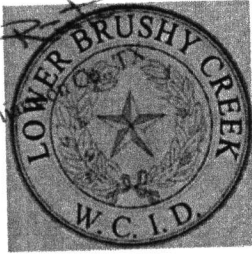


FILED FOR RECORD

1:40 SEP 05 2023

Nancy E. R.
County Clerk, Will



Regular Called Meeting of the Board of Directors

Edmond S Komandosky, President
Scott Ging, Vice President
Monica P Masters, Secretary/Treasurer
Allen R David, Director
Laine Holman, Director

LOWER BRUSHY CREEK WCID

Notice is hereby given for a regular called meeting of the Board of Directors of the Lower Brushy Creek WCID to be held on **Monday September 11, 2023 at 7:30 am** at the Greater Taylor Chamber of Commerce, 1519 North Main Street, Taylor, Texas 76574 for the purpose of considering the following agenda items. The Board of Directors will meet, consider, deliberate and may take action on all agenda items.

AGENDA

1. Welcome, Call to Order, and determination of a Quorum;
2. Citizens Communications - *an opportunity for the public to address the Board on agenda items or concerns not on the agenda (limited to 3 minutes each);*
3. Consider approval of Minutes for the *Regular Called Meeting Minutes of August 7, 2023;*
4. Consider approval of the following Financial Reports:
Account Register for July 2023 and
Account Register for August 2023;
5. Presentation by General Manager of Proposed FY 24 Budget and Tax Year 23 Tax Rate;
6. Consideration and approval of FY 24 Budget;
7. Consideration and approval of an Order Levying Taxes for the Tax Year 2023 at a rate of 1.6265 cents for each \$100.00 valuation of property;
8. Consideration and approval of Change Order No 2 to the O&M Agreement with TerraSol to remove the FY 22 Schedule for Unit Prices contained in the initial bid with FY22, FY23 and FY24 Schedule for Unit Prices, as attached, and the revised termination date for the contract will be September 30, 2024;

9. Consideration and approval of contract with Ancira Strategic Partners for Communications Services for FY24 for a not-to-exceed amount of \$12,000;
10. Consideration and approval of contract with RTS Connect for Communications Services for FY24 for a not-to-exceed amount of \$14,400;
11. Consideration and approval to enter into contract with K Friese and Associate for Professional Service Agreement for services for FY24 for a not-to-exceed amount of \$120,000;
12. Agency Reports;
13. Consideration and discussion of General Manager's report and update;
14. Executive Session as authorized by Section 551.072 (Deliberations regarding Real Property) of Chapter 551, Title 5 of the Texas Local Government Code: easements and land values associated with LBC Site 18 Upgrade Project;
15. Reconvene to open session to take action, if any, on matters discussed in the Executive Session;
16. Director's comments, and
17. Adjournment.

The Lower Brushy Creek Water Control & Improvement District Board of Directors reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed above, as authorized by Texas Local Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations regarding Real Property), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices, and 551.087 deliberations regarding Economic Development Negotiations.

CERTIFICATION

I certify that a copy of the September 11, 2023 agenda of items to be considered by the Board of Directors of the Lower Brushy Creek WCID was posted on September 6, 2023.

Sue Lilly, District Clerk

Minutes of the August 7, 2023
Meeting of the Board of Directors of the Lower Brushy Creek WCID

President Ed Komandosky called the Regular Meeting of the Board of Directors of the Lower Brushy Creek WCID to order at 7:33am on Monday August 7, 2023 and announced that a quorum was present. Board Members present included: Vice President Scott Ging, Secretary/Treasurer Monica Masters, Board Director Allen David and Board Director Laine Holman. Others present included General Manager Jim Clarno, PR Representative Richard Stone, District Attorney Mark Schroeder and District Clerk Sue Lilly.

There were no citizen's communications

General Manager, Jim Clarno, presented for consideration and approval the June 26, 2023 meeting minutes. A motion was made by Vice President Scott Ging to approve the meeting minutes as presented. The motion was seconded by Director Allen David and approved by a vote of 5-0.

Clarno presented for consideration and approval the following financial reports: Checking Account Register for June 2023, Financial Report for the 3rd quarter of FY 23 and the Investment Report for the 3rd quarter of FY 23. A motion was made by Director David to approve the financial reports as presented. The motion was seconded by Vice President Scott Ging and approved by a vote of 5-0.

Clarno presented a proposed FY 24 Budget and Tax Rate. The board unanimously agreed to the proposed FY 24 Budget and Tax Rate, as presented.

A Public Hearing was held regarding the proposed FY 24 Budget and Tax Rate. No action was taken.

Clarno presented for consideration and possible action to approve Budget Amendment No.1 for FY 23. A motion was made by Secretary/Treasurer Monica Masters to approve the Budget Amendment No.1 for FY 23 as presented. The motion was seconded by Director David and approved by a vote of 5-0.

Clarno presented for consideration and possible action to approve the General Manger to enter into an agreement with Maxwell, Locke and Ritter, LLC to perform auditing services for FY 23 for a not-to-exceed amount of \$10,500. A motion was made by Director David to approve the General Manager to enter into an agreement with Maxwell, Locke and Ritter, LLC to perform auditing services for FY 23 as presented. The motion was seconded by Director Laine Holman and approved by a vote of 5-0.

Clarno presented for consideration and possible action to approve the General Manager to enter into a Joint Funding Agreement with U.S. Geological Services to maintain five (5) rainfall/water level gauges in the amount of \$41, 250. A motion was made by Vice President Ging to approve the Joint Funding Agreement with U.S. Geological Services to maintain five (5) rainfall/water level gauges as presented. The motion was seconded by Director David and approved by a vote of 5-0.

There were no Agency Reports.

Clarno presented the General Manager's Report and updates.

President Komandosky opened an Executive Session at 8:26a, as authorized by Section 551.072 (Deliberations regarding Real Property) of Chapter 551, Title 5 of the Texas Local Government Code; easements and land values associated with LBC Site 18 Upgrade Project. No action was taken.

President Komandosky announced a reconvening to open session at 9:00a. No action was taken.

There were no Directors comments.

There being no further business, the meeting was adjourned without objection at 9:01 am.

