

BCWCID #2

Board Packet
for July 17,
2018

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2
MEETING AGENDA

TO: THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2, BASTROP COUNTY, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE GOVERNING BODY OF THE ABOVE NAMED POLITICAL SUBDIVISION WILL BE HELD ON THE 17th DAY OF JULY, 2018 AT 7:00 P.M. IN THE BOARD ROOM LOCATED AT 106 CONFERENCE DRIVE, BASTROP TEXAS 78602, AT WHICH TIME THE FOLLOWING SUBJECTS WILL BE DISCUSSED:

- 1.) Call to Order and Establish a Quorum – O’Hanlon
- 2.) Pledge of Allegiance – O’Hanlon
- 3.) Texas State Flag – O’Hanlon
- 4.) Public Comments/Announcements (The Board respectfully requests that persons limit comments to three (3) minutes. Under the Open Meeting Act, the Board may not deliberate or take action in response to any matter raised during public comment that is not a separate agenda item.)
- 5.) Recognition for Years of Service
- 6.) CONSENT AGENDA: *(Consent Agenda items are generally routine. Unless removed by a member of the Board or General Manager, items listed on the consent agenda may be acted on together and without prior discussion.)*
 - a. Approval of minutes from the June 22, 2018 Regular meeting of the Board of Directors; and
 - b. Approval of monthly financials report for June 2018.
- 7.) Discussion and possible action regarding scheduling of August Board Meeting – O’Hanlon
- 8.) Discussion and possible action regarding the following matters-
 - a. Hydrant repair status
 - b. Status of water meter replacement
 - c. Hiring a firm to install water meters
 - d. Status of new dump truck acquisition
 - e. Status update on Drainage for Unit 5

FILED
JUL 13 2018
Rose Pietsch
Bastrop County Clerk
2:26 PM

- f. Status of Road Projects – 2017 & 2018
 - g. Fencing at Maintenance Building
 - h. Re-platting of maintenance building lots and new office building lots
 - i. Water meters and service lines under driveways or obstructed
 - j. Water, Wastewater and Road Repairs, Maintenance, and Improvement Projects
- 9.) Discussion and possible action relating to wastewater system improvement projects:
 - a. Proposal from 5S for electrical work at lift stations; and
 - b. Proposal for Lift Station Coating.
 - 10.) Discussion and possible action relating to hiring a General Manager – O’Hanlon
 - 11.) Discussion and possible action relating to amended Interlocal Agreement with Bastrop County on 2018 Road Projects
 - 12.) Discussion and possible action relating to approval of amended Employee Handbook
 - 13.) Discussion and possible action relating to request from Susan and Marshall Klein for water bill adjustment due to water lines breaks - Klein
 - 14.) Discussion relating to the County's proposed egress road from ColoVista – O’Hanlon
 - 15.) Discussion and possible action regarding Road Committee updates – Road Committee
 - 16.) Board suggestions on future agenda items-
 - a. Commercial water and sewer rates;
 - b. Establish advisory committee with representatives of the Property Owners Association and the District relating to future uses or disposition of reserves
 - c. Establishment of Capital Improvement Plan (once new GM in place)
 - d. Other future agenda items.
 - 17.) Discussion and possible action regarding Release of Liens held by District on Real Property – O’Hanlon
 - 18.) Discussion and possible action regarding appointment of New Director to Fill Place 5 Board Position Vacancy
 - a. Receive presentations from interested candidates;
 - b. Director questions to candidates;
 - c. Appointment of Replacement Director to Vacant Place 5 Position; and
 - d. Other matters related thereto.

- 19.) The Board of Directors will meet in a closed/executive session pursuant to Texas Government Code, Chapter 551 (Texas Open Meetings Act), to discuss the following:

A.) Section 551.074 – Deliberate the appointment of Place 5 Director to vacant Board position.

- 20.) The Board of Directors will reconvene into open session to discuss, consider, and/or take any actions related to the executive session noted herein, or regular agenda items.

A.) Discussion and Possible Action regarding Appointment of new Director to Place 5 Director Vacancy.

- 21.) Adjourn


Authorized Signature

The Board of Directors may go into Executive Session at any time during the meeting pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the matters set forth on this agenda. No final action, decision or vote will be taken on any subject or matter in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-321-1688 for further information.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

DE ACUERDO CON LA SECCIÓN 30.06 DEL CÓDIGO PENAL (DEL ALLANAMIENTO POR PORTADOR DE LICENCIA CON UN ARMA DE FUEGO OCULTA), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE ARMAS OCULTAS), NO PUEDE ENTRAR A ESTA PROPIEDAD CON UN ARMA OCULTA.

Agenda

Item # 6

Consent
Agenda

Minutes of the Regular Meeting of the
BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2

A regular meeting of the Board of Directors of Bastrop County Water Control and Improvement District #2 was held on Thursday, June 21, 2018, beginning at 6:30 p.m. at the Conference Center, 106 Conference Drive, Bastrop, TX. 78602.

Present BCWCID #2 Board Members:

Mary Beth O'Hanlon, President
Butch Carmack, Secretary
Sam Kier, Treasurer

BCWCID #2 Staff/Other Professionals:

Tony Corbett, Attorney
Gene Kruppa, Interim General Manager
Tyler Walsh, Operations Manager
Alma Rodriguez, District Administrator

Absent:

Karen Pinard, Director

- 1.) Call to Order and Establish a Quorum
President O'Hanlon called the meeting to order at 6:30 p.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance
President O'Hanlon led the Pledge of Allegiance.
- 3.) Texas State Flag
President O'Hanlon led the Pledge of Allegiance to the Texas Flag.
- 4.) Public Comments/Announcements (The Board respectfully requests that persons limit comments to three (3) minutes. Under the Open Meeting Act, the Board may not deliberate or take action in response to any matter raised during public comment that is not a separate agenda item.)
Ryan a resident in Tahitian Village stated that he asked Mr. Walsh a question during his presentation last month but didn't see it reflected in the minutes. He asked if he needed to ask that questions in public comments.

President O'Hanlon did tell him to ask his questions.

Ryan stated he initially asked if the District has a waiver regarding the 35 psi.

Tyler Walsh said we have 35 to maintain and 20 in emergency situations.

President O'Hanlon stated the District does not have a waiver but in talking with the Fire Marshall from the City of Bastrop and Bastrop County Emergency Services we are not even required to have a fire hydrant. Basically, what the fire department does when they respond to a fire they bring their fire pumping truck which carries sufficient water for what they call a room and contents fire. The way the fire department wants to use the Districts water is to refill their truck. They carry hoses

that allows them to draw water from any of our hydrants. They do not use our water to fight fires because so much of our system is on 4 inch lines.

Tony Corbett stated that TCEQ rules require 35 psi at the meter for domestic service purposes but under fire conditions they required you to maintain a 20 psi. The District is not seeking to go below those thresholds so there wouldn't be any reason to request a waiver.

Mr. Corbett stated the minutes are required to detail Board deliberations and any action taken but don't require public comments or questions during public comments be included but certainly if the Board wants to included comments or questions they can.

JoAnne Egitto stated she has an interest is having an agenda item on the agenda for next month regarding the egress road that the county plans purposes that would connect ColoVista subdivision to our subdivision.

President O'Hanlon stated she will have it on the agenda for next month and will see if Commissioner Hamner is available to speak with residents regarding the egress road.

Pierre Wilson expressed his gratitude for have a sign put up on Kaaawa maybe that will help people form turning around in our driveways.

5.) **CONSENT AGENDA:** *(Consent Agenda items are generally routine. Unless removed by a member of the Board or General Manager, items listed on the consent agenda may be acted on together and without prior discussion.)*

- a. Approval of minutes from the May 24, 2018 Regular meeting of the Board of Directors;
- b. Approval of monthly financials report for May 2018;

Alma Rodriguez stated there are a few corrections in the minutes and requested the Board to approve the minutes with amended corrections.

Director Kier stated that he has had a discussion with Alma Rodriguez regarding cash flow on water and wastewater, it appears to be getting a little low. Director Kier recommends that with the 2 CD's coming due July, we renew one and put the other in the money market account because we have some large expense coming up like the new truck and grinder pump purchases.

Motion: Sam Kier moved to approve the consent agenda as amended. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

6.) Acceptance of resignation from Director Gonzalez

President O'Hanlon announced that Director Gonzalez has tendered his resignation earlier this month so the first thing we need to do is to accept his resignation.

Motion: Sam Kier moved to formally accept Director Gonzalez' resignation.

Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

- 7.) Discussion and possible action regarding appointment of replacement director to Board vacancy

President O'Hanlon stated the Board now has to appointment a replacement for the Board. The Board will be accepting applications from anyone interested in the position. The term will be about 2 years to complete Mr. Gonzalez' term. Also, Mr. Gonzalez' had some key role as a board member one being he was the Chair of the Road Committee. We will not vote on a Chair for the committee tonight. That item will be back on the agenda once the Board has filled the vacancy.

Tony Corbett stated there is a 60 day statutory period to fill the position and if the Board fails to appoint someone within 90 days then you lose the ability to appoint someone and TCEQ can appoint someone.

President O'Hanlon stated we now have to establish a timeline and suggested Friday, July 13 as the deadline to turn in applications. Then at the July Board meeting will have an item for appointment of Place 5.

Tony Corbett stated that in reviewing Mr. Gonzalez' resignation is stated it is effective immediately. Mr. Corbett will research this a little further and get with President O'Hanlon on the timeline.

Director Carmack stated a lot of people had an issue with Mr. Gonzalez not living in the subdivision he was just a property owner, I think we should not consider anyone that does not live in Tahitian Village.

Director Kier stated I am not sure legally you can do that.

Tony Corbett legally you have 2 qualifications you can either be a resident or a property owner whether a board member chooses not to appoint someone who is not a resident is up to them.

Question: Was Director Gonzalez on the committee to vet the new general manager.

President O'Hanlon stated he was and she has asked Director Kier to fill in along with the interim general manager.

President O'Hanlon introduced Gene Kruppa.

