of plants
- 2015-2021 **Southwest Water Company** - Sugar Land, TX
Area Manager
Oversaw water and wastewater operations in multiple locations.
- 2008-2015 **City of Athens** – Athens, TX
Utility Superintendent
Oversaw water, wastewater, and line maintenance departments.
- 2004-2008 **Insurance Services Office** – Jersey City, NJ
Field Representative
Graded fire suppression capabilities of communities.
- 2000-2004 **City of Star Harbor** – Star Harbor, TX
Operations Manager
Oversaw operation of water and wastewater systems and golf course.
- 1991-2000 **Jefferson County WCID #10** – Nederland, TX
Chief Operator
Operated surface water system and wastewater system. Inspected plumbing.

Occupational Licenses

- Class A Water License
- Class A Wastewater License
- Customer Service Inspector License
- Backflow Prevention Assembly Tester License

Education

Lamar University at Beaumont
Studied Environmental Science
University of Texas at Austin
Studied Engineering

HC WCID 113 Wastewater Facility Inspection



Facility Supervisor: Scott Shelnett
Facility Operator: Doug Roberson
Facility Inspector: Kirk Kebodeaux

Positive

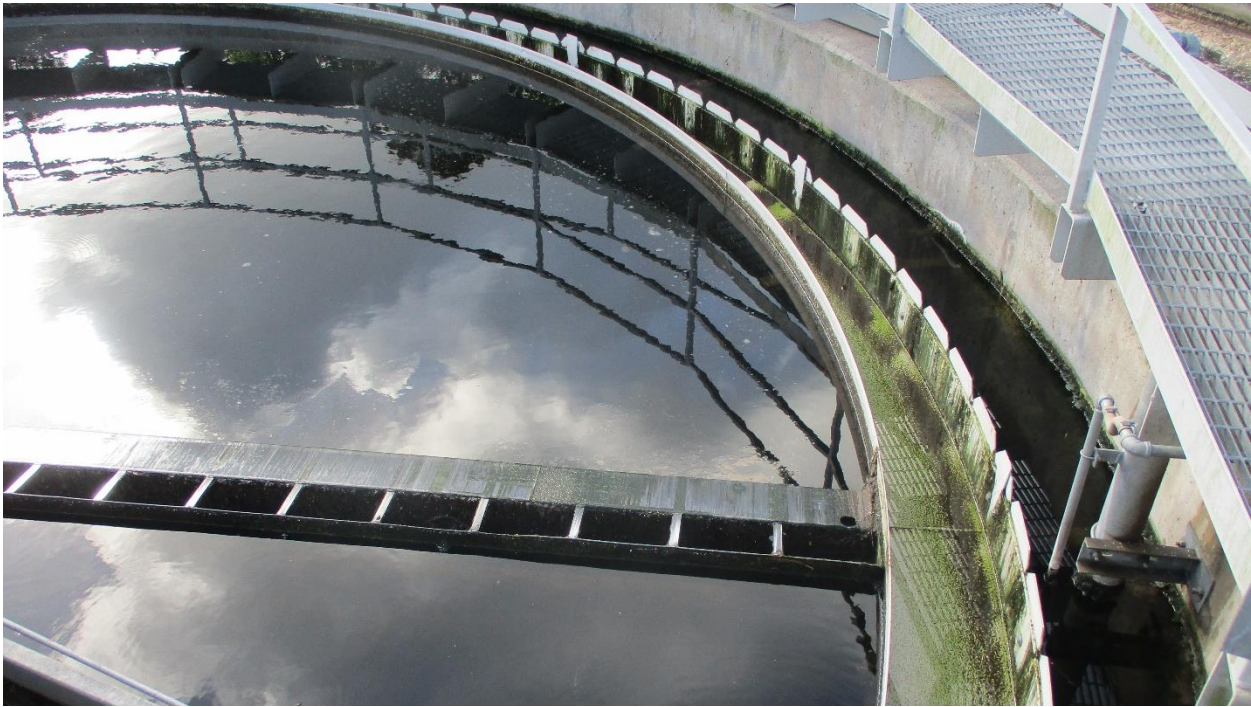
- Effluent is clear
- Sludge blanket at 1'
- Ammonia levels < .5
- Settable solids are at 35%
- Clarifier is brushed
- Generator has been tested
- Fuel tank for generator is full
- Blowers have been maintained
- Fence line is clear of growth
- No trash at facility
- Backflow device tested and up to date
- Cl2 levels are good

Negative

- Some debris on top of lift station; cleaning has been scheduled
- Blower and yard piping in need of painting (Engineer)
- Stilling well in center of clarifier had some debris



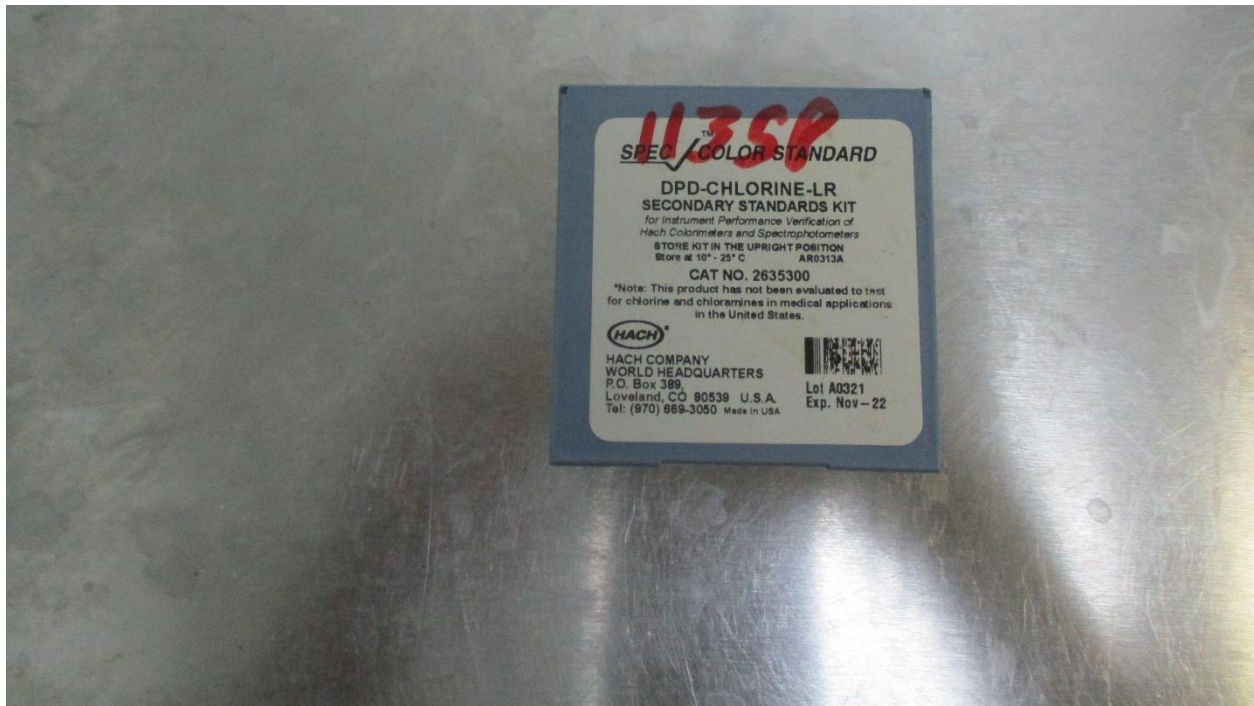












Compliance Investigation History

Facility compliance inspections are considered the “report card” from the TCEQ for each of our facilities. These inspections are out “report cards” to the Boards on the conditions of their facilities, we take these very seriously and strive to keep every facility inspection ready.

In the last 12 months, we’ve received 8 letters of full compliance from the TCEQ on the wastewater side and 9 letters of full compliance for our drinking water systems

In the past 5 years we’ve had two Districts sent into enforcement by the TCEQ: one was on a drinking water system related to lead and copper constituents and the second was on a wastewater facility related to a single weather event. We worked diligently to get both of these matters back into compliance and both were quickly resolved.

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

May 20, 2022

Mr. Vince Deangelis
President
Harris County Municipal Utility District 364
2929 Allen Parkway, Suite 3450
Houston, Texas 77019-7120

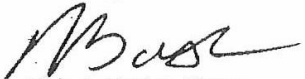
Re: General Compliance Letter for Modified Comprehensive Compliance Investigation at:
Harris County MUD 364, 13610 Telge Road, Cypress, Harris County, Texas
Regulated Entity No.: 103163457, TCEQ ID No.: 1013132, Investigation ID No.: 1765884

Dear Mr. Deangelis:

On November 3, 2021, Ms. Josephine Garcia and Ms. Nicole Gentry of the Texas Commission on Environmental Quality (TCEQ) Houston Region Office conducted an investigation of the above-referenced facility to evaluate compliance with applicable requirements for public water supply. No violations are being alleged as a result of the investigation; however, please see the enclosed Additional Issue. At this time, your public water supply continues to merit recognition as a Superior system.

The TCEQ appreciates your assistance in this matter and your compliance efforts to ensure protection of the State's environment. If you or members of your staff have any questions regarding these matters, please feel free to contact Ms. Garcia in the Houston Region Office at (713) 767-3776.

Sincerely,


Nichole Batista Nunes
Water Section Team Leader
Houston Region Office

NBN/JG/es

cc: Harris County Public Health and Environmental Services
101 South Richey Street, Suite G, Pasadena, Texas 77506-1023

Mr. John Montgomery, Compliance Coordinator, Municipal Operations and Consulting,
Inc., 27316 Spectrum Way, Conroe, Texas 77385-2100

Enclosure: Summary of Investigation Findings

TCEQ Region 12 • 5425 Polk St., Ste. H • Houston, Texas 77023-1452 • 713-767-3500 • Fax 713-767-3520

Austin Headquarters: 512-239-1000 • tceq.texas.gov • How is our customer service? tceq.texas.gov/customerurvey
printed on recycled paper

Section 3.3

Standard Operating Procedure for Emergency Management of District

MOC has a Disaster Response Plan in place that is updated annually and consists of every District and the placement of every employee. MOC sets itself apart in their Disaster Response because we do not wait for the disaster to hit, we are in place hours before the disaster, so if it floods or if moving around is difficult, we already have boots on the ground prepared to handle any issues. During reported upcoming natural disasters, emergency procedures are covered in meetings with office staff and field staff.

In addition to having a well-defined Disaster Response Plan for field personnel, we recognize the need of having a similar plan that will allow our regular Customer Service Representatives to receive calls from customers to provided necessary information related to the public water/sanitary sewer systems as well as dispatching requested service work that will inevitably arise during an emergency. Instead of forwarding calls to our answering service during an emergency, our office staff is assigned to three different teams that answer calls 24 hours per day until the emergency has ended. MOC also has a 300-kw generator with auto transfer switch and 500 gallons reserve fuel on site at the Oak Ridge office. The generator allows our office staff to assist customers when there are power outages in the area along with keeping ourselves running. We have all experienced the frustration of needing immediate help during an emergency from various utility providers and have worked diligently to establish a plan that allows for customers voice their needs to a knowledgeable Customer Service Representative expeditiously and to have the requested work routed to field staff assigned to given area.

Example Portion of Disaster Response

MAIN CONTACT PERSONNEL	DISTRICT(S)	PERSON(S) RESPONSIBLE	NOTES	PREDISASTER PREPARATION	POST DISASTER PLANS
James Durgens	FB5	Sam S	1. I/C with City of Rosenberg at Band Rd.. and Amber Point Rd closest one to meter vault	1. Fill Generators 2. Check Chemical supply	1. Monitor System pressure 2. Monitor Lift Stations wet well levels
James Durgens	FB141	Keith M Fernando	1. I/C with City of Arcola is being installed.	1. Check Chemical supply	1. Monitor System pressure 2. Monitor Lift Stations wet well levels
James Durgens	ARCOLA	Keith M Fernando	1. District supplied by EDP Fresh Water 1 2. I/C with FB141	1. Fill Generators 2. Check Chemical supply	1. Monitor Lift Stations wet well levels.
James Durgens	BC25	James D. Fernando **Crane truck**	1. Portable generator at WP1 2. I/C with BC39 on Kirby Dr, south of Southfork Parkway. 3. I/C with BC 6 at Gas Station with Lift station number 2, Operator SIEnviro	1. Fill Generators 2. Check Chemical supply	1. Monitor System pressure 2. Monitor Lift Stations wet well levels
James Durgens	BC29	Ahmad	1. I/C with BC21 and County Rd 48 and West Port Rd. SIEnviro	1. Fill Generators 2. Check Chemical supply	1. Monitor System pressure 2. Monitor Lift Stations wet well levels

Section 3.4

Procedures for Following Operations and Maintenance ("O&M") Manuals and MOC's Philosophy and Approach to System Management, Operation & Maintenance

MOC uses a work order software called Adjutant. This software allows MOC to create a task and assign it to any field employee instantly. Each field employee has a tablet in which they can create, view, and complete all assigned tasks. As tasks are completed, anyone in the company can see that it is complete, what was done and read any notes associated with the job. All field work is done in this way from daily tasks such as inspections and preventive maintenance to emergency jobs such as main breaks and sewer backups.

Adjutant also allows MOC to create reoccurring tasks that are automatically created on a specific time frame. There are numerous options for the desired creation of the task including weekly, monthly, quarterly, annually, day of week, day of the month, first Monday of each month, third Wednesday of each month, etc. Usually, the reoccurring tasks are made for numerous years so that the preventive maintenance is completed as required without having to reference the O&M manuals often.

For instance, if an O&M manual specifies a schedule of blower bearing greasing of every 90 days, using a specific type of grease, an automatically reoccurring task can be created that will generate every 90 days. In this case, every 90 days for the next 5 years, for instance, a "Sewer Plant Maintenance" task would be automatically generated, and the notes would explain to grease all blower bearings with the specified type of grease. The operator would see the task on his tablet, would grease the blower bearings, and then complete the task by inputting his time and any additional notes. The same is done for annual GST and HPT external inspections and internal inspections every 5 years.

Section 3.5

Standard Procedure for Reporting Work Orders

MOC uses, Adjutant, a cloud-based work order system, that allows field technicians and office staff to work hand-in-hand to provide quality and quick response to our customers and consultants.

Our field staff is able to create and close work orders, in the field, with detailed description of work completed, meter reads, materials used and labor and equipment needed for the job. All field technicians and operators are provided with tablets to keep track of daily work orders.

Adjutant allows custom reporting from creation of a work order through final invoice of the work order. Our staff will be able to assist any consultants, or board members, with required materials regarding open and closed work orders.