Respectfully submitted:

Monica P Masters
Secretary

Lower Brushy Creek WCID FY 23 Account Register for the period ending July 2023

Balance as of 07/01/23					
					\$522,062.06
				TexPool Acct (General Fund)	\$207,973.98
				TexPool Acct (Rainy Day Fund)	\$80,360.88
				City National Bank	
				Total Funds Available	\$810,396.92
Income					
				various	\$2,230.65
				TexPool (General Fund)	\$30,000.00
				07/21/23	Transfer TexPool to Checking
				07/31/23	TexPool (General Fund)
				Interest Posted	\$2,229.90
				07/31/23	TexPool (Rainy Day Fund)
				Interest Posted	\$905.01
				Total Income	\$35,365.56
Expenses					
				07/05/23	2072 TerraSol
				Site 31 Rehab	\$22,900.00
				07/06/23	2073 CP&Y Inc.
				Site 18 Survey	\$22,785.00
				07/06/23	2077 Allen David
				Directors Fees	\$300.00
				07/06/23	Rocketlaw
				Debit Card Purchase	\$39.99
				07/07/23	2078 Laine Holman
				Directors Fees	\$300.00
				07/14/23	2075 Scott Ging
				Directors Fees	\$200.00
				07/14/23	2076 Monica Masters
				Directors Fees	\$200.00
				07/14/23	2079 Victor Insurance Managers Inc
				Insurance Policy Fees	\$452.00
				07/17/23	2074 Ed Komandosky
				Directors Fees	\$300.00
				07/18/23	2080 Heritage Office Suites
				Office Rental	\$1,079.40
				07/21/23	Transfer from Checking to TexPool
				07/24/23	2086 Clark Jackson PC
				Accounting Services	\$400.00
				07/26/23	2084 Freese & Nichols
				Task Order 7 & 9 (EAP and Fencii	\$6,230.50
				Total Expenses	\$85,186.89
Balance as of 7/31/2023					
				TexPool Acct (General Fund)	\$496,522.61
				TexPool Acct (Rainy Day Fund)	\$208,878.99
				City National Bank Acct	\$55,173.99
				Total Funds Available	\$760,575.59
Prepared 08/18/2023					

Lower Brushy Creek WCID FY 23 Account Register for the period ending August 2023

Balance as of 08/01/23							
					\$496,522.61		
				TexPool Acct (General Fund)	\$208,878.99		
				TexPool Acct (Rainy Day Fund)	\$55,173.99		
				City National Bank			
				Total Funds Available	\$760,575.59		
Income							
				various	TexPool (General Fund)	\$5,408.62	
				08/04/23	Transfer TexPool to Checking	\$40,000.00	
				08/28/23	TSSWCB	Site 30 Fencing	\$32,108.79
				08/28/23	TSSWCB	Site 3 Fencing	\$37,769.97
				08/28/23	TSSWCB	Site 31 Fencing	\$54,172.44
				08/31/23	TexPool (General Fund)	Interest Posted	\$2,092.47
				08/31/23	TexPool (Rainy Day Fund)	Interest Posted	\$941.10
					Total Income	\$172,493.39	
Expenses							
				08/01/23	2083 Clarno Consulting LLC	General Managers Fees	\$6,500.00
				08/01/23	2088 A to Z Fence Co	Site 30 Fencing	\$32,259.80
				08/02/23	2085 TerraSol	Summer Mowing	\$14,494.20
				08/02/23	2087 RTS Connect	Communications Consulting	\$1,200.00
				08/04/23	Transfer from TexPool to Checking		\$40,000.00
				08/07/23	Rocketlaw	Debit Card Purchase	\$39.99
				08/11/23	2082 Ancira Strategic Partners	Communications Consulting	\$1,000.00
				08/11/23	2093 Clark Jackson PC	Accounting Services	\$400.00
				08/15/23	2090 TerraSol	Mowing- Task Order #5 Balance	\$8,034.72
				08/15/23	2091 Heritage Office Suites	Office Rental	\$1,028.00
				08/17/23	2081 Sue Lilly	District Clerk Services (June)	\$340.00
				08/28/23	2095 CP&Y Inc	Site 18 Easement Survey	\$3,922.50
				08/29/23	2094 Sue Lilly	District Clerk Services (July)	\$360.00
				08/29/23	2096 Freese & Nichols	Refencing Projects	\$2,712.07
				08/29/23	2097 RTS Connect	Communications Consulting,GoDaddy, Microsoft 365 Web Services	\$2,077.40
					Total Expenses	\$114,368.68	
Balance as of 8/31/2023							
						\$464,023.70	
				TexPool Acct (General Fund)		\$209,820.09	
				TexPool Acct (Rainy Day Fund)		\$144,856.51	
				City National Bank Acct			
				Total Funds Available		\$818,700.30	
Prepared 09/05/2023							

LOWER BRUSHY CREEK WCID
FY 24 DRAFT BUDGET
As of 9/5/23

BUDGET SUMMARY	FY 22 Budget (As amended)	FY 23 Budget (Approved)	FY 24 Budget (Draft)
<u>INCOME</u>			
Property Tax Income	\$570,000.00	\$730,000.00	\$825,000.00
TSSWCB ¹ Maintenance Grants	\$21,000.00	\$220,105.00	\$76,000.00
TSSWCB ¹ Repair Grants	\$208,477.50	\$0.00	\$0.00
TSSWCB ¹ Rehabilitation/Upgrade Grants	\$3,815,532.00	\$0.00	\$0.00
Transfer from General Fund surplus		\$150,000.00	\$225,000.00
Other Income	\$600.00	\$6,000.00	\$30,000.00
TOTAL INCOME	\$4,615,609.50	\$1,106,105.00	\$1,156,000.00
<u>EXPENSES</u>			
Administrative	\$216,900.00	\$210,200.00	\$249,000.00
Engineering	\$215,000.00	\$310,564.00	\$259,250.00
Dam Maintenance	\$250,000.00	\$515,900.00	\$240,000.00
Dam Repairs	\$214,000.00	\$50,000.00	\$275,000.00
Dam Rehabilitation/Upgrade	\$3,790,000.00	\$0.00	\$125,000.00
TOTAL EXPENSES	\$4,685,900.00	\$1,086,664.00	\$1,148,250.00
SURPLUS/DEFICIT (09/30/24)	-\$70,290.50	\$19,441.00	\$7,750.00

GENERAL NOTES REGARDING THE PROPOSED FY 24 BUDGET

Income

- Assessed valuation (AV) is increased from \$4.4 to \$5.1 billion
- Property tax rate is decreased from 1.7374 to 1.6265 cents per \$100 AV

Expenses

Administrative expenses

- Does not include any new full time or part time employees
- Includes possible election costs