- 8.) Election of Officers and Road Committee Chairman

President O'Hanlon stated she will feel more comfortable with waiting until we fill the Board vacancy so we can have a person with the most interest and commitment to the road committee to serve but asked for a motion for a Vice President just in case one is needed.

Motion: Sam Kier moved to appoint Butch Carmack as Vice-President and Secretary. Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, motion carries.

9.) Discussion and possible action regarding scheduling of future meeting dates:

a. Regular Board of Director's Meeting for Thursday, July 19, 2018 at 6:30 P.M.;

b. Reschedule August meeting date

After Board discussion on trying to find dates for a quorum at the next meeting TVPOA suggested for the July meeting they could meet on Thursday and the Board could have their meeting on Tuesday.

Director Carmack stated the road committee has expressed interest in moving their meeting up one week before the Board meetings so they can transcribe minutes.

Some road committee member were not aware of changing the dates.

A road committee member stated if the minutes are going to be transcribed and approved then we could move the meeting to a week before but if they are just going to be handwritten notes then there would be no need to move the road committee dates.

Director Kier suggested that the meeting dates of Tuesday, July 17th and Tuesday, August 14 at 7:00 p.m. right after the Road Committee meetings.

President O'Hanlon stated in the future if we are having an issue with a quorum we will not meet for that month.

10.) Discussion and possible action on hiring a General Manager

President O'Hanlon stated we have received 10 application and resume for the general manager position. Director Kier is filling in for Director Gonzalez. The committee will be meeting next week and we will be narrowing it down to the top 3 or 4 and start the interviewing process then we will bring 2 before the Board for a final decision. We are trying to get this done as quickly as possible.

11.) Receive reports from President O'Hanlon regarding meetings with community groups –

a. Meeting with Bastrop Fire Chief Mark Wobus

President O'Hanlon stated they had a meeting with the Fire Chief Mark Wobus and Josh Gill with Bastrop County Emergency Services. They were very complimentary on the work being done on the District's fire hydrants. They love the yellow paint because they are so easy to find in the dark. There is an agenda item later in the meeting regarding hydrants repairs and upgrades. We also talked about our capital improvement projects with the water tank.

Director Kier encouraged the residents to support the idea to put an ESD #2 truck at the fire station in Tahitian Village so if you want to influence your County Commissioner or County Judge.

- b. Meeting with Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee

We had meetings with Mac Simpson and Randy McDonald regarding some concerns we all have. One topic was drainage and the impacts on new builds. The drainage issues impact our homes and the roads.

Mac Simpson stated we had great conversations and we are all headed in the right directions. We are looking at building guidelines and how to keep culverts cleaned out.

12.) Discussion and possible action regarding the following -

- a. Hydrant repair status

Tyler Walsh stated several hydrants has been repaired and parts have been ordered. Once we get the parts in then we will start repairs.

- b. Status of meter change outs

Gene Kruppa stated the on the installation of radio read water meters. There are about 422 radio read meters to be installed. Tyler Walsh has indicated that it will take about 9 weeks to complete the installation when started. Meter installation will begin with the employment of an additional helper-presently underway.

- c. Hiring a firm to install meters

Tyler Walsh is waiting on a contract/proposal.

- d. Status of new dump truck acquisition

Alma Rodriguez stated the new dump truck will be delivered this week.

- e. Status update on Drainage for Unit 5

Gene Kruppa stated on Wednesday, June 13, 2018, Tyler, Andy and I made several location visits to inspect drainage issues. The main conclusion is to obtain and secure all required drainage easements; restrict the sale of identified drainage lots; and make some drainage ditch improvements at various locations. Tyler will check with the easement procurement to allow for the construction of a drainage ditch in Unit 5 and Tyler will review the widening of the drainage channel in Unit 3 and modification to various drainage ditch back slopes.

f. Status of Road Projects – 2017 & 2018

Gene Kruppa reported on the following:

- On June 13, Mel, Andy, William Cook, Tyler and I reviewed several of the 2017 roadways for minor corrections and acceptance by the County. County will assist to make some changes for acceptance. Gene recommended that on Konahuanui and Moku Manu the road needs to be moved to be put in the proper position at the intersection. The road is about 10 to 15 feet on his property.

Motion: Sam Kier moved to support moving the road to the proper position at the intersection at Konahuanui and Moku Manu. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

- William Cook will provide some estimates to Tyler for concrete work and ditch excavation needed for County acceptance.
- Tyler will follow up on easements to allow for construction of drainage ditch from installed culvert pipes.
- The main objective for the district is to improve roadways to County/City standards and have that entity accepted the improved roadway for future maintenance.
- The 2018 roadway project with WJC is making good progress. According to the County, all work is acceptable. All the density tests passed on Tuesday, June 12. William Cook estimated about 2 weeks to complete WJC's roadway project. This is only about half of the 2018 roadway project.
- It is expected that the County will accept all the 2017 and 2018 roadways after some work is completed and the roadways paved by County. Also, Ulupau needs a small area to be paved by County for acceptance.
- There has been some issues with getting trucks with materials to the job site. There was also a price change because the large trucks are not able to make it to the job site. This issues has been resolved but has delayed the project some. Director Kier asked Gene Kruppa to contact the vendor about the pricing.
- Received an estimate from WJC regarding work on Makaha. The proposal was for \$41,000 for road maintenance and \$26,000 for materials.

Director Kier stated we cannot afford that but could you get a bid for just the hill portion.

Gene Kruppa will reduce the scope of and come back with another bid.

Alma Rodriguez stated the Consumer Confidence Report will be mailed next week.

A resident asked if the water test results could be put on the website.

President O'Hanlon stated it is public information so it will be on the website.

13.) Discussion and possible action on water and wastewater system improvement projects:

a. Tank installation at Conference Drive;

Gene Kruppa stated on the construction of a new water standpipe/storage tank. I have spoken with Jerry Kyle who represented the water district with the TWDB loan. He has indicated that we will need to contact TWDB to use any surplus funds. The only issue I am aware of would be additional money to make TTHM corrections at plant #2. The aeration/tank mixer on the tank was completed and Tyler will take samples to measure the TTHM results and determine if any additional action is required.

Director Kier asked what is the process.

Mr. Kruppa stated first we need to establish what we really need the height, size and type. A hydraulic study will need to be completed first then we can submit plans to TCEQ for approval then we can go out for the bidding process then construction. Which will put us about next spring.

b. Emergency generator; and

c. Other Water and Wastewater System Improvements.

Gene Kruppa stated the Board needs to have a hydraulic study completed which will give you a lot of information the last study was done in 2010. For example, flows, pressures, looping the system and upgrading the lines. A hydraulic study will be roughly about \$25,000.

Motion: Sam Kier moved to approve a hydraulic study be completed for the amount of \$25,000. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

Mr. Kruppa stated as we approach the 10th anniversary of the wastewater system, I have asked Alma to develop a list of grinder stations with their respective ages and show last time changed out. I will recommend that the district start changing out the older grinders. This will assist in limiting after hours/weekend calls for non-functional grinder stations.

Brian Phenegar, with EI 2, has been contacted to invite him and his assistant to come to the District to conduct a school for pump repairs. There has been some time since some of the employees were certified. This will be a good and valuable tool for the employees to see the most efficient method to repair grinder pumps and installation methods. We will also discuss pricing of grinder stations to determine if there is an incentive to purchase more at any time. They will come to Bastrop and conduct the school at the District warehouse.

Tyler Walsh has indicated that Lift Station #2 of the original 3 main lift stations needs repairs to the electrical system and wet well coating system. We are gathering estimated costs and met with the coating rep. last week – June 14.

We have also inspected the two remaining lift stations - # 1 and 3 and requested coating estimates.

Gene Kruppa reported regarding the warehouse property we are soliciting estimates for a security fence around the warehouse properties. Depending on the ultimate cost, the method of awarding the contract for services will be determined.

- 14.) Discussion and possible action for a potential small park area on Airstrip Road proposed by Tahitian Village Property Owners Association
Mac Simpson with TVPOA would like to start the conversation about a cleaning up the area where the County and the WCID uses this area for a staging area for materials. We would like to have a small park and some hiking trails. TVPOA would like to have a mutual agreement to make a small park

Tony Corbett stated the Board can enter into a License Agreement.

Tyler Walsh stated he will start to get this area cleaned up.

President O'Hanlon stated she looks forward to working with TVPOA on this project.

- 15.) Discussion and possible action regarding final true-up on prior Pension Plan settlement

Director Kier stated that Kathy Davis with Pension Advisors had the role of shutting down the existing pension plan when we established the new plan and what we found was a shortfall in the pension funding for about \$68,000. The shortfall came as a result of employee turnover in 2010. The Pension Advisors provided a full service (for a fee) but the District decided that they would not use this full service. Instead the District paid for Pension Advisors to do only the compliance testing and 5500 IRS disclosures only. They were very clear on the call that this would not have happened if they had provided the full fiduciary service.

In order to close the pension plan down we will need to fund to by \$68,000. This is money the District would have paid anyway from 2010 to 2017 but we are spending it as one lump sum.

Motion: Sam Kier moved to approve paying the funds for these 6 individual accounts that require to be funded for \$68,202.13. Seconded: Mary Beth O'Hanlon.

Director Carmack want to know how we can prevent this from happening again.

Director Kier stated there need to be procedure controls in place.

Vote: Three (3) in favor, motion carries.

- 16.) Discussion and possible actions related to additional methods to receive resident input and open discussion with the Board of Directors
President O'Hanlon asked Tony Corbett for guidance on this she stated she is looking for some kind of a forum for input from residents.

Tony Corbett stated you can establish a day and a time that you will be available to meet with residents but it cannot be a quorum and no decisions can be made. You can also solicit comments from residence. The legislature allowed District's to establish an online message board. This is for directors only. The City of Austin has a message board and he encouraged the Board to take a look at theirs. You can have conversations with other directors but no decisions can be made. The public cannot make a comment.

- 17.) Discussion and possible action regarding Delegation of Approval Authority relating to purchases, contracts, goods and services up to \$25,000
Alma Rodriguez stated the Board approved the Delegation of Approval for the District Administrator and Operations Manager for purchases up to \$15,000 but we would like to true it up to the state statue of \$25,000.