Section 4.0

Liability Insurance Certification

4.1 – Certificate of Insurance

Section 4.1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher & Co. 1900 West Loop South, Suite 1600 Houston TX 77027	CONTACT NAME: PHONE (A/C, No, Ext): 713-623-2330 FAX (A/C, No): E-MAIL: ADDRESS:														
INSURED Municipal Operations & Consulting, Inc. 27316 Spectrum Way Oak Ridge, TX 77385	MUNIOPE-01 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B : AmTrust Insurance Company</td> <td>15954</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insurance Company	18058	INSURER B : AmTrust Insurance Company	15954	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 3668509 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK2286630	6/16/2021	6/16/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Pollution \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2286630	6/16/2021	6/16/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB771935	6/16/2021	6/16/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	KWC1275338	1/10/2022	1/10/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is an Additional Insured as respects Package, Auto & Excess policies, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

Waiver of Subrogation applies to certificate holder, as respects Package, Auto, Workers' Compensation & Excess policies pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

30 day notice of cancellation applies except for non payment of premium which is 10 days notice.
 Certificate Holder is Named as an Additional Insured with a Waiver of Subrogation in their favor and coverage is primary and non-Contributory as designated in the contract, written agreement and or permit with regards to General Liability, Auto Liability and Excess Liability.

CERTIFICATE HOLDER For Insurance Verification Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Section 5.0

Sample Documents

- 5.1 – Sample Board Report
- 5.2 – Sample 1295 Form
- 5.3 – Sample Bill to District
- 5.4 – Sample Water Bill

Section 5.1

Sample Operations Report

MUNICIPAL OPERATIONS & CONSULTING, INC.
 27316 Spectrum Way
 Oak Ridge, Texas 77385
 (281) 367-5511

MONTHLY OPERATIONS REPORT FOR HARRIS COUNTY MUD No. 26

April, 2022

Water / Sewer	Penalty	Garbage	Misc.	RWA	Insp.	Sewer Sur.	Tap fee	TOTAL
\$179,485.07	\$9,087.50	\$57,910.42	\$17,098.78	\$121,061.44	\$1,655.00	\$4,169.69	\$0.00	\$390,467.90

Total Connections: 4,530
 Vacant: 58

WATER - billing cycle

	03/15/22 - 04/14/22
Gallons pumped from Well No. 1:	4,789,000
Gallons pumped from Well No. 2:	624,000
Gallons pumped from Well No. 3:	29,349,000
Total Pumpage:	34,762,000
Total amount billed out:	28,007,000
Hunter Glen I/C	0
Loss-leaks/flushing:	4,200,000
Pumped versus accounted water:	93%
Pumped versus accounted water annual average:	93%
Meter leaks repaired in district:	0
Service line leaks repaired in district:	16
Fire hydrants repaired:	0

HGCSO - monthly cycle

	142966, 142967, 142968
Permit number:	142966, 142967, 142968
Permitted withdrawal	400,000,000
April withdrawal	34,872,000
YTD - withdrawal	236,070,000
Amount remaining	163,930,000
RWA pumpage fee	\$148,206.00

	Uncollectable Accounts-	Penalty Revenue-
Month -	\$1,682.02	Month - \$9,087.50
YTD Total	\$7,587.64	YTD Total \$ 36,588.64

	# Taken	Results
Bacteriological samples:	16	Good

WASTEWATER TREATMENT PLANT AND LIFT STATIONS

TPDES Permit Number:	WQ0011406001		
Permit expiration date:	May 9, 2023		
Average daily flow	805,433	Permitted daily flow	1,500,000 gal.per day
Average CBOD	2.6	Permitted CBOD	10 mg/l
Average Total Suspended Solids	2.53	Permitted Total Suspended Solids	15 mg/l
Average Ammonia Nitrogen	0.115		3 mg/l
Average PH	6.83	Permitted PH	6.00 - 9.00 STD UNIT
Aluminum	0.0182	Permitted Aluminum	5.00 mg/l
Maximum Chlorine Residual	3.87	Permitted Chlorine Maximum	4.0 mg/l
Minimum Chlorine Residual	2.27	Permitted Chlorine Minimum	1.0 mg/l
Average Dissolved Oxygen	6.17	Permitted Dissolved Oxygen	4.0 mg/l
E. coli	1	Permitted E. coli	63.0 mpn/100 ml
Rainfall	1.0"		

Wastewater Treatment plant is currently operating at 54% of the permitted capacity
 Annual Average as of March 2022 is 61%

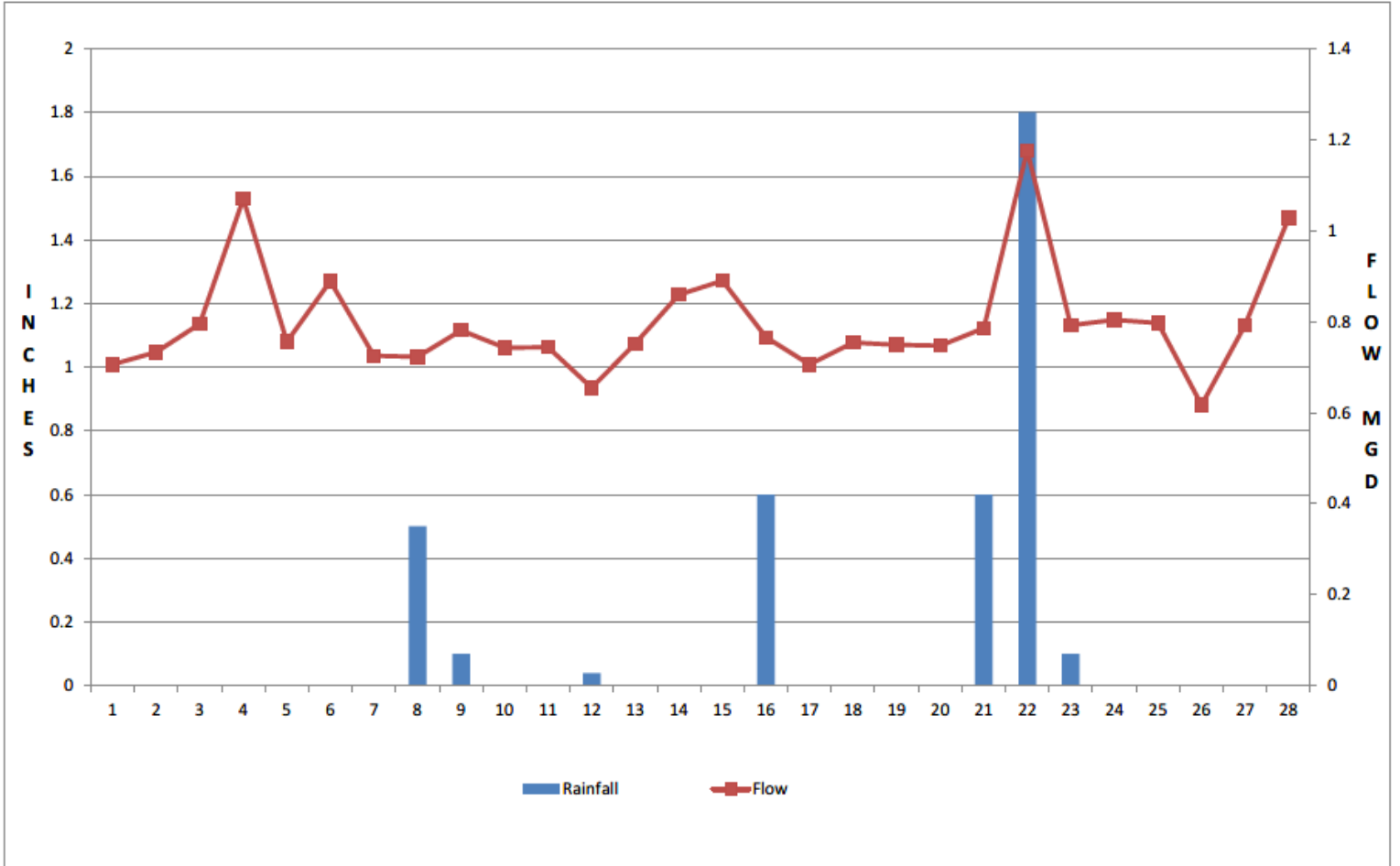
TAP AND CONNECTION COUNT

		Y.T.D.
Total New Tap Connections for Res. Homes	0	0
Total New Tap Connections for Sprinklers	0	0
Total New Connections for Commercial	0	0
Total New Connections for Commercial (Old Secs)	0	0
Total New Connections for Lift Station/WWTP	0	0
Total New Connections for Civic Assoc.	0	0
Tap Credits	0	0
Total Connections	4,530	0
Total connection count for Republic Waste	4,355	

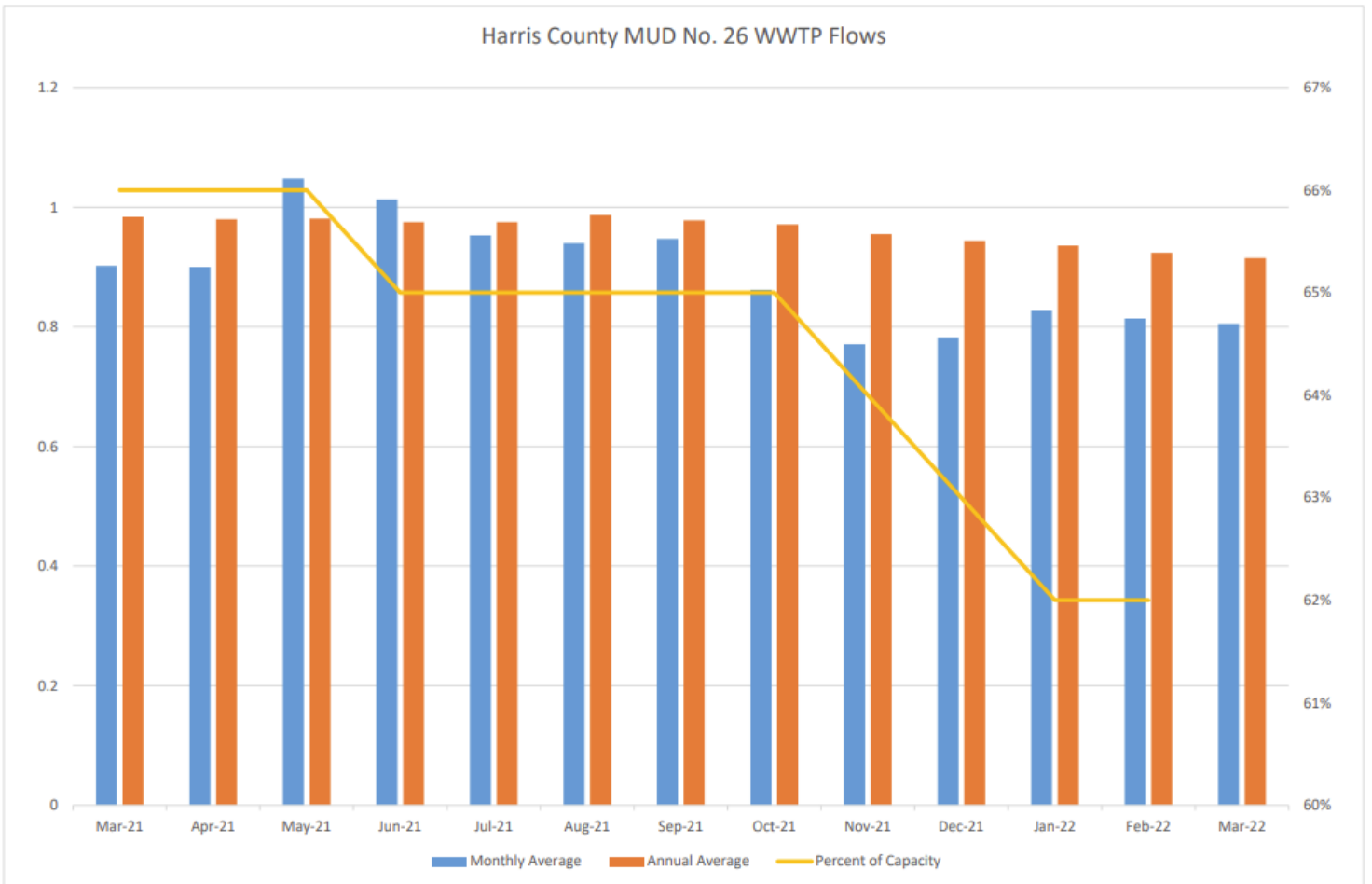
SEWER SURCHARGE C = (Q/1,000) [(\$0.45 (BOD - 200) + \$0.48 (SS - 200) + \$2.34 (NH3N - 25) + \$0.11 (G-100)) * 8.34

Customer	Account No.	November	December	January	February	March	April	BOD	SS	NH3N	O & G	Usage x 1000
Jack-in-the-Box	1-01-00045-01	\$ 275.98	\$ 125.61	\$ 131.43	\$ 138.33	\$ 127.14	\$ 125.48	200	200	25	131	17
Sonic Drive-in	1-01-00048-00	\$ 502.74	\$ 273.51	\$ 155.05	\$ 261.23	\$ 490.21	\$ 188.55	698	200	25	100	34
Whataburger	1-01-00053-00	\$ 529.21	\$ 646.13	\$ 1,356.55	\$ 1,272.95	\$ 715.65	\$ 278.55	897	200	25	100	86
McDonald's	1-01-00080-01	\$ 234.79	\$ 320.58	\$ 374.09	\$ 366.18	\$ 366.95	\$ 324.47	2010	612	25	351	23
Donald's Donuts	2-22-22220-00	\$ 166.36	\$ 125.00	\$ 135.74	\$ 167.56	\$ 135.00	\$ 132.99	626	200	25	100	5
Subway Sandwiches	2-22-22221-00	\$ 298.53	\$ 147.76	\$ 139.97	\$ 167.03	\$ 130.20	\$ 133.67	662	200	25	100	5
Little Caesars	2-22-22222-00	\$ 125.00	\$ 127.80	\$ 126.23	\$ 131.23	\$ 126.44	\$ 126.44	434	200	25	100	2
Mo's Barbeque	1-01-00060-00	\$ 477.50	\$ 281.58	\$ 227.40	\$ 154.57	\$ 154.57	\$ 154.57	2170	200	25	100	4
Valero	1-01-00086-01	\$ 771.84	\$ 168.64	\$ 573.18	\$ 306.25	\$ 221.52	\$ 842.43	465	3210	25	100	55
Popeyes	1-01-00061-02	\$ 417.28	\$ 293.34	\$ 260.99	\$ 450.08	\$ 232.58	\$ 200.55	530	200	25	100	61
Starbucks	1-01-00063-01	\$ 466.60	\$ 320.41	\$ 473.04	\$ 593.63	\$ 593.63	\$ 431.68	1830	413	25	100	44
Slim Chicken	1-01-00016-03	\$ 279.92	\$ 132.12	\$ 280.21	\$ 313.33	\$ 185.61	\$ 307.62	1170	200	25	113	50
Palace Inn	1-01-00088-00	\$ 236.34	\$ 194.30	\$ 162.32	\$ 125.00	\$ 140.67	\$ 132.77	230	200	25	100	69
Krispy Kreme	1-01-00074-01	\$ 392.00	\$ 368.69	\$ 373.15	\$ 408.65	\$ 393.11	\$ 226.93	596	328	25	100	51
Scottish Inn & Suites	1-01-98700-00	\$ 356.04	\$ 174.61	\$ 148.64	\$ 142.09	\$ 160.47	\$ 352.08	909	200	25	140	72
7-Eleven	1-01-00065-02	\$ 163.89	\$ 125.00	\$ 152.09	\$ 256.61	\$ 184.11	\$ 186.57	1660	359	25	145	10
Grand Total		\$ 5,694.02	\$ 3,825.08	\$ 5,070.08	\$ 5,254.72	\$ 4,357.86	\$ 4,145.35					

Harris County MUD No. 26 Wastewater Treatment Plant Daily Flow/Rainfall



Harris County MUD No. 26 WWTP Flows




HARRIS COUNT MUD # 26

Uncollectable accounts to be presented at the May, 2022 meeting.