Engineering expenses

- Includes engineer to oversee maintenance and minor projects
- Includes budget for annual update of Emergency Action Plan
- Does not include any new USGS water level/rain gauges

Dam maintenance, repair and rehabilitation

- Includes major repairs at Sites 3, 10 and 30 - repair spillway pipe, reshape and rip-rap plunge pool
- No new major projects are scheduled to be funded by the TSSWCB in FY 24

Notes:

1. TSSWCB is the Texas State Soil and Water Conservation

LOWER BRUSHY CREEK WCID
FY 24 DRAFT BUDGET
As of 9/5/23

ADMINISTRATIVE INCOME AND EXPENSES	FY 22 Budget (As amended)	FY 23 Budget (Approved)	FY 24 Budget (Draft)
ADMINISTRATIVE INCOME			
Property Tax Income	\$570,000.00	\$730,000.00	\$825,000.00
Other Income			
Permits, fees and interest	\$600.00	\$6,000.00	\$30,000.00
Total Other Income	\$600.00	\$6,000.00	\$30,000.00
TOTAL ADMINISTRATIVE INCOME	\$570,600.00	\$736,000.00	\$855,000.00
ADMINISTRATIVE EXPENSES			
Administrative/Engineering Expenses			
General Manager (incl accounts payable)	\$72,000.00	\$72,000.00	\$72,000.00
District Clerk	\$15,000.00	\$15,000.00	\$15,000.00
Directors Fees (12 regular + 3 special meetings)	\$7,500.00	\$7,500.00	\$7,500.00
Professional Services - Accounting	\$4,800.00	\$4,800.00	\$5,400.00
Professional Services - Auditing	\$15,500.00	\$16,000.00	\$10,500.00
Professional Services - Communciations / Consulting Fees	\$18,000.00	\$25,000.00	\$27,000.00
Professional Services - Communciations / Other expenses		\$8,000.00	\$4,000.00
Professional Services - Legal	\$12,000.00	\$15,000.00	\$20,000.00
Advertising/Legal Notices	\$6,000.00	\$10,000.00	\$10,000.00
Bonds/Insurance	\$2,000.00	\$2,200.00	\$2,000.00
Dues/Subscriptions/Prof Development	\$2,500.00	\$3,000.00	\$2,000.00
Meals/Entertainment	\$500.00	\$750.00	\$2,000.00
Office - Rental/deposits	\$10,000.00	\$14,000.00	\$14,000.00
Office - Furniture/equipment	\$1,000.00	\$500.00	\$500.00
Office - Supplies	\$2,500.00	\$2,500.00	\$1,500.00
Postage/PO Box/Delevery Charges	\$600.00	\$600.00	\$500.00
Travel/Mileage	\$6,400.00	\$6,500.00	\$6,500.00
Website	\$2,400.00	\$1,200.00	\$1,200.00
Williamson Central Appraisal District	\$4,000.00	\$4,500.00	\$4,500.00
Williamson County - Election Office	\$20,000.00	\$0.00	\$25,000.00
Williamson County - Tax Collector/Assessor	\$5,200.00	\$5,400.00	\$6,000.00
Misc. (5% contingency)	\$21,000.00	\$10,750.00	\$11,900.00
TOTAL ADMINISTRATIVE EXPENSES	\$216,900.00	\$210,200.00	\$249,000.00
ENGINEERING EXPENSES			
Professional Services - Engineering/Surveying			
General - KFA	\$0.00	\$0.00	\$120,000.00
General - FNI (incl map updates)	\$0.00	\$5,000.00	\$4,000.00
Inspection of all dams (incl principal spillways)	\$30,000.00	\$25,000.00	\$30,000.00
Breach maps for rehabilitated sites	\$75,000.00	\$45,214.00	\$0.00
Emergency Action Plan annual update	\$30,000.00	\$46,600.00	\$4,000.00
Structural Repairs - principal spillways/plunge pools			\$45,000.00
Other (fencing and repairs)	\$40,000.00	\$40,000.00	\$15,000.00
Total Engineering/Surveying	\$175,000.00	\$161,814.00	\$218,000.00
Professional Services - USGS			
Gauge installation (none in FY 24)	\$40,000.00	\$140,500.00	\$0.00
Gauge maintenance (5 in FY 24)		\$8,250.00	\$41,250.00
Total USGS	\$40,000.00	\$148,750.00	\$41,250.00
TOTAL ENGINEERING SERVICES	\$215,000.00	\$310,564.00	\$259,250.00

LOWER BRUSHY CREEK WCID
FY 24 DRAFT BUDGET
As of 9/5/23

GRANT INCOME AND PROJECT EXPENSES	FY 22 Budget (As amended)	FY 23 Budget (Approved)	FY 24 Budget (Draft)
<u>GRANT INCOME</u>			
TSSWCB¹ Maintenance Grants			
Maintenance (90% state/10% local)	\$20,000.00	\$194,310.00	\$72,000.00
Maintenance (5% admin fee)	\$1,000.00	\$25,795.00	\$4,000.00
Total TSSWCB Maintenance Grants	\$21,000.00	\$220,105.00	\$76,000.00
TSSWCB¹ Repair Grants			
Sites 12 & 22 - construction ² (95% state/5% local)	\$199,500.00		
Sites 12 & 22 - project management/land rights (4.5% of const)	\$8,977.50		
Total TSSWCB Repair Grants	\$208,477.50	\$0.00	\$0.00
TSSWCB¹ Rehabilitation/Upgrade Grants			
Site 20 - rehabilitation (100% federal and state/0% local)			
Site 20 - project management/land rights (100% grants/0% local)			
Site 18 - upgrade to High Hazard ^{3,4} (98% state/2% local)	\$3,704,400.00		
Site 18 - project management/land rights (3.0% of const)	\$111,132.00		
Total TSSWCB Rehabilitation/Upgrade Grants	\$3,815,532.00	\$0.00	\$0.00
TOTAL GRANT INCOME	\$4,045,009.50	\$220,105.00	\$76,000.00
<u>PROJECT EXPENSES</u>			
Dam Maintenance			
Grant funded maintenance (incl 10% match)	\$20,000.00		\$80,000.00
Grant funded fence replacements (incl 10% match)	\$0.00	\$215,900.00	\$0.00
Other (non-grant funded maintenance and fencing)	\$230,000.00	\$300,000.00	\$160,000.00
Total Dam Maintenance	\$250,000.00	\$515,900.00	\$240,000.00
Dam Repairs			
Site 12/22 - construction ² (incl 5% local match)	\$210,000.00		
Site 12/22 - project management/legal/land rights	\$4,000.00		
Site 3/10/20 - repair principal outlet pipe and plunge pool (3 sites)			\$225,000.00
Other (non-grant funded repairs)		\$50,000.00	\$50,000.00
Total Dam Repairs	\$214,000.00	\$50,000.00	\$275,000.00
Dam Rehabilitation			
Site 18 - upgrade to high hazard stds ^{3,4} (incl 2% match)	\$3,780,000.00		
Site 18 - project management/legal/land rights	\$10,000.00		\$0.00
Site 18 - land rights (appraisal, survey, acquisition)			\$125,000.00
Total Dam Rehabilitation/Upgrade	\$3,790,000.00	\$0.00	\$125,000.00
TOTAL PROJECT EXPENSES	\$4,254,000.00	\$565,900.00	\$640,000.00