Motion: Sam Kier moved to approve delegations authority of purchases, contracts, goods and services up to \$25,000 with Board approved budget for the District Administrator and Operations Manager until a General Manager is in place.

Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, motion carries.

- 18.) Discussion and possible action regarding Road Committee updates
President O'Hanlon stated Director Carmack and she attended the Road Committee Meeting. It was a very good meeting and she made a punch list of items to report on at the next meeting. .

President O'Hanlon reported:

The committee reviewed the policy that formed the road committee and received a list of County roads and City roads.

A motion was made and passed to acquire District email accounts for committee members.

There is a slide in the road presentation that is not readable that the committee would like to have on the website.

Alma Rodriguez stated it is on the website.

President O'Hanlon gave Tyler Walsh a list of roads that were on the road maintenance list.

Tyler Walsh stated that if the road is on the road project list then that road work order does get closed out because the county will be repairing the road before the completed the project.

The committee wants collection information regarding road fees available at the road meeting.

There was also discussion about damaged culverts and who is responsible for them.

The drainage ditches in Unit 3 for the road project were not cut correctly and it causes the water to stand in the ditch and not to flow correctly.

- 19.) Board suggestions on future agenda items-
- a. Commercial water and sewer rates;
 - b. Establish advisory committee with POA and BCWCID on future uses of reserves
 - c. Establishment of Capital Plan (once new GM in place)
 - d. Other future agenda items.

President O'Hanlon stated we have one agenda item to add and that is an item regarding the egress road that the county plans purposes that would connect ColoVista subdivision to our subdivision.

- 20.) Discussion and possible action regarding Release of Liens held by District on Real Property
Alma Rodriguez presented the Release of Liens.

Motion: Sam Kier moved to approve the Release of Liens. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

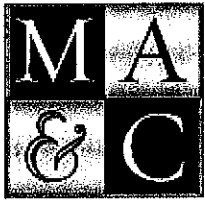
- 21.) Adjourn

Motion: Sam Kier moved to adjourn. Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, motion carries.

MEETING ADJOURNED AT 8:40 P.M.

Board Director

Date



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Bastrop County Water Control & Improvement District No. 2

Bookkeeper's Report

June 30, 2018

Cash Flow Report - Operating Water Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
LANCE AS OF 06/01/2018				\$204,036
Receipts				
	Payment from Standby Fund		713.90	
	Payment from Road Fund		17,105.96	
	Accounts Receivable-W		228,452.78	
	Accounts Receivable - Pump/TWDB Reserve		12,141.38	
	Interest Earned on Checking		18.85	
Total Receipts				258,432.87
Disbursements				
28	Alma Rodriguez.	Mileage Reimbursement	(84.53)	
29	Ameriflex Business Solutions	FSA Purchases	(7.15)	
30	AT&T	Telephone Expense	(186.36)	
31	AT&T Mobility	Telephone Expense	(53.49)	
32	Card Service Center	Credit Card Expense	(1,727.33)	
33	Dental Select	Dental Insurance	(282.20)	
34	Environmental Improvements, Inc	Grinder Pump Repair	(184.44)	
35	Ferguson Enterprises, Inc. #1105	Maintenance	(2,692.96)	
36	Johnson Lab & Supply Inc.	Materials & Maintenance	(314.20)	
37	Neopost USA Inc.	Office Equip Lease	(413.21)	
38	Time Warner Cable	Telephone/Internet	(156.20)	
39	Tractor Supply Co	Materials	(351.84)	
40	TVPOA	Tahitian Village Sign Inserts	(340.00)	
41	Tyler Technologies Inc	Maint Agreement Incode	(2,304.71)	
42	USABluebook	Materials & Maintenance	(1,403.36)	
43	Comptroller of Public Accounts	2017 Unclaimed Property	(432.23)	
44	Ameriflex Business Solutions.	Insurance FSA Fees	(78.00)	
45	AT&T	Telephone Expense - Lift Station	(111.84)	
46	Bastrop Copier	Office Supplies	(138.95)	
47	Coeus Networks	Computer Tech	(1,092.50)	
48	DPC Industries, Inc.	Chemicals	(465.88)	
49	Elliott Electric Supply Corp	Repair & Maintenance	(56.40)	
50	Ferguson Enterprises, Inc. #1105	Maintenance & Repairs	(4,104.79)	
51	Freida Reed.	Mileage Reimbursement	(45.78)	
52	Jordan Rokey	Credit Balance Refund	(43.87)	
53	B & B Auto Supply	Equipment	(124.00)	
54	Lost Pines Groundwater Conservation Distr	Ground Water Assessment	(1,634.95)	
55	Mathis Rentals	Field Equipment Rental	(1,299.20)	
56	Matrix Imaging Solutions (C)	Printing	(320.16)	
57	McCoy's Building Supply Corp	Materials	(539.50)	
58	Municipal Accounts & Consulting L.P.	Bookkeeping Fees	(3,530.90)	
59	US Postal Service	Post Box rental	(102.00)	
60	We Rent It	Field Equipment Rental	(2,345.14)	
61	Wells Fargo Vendor Fin Serv	Office Equip Lease	(451.86)	
62	Wex Bank	Fuel	(1,567.29)	
63	Xerox Corporation	Office Leased Equipment	(397.20)	
64	Michael Hodges	Customer Deposit Refund	(8.87)	
65	Christopher David Homes	Customer Deposit Refund	(22.26)	
66	Michael Dereadt / Jennifer Mendoza	Customer Deposit Refund	(56.99)	
67	Eric & Amanda Doll	Customer Deposit Refund	(11.47)	
68	Robert McLemore	Customer Deposit Refund	(36.81)	
69	Robert Neal	Customer Deposit Refund	(182.12)	

Cash Flow Report - Operating Water Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
bursements				
70	Kemball King	Customer Deposit Refund	(67.82)	
71	Bill White / John White	Customer Deposit Refund	(141.76)	
72	Julie Ewing	Customer Deposit Refund	(134.42)	
73	Dale Boswell	Customer Deposit Refund	(38.82)	
74	Jose & Charity Martinez	Customer Deposit Refund	(147.06)	
75	Jeff Johnson	Customer Deposit Refund	(0.55)	
76	Aqua Water Supply Corporation	Water Samples	(125.00)	
77	BEFCO Engineering, Inc	Engineering Fees	(1,110.00)	
78	Carlton Industries, L.P.	Safety Supplies	(455.43)	
79	Cintas Corporation #86	Uniforms	(1,053.60)	
80	DPC Industries, Inc.	Chemicals	(140.00)	
81	DSHS Central Lab MC2004	Water Samples	(989.29)	
82	Ferguson Enterprises, Inc. #1105	Maintenance	(5,042.50)	
83	McLean & Howard, LLP	Legal Fees	(6,242.82)	
84	Quill Corporation	Office Supplies	(69.99)	
85	Smith Supply Company	Culvert	(1,638.80)	
86	Uline	Safety Supplies	(330.74)	
87	WC of Texas LLC-C	Garbage Expense	(76.13)	
88	Zion First National Bank	TWBD Escrow	(750.00)	
89	Zion First National Bank	Series 2016	(400.00)	
90	AIG American General	Insurance - Retirement-Life	(65,308.58)	
91	Ameriflex Business Solutions	FSA Spending	(108.05)	
92	Anico.	Insurance- Retirement	(2,893.55)	
93	Bastrop WCID No 2 - W/W	WasteWater Service	(190.15)	
94	Bastrop WCID No 2 - Water	Purchase Water Expense	(283.74)	
95	BEFCO Engineering, Inc	Engineering Fee - Water Tank Site	(7,757.50)	
96	Bluebonnet Ford	Vehicle	(62,940.20)	
97	Environmental Improvements, Inc	Materials	(806.60)	
98	Ferguson Enterprises, Inc. #1105	Repairs & Maintenance	(262.60)	
99	Fluid Meter Service, Corp	Meters	(42,000.00)	
00	Frontier Communications	Answering Service	(64.92)	
01	Gene Kruppa P.E.	GM Services	(4,037.76)	
02	Grainger Inc	Repair & Maintenance	(158.67)	
03	Humana	Insurance Premium	(9,263.26)	
04	Jason Alley	Water / Sewer Taps	(5,700.00)	
05	McCoy's Building Supply Corp	Materials	(180.40)	
06	Neopost USA Inc.	Office Equip Lease	(413.21)	
07	Professional Image Communications	Answering Service	(190.00)	
08	Time Warner Cable	Telephone/Internet	(100.51)	
09	Tyler Technologies Inc	Maint Agreement Incode	(656.25)	
10	Unum Life Insurance Company	Insurance Premium	(372.53)	
I	Bastrop WCID No 2	TCDRS - Retirement Payment	(5,228.22)	
I	Bluebonnet Electric Coop	Utility	(5,323.28)	
I	City of Bastrop	Purchase Sewer Service	(10,807.24)	
:/SRV	Bastrop WCID No 2	Credit Card Discount Fees	(1,529.42)	
:/SRV	Bastrop WCID No 2	Customer Charge Back Items	(140.46)	
:/SRV	Bastrop WCID No 2	SubUser Admin Fees	(34.95)	
YROLL	Bastrop WCID No 2 - Water	Payroll - 05/23/2018 - 06/05/2018	(14,661.00)	
YROLL	Bastrop WCID No 2 - Water	Payroll - 06/06/2018 - 06/19/2018	(12,934.94)	

Cash Flow Report - Operating Water Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
Disbursements				
YROLL	John Hancock	401K Payments - John Hancock	(1,820.92)	
YROLL	John Hancock	401K Payments - John Hancock	(886.71)	
YROLL	Alliance Payroll	Payroll Fees	(208.40)	
YROLL	United States Treasury	Payroll Liabilities	(8,484.48)	
YROLL	Bastrop WCID No 2	HSA Payment	(269.23)	
I/TRN	Bastrop WCID No 2	Transfer to WW-Annual TWDB - May	(30,734.69)	
I/TRN	Bastrop WCID No 2	Transfer to WW Pump Maintenance - May	(478.65)	
I/TRN	Bastrop WCID No 2	Transfer to Water Reserve Savings - May	(5,423.77)	
Total Disbursements				<u>(351,312)</u>
LANCE AS OF 06/30/2018				<u><u>\$111,156</u></u>