No.	Account No.	Amount	Final Date	Comment	Owner	
1)	1-10-01170-02	\$61.37	1/5/2022	Del notice sent, Nvr paid final bill Bal after Dep applied	No	
2)	1-04-20235-12	\$342.80	1/14/2022	Del notice sent, C/O non pymt Nvr pd final bill, Bal after Dep applied	No	
3)	1-04-00540-03	\$201.34	1/11/2022	Del notice sent, Nvr paid final bill Bal after Dep applied	No	
4)	1-03-37025-08	\$160.12	1/5/2022	Del notice sent, Nvr paid final bill Bal after Dep applied	No	
5)	1-02-33469-05	238.99	1/12/2022	Del notice sent, C/O non pymt Nvr pd final bill, Bal after Dep applied	No	
6)	1-01-84920-09	\$97.00	8/28/2021	Del notice sent, Nvr paid final bill Bal after Dep applied	Yes	Used to be owner as of 6/18/21
7)	1-01-51715-02	\$143.61	1/14/2022	Del notice sent, C/O non pymt Nvr pd final bill, Bal after Dep applied	Yes	Used to be owner as of 1/19/22
8)	1-01-12030-21	\$218.39	1/14/2022	Del notice sent, C/O non pymt Nvr pd final bill, Bal after Dep applied	No	
9)	1-01-05000-08	\$218.40	1/11/2022	Del notice sent, Nvr paid final bill Bal after Dep applied	No	
Total		\$1,682.02				

Section 5.2

Sample 1295 Form

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
		1 of 1	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. Municipal Operations & Consulting, Inc. Spring, TX United States		Certificate Number: 2022-898217	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. Timber Lane Utility District		Date Filed: 06/13/2022	
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract. 2022-042 Request for Proposal		Date Acknowledged:	
4		Nature of interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	Controlling	Intermediary
Wright, Lonnie	Oak Ridge North, TX United States	X	
Wright, Beverly	Oak Ridge North, TX United States	X	
5 Check only if there is NO Interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION My name is <u>Lonnie Wright</u> , and my date of birth is <u>9/8/64</u> My address is <u>27316 spectrum way</u> , <u>Oak Ridge</u> , <u>Tx</u> , <u>77385</u> , <u>US</u> <small>(street) (city) (state) (zip code) (country)</small> I declare under penalty of perjury that the foregoing is true and correct. Executed in <u>Montgomery</u> County, State of <u>Texas</u> , on the <u>13</u> day of <u>June</u> , 20 <u>22</u> <small>(month) (year)</small> <div style="text-align: center; margin-top: 20px;">  _____ Signature of authorized agent of contracting business entity <small>(Declarant)</small> </div>			

Section 5.3

Sample Bill to District



27316 Spectrum Way
Oak Ridge, TX 77385
Phone: (281) 367-5511
Fax: (281) 367-5517

1825 N Mason Rd
Katy, TX 77449
Phone: (281) 347-8686

Invoice: IN-10500
District: Harris County MUD 26
Billing Period: APRIL 2022

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
		Operations					
Apr		Residential Connection		4386	\$ 2.50	\$ 10,965.00	\$ 10,965.00
		Multi-Family and Commercial Connections		489	\$ 3.75	\$ 1,833.75	\$ 1,833.75
		Customer Service Agreement		49	\$ 5.00	\$ 245.00	\$ 245.00
		Door Tags		143	\$ 5.00	\$ 715.00	\$ 715.00
		Disconnects/Reconnects for Del Accts		24	\$ 25.00	\$ 600.00	\$ 600.00
		Total Operations				\$14,358.50	
		Administration					
Apr		Postage		1	\$ 2,077.88	\$ 2,077.88	\$ 2,077.88
		Facsimiles		772	\$ 2.00	\$ 1,544.00	\$ 1,544.00
		Photocopies		3172	\$ 0.15	\$ 475.80	\$ 475.80
		One Page Billing Stationary		3660	\$ 0.80	\$ 2,928.00	\$ 2,928.00
		Messenger Service		1	\$ 3.80	\$ 3.80	\$ 3.80
		Record Storage		1	\$ 64.00	\$ 64.00	\$ 64.00
		Paperless Billing		938	\$ 0.80	\$ 750.40	\$ 750.40
		Online Access (Customer access to bill view, bill print & bill pay)		1	\$ 275.00	\$ 275.00	\$ 275.00
Mar		Test call to auto dialer.	Supervisor	2.0	\$ 55.00	\$ 110.00	\$ 110.00
Mar		Per TCEQ compliance, created new district dead end mains inspection points which includes interconnect locations.	Plant Operator Level II	1.0	\$ 51.00	\$ 51.00	\$ 51.00
Mar	8143 Tassel Field Lane 8318 Carmelwood Ln 8523 Old Maple Ln 8611 Pinemill Rd 9010 Snapping Turtle Dr	Closed account for non-payment and created possible write off list.	Clerical	2.5	\$ 55.00	\$ 137.50	\$ 137.50

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
Mar		Prepared delinquent letters to customers.	Clerical	1.0	\$ 55.00	\$ 55.00	\$ 55.00
Mar	20419 Beigewood Ln 20618 Oak Limb Lane 20926 Brannon Hill Lane 8106 Sanders Glen Lane 8218 Swan Meadow Ln 8414 Vistadale Drive 8422 Forest Point Dr 8519 Old Maple Ln 8931 Aurora Park Ln	Responded to after hours calls.	Clerical-OT	4.5	\$ 82.50	\$ 371.25	\$ 371.25
03/07		Prepared and submitted Tier II on behalf of district.	Clerical	2.0	\$ 55.00	\$ 110.00	
			CO Officer	1.0	\$ 78.00	\$ 78.00	
			Contractor	1.0	\$ 0.00	\$ 55.00	\$ 243.00
03/21		Prepared and submitted Water Conservation Plan on behalf of district.	Plant Operator Level III	6.0	\$ 55.00	\$ 330.00	\$ 330.00
03/21		Prepared and submitted Water Loss Audit on behalf of district.	CO Officer	3.0	\$ 78.00	\$ 234.00	
			Plant Operator Level III	3.0	\$ 55.00	\$ 165.00	\$ 399.00
03/25	8106 Arrington Forest Ln	Additional time spent with customers regarding billing.	Clerical	0.5	\$ 55.00	\$ 27.50	\$ 27.50
03/28		Downloaded and filed dead end flushing report for the month of March 2022 per TCEQ compliance.	Plant Operator Level II	0.5	\$ 51.00	\$ 25.50	\$ 25.50
04/01		Submitted line locate request to TX one-call center calls & online submissions.	Clerical	15.0	\$ 55.00	\$ 825.00	\$ 825.00
04/01		Time spent balancing bank statements and getting account ready for transfers.	Clerical	2.0	\$ 55.00	\$ 110.00	\$ 110.00
04/04	8919 Sweet Blue Jasmine Lane	Additional time spent with customers regarding billing.	Clerical-OT	0.5	\$ 82.50	\$ 41.25	\$ 41.25
04/05		Inserts- * Washing machine*	Clerical	0.5	\$ 55.00	\$ 27.50	
			Inserts	3660.0	\$ 0.10	\$ 366.00	\$ 393.50

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/07		Prepared monthly pumpage invoice for NHCRWA and submitted to bookkeeper.	Clerical	0.5	\$ 55.00	\$ 27.50	\$ 27.50
04/10		Prepared and submitted 2022 1st Qtr DLQOR on behalf of district.	Clerical	2.0	\$ 55.00	\$ 110.00	
			CO Officer	1.0	\$ 78.00	\$ 78.00	\$ 188.00
04/20		Prepared and submitted April DMR on behalf of district.	Clerical	1.0	\$ 0.00	\$ 0.00	
		BASIC SERVICE	CO Officer	0.5	\$ 0.00	\$ 0.00	\$ 0.00
		Total Administration					\$11,453.88
		Chemicals					
03/28	20590 1/2 Bishops Gate	DXI Chlorine	Contractor	1.0	\$ 0.00	\$ 171.80	\$ 171.80
03/28	20790 Lee Road	DXI Chlorine	Contractor	1.0	\$ 0.00	\$ 687.17	\$ 687.17
03/29	20590 1/2 Bishops Gate	Scheduled chemical delivery to facility; chlorine.	Contractor	1.0	\$ 0.00	\$ 1,404.61	
			Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 1,443.11
03/31		DXI Chlorine cylinder rental and fittings. Sulfur Dioxide	Contractor	1.0	\$ 0.00	\$ 297.00	\$ 297.00
		Total Chemicals					\$2,599.08
		Conn/Disconnect					
Apr		Finals and Connects		96	\$ 10.00	\$ 960.00	\$ 960.00
		Total Conn/Disconnect					\$960.00
		General					
03/26		March Mowing Services	Contractor	1.0	\$ 0.00	\$ 1,397.00	\$ 1,397.00
		Total General					\$1,397.00
		Laboratory Fees					

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
Apr		TCEQ Monitoring Plan Compliance		30	\$ 17.50	\$ 525.00	\$ 525.00
03/29		Water Utility Services, Inc. Bact. Sampling & Analysis Bacteriological Analysis	Contractor	1.0	\$ 0.00	\$ 620.40	\$ 620.40
03/30	20590 1/2 Bishops Gate	R&C JOY INC. Site Visit/Sampling Fee Microscopic Examination: Includes wet mount only Microscopic Examination: Includes wet mount and 1 stain	Contractor	1.0	\$ 0.00	\$ 271.70	\$ 271.70
04/05		NWDLS Lab Fees	Contractor	1.0	\$ 0.00	\$ 2,811.60	\$ 2,811.60
04/05		NWDLS Lab Fees	Contractor	1.0	\$ 0.00	\$ 2,268.75	\$ 2,268.75
04/11		NWDLS Lab Fees	Contractor	1.0	\$ 0.00	\$ 721.60	\$ 721.60
		Total Laboratory Fees				\$7,219.05	
		Lift Station					
02/28	8050 Forest Point	Top cleaned lift station.	Chase Truck LS	8.0	\$ 125.00	\$ 1,000.00	
			Vactor Crew LS	8.0	\$ 195.00	\$ 1,560.00	\$ 2,560.00
03/14	20587 Bishops Gate	Tested generator. BASIC SERVICE	Plant Operator Level I	0.5	\$ 0.00	\$ 0.00	
			Utility Truck	0.5	\$ 0.00	\$ 0.00	\$ 0.00
03/15	19835 Kenswick Dr.	Top cleaned lift station.	Chase Truck LS	4.0	\$ 125.00	\$ 500.00	
			Dump Fee	1.0	\$ 0.00	\$ 550.00	
			Vactor Crew LS	4.0	\$ 195.00	\$ 780.00	
			Materials			\$ 44.00	\$ 1,874.00
03/16	7716 1/2 Kenswick Forest	Top cleaned lift station.	Chase Truck LS	3.0	\$ 125.00	\$ 375.00	
			Chase Truck LS-OT	1.0	\$ 187.50	\$ 187.50	
			Dump Fee	1.0	\$ 0.00	\$ 550.00	
			Vactor Crew LS	3.0	\$ 195.00	\$ 585.00	
			Vactor Crew LS-OT	1.0	\$ 292.50	\$ 292.50	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/17	20250 1/2 Deerbrook Park	Top cleaned lift station.	Materials			\$ 44.00	\$ 2,034.00
			Chase Truck LS	4.0	\$ 125.00	\$ 500.00	
			Dump Fee	1.0	\$ 0.00	\$ 550.00	
			Vactor Crew LS	4.0	\$ 195.00	\$ 780.00	
			Materials			\$ 44.00	\$ 1,874.00
03/21	19829 1/2 Kenswick Dr	Top cleaned lift station.	Chase Truck LS	4.0	\$ 125.00	\$ 500.00	
			Dump Fee	1.0	\$ 0.00	\$ 550.00	
			Vactor Crew LS	4.0	\$ 195.00	\$ 780.00	
			Materials			\$ 44.00	\$ 1,874.00
03/22	20587 Bishops Gate	Responded to call out for high level; upon arrival all 3 pumps were on due to heavy rain. Reset alarm and auto dialer.	Plant Operator Level I	2.0	\$ 47.00	\$ 94.00	
03/22	20587 Bishops Gate	Top cleaned lift station and cleaned around lift station.	Utility Truck	2.0	\$ 22.00	\$ 44.00	\$ 138.00
			Chase Truck LS	8.0	\$ 125.00	\$ 1,000.00	
03/22	20587 Bishops Gate	Top cleaned lift station and cleaned around lift station.	Chase Truck LS-OT	1.0	\$ 187.50	\$ 187.50	
			Vactor Crew LS	8.0	\$ 195.00	\$ 1,560.00	
			Vactor Crew LS-OT	1.0	\$ 292.50	\$ 292.50	\$ 3,040.00
03/24	20250 1/2 Deerbrook Park	Ran generator. BASIC SERVICE	Plant Operator Level I	1.0	\$ 0.00	\$ 0.00	
			Utility Truck	1.0	\$ 0.00	\$ 0.00	\$ 0.00
03/25	8050 Forest Point	Responded to call out for phase failure; upon arrival everything was normal. Reset alarm and auto dialer.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	\$ 69.00
04/01	8050 Forest Point	Monthly auto dialer service.	Rate	1.0	\$ 32.00	\$ 32.00	\$ 32.00
04/01	7716 1/2 Kenswick Forest	Monthly auto dialer service.	Rate	1.0	\$ 32.00	\$ 32.00	\$ 32.00
04/05	20587 Bishops Gate	Contacted and met contractor for bottom clean.	Contractor	1.0	\$ 0.00	\$ 6,206.89	
			Plant Operator Level I	1.5	\$ 47.00	\$ 70.50	
			Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	2.0	\$ 22.00	\$ 44.00	\$ 6,348.89