Notes:

1. TSSWCB is the Texas State Soil and Water Conservation Board
2. Repairs to Sites 12 and 22 were completed in the fall of 2021
3. Upgrade (rehabilitation) of Site 18 was completed in the spring of 2022
4. No new major projects are scheduled to be funded by the TSSWCB in FY 24

**LOWER BRUSHY CREEK WCID
 FY 24 DRAFT BUDGET
 As of 9/5/23**

**Williamson Central Appraisal District
 Tax Year 2024 Certified Appraisal Roll Information
 As of July 31, 2023**

Lower Brushy Creek WCID FY 23 Tax Rate		0.016265
	Total taxable value within Lower Brushy Creek WCID	Property Tax Revenue
Total Certified Taxable Assessed Valuation (100% Receivable)	\$5,033,428,283	\$818,687
Total Taxable Valuation still being evaluated by Williamson Central Appraisal Board Review (Estimated 75% Receivable)	\$119,470,537	\$14,574
Maximun Expected FY 24 Tax Revenue		\$833,261

Recommended

\$825,000.00

**ORDINANCE #2023-01
ORDER**

**AN ORDER LEVYING TAXES FOR THE TAX YEAR 2023 FOR THE
MAINTENANCE AND OPERATION OF THE LOWER BRUSHY CREEK
WATER CONTROL & IMPROVEMENT DISTRICT**

BE IT ORDERED BY THE BOARD OF THE LOWER BRUSHY CREEK WATER CONTROL & IMPROVEMENT DISTRICT:

I.

That there is hereby levied and there shall be collected for the maintenance and operation of the LOWER BRUSHY CREEK WATER CONTROL & IMPROVEMENT DISTRICT, for the Tax Year 2023, upon all property within the corporate limits of said District subject to taxation, real, personal, and mixed, a tax rate of 1.6265 cents on each One Hundred Dollars (\$100.00) valuation of property. THIS TAX WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES (FOR MAINTENANCE AND OPERATIONS) ON A \$235,772 HOME BY APPROXIMATELY \$44.23 AND A PERCENTAGE OF INCREASE OF APPROXIMATELY 7.96%.

II.

The Board hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Order was adopted was posted and that such meeting was open to the public as required by law at all time during which this Order and the subject matter hereof was discussed, considered, and formally acted upon as required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended.

READ and APPROVED on this the 11th day of September 2023.

By:

Edmond S. Komandosky
Board President

ATTEST:

By:

Monica P. Masters
Board Secretary

DRAFT

**LOWER BRUSHY CREEK WCID
FY 22 ANNUAL OPERATION, MAINTENANCE AND RELATED SERVICES
Modification/Change Order No. 2**

Date: September 11, 2023
Contract Number: LBC-FY22-01
Location: Williamson County, Texas

BACKGROUND

The OWNER and the CONTRACTOR entered into a Contract for **FY 22 ANNUAL OPERATION, MAINTENANCE AND RELATED SERVICES** on October 18, 2021, and

Said Contract allows for an extension of the terms and conditions of said Contract for a second year if both parties agree upon an updated Schedule for Unit Prices, and

The OWNER and the CONTRACTOR agreed to a 5% increase in the Unit Prices for FY 23 and

The OWNER and the CONTRACTOR have agreed to a 5% increase in the Unit Prices for FY 24.

DESCRIPTION OF MODIFICATION

1. Remove the FY 22 Schedule for Unit Prices contained in the Contractor's bid and replace with the attached FY 22, FY 23 and FY 24 Schedule for Unit Prices.
2. The OWNER will compensate the CONTRACTOR using the FY 24 Schedule for any work performed during FY 24, and
3. The revised termination date for the contract will be September 30, 2024.

APPROVAL OF MODIFICATION/CHANGE ORDER No. 2

TerraSol, LLC (Contractor)



Signature

Ryan Hall / Owner

Name/Title

08/10/2023

Date

Lower Brushy Creek WCID (Owner)

James R. Clarno, P.E.
General Manager

Date

LOWER BRUSHY CREEK WCID
FY 22 ANNUAL OPERATION, MAINTENANCE AND RELATED SERVICES
Modification/Change Order No. 2

Item No	Work or Material	Quantity	Units	TerraSol LLC 1305 Sloan Street Taylor, TX 76574. FY 22 Unit Prices		TerraSol LLC 1305 Sloan Street Taylor, TX 76574 FY23 Unit Prices		TerraSol LLC 1305 Sloan Street Taylor, TX 76574 FY24 Unit Prices	
				Unit Price	Total	Unit Price	Total	Proposed Unit Price	Total
01-01	TSSWCB Code 1.01C - Removal of undesirable vegetation (mowing or shredding)	600	Acres	\$58.00	\$34,800.00	\$60.90	\$36,540.00	\$63.95	\$38,367.00
01-02	TSSWCB Code 1.01B - Removal of large woody brush or other undesirable vegetation (mechanical)	20	Acres	\$200.00	\$4,000.00	\$210.00	\$4,200.00	\$220.50	\$4,410.00
01-03	TSSWCB Code 1.01A - Removal of small woody brush or other undesirable vegetation (spot spraying)	50	Acres	\$40.00	\$2,000.00	\$42.00	\$2,100.00	\$44.10	\$2,205.00
01-04	TSSWCB Code 1.05 - Herbicide and fertilizer application to establish desirable vegetative cover	300	Acres	\$210.00	\$63,000.00	\$220.50	\$66,150.00	\$231.53	\$69,457.50
01-05	TSSWCB Code 1.05 - No-till seeding to establish desirable vegetative cover	50	Acres	\$85.00	\$4,250.00	\$89.25	\$4,462.50	\$93.71	\$4,685.63
01-06	Removal of debris on front slopes, repair soil erosion and other required work (allowance)	Various	As directed	Time & Material	\$30,000.00	Time & Material	\$30,000.00	Time & Material	\$50,000.00
Total Bid					\$138,050.00		\$143,452.50		\$169,125.13

Proposed unit price based on last years price plus 5%

CONSULTING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into on the 1st day of September, 2023 between Ancira Strategic Partners, LLP (Ancira), a Texas entity, having its principal place of business at 1122 Colorado St., Suite 107, Austin, Texas 78701 and Lower Brushy Creek Water Control and Improvement District.