Cash Flow Report - TWDB WW Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
LANCE AS OF 06/01/2018				\$572
Receipts				
	No Receipts Activity		0.00	
Total Receipts				
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				
LANCE AS OF 06/30/2018				\$572

Cash Flow Report - Standby Operating Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
LANCE AS OF 06/01/2018				\$127,977
Receipts				
	Accounts Receivable		168.00	
Total Receipts				168
Disbursements				
8	Bastrop WCID No 2 Water	Due to Water	(713.90)	
9	BEFCO Engineering, Inc	Drainage	(3,697.50)	
Total Disbursements				(4,411)
LANCE AS OF 06/30/2018				\$123,734

Cash Flow Report - Road Const Operating Account

As of June 30, 2018

Num	Name	Memo	Amount	Balance
LANCE AS OF 06/01/2018				\$343,556
Receipts				
	Accounts Receivable		35,116.36	
Total Receipts				35,116.36
Disbursements				
4	McCreary, Veselka, Bragg & Allen PC	Legal Fees - Jerry R. Tyson	(942.15)	
5	Bastrop Sign Shop	Signs	(137.07)	
6	Herschap Company, LLC	Materials	(3,120.00)	
7	Jason Alley	Construction	(6,250.00)	
9	McCreary, Veselka, Bragg & Allen PC	Legal Fees - Bastrop County Trustees	(110.25)	
0	McCreary, Veselka, Bragg & Allen PC	Legal Fees - Ashley Philpo	(165.15)	
1	Bastrop WCID No 2 Water	Due to Water	(17,105.96)	
2	BEFCO Engineering, Inc.	Engineering Fees	(360.00)	
3	McCreary, Veselka, Bragg & Allen PC	Attorney Fees Bastrop County Trustees	(78.30)	
ES	Bastrop WCID No 2 RC	Credit Card Discount Fees	(151.83)	
7	Bastrop WCID No 2 Standby	CC Payments Due to Standby	(168.00)	
Total Disbursements				(28,588.61)
LANCE AS OF 06/30/2018				\$350,083.71

Account Balances

As of May 31, 2018

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Water/Wastewater					
Certificates of Deposit					
FRONTIER BANK (XXXX1963)	01/09/2018	07/08/2018	1.00 %	150,000.00	Water
FRUIT COAST BANK, SSB (XXXX8651)	01/09/2018	07/08/2018	1.20 %	150,000.00	Water
DENVER BANK (XXXX8631)	01/05/2018	08/09/2018	1.20 %	150,000.00	Water
BUSINESS BANK OF TX, NA (XXXX425)	01/05/2018	09/06/2018	1.20 %	150,000.00	Water
CENTRAL BANK (XXXX0649)	01/05/2018	10/08/2018	1.25 %	150,000.00	Water
DEBEN BANK (XXXX4260)	01/05/2018	11/05/2018	1.00 %	150,000.00	Water
FIRST NATIONAL BANK BASTR (XXXX4188)	11/18/2016	11/18/2018	1.05 %	153,053.21	Water
EMPASS BANK-PREMIER (XXXX4906)	01/05/2018	12/05/2018	1.28 %	150,000.00	Water
FRONZ BANK (XXXX3438)	01/05/2018	01/10/2019	1.25 %	150,000.00	Water
Money Market Funds					
EGYPT BANK - TRUST (XXXX1041)	01/01/2017		0.88 %	619,514.31	WW-ESC TWDB Loan
FIRST NATIONAL BANK BASTR (XXXX2781)	01/01/2017		0.25 %	11,589.17	WW-Pump Maint
FIRST NATIONAL BANK BASTR (XXXX3903)	01/01/2017		0.25 %	117,293.69	WW-TWDB 5 Yr Res
FIRST NATIONAL BANK BASTR (XXXX4385)	01/01/2017		0.25 %	437,048.79	WW-Annual TWDB
FIRST NATIONAL BANK BASTR (XXXX5076)	01/01/2017		0.25 %	70,807.75	Water MM
FIRST NATIONAL BANK BASTR (XXXX7248)	01/01/2017		0.25 %	77,390.00	W-TWDB 5 Yr Res
FIRST NATIONAL BANK BASTR (XXXX3543)	01/01/2017		0.25 %	59,967.32	Water Cap Improv
Checking Account(s)					
FIRST NAT BASTR-CKING (XXXX1469)			0.10 %	204,036.16	Operating - Water
FIRST NAT BASTR-CKING (XXXX3289)			0.10 %	572.00	TWDB WW
Totals for Water/Wastewater Fund:				\$2,951,272.40	
Fund: Standby					
Checking Account(s)					
SCOE STATE BANK (XXXX2687)			0.10 %	129,156.50	Standby Operating
Totals for Standby Fund:				\$129,156.50	
Fund: Roads					
Money Market Funds					
SCOE STATE BANK (XXXX3131)	01/01/2016		0.50 %	70,096.96	Road Const MM
Checking Account(s)					
SCOE STATE BANK (XXXX2709)			0.10 %	343,556.22	Road Const Operating
Totals for Roads Fund:				\$413,653.18	
Grand total for Bastrop County Water Control & Improvement District No. 2:				\$3,494,082.08	

Account Balances

As of June 30, 2018

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
nd: Water/Wastewater					
ificates of Deposit					
ONTIER BANK (XXXX1963)	01/09/2018	07/08/2018	1.00 %	150,000.00	Water
IRD COAST BANK, SSB (XXXX8651)	01/09/2018	07/08/2018	1.20 %	150,000.00	Water
DENCE BANK (XXXX8631)	01/05/2018	08/09/2018	1.20 %	150,000.00	Water
SINESS BANK OF TX, NA (XXXX425)	01/05/2018	09/06/2018	1.20 %	150,000.00	Water
NTRAL BANK (XXXX0649)	01/05/2018	10/08/2018	1.25 %	150,000.00	Water
EEN BANK (XXXX4260)	01/05/2018	11/05/2018	1.00 %	150,000.00	Water
IST NATIONAL BANK BASTR (XXXX4188)	11/18/2016	11/18/2018	1.05 %	153,053.21	Water
MPASS BANK-PREMIER (XXXX4906)	01/05/2018	12/05/2018	1.28 %	150,000.00	Water
ON BANK (XXXX3438)	01/05/2018	01/10/2019	1.25 %	150,000.00	Water
ney Market Funds					
IEGY BANK - TRUST (XXXX1041)	01/01/2017		1.20 %	620,146.01	WW-ESC TWDB Loan
IST NATIONAL BANK BASTR (XXXX2781)	01/01/2017		0.25 %	12,069.76	WW-Pump Maint
IST NATIONAL BANK BASTR (XXXX3903)	01/01/2017		0.25 %	109,664.29	WW-TWDB 5 Yr Res
IST NATIONAL BANK BASTR (XXXX4385)	01/01/2017		0.25 %	467,872.40	WW-Annual TWDB
IST NATIONAL BANK BASTR (XXXX5076)	01/01/2017		0.25 %	70,821.81	Water MM
IST NATIONAL BANK BASTR (XXXX7248)	01/01/2017		0.25 %	82,826.85	W-TWDB 5 Yr Res
IST NATIONAL BANK BASTR (XXXX3543)	01/01/2017		0.25 %	67,625.86	Water Cap Improv
ecking Account(s)					
IST NAT BASTR-CKING (XXXX1469)			0.10 %	111,156.52	Operating - Water
IST NAT BASTR-CKING (XXXX3289)			0.10 %	572.00	TWDB WW
Totals for Water/Wastewater Fund:				\$2,895,808.71	
nd: Standby					
ecking Account(s)					
SCOE STATE BANK (XXXX2687)			0.10 %	123,734.00	Standby Operating
Totals for Standby Fund:				\$123,734.00	
nd: Roads					
ney Market Funds					
SCOE STATE BANK (XXXX3131)	01/01/2016		0.50 %	70,120.01	Road Const MM
ecking Account(s)					
SCOE STATE BANK (XXXX2709)			0.10 %	350,083.87	Road Const Operating
Totals for Roads Fund:				\$420,203.88	
Grand total for Bastrop County Water Control & Improvement District No. 2:				\$3,439,746.59	

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Water

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD
Ordinary Income/Expense				
Income				
Water-Revenue				
14110 · TV Water Sales	117,154	91,667	591,474	
14115 · Water Late Charge Income	5,742	2,083	16,762	
14120 · TV Tap Fees	37,800	15,000	155,400	
14125 · Capital Reserve Fee	0	5,000	0	
14130 · Water Line Bore	3,500	583	20,900	
14135 · Water Line Extension	0	833	0	
14140 · Backflow Inspections	600	500	600	
14145 · Returned Check Fee	0	25	0	
14148 · Pools	55	33	330	
14150 · Maps Sold	12	25	132	
14155 · Office Rents	275	375	1,650	
14160 · Other Income-W	55	0	12,139	
14170 · Reconnect Fee	800	833	5,100	
14175 · Interest-W	56	292	395	
14180 · Copies & Faxes	0	4	9	
14185 · FEMA Payments	0	0	2,224	
14190 · Irrigation Systems	0	25	0	
Total Water-Revenue	166,049	117,279	807,114	
Total Income	166,049	117,279	807,114	
Expense				
Water-Expense				
16100 · Payroll				
16100a · Salaries	32,567	42,083	240,954	252,1
16100b · Over Time	1,342	1,500	8,920	9,0
16100c · Double Time	140	250	1,291	1,1
16100e · Holiday	2,064	1,833	14,630	11,0
16100f · Annual Leave	1,512	1,667	8,983	10,0
16100g · Sick	1,450	417	6,116	2,1
16100h · Personal Time	0	308	657	1,1
16100i · Bonus	0	1,667	10,000	10,0
16100j · Moving	(1,756)	0	(1,756)	
16100k · FICA	2,912	3,000	21,749	18,0
16100l · 401K	0	167	500	1,0
16100m · Retirement-Life	69,315	60,000	101,647	68,0
16100n · SUTA	0	167	0	1,0
16100o · Longevity Pay	0	875	0	5,0
16100p · FUTA	8	0	387	
16100q · On Call Pay	347	417	2,284	2,1
Total 16100 · Payroll	109,902	114,350	416,361	
16110 · Health Insurance				
16110a · Insurance-Medical	6,985	11,300	49,032	67,0
16110b · Insurance-Dental	307	175	985	1,0
16110c · Insurance-Vision	73	133	517	1,0
16110d · HSA	138	150	900	1,0