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/05	20587 Bishops Gate	Cleaned debris inside lift station area.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/05	20250 1/2 Deerbrook Park	Replaced ETM on lift pump #1.	Contractor	1.0	\$ 0.00	\$ 473.00	\$ 473.00
04/09	8050 Forest Point	Responded to call out for high level; upon arrival found everything normal. Reset alarm and auto dialer.	Plant Operator Level II-OT	1.0	\$ 76.50	\$ 76.50	\$ 98.50
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
04/11	20587 Bishops Gate	Purchased materials for facility use; signs.	Plant Operator Level III	0.5	\$ 55.00	\$ 27.50	\$ 241.84
			Utility Truck Materials	0.5	\$ 22.00	\$ 11.00	
Total Lift Station						\$20,723.73	
<u>Residential Inspections</u>							
Apr		Pre Lot Inspection		1	\$ 30.00	\$ 30.00	\$ 30.00
Apr		Post Lot Inspection		1	\$ 30.00	\$ 30.00	\$ 30.00
Apr		Sewer Tap Inspections		1	\$ 40.00	\$ 40.00	\$ 40.00
Total Residential Inspections							\$100.00
<u>Sewer Collection</u>							
Apr		Grease Trap Inspections		20	\$ 50.00	\$ 1,000.00	\$ 1,000.00
03/25	20435 Oak Lodge Meadow Dr	Investigated sink holes; no issues found. Made customer contact.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/28	20226 Bridgedale Ln	Investigated sink holes; located sinkhole on storm sewer. Left door tag to advise customer to contact the county for repairs.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/29	8114 Tassel Field Lane	Investigated sewer back up; upon arrival located issue on district sewer line. Contacted contractor to jet line and relieve blockage.	Contractor	2.0	\$ 0.00	\$ 1,817.17	\$ 1,886.17
			Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
03/29	8414 Vistadale Drive	Investigated sewer back up; upon arrival located issue on district sewer line. Contacted contractors to schedule blockage relief and repairs.	Contractor	2.0	\$ 0.00	\$ 5,048.93	\$ 5,233.93
			Plant Operator Level I-OT	2.0	\$ 70.50	\$ 141.00	
			Utility Truck	2.0	\$ 22.00	\$ 44.00	
03/30	8111 Tassel Field Lane	Used backhoe to make repairs to sewer line.	Rental	11.0	\$ 14.00	\$ 154.00	\$ 4,085.25
			Backhoe Crew	8.0	\$ 200.00	\$ 1,600.00	
			Backhoe Crew-OT	3.0	\$ 300.00	\$ 900.00	
			Skid Steer & Dump Trailer	1.0	\$ 1,216.60	\$ 1,216.60	
			Materials			\$ 214.65	
04/04	20427 Canton Trace	Investigated customer concerns regarding standing water; upon arrival found no issues. Made customer contact.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/07	19803 Kenswick Drive	Used backhoe to make repairs to sewer line.	Backhoe Crew	11.0	\$ 200.00	\$ 2,200.00	\$ 4,650.67
			Backhoe Crew-OT	4.0	\$ 300.00	\$ 1,200.00	
			Barrels & Lights	1.0	\$ 125.18	\$ 125.18	
			Foreman	3.0	\$ 51.00	\$ 153.00	
			Utility Truck	3.0	\$ 22.00	\$ 66.00	
			Materials			\$ 906.49	
04/21	19803 Kenswick Drive	Investigated sewer back up; found air relief broken on 14" force main. Valved off air relief temporarily. Contacted contractors to retap new air relief and isolate current air relief. Met with contractors to assist and turn off all lift stations to relieve pressure on force main. Verified if manhole was overflowing; it was not. Assisted contractor depressurize force main and replace valves and air reliefs. Monitored wet well and put lift stations back to normal. 04/06 & 04/07	Backhoe Crew	6.5	\$ 200.00	\$ 1,300.00	\$ 6,679.12
			Backhoe Crew-OT	2.5	\$ 300.00	\$ 750.00	
			Contractor	1.0	\$ 0.00	\$ 6,679.12	
			Plant Operator Level I	8.5	\$ 47.00	\$ 399.50	
			Plant Operator Level I-OT	5.5	\$ 70.50	\$ 387.75	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
			Supervisor	11.0	\$ 55.00	\$ 605.00	
			Supervisor-OT	3.0	\$ 82.50	\$ 247.50	
			Utility Truck	28.0	\$ 22.00	\$ 616.00	
			1-Ton Utility Truck	9.0	\$ 33.00	\$ 297.00	
			Materials			\$ 5,858.80	\$17,140.67
		Total Sewer Collection				\$34,134.69	
		Wastewater Plant					
Mar		Operated belt press. 03/14 - 03/17, 03/21 - 03/23, 03/28, 03/30, 04/04 - 04/07	Plant Operator Level I	86.5	\$ 47.00	\$ 4,065.50	
			Utility Truck	86.5	\$ 22.00	\$ 1,903.00	\$ 5,968.50
03/02	20590 1/2 Bishops Gate	Formulated response to Harris County Pollution Control and sent response.	Plant Operator Level III	0.5	\$ 55.00	\$ 27.50	
			Plant Operator Level III-OT	0.5	\$ 82.50	\$ 41.25	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	\$ 90.75
03/09	20590 1/2 Bishops Gate	Met with contractor regarding quote.	Supervisor	1.5	\$ 55.00	\$ 82.50	
			Utility Truck	1.5	\$ 22.00	\$ 33.00	\$ 115.50
03/16	20590 1/2 Bishops Gate	Contacted contractor to press solids at plant while belt press was not operational.	Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 38.50
03/17	20590 1/2 Bishops Gate	Checked for water in gear boxes; no water found.	Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 38.50
03/18	20590 1/2 Bishops Gate	Purchased materials for facility use; HTH.	Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
			Materials			\$ 668.77	\$ 707.27
03/18	20590 1/2 Bishops Gate	Cleaned parshall flume. Cleaned rags from stilling well and disposed of rags.	Supervisor	1.0	\$ 55.00	\$ 55.00	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	\$ 77.00
03/18	20590 1/2 Bishops Gate	Cleaned clarifier #3. BASIC SERVICE	Plant Operator Level I	3.0	\$ 0.00	\$ 0.00	
			Utility Truck	3.0	\$ 0.00	\$ 0.00	\$ 207.00

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/21	20590 1/2 Bishops Gate	Installed new boards and resecured previous boards.	Plant Operator Level I	3.0	\$ 47.00	\$ 141.00	\$ 217.97
			Utility Truck Materials	3.0	\$ 22.00	\$ 66.00 \$ 10.97	
03/22	20590 1/2 Bishops Gate	Cleaned clarifier #2 and #3. BASIC SERVICE	Plant Operator Level I	3.0	\$ 47.00	\$ 141.00	\$ 207.00
			Utility Truck	3.0	\$ 22.00	\$ 66.00	
03/24	20590 1/2 Bishops Gate	Drained excess water from gear box after rain event.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/26	20590 1/2 Bishops Gate	Trimmed tree limbs and brush off of fence line.	Contractor	1.0	\$ 0.00	\$ 440.00	\$ 440.00
03/29	20590 1/2 Bishops Gate	Cleaned clarifiers. BASIC SERVICE	Plant Operator Level I	1.0	\$ 0.00	\$ 0.00	\$ 0.00
			Utility Truck	1.0	\$ 0.00	\$ 0.00	
03/29	20590 1/2 Bishops Gate	Cleaned clarifiers. BASIC SERVICE	Plant Operator Level I	1.5	\$ 0.00	\$ 0.00	\$ 0.00
			Utility Truck	1.5	\$ 0.00	\$ 0.00	
03/30	20590 1/2 Bishops Gate	Drained excess water from clarifier gear boxes.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/01	20590 1/2 Bishops Gate	Adjusted air to digester, decanted digester, and cleaned rags from stilling wells.	Supervisor	1.0	\$ 55.00	\$ 55.00	\$ 77.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
04/01	20590 1/2 Bishops Gate	Cleaned clarifiers. Picked up and disposed of trash. BASIC SERVICE	Plant Operator Level I	4.0	\$ 0.00	\$ 0.00	\$ 0.00
			Utility Truck	4.0	\$ 0.00	\$ 0.00	
04/01	20590 1/2 Bishops Gate	Monthly auto dialer service.	Rate	1.0	\$ 32.00	\$ 32.00	\$ 32.00
04/08	20590 1/2 Bishops Gate	Drained oil from clarifier gear box and cleaned rags from stilling well.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/11	20590 1/2 Bishops Gate	Purchased materials for facility use; signs.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 176.00
			Utility Truck Materials	0.5	\$ 22.00	\$ 11.00 \$ 137.50	
04/12		Performed Bio Monitoring of Cerio and Pime required by TCEQ.	CO Officer	1.0	\$ 78.00	\$ 78.00	\$ 1,645.23
			Contractor	1.0	\$ 0.00	\$ 1,122.00	
			Utility Truck Materials	1.0	\$ 22.00	\$ 22.00 \$ 423.23	
		Total Wastewater Plant				\$9,739.72	
		Water Distribution					
Mar		Flushed dead end mains throughout district. 03/15 - 03/18	Plant Operator Level I	15.5	\$ 47.00	\$ 728.50	\$ 1,162.00
			Plant Operator Level I-OT	1.0	\$ 70.50	\$ 70.50	
			Utility Truck	16.5	\$ 22.00	\$ 363.00	
Mar	21122 Escala Drive 9002 Golden Foliage Trail	Verified meter information for billing purposes.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
Mar	19807 Woodhall Court 19915 Blue Mist Ct 20006 Woodhall Ln 20031 Rustlewood Dr 20106 Chipplegate Ln 20138 Chipplegate Ln 20419 Everhart Key Lane 20910 Brannon Hill Lane 20934 Roxette Court 21011 Noelle Court 21239 Wortham Oaks Drive 21303 Maple Harvest Lane 7918 Atwood Hills Ln 7926 Atwood Hills Ln 7934 Atwood Hills Ln 8146 Chancewood Lane 8227 Lone Bridge Ln	Verified proper operation of meter.	Plant Operator Level I	4.5	\$ 47.00	\$ 211.50	\$ 310.50
			Utility Truck	4.5	\$ 22.00	\$ 99.00	
Mar	19911 Rustlewood Dr 19915 Blue Mist Ct 20006 Woodhall Ln 20031 Rustlewood Dr 20106 Chipplegate Ln 20138 Chipplegate Ln 20419 Everhart Key Lane 20910 Brannon Hill Lane 20934 Roxette Court 21011 Noelle Court 21239 Wortham Oaks Drive 21303 Maple Harvest Lane 7918 Atwood Hills Ln 7926 Atwood Hills Ln 7934 Atwood Hills Ln 8146 Chancewood Lane 8227 Lone Bridge Ln	Replaced meter box lid.	Plant Operator Level I	9.5	\$ 47.00	\$ 446.50	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
	8742 Orchard Ridge Ln 9020 Elm Drake Ln				\$		
			Utility Truck	9.5	\$ 22.00	\$ 209.00	
			Materials			\$ 167.20	\$ 822.70
Mar	19726 Bellaw Woods Dr 19911 Lions Gate Dr 19930 Blue Mist Ct 20010 Shumaring Drive 20410 Beigewood Ln 20414 Oak Lodge Meadow Dr 20430 Oak Limb Ct 20502 Kenswick Drive 20538 Kenswick Drive 20703 Beigewood Dr 20703 Jasperwood Ln 20922 Noelle Court 21107 Wickton Lane 21146 Kenswick Meadow Court 21606 Rain Leaf Court 8039 Branson Park Lane 8127 Chancewood Lane 8207 Burnt Ash Dr 8211 Swan Meadow Ln 8307 Opalwood Ln 8726 Old Maple Ln 8902 Aurora Park Ln 9004 Elm Drake Ln 9007 Farm Ridge Ln 9011 Farm Ridge Ln 9016 Elm Drake Ln	Replaced 5/8" x 3/4" meter.	Rate	26.0	\$ 104.50	\$ 2,717.00	
			Utility Truck	26.0	\$ 22.00	\$ 572.00	\$ 3,289.00
Mar	8106 Sanders Glen Lane 8318 Carmelwood Ln	Verified water was still off at the meter after previous month's cut off. Pulled meters if necessary.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	\$ 69.00
Apr		Contacted engineer for overall water and sewer print.	Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 38.50
01/25		Query backflow data system, check billing system for accuracy, print letters, add needed attachments and mail, reply to needed emails/calls, enter collected info for TCEQ compliance and file for annual audit.	Clerical	13.0	\$ 55.00	\$ 715.00	\$ 715.00
02/27	20110 Chipplegate Ln	Turned water on after houseline repairs, per customer request.	Plant Operator Level I-OT	1.5	\$ 70.50	\$ 105.75	
			Utility Truck	1.5	\$ 22.00	\$ 33.00	\$ 138.75