Lower Brushy Creek WCID (herein after referred to as "Client") hereby retains Ancira Strategic Partners, LLP. (herein after "Ancira" or "Consultant") to provide political and legislative consulting services, as more fully described below, on the following terms and conditions:

1. Term. The period of this Agreement is from September 1, 2023 through August 31, 2025. Thereafter, this Agreement may be extended by mutual written agreement of the parties.
2. Fees and Expenses. For its services under this Agreement, Ancira shall be entitled to a monthly fee of \$1,000.

Ancira will invoice Client on the first day of each month during the term of this agreement. Any additional expenses incurred by Ancira will only be reimbursed with prior authorization from Client. Client will reimburse Ancira for any applicable mileage due to its performance under this Agreement. Such expenses and fees shall be due and payable by Client upon receipt of the monthly invoice.

3. Services. Ancira will provide the following services under this Agreement:
 - a) In conjunction with Client's staff, and other Client consultants, develop a plan to educate elected or appointed state officials regarding Client legislative issues, priorities and positions before and during the 89th Legislative Session. Additionally, Consultant will work with Client staff to
 - a. Arrange meetings with identified legislative members and staff to explain Client positions and develop an increased capacity for support of Client priorities and positions.
 - b. Conduct periodic reviews of the status of these efforts.

It is understood and agreed that Ancira will not make representations or statements on behalf of Client without prior direction or consent from Client staff.

- b) At the direction of Client, represent Client in its dealings with various state agencies and elected officials, as well as other professional and advocacy organizations. Provide analysis of actions and decisions that impact Client and its interests.
 - c) Assist in negotiations and efforts to provide additional appropriations for the various programs at Lower Brushy Creek WCID.
 - d) Monitor, attend and/or testify at meetings or hearings of administrative or legislative bodies considering proposed legislation, rules, or other decisions identified by Client.
 - d) Provide reports and analysis to Client on the actions of the legislature, legislative committees, the Governor's office, and other administrative agencies. Provide trainings and presentations throughout the year as determined by Client.
4. Independent Contractor Relationship. Ancira is an independent contractor and not an employee of Client under this Agreement. No employment relationship is intended or created under this Agreement. In the event legal opinions or financial analyses become necessary, the decision to seek further professional opinions shall rest solely with Client.
 5. Confidentiality. The parties acknowledge that in the course of this Agreement Client will share with Ancira various information relating to legislative and regulatory matters of concern to Client. Ancira agrees that its employees and affiliates will maintain all such information in the strictest of confidence and will authorize the dissemination of such information only for the purposes of this Agreement.
 6. Compliance with Law. Ancira agrees to perform its obligations under this Agreement in compliance with all applicable laws and will advise Client of any regulatory filings or other actions legally required of Client by virtue of this Agreement, if any.
 7. Registration of and Fees Allocable to "Lobby Activities". Ancira represents that Ancira personnel will register lobby activities on behalf of Client with the Texas Ethics Commission. Client understands that the Texas ethics law and rules adopted by the Texas Ethics Commission (the "Ethics Rules") require Ancira to report compensation or reimbursement paid to it for the purpose of directly communicating with members of the legislative or executive branch, and that the Ethics Rules provide that a registrant receiving compensation or reimbursement for purposes other than lobby activities may reasonably determine the amount of compensation attributable to lobby activities and report only that amount.

9. **Entire Agreement: Amendments.** This Agreement constitutes the full Agreement between the parties. The invalidity of any part of this Agreement shall not affect the remaining parts thereof. Any amendment to this Agreement shall not be effective unless the same is set forth in writing, and signed by both parties.
10. **Termination.** This Agreement shall terminate upon the expiration of its term in accordance with Section 1 above. Either party may terminate this Agreement by providing notice in writing thirty days prior to the date of termination.
11. **Conflicts of Interest.** Ancira agrees not to accept any employment that would conflict with the interest of Client on legislative and/or regulatory matters; should any conflict arise between Client and Consultant relating to legislation, the matter will be settled to the satisfaction of Client.
12. **Limitation of Representation.** Client understands and agrees that Ancira's representation is limited to the area of governmental relations.
13. **Marketing Opportunities.** Client and Ancira mutually agree that Client may use the firm's name and description of the professional services provided pursuant to this Agreement in communicating with its members and encouraging their participation in programs and services offered by Client.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives as of the date first above written.

Lower Brushy Creek WCID

(signature)

By:

Date: _____, 2023

ANCIRA STRATEGIC PARTNERS, LLP

(signature)

By:

Date: _____, 2023

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made between the Lower Brushy Creek Water Control and Improvement District ("District") and RTS Connect LLC ("Consultant") for the rendering of professional communication consulting services related to the District, collectively referred to as ("Parties").

TERMS

TERMS. This Contract is effective upon execution through September 31, 2024. It may be renewed at the expiration of this Contract upon the written consent of both Parties. Either party may terminate this Contract at any time prior to its expiration upon thirty (30) days' advance written notice.

SCOPE. Consultant, by and through its employees and agents, agrees to act as consultant with respect to public and media relations, marketing strategy, consulting on transparency efforts, and messaging related to the District. The District and Consultant shall collaborate on and adjust specific Scope of Work and Deliverable details periodically (see below "General Scope of Work").

COMPLIANCE WITH LAWS. Consultant agrees to comply with all applicable laws and regulations.

PRICE. The District will pay to Consultant a retainer of \$1,200 (1,200 and No/100 Dollars) for each calendar month during the term of this Contract. The first such payment becomes due within ten (10) days following the execution of this agreement and subsequent payments are to become due on the first day of each month thereafter. Should, in Consultant's opinion, the District require activity outside the agreed upon Scope of Work, the District and Consultant shall negotiate the cost and scope of the additional work in advance. In the event this Contract is terminated prior to the expiration of its term as set forth in paragraph 1, the retainer shall be pro-rated as of the date of termination.