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Water

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD
16110e · Insurance-Life	460	292	2,730	1,
Total 16110 · Health Insurance	7,964	12,050	54,165	
16117 · Payroll Service Fee	208	0	1,497	
16118 · Hand Tools	50	167	2,911	
16120 · Wellness Program	0	25	0	
16121 · Uniforms-W	200	583	2,894	
16122 · Mileage	490	83	1,020	
16123 · Vehicle Usage	8	500	2,508	
16124 · Admin Allocations	(3,049)	(7,917)	(51,798)	
16125 · PPE Allocations	(6,702)	(8,667)	(49,978)	
16125a · EOM Salary Reimburs from WW	(7,884)	(10,083)	(58,798)	
16126 · Answering Service	190	333	1,140	
16127 · Repairs-Contracted-W	0	417	900	
16128 · Maint Agreement-Hand Held	0	150	1,560	
16128a · Contracted Taps - Water	0	583	0	
16129 · Maint Agreement-Incode-W	769	1,000	1,786	
16130 · Office Equip Lease	1,262	1,000	7,574	
16131 · Pest Control	0	25	0	
16132 · Maint Agreement-Printer	0	83	0	
16133a · Security Agreement	0	25	0	
16135 · Garbage	76	125	457	
16136 · Cleaning-Maint Building	0	83	0	
16137 · Backflow Inspection	0	33	0	
16138 · Chemicals-Chlorine	1,281	1,333	5,925	
16138a · Contract Labor	0	417	1,150	
16139 · Field Equip Rental-W	0	417	2,907	
16140 · Fuel-W	0	792	4,683	
16141 · Repairs & Maint-W	70	1,500	2,383	
16142 · Materials-W	4,645	5,417	22,035	
16144 · Safety Supplies-W	786	333	1,523	
16145 · Damage Claims	0	83	43,883	
16145a · Meter Maintenance	0	42	0	
16146 · Water Samples	125	542	2,422	
16147 · Repairs & Maint-Water Well	2,219	1,667	9,100	
16149 · Computer-W	1,093	1,500	9,512	
16150 · Depreciation-W	16,764	14,167	100,583	
16151 · Dues & Subscriptions	0	67	0	
16152 · Election Costs	0	417	0	
16153 · Fax	0	8	3	
16154 · Late Fees-W	0	125	123	
16155 · Internet	0	167	0	
16156 · Printing-W	482	417	5,490	
16156a · Janitorial Supplies	0	17	0	
16157 · Office Supplies-W	660	417	2,195	
16158 · Misc-W	107	167	2,577	
16159 · Medical-W	0	33	0	
16160 · Misc Office-W	32	208	1,200	
16161 · Pre-Employment Screening	0	5	7	
16162 · Random Drug Screening	0	13	0	
16163 · Postage	215	750	4,017	

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Water

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD
16164 · Public Notice	0	250	25	
16165 · Telephone-W	538	500	4,998	
16166 · License-W	68	208	283	
16166a · Advertising	0	42	0	
16167 · Bank Fees-W	35	417	235	
16169 · TCEQ Fees-W	0	667	0	
16171 · CC Fees	1,529	1,417	13,063	
16172 · Interest Bonds-W	2,361	2,333	14,168	
16174 · Accounting-W	1,242	1,167	8,698	
16175 · Appraiser	0	83	0	
16176 · Audit-W	0	667	9,000	
16177 · Engineering-W	0	250	12,480	
16178 · Legal-W	0	833	13,469	
16179 · Insurance-W				
16179a · Insurance-Property-W	0	458	0	2,
16179b · Insurance-Vehicles-W	0	142	0	
16179c · Insurance-Misc-W	0	17	0	
16179d · Insurance-E&O-W	0	42	0	
16179e · Insurance-Liability-W	0	75	0	
16179f · Insurance-Bonding	0	25	50	
16179g · Insurance-FSA	303	417	888	2,
16179h · Insurance-WC-W	0	333	853	2,
16179i · Insurance- Wells	0	458	0	2,
Total 16179 · Insurance-W	303	1,967	1,791	
16180 · Repairs-Bldg-W	0	167	0	
16181 · Repairs-Equip-W	0	333	272	
16182 · Repairs-Vehicles-W	0	500	1,652	
16182a · Yard Maintenance-Mowing	0	250	0	
16183 · Travel				
16183a · Travel-Air	0	38	0	
16183b · Travel-Lodging	0	350	0	2,
16183c · Travel-Meals	25	58	207	
16183d · Travel-Rental Car	0	21	0	
16183 · Travel - Other	1		1	
Total 16183 · Travel	26	467	209	
16184 · Training-W	816	208	1,015	
16185 · Electricity				
16185a · Electricity-Maint Bldg	0	142	828	
16185b · Electricity-Office Bldg	0	583	2,355	3,
16185c · Electricity-Wells	0	4,167	15,709	25,
16185d · Electricity-WW Lift Station	0	42	722	
Total 16185 · Electricity	0	4,933	19,614	
16186 · Water-Maint Bldg	0	142	689	
16187 · Water-Office Bldg	0	142	882	
16188 · Computer Supplies	324	42	6,124	
16196 · Permits	0	100	0	

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Water

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD
16197 · Small Equipment Purchases	0	333	0	
Total Water-Expense	139,205	154,384	664,583	
Total Expense	139,205	154,384	664,583	
Net Ordinary Income	26,844	(37,105)	142,532	
Other Income/Expense				
Other Expense				
Capital Outlay-W				
17100 · Vehicles-W	31,470	30,000	31,573	
17101 · Equipment-W	0	833	1,539	
17102 · Meters-W	0	7,500	84,000	
17104 · Software-W	0	0	47,418	
17105 · Computer Replacement-W	0	417	0	
17106 · Line Extension-W	0	0	51,093	
17107 · Buildings-W	0	1,667	6,858	
17108 · Water Line Improvements-W	0	2,500	9,774	
17109 · Capital Outlay Culverts-W	21,667	20,000	40,368	
17121 · Water Well Cap Improv-W	0	58,333	0	
Total Capital Outlay-W	53,137	121,250	272,621	
Total Other Expense	53,137	121,250	272,621	
Net Other Income	(53,137)	(121,250)	(272,621)	
Net Income	(26,293)	(158,355)	(130,089)	

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Wastewater

June 2018

	Jun 18	Budget	Jan - Jun 18	YI
Ordinary Income/Expense				
Income				
Wastewater-Revenue				
14215 • WW Fees	57,332	56,250	339,269	
14220 • WW Bore	550	583	5,850	
14225 • WW Tap Fees	23,042	14,167	241,240	
14230 • Pump Maintenance	509	417	2,887	
14235 • Debt Service Reserve Fee	12,655	7,417	74,819	
14275 • Interest-WW Reserve	19	25	130	
14276 • Interest-WW	723	167	3,467	
14280 • Other Income-WW	0	500	0	
Total Wastewater-Revenue	94,828	79,525	667,663	
Total Income	94,828	79,525	667,663	
Expense				
Wastewater-Expense				
16221 • Uniforms-WW	0	583	2,524	
16222 • W/W Salary Allocations	7,884	10,083	58,798	
16229 • Maint Agreement-Incode-WW	441	333	441	
16233 • Lift Station Admin Service Fee	0	33	1,150	
16239 • Field Equip Rental-WW	0	167	4,246	
16240 • Fuel-WW	0	775	4,683	
16241 • Repairs & Maint-WW	0	1,333	10,681	
16242 • Materials-WW	2,489	2,917	24,017	
16243 • Meter Testing-WW	0	17	150	
16244 • Safety Supplies-WW	87	200	1,200	
16247 • Repairs & Maint-Lift Stat-WW	305	500	3,861	
16248 • Grinder Pump Repair-WW	4,840	1,667	11,230	
16250 • Depreciation-WW	37,347	35,833	224,084	
16251 • Tools	51	83	2,067	
16257 • Office Supplies-WW	0	17	0	
16258 • Misc-WW	0	50	0	
16259 • Medical-WW	150	25	300	
16260 • Op & Maint-City of Bastrop-WW	10,807	11,917	81,179	
16265 • Telephone-WW	0	83	119	
16266 • License-WW	0	50	346	
16268 • Filing Fees-WW	0	33	882	
16269 • TCEQ Fees-WW	0	267	0	
16272 • Interest Bonds-WW	13,381	13,250	80,283	
16274 • Accounting-WW	1,104	1,000	7,740	
16276 • Audit-WW	0	750	8,000	
16277 • Engineering-WW	0	250	315	
16278 • Legal- WW	0	83	0	
16279 • Insurance-WW				