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/14	8806 River Dale Canyon Ln	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,108.72
			Materials			\$ 308.72	
03/14	21134 Kenswick Meadow Court	Re-installed meter from delinquency.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/14	8019 Arbury Glen Ln	Investigated no water call reported by customer; upon arrival found service line leak. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/15	8223 Swan Meadow Ln	Used backhoe to repair service line leak.	Backhoe Crew	7.0	\$ 200.00	\$ 1,400.00	\$ 1,892.89
			Mole & Compressor	1.0	\$ 236.04	\$ 236.04	
			Materials			\$ 256.85	
03/17	8310 Lone Bridge Ln	Responded to water quality complaint; found normal.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/17	20922 Noelle Court	Responded to call out for low pressure and water quality issues reported by customer; upon arrival flushed lines. Confirmed with customer pressure restored to normal and water quality was restored.	Plant Operator Level I-OT	3.0	\$ 70.50	\$ 211.50	\$ 277.50
			Utility Truck	3.0	\$ 22.00	\$ 66.00	
03/18	8102 Forest Point Dr	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/18	8914 Elm Drake Ln	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/18	8310 Lone Bridge Ln	Responded to water quality complaint; found normal.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/18	8730 Indian Maple Dr	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/18	8726 Indian Maple Dr	Used backhoe to repair service line leak.	Backhoe Crew	2.0	\$ 200.00	\$ 400.00	\$ 1,089.82
			Backhoe Crew-OT	2.0	\$ 300.00	\$ 600.00	
			Materials			\$ 89.82	
03/21	8118 Tattershall Cir	Used backhoe to repair service line leak.	Backhoe Crew	2.0	\$ 200.00	\$ 400.00	\$ 1,647.15
			Backhoe Crew-OT	3.0	\$ 300.00	\$ 900.00	
			Materials			\$ 347.15	
03/21	8702 Forest Point Dr (pool)	Used backhoe to repair service line leak.	Backhoe Crew	3.0	\$ 200.00	\$ 600.00	\$ 697.92
			Materials			\$ 97.92	
03/21	8515 Stagewood Drive	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,147.15
			Materials			\$ 347.15	
03/22	20835 Bonham Park Lane	Used backhoe to repair service line leak.	Backhoe Crew	5.0	\$ 200.00	\$ 1,000.00	\$ 1,224.09
			Materials			\$ 224.09	
03/22	8019 Arbury Glen Ln	Used backhoe to repair service line leak.	Backhoe Crew	5.0	\$ 200.00	\$ 1,000.00	\$ 1,362.55
			Materials			\$ 362.55	
03/22	8102 Forest Point Dr	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,762.55
			Backhoe Crew-OT	2.0	\$ 300.00	\$ 600.00	
			Materials			\$ 362.55	
03/22	8202 Tattershall Cir	Investigated reported leak and re-read meter; no leak found. Made customer contact.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
03/22	21231 Ambergris Ct	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,445.25
			Backhoe Crew-OT	1.0	\$ 300.00	\$ 300.00	
			Materials			\$ 345.25	
03/24	8515 Stagewood Drive	Investigated customer concerns regarding severity of leak; confirmed repairs were scheduled and informed customer they are on the list of upcoming repairs.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/24	21219 Linden House Court	Investigated customer concerns regarding repairs needed; upon arrival found sod and sidewalk repairs needed. Made customer contact.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/25	20102 Bolton Bridge	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/25	20419 Beigewood Ln	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/25	21122 Normand Meadows Lane	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/25	21331 Maple Harvest Lane	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/25	20022 Lions Gate Dr	Investigated reported leak and re-read meter; no leak found. Made customer contact.	Supervisor	1.0	\$ 55.00	\$ 55.00	
			Utility Truck	1.0	\$ 22.00	\$ 22.00	\$ 77.00
03/25	8211 Swan Meadow Ln	Repaired shallow service line leak.	Rate	1.0	\$ 325.00	\$ 325.00	
			Materials			\$ 45.93	\$ 370.93
03/26	8003 Arrington Forest Ln	Responded to call out for leak reported by customer; upon arrival found no leak. Possible leak on neighbors houseline. Left door tag at 8007 Arrington Forest Ln.	Plant Operator Level II-OT	1.5	\$ 76.50	\$ 114.75	
			Utility Truck	1.5	\$ 22.00	\$ 33.00	\$ 147.75
03/28	8914 Aurora Park Ln	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50
03/28	20619 Leafdale Ct	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	\$ 34.50

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/28	8106 Sanders Glen Lane	Responded to call out for no water; upon arrival turned on water at meter. Left door tag.	Plant Operator Level I-OT	1.0	\$ 70.50	\$ 70.50	\$ 92.50
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
03/29	8914 Elm Drake Ln	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,151.41
			Materials			\$ 351.41	
03/29	20419 Beigewood Ln	Used backhoe to repair service line leak.	Backhoe Crew	5.0	\$ 200.00	\$ 1,000.00	\$ 1,651.41
			Backhoe Crew-OT	1.0	\$ 300.00	\$ 300.00	
			Materials			\$ 351.41	
03/29	8106 Old Maple Ln	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 76.85
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
			Materials			\$ 42.35	
03/30	20507 Jasperwood Ln	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/30	8211 Stagewood Drive	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/31	20102 Bolton Bridge	Used backhoe to repair service line leak.	Backhoe Crew	5.0	\$ 200.00	\$ 1,000.00	\$ 1,362.55
			Materials			\$ 362.55	
03/31	8106 Old Maple Ln	Used backhoe to repair service line leak.	Backhoe Crew	8.0	\$ 200.00	\$ 1,600.00	\$ 2,079.19
			Backhoe Crew-OT	1.0	\$ 300.00	\$ 300.00	
			Materials			\$ 179.19	
03/31	21150 Grandin Wood Court	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/31	7514 Deloache Avenue	Investigated no water call reported by customer; upon arrival customer had water. Made customer contact.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/01	21331 Maple Harvest Lane	Used backhoe to repair service line leak.	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	\$ 1,147.15
			Materials			\$ 347.15	
04/01	20738 Bishops Gate Ln	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/01	20107 Chipplegate Ln	Investigated no water call reported by customer; upon arrival found water off due to ongoing repairs. Left water off until repairs were completed.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 69.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
04/01	21331 Maple Harvest Lane	Investigated no water call reported by customer; upon arrival restored water to customer. Made customer contact.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/02	8111 Tassel Field Lane	Met with contractor regarding driveway replacement.	Supervisor-OT	0.5	\$ 82.50	\$ 41.25	\$ 52.25
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/03	8115 Sanders Forest Court	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I-OT	2.0	\$ 70.50	\$ 141.00	\$ 185.00
			Utility Truck	2.0	\$ 22.00	\$ 44.00	
04/04	8107 Tassel Field Lane	Pulled meter for consumption after cut off.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/04	20131 Chipplegate Ln	Responded to water quality complaint; found normal.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/05	8510 Old Maple Ln	Investigated reported leak and re-read meter; no leak found. Left door tag.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/05	20926 Neva Court	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/05	8107 Tassel Field Lane	Re-installed meter from delinquency.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/05	9031 Elm Drake Ln	Responded to call out for no water; upon arrival turned water on at meter. Left door tag.	Plant Operator Level I-OT	1.5	\$ 70.50	\$ 105.75	\$ 138.75
			Utility Truck	1.5	\$ 22.00	\$ 33.00	
04/06	8910 Waterpine Drive	Turned on from delinquency. (Extra Attempt)	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/08	8015 Arbury Glen Ln	Investigated reported leak and re-read meter; service line leak found. Scheduled repairs.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/08	8110 Kirkham Ln	Turned water on from connect. (Extra Attempt)	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 34.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
Total Water Distribution						\$30,010.28	
<u>Sod Repairs</u>							
Mar	19914 Brightstone Dr 20419 Beigewood Ln 20835 Bonham Park Lane 21231 Ambergris Ct 8014 Arbury Glen Ln 8019 Arbury Glen Ln 8102 Forest Point Dr 8106 Old Maple Ln 8111 Tassel Field Lane 8223 Swan Meadow Ln 8515 Stagewood Drive 8726 Indian Maple Dr 8818 River Dale Canyon Ln	Sod repairs due to previous excavations.	Foreman	42.0	\$ 51.00	\$ 2,142.00	\$ 5,901.92
			Laborer	42.0	\$ 35.00	\$ 1,470.00	
			Utility Truck	42.0	\$ 22.00	\$ 924.00	
			Materials			\$ 1,365.92	
Total Sod Repairs						\$5,901.92	
<u>Water Plant</u>							
03/21	19903 Kenswick Drive	Checked voltage on batteries; 13.71 volts.	Plant Operator Level I	2.0	\$ 47.00	\$ 94.00	\$ 138.00
			Utility Truck	2.0	\$ 22.00	\$ 44.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
03/22	8631 Stagewood	Met contractor to adjust setpoints to booster pumps and to adjust alarms on auto dialer.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/22	8631 Stagewood	Rewind one 50 HP VHS booster pump motor and replaced bearings.	Contractor	1.0	\$ 0.00	\$ 4,961.00	\$ 4,961.00
03/23	20790 Lee Road	Installed windsock.	Plant Operator Level I	0.5	\$ 47.00	\$ 23.50	\$ 45.12
			Utility Truck Materials	0.5	\$ 22.00	\$ 11.00	
						\$ 10.62	
03/25	19903 Kenswick Drive	Checked onsite generator. Checked fuel capacity on secondary and primary fuel tanks. Reviewed all fluid levels, filters, and sizes. Logged all information for readiness preparedness plan.	Plant Operator Level I	1.0	\$ 47.00	\$ 47.00	\$ 107.50
			Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	1.5	\$ 22.00	\$ 33.00	
03/25	19903 Kenswick Drive	Met with sewer bursting supervisor to show him where to store equipment during project.	Plant Operator Level I	1.5	\$ 47.00	\$ 70.50	\$ 103.50
			Utility Truck	1.5	\$ 22.00	\$ 33.00	
03/27	20790 Lee Road	Responded to call out for elevated storage tank; upon arrival adjusted EST mercoid setting. Reset alarm and auto dialer.	Plant Operator Level II-OT	2.5	\$ 76.50	\$ 191.25	\$ 246.25
			Utility Truck	2.5	\$ 22.00	\$ 55.00	
03/31	8631 Stagewood	Met with contractor regarding issue with chlorine feed. Assisted contractor repair fitting at GST.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
03/31	19903 Kenswick Drive	Met with board members regarding new back up portable generator at plant.	Supervisor-OT	1.0	\$ 82.50	\$ 82.50	\$ 104.50
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
04/01	8631 Stagewood	Monthly auto dialer service.	Rate	1.0	\$ 32.00	\$ 32.00	\$ 32.00
04/05	20790 Lee Road	Contacted contractor to schedule repairs on alternator	Contractor	1.0	\$ 0.00	\$ 1,105.50	\$ 1,144.00
			Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/05	19903 Kenswick Drive	Collected bacteriological samples and delivered to the lab.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 38.50
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/06	19903 Kenswick Drive	Contacted contractor to schedule repairs on coupling at pump #3.	Contractor	1.0	\$ 0.00	\$ 892.10	\$ 930.60
			Supervisor	0.5	\$ 55.00	\$ 27.50	
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
04/06	8631 Stagewood	Met with engineer, project supervisor, and contractor for walkthrough of ongoing rehab of MCC.	Supervisor	1.0	\$ 55.00	\$ 55.00	\$ 77.00
			Utility Truck	1.0	\$ 22.00	\$ 22.00	
04/06	8631 Stagewood	Responded to call out for low GST alarm; upon arrival turned booster pumps and well off. Scheduled engineers to follow up due to being under warranty.	Plant Operator Level II-OT	2.0	\$ 76.50	\$ 153.00	\$ 197.00
			Utility Truck	2.0	\$ 22.00	\$ 44.00	
04/08	20790 Lee Road	Purchased materials for facility use; drip oil well.	Supervisor	0.5	\$ 55.00	\$ 27.50	\$ 130.21
			Utility Truck	0.5	\$ 22.00	\$ 11.00	
			Materials			\$ 91.71	
04/11	8631 Stagewood	Met with engineer, contractor, and board member regarding generator start up and load/bank test at plant.	Electrical Technician	8.0	\$ 63.00	\$ 504.00	\$ 1,713.61
			Electrical Technician-OT	0.5	\$ 94.50	\$ 47.25	
			Supervisor	5.5	\$ 55.00	\$ 302.50	
			Utility Truck	5.5	\$ 22.00	\$ 121.00	
			1-Ton Utility Truck	8.5	\$ 33.00	\$ 280.50	
			Materials			\$ 458.36	
Total Water Plant					\$10,045.79		
Concrete Repairs							
03/17	19914 Brightstone Dr	Concrete work completed; 4x7 Sidewalk.	Materials			\$ 495.00	\$ 495.00
03/17	8219 Swan Meadow Ln	4X7 sidewalk	Materials			\$ 495.00	\$ 495.00
03/18		Used backhoe to empty and return concrete box.	Backhoe Crew	1.0	\$ 200.00	\$ 200.00	\$ 1,015.96
			Materials			\$ 815.96	

Date	Service Location	Work Description	Material/Labor Cost				Job Total
			Labor/Equip	Qty	Rate	Amount	
04/08	21331 Maple Harvest Lane	4x6 sidewalk	Materials			\$ 495.00	\$ 495.00
04/08	8515 Stagewood Drive	4x5 sidewalk	Materials			\$ 495.00	\$ 495.00
04/08	20419 Beigewood Ln	Used backhoe to break out, haul off, and repair 4x9 sidewalk.	Backhoe Crew	2.0	\$ 200.00	\$ 400.00	
			Materials			\$ 495.00	\$ 895.00
04/08	8111 Tassel Field Lane	Used backhoe to break out, haul off, and repair 30X41.6 @ 8" driveway (1248 sq ft)	Backhoe Crew	4.0	\$ 200.00	\$ 800.00	
			Steel Plates	1.0	\$ 1,133.40	\$ 1,133.40	
			Materials			\$ 22,822.80	\$24,756.20
		Total Concrete Repairs					\$28,647.16
		Detention Pond					
03/31		Cleaned trash rack.	Plant Operator Level I	2.0	\$ 47.00	\$ 94.00	
			Utility Truck	2.0	\$ 22.00	\$ 44.00	\$ 138.00
04/08		Cleaned trash rack.	Plant Operator Level I	4.0	\$ 47.00	\$ 188.00	
			Plant Operator Level III	1.5	\$ 55.00	\$ 82.50	
			Utility Truck	5.5	\$ 22.00	\$ 121.00	\$ 391.50
		Total Detention Pond					\$529.50
						Total:	\$177,820.30

Section 5.4

Sample Water Bill

Monthly Water Bill Statement

Please Make Checks Payable to:

Charleston MUD

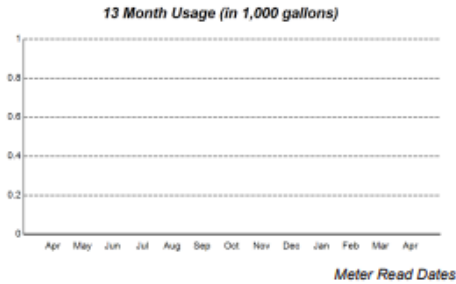
REGULAR BILL

For Assistance Call: 281-367-5511

Website: <https://municipalops.com/>

ACCOUNT NAME	LEGEND HOME CORPORATION
ACCOUNT NUMBER	58973
STATEMENT DATE	04/28/22
BILLING PERIOD	04/06/22 - 04/18/22
SECURITY CODE	9-58973-FWY6
BILL PAY ID	70123-0000058973

METER NO.	SERVICE ADDRESS	PRIOR READ	CURRENT READ	TOTAL USAGE	READ DATE
87907212	5502 BRIANA DEE DR	1,164	1,164	0 KGAL	04/18/22



ACCOUNT SUMMARY

Description	Amount
Builder Deposit	\$150.00
Payment - Thank You!	(\$2,230.00)
Tap Fee	\$2,080.00
Balance	\$0.00
Current Billing	
Water Charges	\$8.67
Sewer Charges	\$16.25
Total Current Billing Charges	\$24.92
Due date applies to current charges only.	TOTAL DUE BY 05/24/22 \$24.92
	TOTAL DUE AFTER 05/24/22 \$27.41

MESSAGES

PLEASE HELP CONSERVE WATER.
MAKE CREDIT CARD PAYMENTS @ www.municipalops.com

GENERAL INFORMATION

The due date applies to current charges only.
NOTE: Past due balances are due immediately.