CONFIDENTIALITY. The information furnished by the District to Consultant shall be treated as confidential and Consultant shall not disclose such information to any other person except as is consistent with the scope of Consultant's services as contemplated herein or as the District may otherwise consent.

CONFLICTS OF INTEREST. By executing this Contract, the District recognizes that the representation of the District is not exclusive to the representation of other clients by Consultant. At the making of this Contract, Consultant warrants that no actual conflicts exist between the interests of the District and any other existing clients. To the extent that any conflict arises between the interests of the District and any other client or potential clients, both Parties agree that Consultant shall notify and consult with the District regarding any actual conflict that would, in the judgment of Consultant, affect his ability to discharge his obligations as consultant to the District. Upon such consultation and determination of the existence of an actual conflict regarding any other client, Consultant agrees to accord priority to the interests of the District and reject representation of any other party that would lead to a conflict unless the District consents in writing. Consultant, its employees and agents shall at all times maintain the highest ethical standards in the performance of the services hereunder for the District.

GOVERNANCE; WAIVER OF JURY. This Contract shall be governed by the laws of the State of Texas. To the fullest extent permitted by law, each of the Parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this Contract. Each Party further waives any right to consolidate any action in which a jury trial cannot be or has not been waived.

ENTIRE AGREEMENT. This Contract constitutes the entire Contract and understanding between the Parties, and any amendment thereto shall be in writing signed by both Parties.

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BINDING EFFECT. This Contract shall be binding on and inure to the benefit of the Parties, their respective successors and assigns as allowed in this Contract. No other persons or entities may enforce this Contract or claim any benefits under this Contract except as allowed by this Contract. There are no oral agreements between the Parties hereto with respect to the subject matter hereof.

ASSIGNMENT. The Parties shall not assign this Contract or all or any part of its rights and obligations arising under this Contract except as allowed by this Contract.

NOTICE. Any notice required or permitted to be delivered hereunder shall be deemed received (i) three (3) business days after deposit into the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the party at the address set forth below; or (ii) on the day actually received if sent by courier or otherwise hand delivered.

If intended for the District, to: Attn: JAMES CLARNO, General Manager
Lower Brushy Creek Water Control and Improvement District
500 W. University Avenue, Suite C
Georgetown, Texas 78626

If intended for the RTS Connect, LLC: Attn: RICHARD STONE, Principal Consultant
RTS Connect, LLC
1306 Cecelia Street
Taylor, Texas 76574

INTERPRETATION. Regardless of which party prepared the initial draft of this Contract, this Contract shall, in the event of any dispute, however its meaning or application, be interpreted fairly and reasonably and neither more strongly for or against any party.

APPLICABLE LAW. This Contract is made, and shall be construed and interpreted, under the laws of the State of Texas and venue shall be in the State courts of Williamson County, Texas.

SEVERABILITY. In the event any provisions of this Contract are illegal, invalid or unenforceable under present or future laws, and in that event, it is the intention of the Parties that the remainder of this Contract shall not be affected. It is also the intention of the Parties of this Contract that in lieu of each clause and provision that is found to be illegal, invalid or unenforceable, a provision be added to this Contract which is legal, valid or enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

PARAGRAPH HEADINGS. The paragraph headings contained in this Contract are for convenience only and will in no way enlarge or limit the scope or meaning of the various and several paragraphs.

NO THIRD-PARTY BENEFICIARIES. This Contract is not intended to confer any rights, privileges or causes of action upon any third-party.

NO JOINT VENTURE. It is acknowledged and agreed by the Parties that the terms of this Contract are not intended to and shall not be deemed to create any partnership or joint venture among the Parties.

COUNTERPARTS. The Parties agree that this Contract may be executed in multiple counterparts which, taken together, shall form the Contractual agreement of the Parties.

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AUTHORITY. The person signing this Contract warrants that he is authorized to sign this Contract on behalf of the respective signatory.

GENERAL SCOPE OF WORK

Establish a reputation for transparency (media relations).

Place articles in local media, on the District's website and on social media that detail routine District business including time and place of all District meetings; items to be discussed/action to be contemplated; report the results of District meetings; promote District board elections; detail budgets; and announce budget hearings.

Deliverables:

Place agendas, agenda packets, meeting announcements, budgets, budget explainers, and articles detailing the result of meeting action items on the District's website, linked to the District's social media channels. Submit press releases as needed to local press (Taylor Press). Submit budget explainer press release to same.

Tell the District's story (public relations).

Show how the district is spending tax dollars; illustrate how tax revenue is leveraged for grant funding; create high profile events around board elections, check presentations, ribbon cuttings for completed projects. Take the Story on the road to government, civic club and chamber meetings, at local business expos, festivals and anywhere else the District can capture attention and increase visibility.

Deliverables:

- Prepare print advertising, videos, brochures and other collateral as needed.
- Plan and execute one high profile event each year.
- Oversee production of required assets (video, photography, map enlargements, printed media, etc.) for use online and in person, and monitor the overhaul of the District's website for a more satisfactory user experience.
- Build social media audience through postings.

AGREED AND ACCEPTED:
LOWER BRUSHY CREEK WCID

By: JAMES CLARNO, General Manager

Date:

and

RTS CONNECT LLC

By: RICHARD STONE, Principal Consultant

Date:

TERMS AND CONDITIONS

5. COMPENSATION: Direct personnel expenses shall be defined as: the cost of salaries and fringe benefit costs related to vacation, holiday, and sick leave pay; contributions for Social Security, Workers' Compensation Insurance, retirement benefits, and medical and insurance benefits; unemployment and payroll taxes; and other allowed benefits of those employees directly engaged in the performance of the requested service.

Reimbursable costs include: fees of Professional Associates (whose expertise is required to complete the project) and out-of-pocket expenses, the cost of which shall be charged at actual costs plus an administrative charge of 10% and shall be itemized and included in the invoice. Typical out-of-pocket expenses shall include, but not be limited to, travel expenses (lodging, meals, etc.) job-related mileage at the prevailing Company rate, long distance telephone calls, courier, printing and reproduction costs, and survey supplies and materials. In the event the requested service involves the use of special equipment an additional direct charge shall be made for the use of this equipment.

It is understood and agreed that KFA services under this Agreement are limited to those described in Item 2 hereof (and Attachment A if applicable) and do not include participation in or control over the operation of any aspect of the project. Compensation under this Agreement does not include any amount for participating in or controlling any such operation. The scope of services under this Agreement will not change without the written consent of KFA, and if the scope of services increase, the compensation payable to KFA shall be equitably increased as well.