Bastrop WCID No 2 - Water/Wastewater

Actual vs Budget Wastewater

June 2018

	Jun 18	Budget	Jan - Jun 18	YI
16279a • Insurance-Property-WW	0	250	0	
16279b • Insurance-Vehicles-WW	0	150	0	
16279c • Insurance-Misc-WW	0	42	0	
16279d • Insurance-E&O-WW	0	42	0	
16279e • Insurance-Liability-WW	0	75	0	
16279h • Insurance-WC-WW	0	417	853	
Total 16279 • Insurance-WW	0	975	853	
16280 • Repairs-Bldg WW	0	167	0	
16281 • Repairs-Equip-WW	9	250	216	
16282 • Repairs-Vehicles-WW	0	333	1,051	
16283 • Yard Maintenance-Mowing	0	208	0	
16284 • Training-WW	0	83	0	
16285 • Electricity-Lift Stations	0	417	1,000	
16286 • Water-Lift Stations	0	167	738	
16294 • Travel - Lodging	0	42	0	
16295 • Travel - Meals	0	17	0	
16296 • Travel - Rental Car	0	17	0	
16297 • Small Equipment Purchaes-WW	0	83	0	
Total Wastewater-Expense	78,895	85,058	532,153	
Total Expense	78,895	85,058	532,153	
Net Ordinary Income	15,933	(5,533)	135,510	
Other Income/Expense				
Other Expense				
Capital Outlay-WW				
17200 • Vehicles-WW	31,470	30,000	31,573	
17201 • Equipment-WW	0	250	0	
17206 • WW Line Extensions-WW	0	833	0	
17208 • Wastewater Improv-WW	0	2,083	0	
17211 • Capital Outlay Grinder Pumps-WW	0	8,333	98,000	
Total Capital Outlay-WW	31,470	41,500	129,573	
Total Other Expense	31,470	41,500	129,573	
Net Other Income	(31,470)	(41,500)	(129,573)	
Net Income	(15,538)	(47,033)	5,937	

**Bastrop WCID No - Roads
Actual vs Budget-RC**

June 2018

	Jun 18	Budget	Jan - Jun 18	Y
Ordinary Income/Expense				
Income				
Road Construction-Revenue				
34210 · Assessments	93,680	91,167	562,677	
34215 · Assessments-Prior to 97	255	833	8,471	
34220 · Late Fee	2,889	0	46,114	
34225 · Late Fee- Prior	105	100	1,095	
34235 · Lien Fees	1,682	2,083	21,579	
34240 · Deed Admin Fee	0	100	23,239	
34245 · Returned Check Fee	(207)	0	(264)	
34250 · Filing Fees	0	250	24	
34255 · Driveway	240	150	1,240	
34260 · Other Income-RC	0	0	870	
34265 · Attorney Fees	699	833	10,455	
34270 · Allocation to Maintenance Fund	(13,666)	(13,667)	(81,996)	
34274 · Admin Alloc to R/M 10%	0	908	0	
34275 · Interest-RC	23	83	139	
34280 · Sale of Real Property	0	500	0	
Total Road Construction-Revenue	85,699	83,342	593,641	
Total Income	85,699	83,342	593,641	
Expense				
Road Construction-Expense				
36210 · Salary Allocations from Water	6,702	8,667	49,978	
36224 · Admin Allocations from Water-RC	3,049	7,917	48,787	
36229 · Maint Agreement-Incode-RC	1,750	417	1,750	
36239 · Field Equip Rental	0	125	225	
36241 · Repair & Maint-RC	0	42	0	
36242 · Materials-RC	1,360	0	11,116	
36245 · Damage Claims	0	0	24	
36258 · Misc	230	417	839	
36263 · Postage	113	750	2,359	
36264 · Public Notices	0	0	0	
36268 · Filing Fees	1,212	417	2,075	
36270 · Bad Debt	0	7,000	0	
36271 · CC Fees	46	500	3,552	
36272 · Attorney Fees (County)	0	250	0	
36274 · Accounting	759	708	5,270	
36276 · Audit-RC	0	0	5,500	
36277 · Engineering-RC	0	833	7,815	
36278 · Legal-RC	2,328	417	19,659	
36279 · Insurance				
36279h · Insurance- WC	0	0	711	

Bastrop WCID No - Roads

Actual vs Budget-RC

June 2018

	Jun 18	Budget	Jan - Jun 18	Y
Total 36279 · Insurance	0	0	711	
36280 · Other Professional Fees	0	83	0	
36294 · Road Fees Written Off	1,194	1,417	10,133	
36295 · Lien Fees Written Off	225	500	2,115	
36296 · Road Late Fees Written Off	300	583	2,797	
36297 · Road Prior Written Off	615	1,417	8,756	
36298 · Attorney Fees Written Off	402	500	3,375	
36299 · Standby Fees Written Off	0	125	540	
36300 · Standby Late Fees Written Off	15	83	270	
Total Road Construction-Expense	20,300	33,167	187,646	
Total Expense	20,300	33,167	187,646	
Net Ordinary Income	65,399	50,175	405,996	
Other Income/Expense				
Other Expense				
Road Construction-Capital				
37285 · Capital Outlay-RC	57,743	50,500	124,108	
Total Road Construction-Capital	57,743	50,500	124,108	
Total Other Expense	57,743	50,500	124,108	
Net Other Income	(57,743)	(50,500)	(124,108)	
Net Income	7,656	(325)	281,888	

Bastrop WCID No - Roads

Actual vs Budget-RM

June 2018

	Jun 18	Budget	Jan - Jun 18	YTI
Ordinary Income/Expense				
Income				
Road Maintenance-Revenue				
34110 • Donations	0	833	0	
34160 • Other-RM	0	16,667	0	
34165 • FEMA Payments	0	0	8,614	
34176 • Transfer from Road Construction	13,666	13,667	81,996	
34180 • Admin Allocaitons-RM	0	7,917	0	
Total Road Maintenance-Revenue	13,666	39,083	90,610	
Total Income	13,666	39,083	90,610	
Expense				
Road Maintenance-Expense				
36127 • Repairs- Contracted-RM	0	0	349,181	
36128 • Contract Labor- RM	0	5,000	0	
36139 • Field Equipment Rental- RM	0	500	10,922	
36141 • R&M-RM	0	83	0	
36142 • Materials-RM	1,761	2,917	67,270	
36144 • Safety Supplies-RM	0	17	0	
36146 • Equip. Small	0	83	0	
36147 • Permit Fees	0	42	0	
36174 • Accounting	173	167	1,198	
36176 • Audit-RM	0	0	1,250	
36177 • Engineering-RM	0	1,667	7,530	
36178 • Legal-RM	0	167	700	
36179 • Insurance-WC-RM	0	0	426	
Total Road Maintenance-Expense	1,933	10,642	438,478	
Total Expense	1,933	10,642	438,478	
Net Ordinary Income	11,733	28,442	(347,868)	
Net Income	11,733	28,442	(347,868)	

Bastrop WCID No 2 - Standby

Actual vs Budget

June 2018

	Jun 18	Budget	Jan - Jun 18	YTD Budget
Ordinary Income/Expense				
Income				
25300 · Pine Forest Standby	0	2,500	5,085	11
25400 · Pine Forest Standby-Prior	0	208	0	
25500 · TV Standby	0	1,333	8,144	1
25600 · Late Fees	0	167	2,625	
25700 · Lien Fees	0	67	240	
25710 · Attorney Fees	0	25	6,444	
Total Income	0	4,300	22,538	21
Expense				
27110 · Admin Allocations	0	792	3,011	
27120 · Maint. Agreement- Incode	0	167	0	
27130 · Office Supplies	0	25	66	
27135 · Filing Fees	0	17	0	
27140 · Postage	0	133	0	
27155 · Miscellaneous Expense	0	25	0	
27157 · Appraiser/Surveyor	0	250	0	
27160 · Accounting	173	167	1,296	
27170 · Audit	0	208	1,250	
27180 · Engineering	0	333	0	
27190 · Legal	0	0	4,438	
Total Expense	173	2,117	10,060	11
Net Ordinary Income	(173)	2,183	12,478	11
Other Income/Expense				
Other Expense				
27195 · Drainage	47	0	5,558	
Total Other Expense	47	0	5,558	
Net Other Income	(47)	0	(5,558)	
Net Income	(220)	2,183	6,920	11

Bastrop WCID No 2 - Water/Wastewater

Balance Sheet

As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
11110 · Operating - Water	111,156.52
11220 · TWDB WW	572.00
Total Checking/Savings	111,728.52
Other Current Assets	
Accounts Receivable	
11150 · Accounts Receivable-W	34,947.29
11250 · Accounts Receivable - WW	12,509.62
Total Accounts Receivable	47,456.91
11120 · Petty Cash	215.00
11130 · Cash Drawer	250.00
11140 · Time Deposits-W	1,574,327.73
11160 · Allowance for Doubtful-W	(10,176.94)
11171 · Due from Standby-W	219.99
11172 · Due from RM-W	1,933.41
11173 · Due from RC-W	13,861.82
11180 · Utility Deposits-W	920.00
11185 · Due from Others	1,756.00
11230 · Time Deposits-WW	1,209,752.46
11260 · Allowance for Doubtful-WW	(4,414.45)
Total Other Current Assets	2,836,101.93
Total Current Assets	2,947,830.45
Fixed Assets	
11190 · Accumulated Depreciation-W	(3,040,767.46)
11191 · Land-W	161,641.00
11192 · Bldgs & Equipment-W	4,777,548.49
11290 · Accumulated Depreciation-WW	(2,157,711.56)
11291 · Land-WW	14,525.00
11292 · Bldgs & Equipment-WW	7,438,146.98
Total Fixed Assets	7,193,382.45
TOTAL ASSETS	10,141,212.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
12000 · Accounts Payable	32,533.90
Total Accounts Payable	32,533.90
Other Current Liabilities	
12140 · Accrued Salaries	17,092.67
12144 · FSA Employee Flexible Spending	749.44
12145 · Benefit Liability	(7,808.35)
12154 · 401k	(26.00)
12160 · Deposits	208,600.00
12170 · Due to TCEQ-W	2,815.05
12180 · Groundwater Assessments Pay-W	1,655.79

Bastrop WCID No 2 - Water/Wastewater

Balance Sheet

As of June 30, 2018

	Jun 30, 18
12270 · Due to TCEQ-WW	1,698.23
12280 · Bonds Payable-TWDB-WW	5,815,000.00
Total Other Current Liabilities	6,039,776.83
Total Current Liabilities	6,072,310.73
Total Liabilities	6,072,310.73
Equity	
13110 · Unrestricted Fund Balance-W	1,536,850.74
13120 · Restricted Fund Balance-Bond	65,000.00
13140 · Capital Assets Fund Balance-W	1,834,568.00
13220 · Unrestricted Fund Balance-WW	954,218.76
13240 · Capital Assets Fund Balance-WW	(193,791.00)
Net Income	(127,944.33)
Total Equity	4,068,902.17
TOTAL LIABILITIES & EQUITY	10,141,212.90