27316 Spectrum Way
Oak Ridge North, TX 77385
Ph: 281-367-5511 Fax: 281-367-5517
Hours: Mon-Thurs 8:00 AM - 5:00 PM -- Friday 8:30 AM - 5:00 PM

*****SEPARATE AND RETURN BELOW STUB WITH PAYMENT*****

Charleston MUD
PO BOX 1689
SPRING, TX 77383
281-367-5511

NAME	LEGEND HOME CORPORATION
SERVICE ADDRESS	5502 BRIANA DEE DR
ACCOUNT NUMBER	58973
Statement Due Date <small>**Prev. Balance Due Immediately</small>	05/24/22
TOTAL DUE BY 05/24/22	\$24.92
TOTAL DUE AFTER 05/24/22	\$27.41
Amount Paid	\$

PLEASE MAIL CHECK OR MONEY ORDER ONLY. DO NOT SEND CASH.

LEGEND HOME CORPORATION
10410 WINDERMERE LAKES BLVD
HOUSTON, TX 77065 4996

Charleston MUD
PO BOX 1689
SPRING, TX 77383

70123000005897300000274100000249200000249202

Back of Bill

CHARLESTON MUD NOTICE ABOUT CONFIDENTIALITY OF CUSTOMER INFORMATION

Chapter 182 of the Texas Utilities Code as amended in 2021 by House Bill 872 provides that a government operated utility such as Charleston MUD ("District") may not disclose personal information (customer's address, telephone number, and social security number) in a customer's account, or any information related to the volume or units of utility usage or amounts billed or collected for such utility usage, unless the customer elects to allow such information to be disclosed.

The Utilities Code requires the District to provide notice of the customer's right to allow disclosure of his or her information. Therefore, if you wish to allow disclosure of your personal information, please check the box below and return this form to the District.

NOTE: The District is allowed to disclose information in a customer's account record to federal, state or local government officials; to District employees, officials and operations personnel; to consumer reporting agencies; to a contractor or subcontractor approved by and providing services to the District, the state, a political subdivision of the state, or the United States; or to any other provider of utility services.

Authorization to Disclose Customer Information

PLEASE CHECK BOX IF ALLOWING DISCLOSURE OF PERSONAL INFORMATION

The undersigned customer of Charleston MUD allows the District to disclose the customer's account information and personal information as identified by Texas Utilities Code.

By: _____ Date _____
Signature Date

Printed name and Address

RETURN THIS FORM TO:
If allowing disclosure,

Charleston MUD
C/o Municipal Operations & Consulting, Inc.

ORDINANCE NO. XXX-2023

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, CHAPTER 12, EXHIBIT “A”, THE ZONING REGULATIONS OF THE CITY, TO INSERT DEFINITIONS FOR PLAY EQUIPMENT; REGULATING THE PLACEMENT OF PLAY EQUIPMENT IN FRONT YARDS, PUBLIC STREETS, AND RIGHTS-OF-WAY; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 PER DAY FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH, AND PROVIDING FOR SEVERABILITY.

* * * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:

WHEREAS, City Council, acting as the City’s Zoning Commission, provided a preliminary report as required by Section 211.007 of the Texas Local Government Code, on **DATE, 2022**; and

WHEREAS, a public hearing on this preliminary report at which parties in interest and citizens had an opportunity to be heard was held before the City Council, acting as the Zoning Commission, on **DATE, 2023**; and

WHEREAS, City Council, acting as the City’s Zoning Commission, provided a final report on this change in zoning regulations; and

WHEREAS, a public hearing on this final report was held by City Council on **DATE, 2023**; and

WHEREAS, before the 15th day before the date of the public hearing on the final report, a notice of the time and place of the hearing was published in a newspaper of general circulation in Hilshire Village;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS THAT:

Section 1. Section 02.200, Definitions, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding in the appropriate position the following definitions:

02:P-05 Play Equipment: “Play Equipment” shall mean but not limited to a batting cage, inflatable bounce house, jungle gym, merry-go-round, obstacle course, playhouse, play structure, sand-box, slide, soccer goal, spring rocker, swing-set, trampoline.

02:P-06 Play Equipment, Permanent: “Permanent Play Equipment” shall mean any play equipment left in place for more than seven (7) consecutive calendar days.

02:P-07 Play Equipment, Temporary: “Temporary Play Equipment” shall mean play equipment that is in place for less than seven (7) consecutive calendar days.

Section 2. Section 40:00, Regulations Applicable to All Districts, of Exhibit “A”, Zoning Ordinance, to Chapter 12, Planning and Zoning, of the City of Hilshire Village Code of Ordinances, is amended by adding the following:

40:05 PLAY EQUIPMENT

40:05:01 Play equipment may be placed in a front yard but must be removed prior to the seventh day after placement.

40:05:02 No play equipment, temporary or permanent, shall be placed in any roadway or right-of-way.

Section 3. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Comprehensive Zoning Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed two thousand dollars (\$2,000). Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or of premises where any violation of this Comprehensive Zoning Ordinance shall occur, and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and, upon conviction thereof, shall be punished as above provided.

Section 4. This ordinance is intended to be cumulative and shall not repeal any previous ordinance except to the extent that any provision of such ordinance is inconsistent and cannot be reconciled with any provision contained herein.

Section 5. In case any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this ordinance, or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by any court of competent jurisdiction, the same shall not affect, impair, or invalidate this ordinance as a whole or any part or provision thereof other than the part so declared to be invalid or unconstitutional, and the City Council of the City of Hilshire Village, Texas, hereby declares that it would have passed each and every part of the same notwithstanding the omission of any such part so declared to be invalid or unconstitutional, or whether there be one or more such parts. Furthermore, if any portion or portions hereof be so held to be invalid or unconstitutional, then the corresponding portion of the Zoning Ordinance adopted by the City of Hilshire Village, Texas, shall continue to be effective.

Section 6. This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the

penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this day of , 2023.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary

FRONT YARDS

PROPOSED PROVISION:

1. Recreational equipment and structures may be left in the front yard or a fenced side yard of a corner lot for a single period of up to 72 consecutive hours, and shall at other times be removed when not in use.

QUESTION: only 1 long period, then removed if not in use for the rest of the week? or

Recreational equipment and structures may be left in the front yard or a fenced side yard on a corner lot for up to 72 total hours, and shall at other times be removed when not in use.

QUESTION: e.g., 10 consecutive hours over each of 7 days?

2. Recreational equipment shall mean, but shall not be limited to, such items as tents, canopies and hammocks; volley nets, badminton nets and soccer goals; forts and tree houses; trampolines, jungle gyms and swing sets; and inflatable bounce houses and toys.

3. Basketball goals in a permanent or semi permanent position and tree swings are not required to be moved.

4. Recreational equipment and structures may be subject to section 3.402 of Chapter 3 - Building and Construction.

DEFINITION IN ZONING ORDINANCE:

"Structure" shall mean that which is built or constructed, an edifice or building of any kind, or a piece of work artificially built up or composed of parts joined together in some definite manner.

SUBSTANDARD BUILDING OR STRUCTURE, CHAPTER 3 - BUILDING AND CONSTRUCTION:

3.402 Any building or structure which has any of the following defects shall be deemed a substandard building or structure and constitute a hazard to the health, safety, and welfare of the citizens:

- (8) Any building or structure so constructed or maintained as to constitute a menace to health or safety, including:
 - a. All conditions conducive to the harboring of rats, snakes, mice, other disease-carrying animals, or insects reasonably calculated to spread disease; or
 - b. Conditions hazardous to the safety of persons or property, such as inadequate bracing, structural support, construction, or the presence of deteriorated materials; or
 - c. Conditions constituting an attractive nuisance creating a hazard to the health or safety of minors

[DEFINITIONS IN BUILDING AND CONSTRUCTION, CHAPTER 3]

Building. Any structure designed or built for the support, enclosure, shelter, or protection of persons, animals, chattels, or property of any kind.

Structure. Anything constructed or erected which requires location on the ground or is attached to something having a location on the ground including, but not limited to, signs, fences, walls, poles, sheds, carports, garages, recreational structures, and buildings, whether of a temporary or permanent nature.

[Chapter 7 - Offenses and Nuisances - includes provisions for firearms, hitchhiking, interference with police officers, blockage of right-of-way, junked and abandoned vehicles, grounds maintenance, tree preservation, juvenile curfew, and sexually oriented business.]

RECREATIONAL EQUIPMENT
IN
FRONT YARDS

1. Recreational structures such as batting cages, forts, tree houses, jungle gyms, swing sets, trampolines, and seesaws and teeter-totters shall not be placed in the front yard or in an unfenced side yard of a corner lot.

2. Movable recreational equipment and structures may be left in the front yard or in an unfenced side yard of a corner lot, for up to 4 days [at a time? in a calendar week? in a 7 day period?], and shall at other times be removed when not in use.

Movable recreational equipment shall mean, but shall not be limited to, such items as tents and canopies; volleyball nets, badminton nets and soccer goals; and inflatable bounce houses and toys.

3. Basketball goals in a permanent or semi permanent position, and swings and hammocks attached to trees are not required to be removed. Basketball goals shall not be placed in or next to a right of way so that play spills into the right-of-way.

4. Recreational equipment and structures may be subject to section 3.402 of Chapter 3 - Building and Construction.

LIGHTING:

Lighting shall not be more than twenty (20) feet high, except decorative holiday lights that are used not more than forty-five (45) days out of any three-hundred-sixty-five-day period, and all lighting shall be directed away from any residentially zoned area.

Lighting operated by motion detector or other timed mechanism shall be adjusted so that movement on residential property does not trigger the light.

Lighting shall be shielded and shall not spill over across property lines to residential property.

The use of laser source light, searchlights, flashing and/or rotating lights or any similar high intensity light for outdoor advertising or entertainment is prohibited

FRONT YARDS YARD
Recreational Equipment and Portable Structures

PROPOSED PROVISION:

1. Recreational equipment and **portable** structures may be left in the front yard or a ~~fenced~~ side yard of a corner lot for a ~~single period of up to 72 consecutive hours~~ **of a week (or discuss only Friday through Sunday)**, and shall at other times be **completely** removed when not in use. **A variance to this limit will be publicly noticed by city administration under the direction of the mayor or city council as needed for special circumstances.**

QUESTION: only 1 long period, then removed if not in use for the rest of the week? or

~~Recreational equipment and structures may be left in the front yard or a fenced side yard on a corner lot for up to 72 total hours, and shall at other times be removed when not in use.~~

QUESTION: e.g., ~~10 consecutive hours over each of 7 days?~~

2. Recreational equipment **and portable structures** shall mean, but shall not be limited to, ~~such items as tents, canopies and~~ **or** hammocks; **volley ball or** badminton nets; **batting cages**, soccer **or basketball** goals; forts **and** **or** tree houses; trampolines, jungle gyms **and** **or** swing sets; and inflatable bounce houses **and** **or** toys.

3. **Permanently placed basketball goals** ~~in a permanent or semi-permanent position~~ and tree swings **or hammocks** are not required to be moved. **Specifically, portable basketball goals may only be placed in such a way for its use to be from private property and not the public right of way. (It is dangerous for children to be enticed to play in the street while being distracted from vehicular traffic chasing balls and each other. Remember that if the city has publicly warned citizens about where they are required by state law to walk or ride a bike in the street, then why would the city allow our children to unsafely play in the street)**

4. Recreational equipment and **portable** structures ~~may be~~ **are** subject to section 3.402 of Chapter 3 - Building and Construction.

DEFINITION IN ZONING ORDINANCE:

"Structure" shall mean that which is built or constructed, an edifice or building of any kind, or a piece of work artificially built up or composed of parts joined together in some definite manner.

SUBSTANDARD BUILDING OR STRUCTURE, CHAPTER 3 - BUILDING AND CONSTRUCTION:

3.402 Any building or structure which has any of the following defects shall be deemed a substandard building or structure and constitute a hazard to the health, safety, and welfare of the citizens:

(8) Any building or structure so constructed or maintained as to constitute a menace to health or safety, including:

- a. All conditions conducive to the harboring of rats, snakes, mice, other disease-carrying animals, or insects reasonably calculated to spread disease; or
- b. Conditions hazardous to the safety of persons or property, such as inadequate bracing, structural support, construction, or the presence of deteriorated materials; or
- c. Conditions constituting an attractive nuisance creating a hazard to the health or safety of minors

[DEFINITIONS IN BUILDING AND CONSTRUCTION, CHAPTER 3]

Building. Any structure designed or built for the support, enclosure, shelter, or protection of persons, animals, chattels, or property of any kind.

Structure. Anything constructed or erected which requires location on the ground or is attached to something having a location on the ground including, but not limited to, signs, fences, walls, poles, sheds, carports, garages, recreational structures, and buildings, whether of a temporary or permanent nature.

[Chapter 7 - Offenses and Nuisances - includes provisions for firearms, hitchhiking, interference with police officers, blockage of right-of-way, junked and abandoned vehicles, grounds maintenance, tree preservation, juvenile curfew, and sexually oriented business.]

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
3/2/22	Susan Blevins	Brock Griffiths	Drainage issues in the right-of-way caused by hydrant flushing.	1324 Pine Chase Grove	Area was reported on 11/13/19 and addressed by DonMar Grading on 10/20/20.	City of Houston has been contacted and we are awaiting a meeting to discuss the area. The homeowners do not want the area fenced.	
12/2/22	Cassie Stephens	Brian Wilks	Fire hydrant doesn't have the Storz connector like others in the city.	4 Hilshire Grove	Checked hydrant, there is no attachment present.	Firefighter visited site, said that it was possibly skipped because all three steamer caps are still present. City will need to purchase another adapter to install and/or look into whether this was counted in the installation, could have been installed on a City of Houston hydrant mistakenly.	
12/5/22	Cassie Stephens	Connie Castro	Wondering how long the temporary street patch will be in place.	Archley & Ridgeley	Informed that the patch will remain until they are finished with the ROW construction.	Patch repair made incorrectly, Engineer Vasquez coordinating with contractor on proper installation.	
12/5/22	Cassie Stephens	Connie Castro	Asked when the fire hydrants will be painted.	Hilshire Village	Susan requested a quote	Cassie is waiting on responses from two companies	
1/19/23	Lisa Ray	Robert Byrne	Trees not replaced	7906 N Villa and 1310 Pine Chase	Verified replacement plantings.	7906 N Villa complies.	1/19/2023
1/23/23	Lisa Ray	Anonymous	Water vault at Terrace church slowly leaking	1203 Wirt Road	Submitted service request to Houston 311.	Outside of city bounds, notifications are not provided	1/23/2023
1/23/23	Lisa Ray	Charles Arnold	Possible water leak	1111 Glourie	Contacted Inframark tech to go by and test the line	Tech could not detect leak on city side. Meter was replaced because there was no shut-off valve	1/24/2023
1/25/23	Lisa Ray	Paul Maddock	Street light flickering off and on	Ridgeley in front of Hilshire Grove	Report light problem to CenterPoint	Light repaired, Tracking number:1405864117	1/25/2023
1/26/23	Cassie Stephens	Mike Gordy	Speed limit sign is down.	Ridgeley near Westview intersection	Cassie picked up the sign, will contact Batterson for reinstallation.		
1/30/23	Cassie Stephens	Alex Martinez	Neighbor's dog was loose and went through his garbage, patrolling officers woke him up attempting to find the owner of the dog.	8 Pine Creek Lane	Cassie said that the City does not have an animal control officer or contract for those services, but would speak with the homeowner.	Spoke with the homeowner, issue should not recur.	1/31/2023
1/30/23	Cassie Stephens	Richard Raines	Spoke with an officer about the overnight street parking ordinance and needed clarification.	9 Pine Creek Lane	Cassie explained the ordinance, sent an email to Chief Schulze to discuss with officers.	Police handled	1/31/2023
2/6/23	Cassie Stephens	John Cope	Fence falling down at the ravine behind his house, wanted to know if it was his responsibility.	1339 Friarcreek	Cassie is working on contacting Harris County	Harris County responded that the channel is maintained by the City of Houston. Forwarded information to Houston 311.	
2/7/23	Cassie	Stephanie Vulpes	Walkers are putting dog waste bags in her trash can after it had been empty, making the can and her garage stink.	1206 Pine Chase Drive	Cassie suggested leaving the cans at the top of their driveway for collection service as we have garage door pickup.	Homeowner said she would no longer take the cans to the street.	2/8/2023