6. INVOICE PROCEDURE AND PAYMENT: KFA shall submit invoices to the Client for work accomplished during each calendar month. For services provided on a Lump Sum basis, the amount of each monthly invoice shall be determined on the "percentage of completion method" whereby KFA will estimate the percentage of the total work (provided on a Lump Sum basis) accomplished during the invoicing period. Monthly invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for Professional Associates and reimbursable costs. Such invoices shall be submitted by KFA as soon as possible after the end of the month in which the work was accomplished and shall be due and payable by the client upon receipt.

The Client, as owner or authorized agent for the owner, hereby agrees that payment as provided herein will be made for said work within 30 days from the date the invoice for same is mailed to the Client at the address set out herein or is otherwise delivered, and, in default of such payment, hereby agrees to pay all costs of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. The Client hereby acknowledges that unpaid invoices shall accrue interest at the maximum rate allowed by law after they have been outstanding for over 30 days. KFA reserves the right to suspend all services on the Client's project without notice, and/or to terminate this Agreement, if an invoice remains unpaid 45 days after date of invoice. The suspension shall remain in effect until all unpaid invoices are paid in full.

It is understood and agreed that KFA services under this Agreement do not include participation, whatsoever, in any litigation. Should such services be required, a Supplemental Agreement may be negotiated between Client and KFA describing the services desired and providing a basis for compensation to KFA.

7. COST ESTIMATES: Client hereby acknowledges that KFA cannot warrant that any cost estimates provided by KFA will not vary from actual costs incurred by the Client.

8. LIMIT OF LIABILITY: The limit of liability of KFA to the Client for any cause or combination of causes shall be, in total amount, limited to the fees paid under this Agreement, and in no event will KFA be liable to Client for any punitive, special, incidental, or consequential damages.

9. CONSTRUCTION SERVICES: If, under this Agreement, professional services are provided during the construction phase of the project, KFA shall not be responsible for or have control over means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work; nor shall KFA be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents or for the Contractor's failure to comply with applicable laws, ordinances, rules or regulations.

10. INSURANCE: KFA shall at all times carry Workers Compensation Insurance as required by statute; commercial general liability insurance including bodily injury and property damage; automobile liability coverage; and professional liability coverage. Insurance certificates will be provided to the Client upon request. Client agrees to require that KFA is named as an additional insured on insurance coverage provided by contractors on the project.

11. ASSIGNMENT: Neither the Client nor KFA will assign or transfer its interest in this Agreement without the written consent of the other. Notwithstanding the foregoing, KFA may hire subcontractors to work on the project and to assist KFA in performing services hereunder.

12. SUSPENSION, TERMINATION, CANCELLATION OR ABANDONMENT : In the event the project described in Attachment A, or the services of KFA called for under this Agreement, is/are suspended, cancelled, terminated or abandoned by the Client, KFA shall be given seven (7) days prior written notice of such action and shall be compensated for the professional services provided up to the date of suspension, termination, cancellation or abandonment in accordance with the provisions of this Agreement for all work performed up to the date of suspension, termination, cancellation or abandonment, including reimbursable expenses.

13. ENTIRETY OF AGREEMENT: This writing including attachments and addenda, if any, embodies the entire agreement and understanding between the parties hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing signed by both parties hereto.

14. DOCUMENTS: Any reuse by the Client or others of documents and plans that result from KFA services under this Agreement shall be at Client's or others' sole risk without liability to KFA. Client agrees to provide full information to KFA regarding any project and property covered by this agreement, including, without limitation, copies of all reports, surveys, restrictions, and other data related thereto. Client will assist KFA in gaining entry to public and private property as necessary for KFA to perform under this Agreement.

15. WAIVER: Any failure by KFA to require strict compliance with any provision of this contract shall not be construed as a waiver of such provision, and KFA may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

16. DISPUTE RESOLUTION: If a dispute arises out of or relates to this Agreement or the breach thereof, the parties will attempt to settle the matter between themselves. If no agreement can be reached the parties agree to use mediation with a mutually agreed upon mediator before resorting to a judicial forum. The cost of a third party mediator will be shared equally by the parties. In the event of litigation, the prevailing party will be entitled to reimbursement of all reasonable costs and attorneys' fees. The parties mutually agree that a similar dispute resolution clause will be contained in all other contracts executed by Client concerning or related to this contract and all subcontracts executed by KFA.

17. HAZARDOUS WASTE, MATERIAL OR SUBSTANCES: Unless otherwise specifically provided in this Agreement, KFA shall not be responsible for or have control over the discovery, presence, handling, removal, transport or disposal of hazardous waste, materials or substances in any form on the project site.

18. GOVERNING LAW: This Agreement shall be governed by and construed according to the laws of the State of Texas.

19. INTELLECTUAL PROPERTY: With the sole exception of specifically marked reproducible materials subject to the Limited Copyright License herein, all worldwide right, title and interest in and to any and all Intellectual Property conceived, invented, authored or otherwise made by or on this Agreement shall remain the sole and exclusive property of KFA, its successors and assigns unless licensed or assigned by KFA pursuant to a separate written instrument. The term "Intellectual Property" shall be construed broadly to include all forms of intellectual property including without limitation all inventions, discoveries, designs, plans, improvements, trademarks, service marks and copyrights in drawings, computer programs, architectural works, and in all other original works of authorship. KFA grants Client a paid-up, non-transferable, non-exclusive license to make or have made copies of any copyrightable materials delivered under this Agreement and specifically marked by KFA as "Reproduction Authorized".

ATTACHMENT A- Scope of Services
ATTACHMENT B - Compensation
ADDENDA A (if required)



ATTACHMENT A

Scope of Services

Purpose

K Friese + Associates, LLC. (Engineer) to provide support with the management of easement encroachments and maintenance activities for the dams within the Lower Brushy Creek Water Control and Improvement District.

Maintenance Management Support

Engineer will develop and maintain documentation for maintenance activities and assist with consultant and/or contractor coordination on contracts, RFQs and/or IFBs, and verification of activities performed by vendors.