Bastrop WCID No - Roads
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
31210 • Road Const Operating	350,083.87
Total Checking/Savings	<u>350,083.87</u>
Other Current Assets	
31230 • Time Deposits-RC	70,120.01
31250 • Accounts Receivable-RC	2,337,805.54
31260 • Allowance for Doubtful-RC	<u>(2,193,543.46)</u>
Total Other Current Assets	<u>214,382.09</u>
Total Current Assets	<u>564,465.96</u>
TOTAL ASSETS	<u><u>564,465.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
32000 • Accounts Payable	101,272.96
Total Accounts Payable	<u>101,272.96</u>
Other Current Liabilities	
32150 • Due to Water-RM	1,933.41
32250 • Due to Water-RC	<u>13,861.82</u>
Total Other Current Liabilities	<u>15,795.23</u>
Total Current Liabilities	<u>117,068.19</u>
Total Liabilities	117,068.19
Equity	
33130 • Fund Balance-RM	199,655.49
33220 • Fund Balance-RC	313,722.04
Net Income	<u>(65,979.76)</u>
Total Equity	<u>447,397.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>564,465.96</u></u>

Bastrop WCID No 2 - Standby
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
21100 · Standby Operating	123,734.00
Total Checking/Savings	123,734.00
Other Current Assets	
21500 · Accounts Receivable	538,265.18
21600 · Allowance for Bad Debts	(508,533.91)
Total Other Current Assets	29,731.27
Total Current Assets	153,465.27
TOTAL ASSETS	<u><u>153,465.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22200 · Due to Water	219.99
Total Other Current Liabilities	219.99
Total Current Liabilities	219.99
Total Liabilities	219.99
Equity	
23010 · Fund Balance	146,325.70
Net Income	6,919.58
Total Equity	153,245.28
TOTAL LIABILITIES & EQUITY	<u><u>153,465.27</u></u>

District Debt Service Payments

07/01/2018 - 06/30/2019

Paying Agent	Series	Date Due	Date Paid	Principal	Interest	Total Due
bt Service Payment Due 12/01/2018						
Amegy Bank of Texas	2016	12/01/2018		245,000.00	94,450.75	339,450.75
		Total Due 12/01/2018		245,000.00	94,450.75	339,450.75
bt Service Payment Due 06/01/2019						
Amegy Bank of Texas	2016	06/01/2019		0.00	92,674.50	92,674.50
		Total Due 06/01/2019		0.00	92,674.50	92,674.50
		District Total		\$245,000.00	\$187,125.25	\$432,125.25

Agenda

Item # 8

Updates from
Gene Kruppa
and Tyler
Walsh

HYDRANTS IN NEED OF REPAIR – APRIL 2018

<u>Number</u>	<u>Location</u>	<u>Hydrant type</u>	<u>Type of repair</u>	<u>status</u>
1	Kaanapali & Akaloa	American Darling	MJ leak/discharge side of lead valve/possible hydrant main valve	Tagged/off @ lead valve/replace hydrant
2	Kaanapali & Molokini	American Darling	Possible MJ leak/discharge side of lead valve	Tagged/off @ lead valve/replace hydrant
3	Kaanapali & Kulua	American Darling	Replace hydrant main valve	Tagged/off @ lead valve
4	Kamakoa & Kawela	American Darling	Replace hydrant main valve	Tagged/off @ lead valve
5	Keawakapu & Ninole		Hydrant works, new, think it was a misprint	Check others on Keawakapu area
6	East Kikipua	Clow 2002	Replace hydrant main valve	REPAIRED 7/13/18
7	West Kikipua	Clow 2002	Replace hydrant main valve	REPAIRED 7/13/18
8	Pohakuloa	American Darling	Replace hydrant main valve	Tagged/off @ lead valve
9	Pohakuloa	Clow	Flushed sediment from main valve	On/operational
10	Waikakaaua past Pohakuloa	American Darling	Flushed sediment from main valve	On/operational
11	North Pohakea	Clow	Replace hydrant main valve	Repaired!
12	Akaloa & Wailupe	American Darling	Flushed sediment from main valve	On/operational
13	Margie's Way & Brittany	Clow	Flushed sediment from main valve	On/operational
14	Puuwaawaa	American Darling	Flushed sediment from main valve	On/operational
15	Kaanapali across from Waialea	American Darling	Flushed sediment from main valve	On/operational
16	Wainee & Lopa Ct.	American Darling	Flushed sediment from main valve	On/operational
17	Homonu	American Darling	Hydrant worked	On/operational
18	Pahalawe & Pukoo	American Darling	Flushed sediment from main valve	On/operational

HYDRANTS IN NEED OF REPAIR – APRIL 2018

Number	Location	Hydrant type	Type of repair	status
19				
20	Pahoiki	American Darling	Sediment blown from main valve	On/operational
21	Kaanapali & Keo Keo	American Darling	Sediment blown from main valve	On/operational
22	Huanama	American Darling	Believe hydrant main valve will not seat	Tagged/off @ lead valve
23	Nanakuli & Kaupa	American Darling 1997	Replace 2" thread connections	REPAIRED 7/12/18
24	197 Akaloa	American Darling	Sediment blown from main valve	On/operational
25				
26				

12 HYDRANTS ARE NON OPERATIONAL

**BOARD OF DIRECTORS
BASTROP COUNTY WCID NO. 2
UPDATE OF VARIOUS ITEMS**

JULY 17, 2018

Water

- Installation of radio read water meters. There are about 422 radio read meters to be installed. Tyler has indicated that it will take about 9 weeks to complete the installation when started. Meter installation will begin with the employment of an additional helper-presently underway. Tyler and Alma have a candidate to contact for employment.
- Construction of a new water standpipe/storage tank. I have spoken with Jerry Kyle who represented the water district with the TWDB loan. He has indicated that we will need to contact TWDB to use any surplus funds. The only issue I am aware of would be additional money to make TTHM corrections at plant #2. The aeration/tank mixer on the tank was completed and Tyler will take samples to measure the TTHM results and determine if any additional action is required. With a possible new standpipe or elevated tank, a study to determine the size and height will be

needed. I have solicited a proposal from BEFCO for the hydraulic and tank study. The proposal is attached for approximately \$25,000. In June the Board authorized the study to proceed.

- At 249 Tahitian Drive, there is a water meter located in the driveway. A picture is attached for your review. I would like the Board, Tony, and staff to discuss and develop a policy for future maintenance.
- Water well # 1 is out of commission with a burned up motor. Friedel is working to get the well back in operations.
- Interconnects with the City of Bastrop and Aqua WSC are in the process to find out costs. This will act as a backup water supply if a severe problem is encountered.

Wastewater

- As we approach the 10th anniversary of the completed wastewater system, I have asked Alma to develop a list of grinder stations with their respective ages and show last time changed out. I will recommend that the district start changing out the older grinders. This will assist in limiting after hours/weekend calls for non-functional grinder stations. Reviewing the completed data base it shows there are about 44 grinders approaching 16 years old (2002); 55 approaching 15 years (2003); 13 approaching 14 years (2004); and 5

approaching 13 years (2005). All the others installed in these certain years have been replaced over the years.

- Brian Phenegar, with EI 2, has been contacted to invite him and his assistant to come to the District to conduct a school for pump repairs. There has been some time since some of the employees were certified. This will be a good and valuable tool for the employees to see the most efficient method to repair grinder pumps and installation methods. We will also discuss pricing of grinder stations to determine if there is an incentive to purchase more at any time. They will come to Bastrop and conduct the school at the District warehouse on July 18, 2018. Brian is working on the pricing for larger number of grinders. Russell with EI 2 is working to gather for us the various commercial rates charged by the various clients with grinder stations.
- Tyler has indicated that Lift Station #2 of the original 3 main lift stations needs repairs to the electrical system and wet well coating system. We are gathering estimated costs and met with the coating reps. last week – June 14. We have also inspected the two remaining lift stations - # 1 and 3 and requested coating estimates.

There are two proposals from electricians and two from coating companies. The proposals from the

electricians were Trac-N-Trol for \$\$17,650-\$25,655 per station and 5S Service Company, LLC for \$7,200 per station. Both companies have performed work for the District. Trac-N-Trol furnished and installed the SCADA system and 5S has performed electrical work and the installation of the generator at plant #2.

We are awaiting the proposals for the coatings.

Warehouse Property

- We are soliciting estimates for a security fence around the warehouse properties. Depending on the ultimate cost, the method of awarding the contract for services will be determined. We would like direction to re-plate the District property into one piece.

Drainage

- On Wednesday, June 13, 2018, Tyler, Andy and I made several location visits to inspect drainage issues. The main conclusion is to obtain and secure all required drainage easements; restrict the sale of identified drainage lots; and make some drainage ditch improvements at various locations. Tyler will check

with the easement procurement to allow for the construction of a drainage ditch in Unit 5. Still working to final a solution for the drainage issue.

- Also, Tyler will review the widening of the drainage channel in Unit 3 and modification to various drainage ditch back slopes.

Roads

- On June 13, Mel, Andy, William Cook, Tyler and I reviewed several of the 2017 roadways for minor corrections and acceptance by the County. County will assist to make some changes for acceptance. The right of way at the intersection of Konahuanui and Moku Manu has been staked for realignment by the County during the paving process. County will do additional work to get roadway into acceptance.
- William Cook will provide some estimates to Tyler for concrete work and ditch excavation needed for County acceptance. Concrete work was performed and has been completed on Konahuanui.
- Tyler will follow up on easements to allow for construction of drainage ditch from installed culvert

pipes. We have met with the landowner and we are proceeding to arrive at a solution.