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

2/8/23	Cassie Stpehens	Allan Torregossa	City of Houston Flock camera was hit by a vehicle and has been down for about a week.	Wirt & I-10	Cassie sent an email to Houston 311.	Case number 12530760-2300762693 @ 8204 Katy Fwy was closed by 311 as repaired but camera was still down. Spoke with Chief Schulze, Flock knows when a camera is down and should be working on it.	2/11/2023
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Monthly Newsletter: February 2023

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in January 2023:

TexPool

- El Paso County ESD 1
- Pineywoods Groundwater Conservation District
- East Montgomery County MUD 6
- DeWitt County Appraisal District
- Terrell Economic Development Corporation

TexPool Prime

- El Paso County ESD 1
- Pineywoods Groundwater Conservation District
- DeWitt County Appraisal District

Upcoming Events

February 2, 2023 - February 4, 2023
SAFE-D 2023 Annual Conference
 Round Rock, TX

February 13, 2023 - February 17, 2023
Texas Association of School Business Officials (TASBO) Annual Conference
 San Antonio, TX

February 26, 2023 - March 1, 2023
Government Treasurers' Organization of Texas (GTOT) Winter Seminar
 San Antonio, TX

TexPool Advisory Board Members

- | | |
|-------------------|-----------------|
| Patrick Krishock | David Landeros |
| Belinda Weaver | Sharon Matthews |
| Deborah | David Garcia |
| Laudermilk | Dina Edgar |
| Valarie Van Vlack | |

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

Economic and Market Commentary: Sweet spot

February 1, 2023

It's a classic showdown in the late innings. Federal Reserve Chair Jerome Powell stands on the pitcher's mound throwing heat. At bat is the market, which like the mighty Casey is ignoring the fastballs, thinking each will miss the plate.

This game is playing out in the Treasury yield curve, which reflects market expectations the Fed will ease rates as early as the fourth quarter. It's a stance based on slipping inflation data and the recent shrinking magnitude of hikes. The latest downshift came on Feb. 1 with a 25 basis-point fed funds increase that lifted the target range to 4.5-4.75%. But it dismisses the Fed's resolve to subdue—not just lower—inflation. Powell reiterated this in his press conference following the Federal Open Market Committee (FOMC) meeting. While acknowledging disinflation in some parts of the economy, "we see ourselves as having a lot of work to do," adding that he continues to worry about "doing too little and finding out later that you didn't go far enough." The FOMC statement reflected this, saying officials anticipate more hikes will be needed to establish restrictive policy.

Count us among those who question the assumption that inflation will continue to decline quickly. The robust labor market and resilient consumer suggests the Consumer Price Index

(continued page 6)

Performance as of January 31, 2023

	TexPool	TexPool Prime
Current Invested Balance	\$32,256,298,541	\$12,279,208,155
Weighted Average Maturity**	15 Days	23 Days
Weighted Average Life**	73 Days	60 Days
Net Asset Value	0.99975	1.00005
Total Number of Participants	2,754	475
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$108,601,752.05	\$43,839,564.62
Management Fee Collected	\$858,985.22	\$457,126.84
Standard & Poor's Current Rating	AAAm	AAAm
Month Averages		
Average Invested Balance	\$30,122,583,076	\$11,414,267,427
Average Monthly Rate*	4.23%	4.52%
Average Weighted Average Maturity**	16	16
Average Weighted Average Life**	76	55

*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

**See page 2 for definitions.

Past performance is no guarantee of future results.



Participant Services
 1001 Texas Ave. Suite 1150
 Houston, TX 77002

PRSRT STD
 U.S. POSTAGE
 PAID
 AUSTIN, TX
 PERMIT NO. 1264

ROBERT BUESINGER
 CITY OF HILSHIRE VILLAGE
 8301 WESTVIEW DR
 HOUSTON TX 77055-6737



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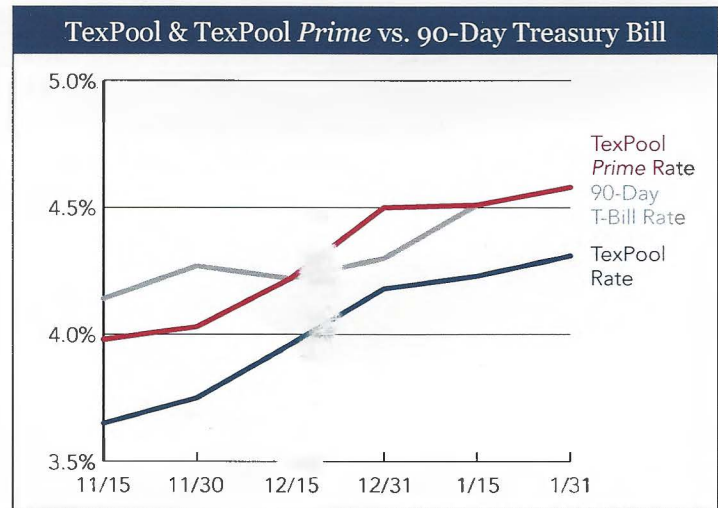
T3 P1

could hover around 4% for a while. At the resolve of policymakers bent on avoiding a repeat of the '70s. It's important to remember they did not technically start tightening until July, when the target rate rose above 2%. Prior to that, they were simply normalizing monetary policy, pulling rates up from the ultra-accommodative zero bound.

We think they will stay higher for longer, maintaining a 5-5.25% range into 2024, a scenario Powell laid out as his base case. In a "read my lips" moment, he said it likely will not be appropriate to cut rates this year. Whether or not investors take him at his word, we are wary of longer-dated securities currently yielding less than what we think they should. The market has the choice to pay attention or whiff on a pitch the Fed said it would throw.

Another financial showdown is taking place in Washington. The battle over raising the federal debt limit will be messy and embarrassing, but the adults in the room will prevail over the politics of petulance to ensure the U.S. won't default. While financial institutions and investors are better prepared for this than in 2011, we don't think it will come down to the wire. Expect drama, not danger.

At the end of January, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 4.53%, 4.65%, 4.83% and 4.79%, respectively; the 1-, 3-, 6- and 12-month Bloomberg Short-Term Bank Yield Index rates (BSBY) were 4.55%, 4.74%, 5.01% and 5.23%, respectively;



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

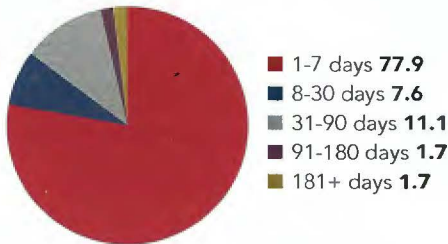
Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

and the 1-, 3-, 6- and 12-month London interbank offered rates were 4.58%, 4.80%, 5.09% and 5.22%, respectively.

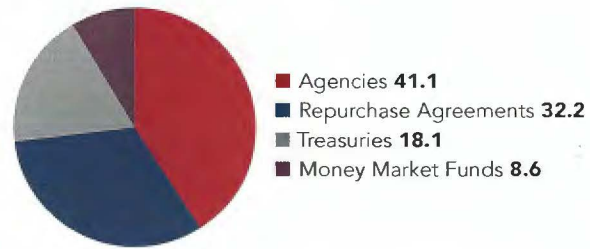
Portfolio by Maturity (%)

As of January 31, 2023



Portfolio by Type of Investment (%)

As of January 31, 2023



Portfolio Asset Summary as of January 31, 2023

	Book Value	Market Value
Uninvested Balance	\$555,955.44	\$555,955.44
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	79,541,669.04	79,541,669.04
Interest and Management Fees Payable	-108,601,903.31	-108,601,903.31
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-31,535.00	-31,535.00
Repurchase Agreements	10,389,891,000.00	10,389,891,000.00
Mutual Fund Investments	2,765,074,000.00	2,765,085,200.00
Government Securities	13,281,398,030.16	13,274,282,462.74
US Treasury Bills	4,604,982,700.68	4,604,300,427.15
US Treasury Notes	1,243,488,623.68	1,243,242,620.63
Total	\$32,256,298,540.69	\$32,248,265,896.69

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary

	Number of Participants	Balance
School District	603	\$9,858,861,660.24
Higher Education	60	\$1,862,680,278.16
County	196	\$4,657,894,660.91
Healthcare	92	\$1,693,043,019.89
Utility District	907	\$4,532,942,669.88
City	487	\$8,233,738,901.23
Emergency Districts	100	\$394,653,930.83
Economic Development Districts	86	\$171,484,219.25
Other	223	\$849,601,404.00

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.

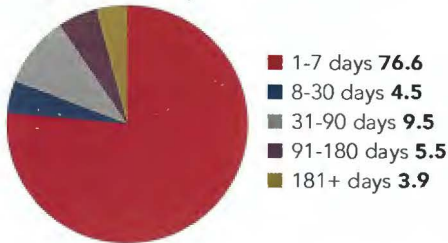


Daily Summary						
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
1/1	4.1765%	0.000114424	\$27,858,879,005.58	0.99972	15	77
1/2	4.1765%	0.000114424	\$27,858,879,005.58	0.99972	15	77
1/3	4.1765%	0.000114424	\$28,738,408,984.23	0.99971	14	75
1/4	4.2017%	0.000115115	\$28,653,527,878.37	0.99969	15	77
1/5	4.1986%	0.000115030	\$29,165,381,867.25	0.99968	15	79
1/6	4.2041%	0.000115180	\$29,186,245,414.07	0.99970	16	80
1/7	4.2041%	0.000115180	\$29,186,245,414.07	0.99970	16	80
1/8	4.2041%	0.000115180	\$29,186,245,414.07	0.99970	16	80
1/9	4.2144%	0.000115464	\$29,361,871,960.49	0.99971	14	80
1/10	4.2234%	0.000115709	\$29,495,036,783.66	0.99972	14	80
1/11	4.2252%	0.000115758	\$29,696,041,467.20	0.99973	14	79
1/12	4.2319%	0.000115942	\$29,617,762,562.19	0.99973	15	77
1/13	4.2316%	0.000115934	\$29,919,536,944.55	0.99977	17	76
1/14	4.2316%	0.000115934	\$29,919,536,944.55	0.99977	17	76
1/15	4.2316%	0.000115934	\$29,919,536,944.55	0.99977	17	76
1/16	4.2316%	0.000115934	\$29,919,536,944.55	0.99977	17	76
1/17	4.2573%	0.000116638	\$30,159,741,221.94	0.99977	14	75
1/18	4.2615%	0.000116754	\$30,371,268,379.85	0.99977	14	73
1/19	4.2629%	0.000116792	\$30,604,947,515.23	0.99974	16	73
1/20	4.2667%	0.000116896	\$30,625,747,934.69	0.99976	17	70
1/21	4.2667%	0.000116896	\$30,625,747,934.69	0.99976	17	70
1/22	4.2667%	0.000116896	\$30,625,747,934.69	0.99976	17	70
1/23	4.2564%	0.000116613	\$30,877,708,420.50	0.99976	15	70
1/24	4.2742%	0.000117102	\$31,078,814,970.98	0.99976	16	73
1/25	4.2777%	0.000117197	\$31,164,841,448.30	0.99977	15	76
1/26	4.2950%	0.000117670	\$31,296,102,776.68	0.99975	16	75
1/27	4.3035%	0.000117905	\$31,549,157,271.57	0.99977	17	75
1/28	4.3035%	0.000117905	\$31,549,157,271.57	0.99977	17	75
1/29	4.3035%	0.000117905	\$31,549,157,271.57	0.99977	17	75
1/30	4.3045%	0.000117931	\$31,782,962,917.17	0.99973	15	73
1/31	4.3098%	0.000118077	\$32,256,298,540.69	0.99975	15	73
Average:	4.2443%	0.000116282	\$30,122,583,075.65	0.99974	16	76

TEXPOOL Prime

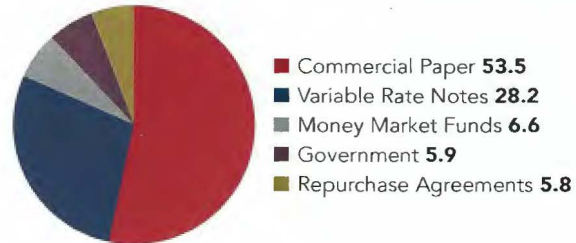
Portfolio by Maturity (%)

As of January 31, 2023



Portfolio by Type of Investment (%)

As of January 31, 2023



Portfolio Asset Summary as of January 31, 2023

	Book Value	Market Value
Uninvested Balance	\$918.34	\$918.34
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	17,949,743.44	17,949,743.44
Interest and Management Fees Payable	-43,839,562.08	-43,839,562.08
Payable for Investments Purchased	-223,530,729.17	-223,530,729.17
Accrued Expenses & Taxes	-16,235.85	-16,235.85
Repurchase Agreements	726,425,000.00	726,425,000.00
Commercial Paper	6,710,238,339.29	6,708,671,168.80
Mutual Fund Investments	830,153,483.22	829,943,055.05
Government Securities	738,827,197.38	738,892,341.50
Variable Rate Notes	3,523,000,000.00	3,525,212,567.45
Total	\$12,279,208,154.57	\$12,279,708,267.48

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	135	\$4,404,857,503.74
Higher Education	19	\$710,544,417.09
County	50	\$1,142,716,845.08
Healthcare	20	\$523,664,702.68
Utility District	50	\$573,298,094.26
City	92	\$2,666,536,310.70
Emergency Districts	22	\$56,494,142.21
Economic Development Districts	17	\$28,927,348.52
Other	70	\$2,172,033,594.24