- Project Management/Administration
- District Board Meeting Attendance, as requested
- Regular meetings with District's General Manager, as needed or as requested.
- Engineer will manage, respond to and support other District maintenance consultants and/or contractors, as requested by the District.
- Engineer will support the District through the development and upkeep of a District Maintenance Manual, summarizing process & current contracts for various maintenance operations and dam inspections.
- Engineer will support the District through the development and solicitations of new qualifications and/or bids for various maintenance services.
- Operations & Maintenance Plan development and upkeep
 - Dam access points
 - Maintenance boundaries, mapping, and quantity estimates
- Vegetation
 - Mowing & Shredding
 - Brush & Tree Clearing
 - Chemical treatment
- Annual operation and maintenance inspections (joint with NRCS, TCEQ, Texas State Soil and Water Conservation Board)
- 5-year technical inspections (joint with NRCS as EOR)
- Valve replacement, operation, and maintenance
- Fencing, gates, and cattle grazing
- USGS Coordination
- Landowner Coordination

Policy and Permitting Review Support

- Project Management/Administration
- District Board Meeting Attendance, as requested
- Regular meetings with District's General Manager, as needed or as requested.



- Engineer will support the District with the overall development review process, including permitting, construction field inspections, close out and acceptance of development encroachments.
- Engineer will support the District with the development of the Manual on Encroachment and upkeep of any policy adjustments and revisions.
- As requested by or authorized by the District, the Engineer will respond and support other consultants and/or contractors with information and work within the Engineer's typical responsibilities for the District.
- GIS Support and coordination as requested by the District.

Capital Improvement Projects Support

- Project Management/Administration
- District Board Meeting Attendance, as requested
- Regular meetings with District's General Manager, as needed or as requested.
- Engineer will support the District developing and managing contracts with Engineering Consultants to take projects from preliminary design phase, through final design, permitting with TCEQ, bid and construction.
- Engineer will support the District by developing request of qualifications, setting up the bid advertisement, proposal evaluation and consultant/contractor selection.
- Engineer will support District by performing site inspections with Engineer Consultants and/or during construction efforts, as required.
- As requested by or authorized by the District, the Engineer will respond and support other consultants and/or contractors with information and work within the Engineer's typical responsibilities for the District.
- GIS Support and coordination as requested by the District.



ATTACHMENT B

Fee Schedule
K FRIESE + ASSOCIATES BILLING RATES

Personnel labor will be billed at the following hourly rates:

<u>Rate Category</u>	<u>Hourly Rates</u> <u>2023-2024</u>
Principal II	\$281.18
Principal I	\$262.08
Technical Advisor III	\$240.24
Technical Advisor II	\$228.38
Technical Advisor I	\$221.73
Senior Engineer III	\$207.67
Senior Engineer II	\$196.83
Senior Engineer I	\$178.25
Project Engineer III	\$165.48
Project Engineer II	\$156.02
Project Engineer I	\$140.60
Engineer-in-Training III	\$128.12
Engineer-in-Training II	\$116.84
Engineer-in-Training I	\$111.40
Senior GIS Technician	\$129.95
GIS Technician	\$102.75
Senior CADD Technician	\$122.30
CADD Technician	\$94.73
Billing Specialist	\$107.12
Administrative Assistant	\$66.23
Inspector III	\$130.00
Inspector II	\$100.00
Inspector I	\$75.00

Note: Billing Rates are subject to adjustments annually in October of each year beginning October 2024.

Reimbursable Costs

Reimbursable costs include “out of pocket” expenses, the cost of which shall be charged at actual costs and shall be itemized and included in the invoice. Reimbursable expenses will not include sales tax. A sales tax exemption form may be requested from the District. Typical out-of-pocket expenses shall include, but not be limited to job-related mileage, courier, and outside printing and reproduction costs. In the event the requested service involves the use of other special



K FRIESE
+ ASSOCIATES
LOCHNER

1120 S. Capital of Texas Highway
CityView 2, Suite 100, Austin, Texas 78746
P 512.338.1704 | kfriese.com
TBPE Firm No. 6535

equipment such as boats, special measuring devices, etc., an additional direct charge shall be made for the use of this equipment.

Mileage

Company vehicle mileage charges are invoiced at the current rate/mile issued by the IRS. Mileage is limited to Dam site visits calculated to/from the KFA Round Rock Office unless staff is working from home and that trip is shorter.

ATTACHMENT A- Scope of Services
ATTACHMENT B - Compensation
ADDENDA A (if required)

Fee Schedule

TASKS	Principal II	Technical Advisor	Project Engineer III	Inspector III	Engineer-In-Training II	Senior GIS Technician	Total Hours	Total Labor	Expenses	Total Fee
	\$281.18	\$221.73	\$165.48	\$130.00	\$116.84	\$129.95				
1 Task 1. MAINTENANCE MANAGEMENT SUPPORT										
Operation and Maintenance Manual Development	20	20	36		52	20	148	\$24,690.16		\$24,690.16
Maintenance Activities management										
Meetings (Board & regular coordination meetings)	8	8	26		12	4	58	\$10,247.64	\$115.28	\$10,362.92
Vegetation Control, Mowing, Repairs support			56	60	60	16	192	\$26,156.48	\$2,017.88	\$28,174.36
Dam Inspections support	2	2	20	12	40		76	\$10,549.02	\$1,054.55	\$11,603.57
TOTAL for Task 1	30	30	138	72	164	40	474	\$71,643.30	\$3,187.71	\$ 74,831.01
2 Task 2. POLICY AND PERMITTING REVIEW SUPPORT										
Encroachment Policy Development	20	20	36		52	20	148	\$24,690.16		\$24,690.16
Permit application review support			12	8	20	8	48	\$6,402.16	\$91.70	\$6,493.86
Meetings (Board & regular coordination meetings)										
TOTAL for Task 2	20	20	48	8	72	28	196	\$31,092.32	\$91.70	\$ 31,184.02
3 Task 3. CAPITAL IMPROVEMENTS PROJECTS SUPPORT										
Capital Improvement Projects Support & coordination	2	4	36	8	44	2	96	\$13,847.42	\$137.55	\$13,984.97
Meetings (Board & regular coordination meetings)										
TOTAL for Task 3	2	4	36	8	44	2	96	\$13,847.42	\$137.55	\$ 13,984.97
TOTAL	52	54	222	88	280	70	766	\$ 116,583.04	\$ 3,416.96	\$ 120,000.00

KEY STAFF

KFA Key Staff	Title / Category
Charlotte Gilpin	Principal II
Ruth Haberman	Technical Advisor
Carolina Lara	Project Engineer III (Project Manager)
Siavash Eidi	Engineer-in-Training II
Matthew Stotts	Senior GIS Technician
Suzanne Wissel	Inspector III
Hunter Smith	Inspector III