TEXPOOL Prime

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
1/1	4.5015%	0.000123330	\$9,928,590,230.78	0.99988	17	56
1/2	4.5015%	0.000123330	\$9,928,590,230.78	0.99988	17	56
1/3	4.4166%	0.000121003	\$10,252,917,431.51	0.99994	14	51
1/4	4.4929%	0.000123094	\$10,902,814,700.08	0.99996	15	49
1/5	4.4892%	0.000122991	\$11,186,391,891.99	0.99996	16	49
1/6	4.4917%	0.000123061	\$11,177,726,695.13	0.99984	16	49
1/7	4.4917%	0.000123061	\$11,177,726,695.13	0.99984	16	49
1/8	4.4917%	0.000123061	\$11,177,726,695.13	0.99984	16	49
1/9	4.5025%	0.000123357	\$11,239,988,285.21	0.99998	14	56
1/10	4.5134%	0.000123656	\$11,272,798,751.85	0.99999	14	57
1/11	4.5128%	0.000123639	\$11,274,542,089.35	1.00000	14	60
1/12	4.5090%	0.000123533	\$11,297,759,588.12	0.99999	15	58
1/13	4.5125%	0.000123631	\$11,240,365,215.61	0.99983	16	59
1/14	4.5125%	0.000123631	\$11,240,365,215.61	0.99983	16	59
1/15	4.5125%	0.000123631	\$11,240,365,215.61	0.99983	16	59
1/16	4.5125%	0.000123631	\$11,240,365,215.61	0.99983	16	59
1/17	4.5225%	0.000123903	\$11,277,809,098.33	1.00003	14	56
1/18	4.5286%	0.000124072	\$11,357,388,215.68	1.00004	15	56
1/19	4.5333%	0.000124201	\$11,502,419,691.52	1.00005	15	57
1/20	4.5368%	0.000124296	\$11,499,727,665.58	0.99995	16	57
1/21	4.5368%	0.000124296	\$11,499,727,665.58	0.99995	16	57
1/22	4.5368%	0.000124296	\$11,499,727,665.58	0.99995	16	57
1/23	4.5437%	0.000124486	\$11,610,223,309.74	1.00006	14	53
1/24	4.5482%	0.000124608	\$11,698,028,022.63	1.00006	15	54
1/25	4.5409%	0.000124408	\$12,046,977,046.36	1.00006	15	53
1/26	4.5545%	0.000124780	\$12,259,010,249.07	1.00006	19	55
1/27	4.5429%	0.000124464	\$12,373,736,401.28	0.99992	20	55
1/28	4.5429%	0.000124464	\$12,373,736,401.28	0.99992	20	55
1/29	4.5429%	0.000124464	\$12,373,736,401.28	0.99992	20	55
1/30	4.5635%	0.000125028	\$12,411,800,113.94	1.00004	21	55
1/31	4.5817%	0.000125526	\$12,279,208,154.57	1.00005	23	60
Average:	4.5200%	0.000123837	\$11,414,267,427.42	0.99995	16	55



Regular Council Meeting Minutes

Tuesday, January 17, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

A reception was had at 6:00 P.M. to thank Susan Blevins for her service and dedication and to congratulate her on her retirement.

This meeting was held in person with remote attendees present.

1. CALL TO ORDER Mayor Buesinger called to order the Regular Council Meeting at 6:33 P.M.

1.A. Council Member Gordy gave the **Invocation**

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Bob Buesinger
Council Member Mike Gordy
Council Member Justin Crawford
Council Member Andy Carey
Mayor Pro Tem Paul Maddock
Council Member David Schwarz

Also Present: City Attorney Thomas Ramsey, Olson & Olson, City Engineer Him, HDR Engineering, Spring Valley Police Chief Schulze and Captain Lane, City Administrator Blevins, City Secretary Stephens and City Clerk Ray.

2. CITIZEN'S COMMENTS

Sharon Fink, Glourie Drive, said that the City is losing more trees than are replanted and would like to establish "Operation Acorn" as a proactive volunteer measure.

Robert Belt, Glourie Drive, expressed his appreciation for Administrator Blevins' work over the years and said she deserves several honorary titles.

Nancy Friedman Taub, Pine Chase Grove, said that she urges the council members to get involved in the decisions made by the Village Fire Commission regarding Fire Chief Foster.

Regina Giovannini, Glourie Drive, said that there has been a lack of clarity, direction, and feedback leading to unprofessional communication with the Fire Department.

Due to technical difficulties, additional citizens comments were not recorded.

3. REPORTS TO COUNCIL

- 3.A. **Police Report:** Captain Lane said that there were 246 calls for service, of which there were 164 business checks, 44 public relations, and 8 traffic stops.

Chief Schulze presented the Annual Racial Profiling Report for 2022.

- 3.B. **Building Official Report:** There were no outstanding items for discussion.

- 3.C. **Engineer's Report:** Engineer Him said that an inspection was done at 1310 Ridgeley Drive for an erosion control project that drew concern and it was determined that the drainage channel integrity has been maintained.

- 3.D. **Fire Commissioner's Report:** Mayor Buesinger said that the Fire Department fared well over the freeze and was able to let some extra staff members go home because of the light call volume. He stated that there was a fire caused by an overheated swimming pool pump.

Mayor Buesinger said that budget discussions for the department will begin soon. Council Member Gordy said that if a contingency fund is established then it should be limited to certain expenditures, and would like to hear the other cities' opinions.

4. DISCUSSION AND POSSIBLE ACTION

- 4.A. **Discussion and Possible Approval of Resolution Number 2023-241 approving Central Bank's Electronic Lockbox Payment Services for City Utility Customers**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.

Mirna Bonilla-Adams, Inframark, said that this request is to streamline the payment receiving process to Central Bank. She stated that this will be a sweep account to the City's existing utility account.

Mayor Pro Tem Maddock stated that the mail system is unreliable for payments. Council Member Gordy said that is made worse by the fees charged for an electronic payment. Mrs. Adams said that those fees are charged to them by the bank so they are passed on to the consumer.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

- 4.B. **Discussion and Possible Approval of Inframark's Request for a Rate Increase**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.

Mirna Bonilla-Adams, Inframark, said that they have not raised rates on the City's account for ten years and have been operating at a loss. She said the rates presented would allow them to break even.

Administrator Blevins said that the contract with Inframark has a 30-day option to cease services.

Councilmember Carey said that a comparison of providers is needed to determine if rates with Inframark are industry standard.

Mayor Buesinger asked what the time frame is for this approval? Mrs. Adams said there is no set timeframe to approve the rate increase. Council Member Schwarz asked Mrs. Adams to revisit the fees to find a middle ground.

Mayor Pro Tem Maddock amended the motion to postpone the agenda item until further research can be done.

4.C. **Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 828-2023 approving Amendment 1 of the FYE 2022 Budget**

Motion made by Council Member Schwarz, Seconded by Mayor Pro Tem Maddock.

Administrator Blevins said that the amendment includes intra-budgetary transfers and reclassifications to balance the line items. She stated that another amendment after the audit review is likely.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

4.D. **Discussion and Possible Approval of Amegy Credit Card for City Secretary Stephens with a Limit of \$2,000**

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Crawford.

Mayor Pro Tem Maddock asked if the credit limit was high enough for the staff's needs. Secretary Stephens said that the \$2,000 limit is sufficient and did not request an increase.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

4.E. **Discussion and Possible Approval of Paying Out a Portion of City Administrator Blevins' Unused Vacation/Sick Time**

Motion made by Council Member Schwarz, Seconded by Mayor Pro Tem Maddock.

Administrator Blevins said that she included one (1) month of her salary in the budget for January but still has vacation remaining and requested to use it for the month of February.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

5. CLOSED EXECUTIVE SESSION: The Council did not convene into executive session.

6. DISCUSSION

6.A. Discussion of Playground Equipment in Front Yards

Robert Byrne, Bridle Spur Lane, said that there is a basketball goal standing at the edge of the pavement and extending over the street. He stated that the cul-de-sac is already a tight turnaround and this makes access difficult for first responder vehicles. Mr. Byrne said that the goal is movable, but is heavy and not maneuverable by children.

Council Member Carey said that basketball goals should be separated from other items in the front yard, but also should not be placed in the right-of-way.

Nancy Friedman, Pine Chase Grove, said that the Planning and Zoning Committee has discussed this subject including corner lots that have an unfenced side yard that some of these items might also pertain to.

Council Member Schwarz said that he wants to see the City remain family-friendly and allow the use of outdoor spaces. He said that the definition of play equipment should not include "intended for use by children".

Diane Rager, Mallie Court, stated that some items can easily be moved, such as soccer goals, and might be considered temporary. She said that side yards should be a different conversation.

The council discussed reviewing the notes from the Planning and Zoning Committee and returning for more discussion.

6.B. Discussion of the Tree Ordinance

Administrator Blevins said that the main issue is that the permit fee does not cover the arborist inspection cost.

Council Member Gordy stated that an arborist can determine if a tree is dead, dying, or diseased, but a hazard is more difficult to assess. He stated that he is concerned with the option to remove any tree without health or safety issue.

Robert Byrne, Bridle Spur Lane, said that enforcement of the current ordinance is more important than changing the language. He stated that there are new construction projects which don't have the required tree count.

Mayor Pro Tem Maddock said that a neighbor was planning on removing a mature healthy tree to limit potential hazards, and would have been able to do so because he had the minimum required tree count without it.

A citizen said that some lots are heavily wooded and should not be punished with permit fees to remove trees.

Council Member Crawford said that there is no penalty in the current ordinance for failing to replant trees.

6.C. **Discussion of Fencing for Lift Station Generator**

Council Member Gordy asked about the airflow buffer requirement for the generator if a fence or gate were installed. Engineer Him said that the exhaust exits from the sides and back, and has not been able to find manufacturer specifications for the open area required for airflow.

Robert Byrne, Bridle Spur Lane, said that a perforated metal gate might be a solution, and suggested redirecting the exhaust to escape vertically.

Council Member Schwarz stated that wrought iron is an option, but if the idea is to hide the equipment an image wrap would suffice. Engineer Him advised to check if this voids the manufacturer's warranty.

7. REPORTS TO COUNCIL

- 7.A. **Mayor Buesinger's Report:** Mayor Buesinger thanked Administrator Blevins for her service to the City.
- 7.B. **City Administrator's Report:** The report was included in the packet.
- 7.C. **City Treasurer Report:** The report was included in the packet. The Council discussed the City's debt and future infrastructure planning.

8. CONSENT AGENDA

Motion made by Council Member Gordy, Seconded by Council Member Schwarz.

- 8.A. 2022 Racial Profiling Report
- 8.B. Disbursements
- 8.C. Minutes from the 12/20/2022 Regular Council Meeting
- 8.D. Check Registers
- 8.E. 4th Quarter Investment Report

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

9. ADDITIONAL COUNCIL COMMENTS

10. FUTURE AGENDA TOPICS

Items for further discussion are: Play Equipment, Inframark Rate Increase, Tree Ordinance, Capital Improvement Projects, Lift Station Generator Gate or Wrap

11. ANNOUNCEMENTS

Secretary Stephens said applications for a place on the general election ballot are available and the deadline to file is February 17th.

12. ADJOURNMENT

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Carey.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

The motion carried 5-0.

The meeting was adjourned at 9:03 P.M.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary

CITY OF HILSHIRE VILLAGE
Check Register
 For the Period From Jan 1, 2023 to Jan 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
ACH 01-03-23	1/3/23	SAFEbuilt, LLC	11114	3,250.00
ACH 1 01-03-23	1/3/23	Sprg. Valley GenFund- Police/Court	11114	50,736.75
ACH 2 01-03-23	1/3/23	Village Fire Department	11114	32,586.93
ACH 3 01-03-23	1/3/23	Villages Mutual Insurance Coop	11114	8,592.09
8890	1/5/23	USIC	11114	1,189.35
8891	1/5/23	Sanchez Landscaping	11114	320.00
Electronic 01-05-23	1/5/23	A T & T	11114	375.92
8892	1/5/23	ADT	11114	633.05
8893	1/11/23	Flores Tree Service	11114	1,000.00
ACH 01-11-23	1/11/23	Texas Municipal Retirement System	11114	2,421.73
ACH 01-13-23	1/13/23	Blevins, Susan N.	11114	3,296.73
ACH 2 01-13-23	1/13/23	Stephens, Cassandra L.	11114	1,989.70
ACH 3 01-13-23	1/13/23	Ray, Lisa	11114	1,257.75
8894	1/17/23	Amegy Bank	11114	496.48
8895	1/17/23	Flock Safety	11114	1,875.00
8896	1/17/23	Flock Safety	11114	1,875.00
8897	1/17/23	HDR	11114	5,710.67
8898	1/17/23	Olson & Olson, Attys at Law	11114	2,253.00
8899	1/17/23	Petty Cash	11114	45.40
8900	1/17/23	Susan Blevins	11114	300.00
8901	1/17/23	Robert Blevins	11114	300.00
8902	1/17/23	USIC	11114	687.18
8903	1/17/23	Justin Lane	11114	200.00
8904	1/18/23	Amegy Bank	11114	322.10
8905	1/18/23	OFFICE DEPOT	11114	61.53
8906	1/18/23	A T & T	11114	149.00
8907	1/18/23	Sanchez Landscaping	11114	345.00
8908	1/18/23	Hudson Energy Services LLC	11114	587.25
8909	1/18/23	GFL Environmental	11114	7,004.27
8910	1/20/23	Cary M. Moran	11114	240.00
ELECTRONIC 01-20-23	1/20/23	State Comptroller	11114	1,173.85
Electronic 01-20-23	1/20/23	Internal Revenue Service	11114	2,314.77
Electronic 01-24-23	1/24/23	Internal Revenue Service	11114	70.75
Electronic 01-27-23	1/27/23	Internal Revenue Service	11114	2,374.51
ACH 01-31-23	1/31/23	Blevins, Susan N.	11114	3,296.73
Item 7.C. -23	1/31/23	Stephens, Cassandra L.	11114	1,989.70

CITY OF HILSHIRE VILLAGE
Check Register
For the Period From Jan 1, 2023 to Jan 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
ACH 3 01-31-23	1/31/23	Ray, Lisa	11114	1,618.44
Total				142,940.63

CITY OF HILSHIRE VILLAGE - UTILITY FUND

Check Register

For the Period From Jan 1, 2023 to Jan 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4266	1/5/23	USIC Locating Services	11012	555.03
4267	1/5/23	A T & T	11012	445.47
4268	1/11/23	Hudson Energy Services LLC	11012	30.06
4269	1/11/23	Cityof Houston#7099-3004-0015	11012	18,357.91
4270	1/11/23	City of Houston, Public Wks	11012	8,252.25
4271	1/11/23	City of Hilshire Village	11012	15,464.72
4272	1/17/23	Amegy Bank	11012	62.75
4273	1/17/23	Texas Excavation Safety System, Inc	11012	8.55
4274	1/17/23	USIC Locating Services	11012	105.72
4275	1/27/23	Inframark, LLC	11012	2,000.00
Total				<u>45,282.46</u>