- The main objective for the district is to improve roadways to County/City standards and have that entity accepted the improved roadway for future maintenance.
- The 2018 roadway project with WJC is making good progress. According to the County, all work is acceptable. All the density tests passed. William Cook estimates about 1 weeks to complete WJC's roadway project. This is only about half of the 2018 roadway project.
- The second half of the 2018 roadway project with Evans will commence in the near future. We will be meeting for a pre-construction meeting to discuss various issues with the County. Also, we have not found an executed contract between the two parties and will continue to search or develop a new one.
- It is expected that the County will accept all the 2017 and 2018 roadways after some work is completed and the roadways paved by County. Also, Ulupau needs a small area to be paved by County for acceptance. According to Commissioner Mel, the County will commence finishing the roadways and start paving the week of July 16.

General

Tyler and staff are developing a list of housekeeping items for all water plants, lift stations, district office and warehouse.

It is important that all work within the District follow the contractual requirements of the State of Texas. In addition, we always want to treat all the same.

Respectively submitted,
Gene Kruppa, P.E., R.P.L.S.
Interim General Manager

Meter at 249 Tahitian Dr.

Agenda

Item # 9

Wastewater Improvements



Attn: Tyler Walsh

7/6/18

The 5S Service Co. is pleased to offer the following quotation for your consideration. This quote is for the electrical upgrades at 3 lift stations and includes the following:

- One 18"X18" stainless steel junction box per lift station
- Five new float switches per lift station
- One submersible transducer and level controller per lift station
- One lot concrete coring per lift station
- One lot aluminum conduit and wire per lift station
- All necessary electrical supplies to complete the installation
- Start up and testing

This can be completed for a lump sum price of \$7,200.00/ea.

Reinstall and program dialers(provided by the county) \$800.00/ea

Exclusions: Permits, Taxes, Bond, Fees, Phone Line

If this meets with your approval, please sign and email to keith@5sserviceco.com

Respectfully Submitted,
Keith W. Siebert

Approved By:

Date

5S Service Company, LLC ♦ 1645 Main Street D #48 ♦ Buda, Texas 78610

512-400-0517 Office ✕ 512-686-1018 Fax

Water 🌊 Wastewater 🌊 Electrical 🌊 Re-Irrigation 🌊 Backflow 🌊 Pumps 🌊 Motors

Regulated by The Texas Department of Licensing and Regulation, P. O. Box 12157, Austin, Texas 78711, 1-800-803-9202,
512-463-6599; website: www.license.state.tx.us/complaints



CORPORATE OFFICE
PO BOX 310909
NEW BRAUNFELS, TX 78131
P: 830-627-1455
F: 830-627-1457

AUSTIN/SAN ANTONIO DEPOT
1078 SAN MARCOS HWY
LULING, TX 78648
P: 830-875-2770
F: 830-875-2730

HOUSTON DEPOT
7735 LETTIE ST
HOUSTON, TX 77075
P: 713-785-4500
F: 713-785-4504

Wet Well Lift Station Rehabilitation Proposal

Bastrop, TX

July 13, 2018

Please find the pricing below for services on the above referenced project:

Full Rehabilitation of Wet Well with SewperCoat to include the following:

- Removal of failed Polybrid coating from interior wet well walls
- Sandblast structure to ICRI No. 4 standards
- Stud wall for additional support if necessary
- Waterblast sand particulates off prepped structure prior to coating
- Apply up to 2,000 Mils of 10-yr Warranted SewperCoat dependent on severity of corrosion
- Clean-up and QAQC structure and enact 10-yr warranty
- Price includes full bypass set up and operation for duration of job. Bypass will be run by a 4" diesel pump, equipped with an auto-dialer (to alert us if any issues arise overnight)
- Bypass will pull section from the 6" force main via a flow-through plug at the wet well

Lump Sum Price **\$21,824.00**

Alternate Item:

- For a permanent solution to divert flow from the Lift Station in the future, we would recommend installing a 48" Diameter Doghouse Manhole on top of the Forcemain. The Forcemain would be exposed and this would provide the City the means of plugging the Forcemain and pulling suction directly from the manhole to divert flow from the Lift Station when necessary in the future.

Lump Sum Price **\$14,585.00**

Note: If the Doghouse Manhole solution is of interest, we would first install the manhole and then perform the bypass set-up from the new manhole rather than the wet well.

Please let us know if you have any further questions or concerns.

Regards,

John Lande
830-837-1103 (m)

AUSTIN

HOUSTON

SAN ANTONIO

Agenda

Item # 11

Amended
Interlocal
Agreement
with County

STATE OF TEXAS
COUNTY OF BASTROP

§ COUNTY OF BASTROP AND
§ BASTROP COUNTY WATER CONTROL
§ AND IMPROVEMENT DISTRICT #2

THE COUNTY OF BASTROP ("the County"), a local political subdivision of the State of Texas, and the Bastrop County Water Control and Improvement District 2 ("BCWCID #2"), a political subdivision of the State of Texas (BCWCID #2 and the County may be referred to jointly herein as the "Parties", and individually as a "Party"), hereby enter into this Interlocal Agreement ("the Agreement") for the finish construction and paving of Papaloa Lane, Pele Ct., N & S Kanaio Dr., Kaupo Ct., Lamaloa Ln., Konahuanui Ln., Hauo Ct., Upola Ct., E. Maunalua Dr., W. Maunalua Dr., Puu Waa Waa Ln., Kokomo Ln., and Haliimaile Ln., which constitute approximately 4 miles of those certain roads located within the boundaries of BCWCID #2 as described and depicted in Exhibit A, attached hereto and incorporated for all purposes ("the Project").

Is amended to add the following roads: Pahoki Lane, Kou Ct., Kulua Ct., Kimo Ct., Ahumoa Dr., North Pahihi Dr., Kaena Lane, Papawai Dr., Koa Ct., Huelo Ct., Kaenapapa Lane, Awehi Lane, Upola Ct., Ohana Ct., Haou Ct., Kaliu Ct., and Paia Ct., which constitutes approximately 2 miles of those certain roads located within the boundaries of BCWCID #2 and depicted in Exhibit "B", attached hereto and incorporated for all purposes (the Project")

WHEREAS, Bastrop County has an interest in protecting the health and safety of citizens of Bastrop County; and

WHEREAS, Bastrop County has an interest in maintaining the roads of the unincorporated sections of Bastrop County; and

WHEREAS, BCWCID #2 desires to secure services of the County for purposes of paving roads.

NOW THEREFORE, the Parties, for and in consideration of the covenants and agreements herein set forth, to be kept and performed by them respectively, have agreed to and do hereby agree together as follows:

1. Purpose

Pursuant to Chapter 791 of the Texas Government Code, the County and BCWCID #2 are public agencies entering into this Agreement for the purpose of providing governmental functions in which the Parties are mutually interested and with each Party performing functions they would be authorized to perform individually; specifically: financing, project management, installation and maintenance of the Project, which will create improvements for roads in Bastrop County and will provide for the public health and welfare.

2. General Agreement

Initial: County PP WCID #2 _____

The County and BCWCID #2 hereby agree to cooperate as further set forth in this Agreement in the paving and ditch preparation of the Project. The Project consists of the paving and ditch preparation of Papaloa Lane, Pele Ct., N & S Kanaio Dr., Kaupo Ct., Lamaloa Ln, Konahuanui Ln., Hauo Ct., Upola Ct., E. Maunalua Dr., W. Maunalua Dr., Puu Waa Waa Ln., Kokomo Ln., and Haliimaile Ln., constituting approximately 4 miles of those certain roads located within the boundaries of BCWCID #2 as described and depicted in Exhibit A, attached hereto and incorporated for all purposes ("the Project").

Is amended to add the following roads: Pahoki Lane, Kou Ct., Kulua Ct., Kimo Ct., Ahumoa Dr., North Pahihi Dr., Kaena Lane, Papawai Dr., Koae Ct., Huelo Ct., Kaenapapa Lane, Awehi Lane, Upola Ct., Ohana Ct., Haou Ct., Kaliu Ct. and Paia Ct., which constitutes approximately 2 miles of those certain roads located within the boundaries of BCWCID #2 and depicted in Exhibit "B", attached hereto and incorporated for all purposes (the Project")

3. BCWCID # 2 Responsibilities

- A. BCWCID #2 authorizes the County to perform the work on those roads described in the Project within its boundaries.
- B. BCWCID #2 shall reimburse the County for 1/2 of fuel costs associated with the work performed pursuant to the terms and scope of the Project as described herein and for the Compaction test necessary for the paving of the roads described in the Project.
- C. BCWCID #2 will reimburse the county for all materials used to complete the contractor prepared roads. Attached as Exhibit B is the current estimated cost of materials for the Project. Prices are subject to change based on market conditions. In the event that prices for materials change, the County shall notify BCWCID #2 of the updated price estimates for materials for the Project no later than ten (10) days prior to purchasing the material and to submitting to BCWCID #2 an invoice for materials reflecting the changed price.
- D. BCWCID #2 will pay for all surveys necessary for the construction/paving of those roads described herein as the Project.
- E. BCWCID #2 will pay for any of the County's consultations with BCWCID #2's consulting engineer.
- F. In the event that technical issues regarding the construction of a road included in the Project are identified that cause substantial delay in the commencement or completion of work on said road, BCWCID #2 shall identify and substitute another road or segment of road of approximately the same length to be included in the Project instead of the original road and shall communicate the substitution to the County in a timely manner.

4. County Responsibilities

Initial: County PP WCID #2 _____

- A. The County, using personnel and equipment from Precinct 1, will assist BCWCID in paving those roads identified herein in accordance with the County's applicable design and construction standards, unless otherwise agreed by the parties. Specifically, the County will provide BCWCID #2 a two-course paving (with bottom rock and top rock) on the prepared, compacted 8 inch base.
- B. The County will purchase all materials for the Project.
- C. The County will consult with BCWCID #2's drainage plan. If needed, the County will consult with BCWCID #2's consulting engineer, at BCWCID #2's expense, regarding the impact of the Project on BCWCID #2's drainage plan.
- D. In the event that technical issues regarding the construction of a road included in the Project are identified that cause substantial delay in the commencement or completion of work on said road, the County will permit BCWCID #2 to identify and substitute another road or segment of road of approximately the same length to be included in the Project instead of that road originally identified.

5. Other Agreements Relating to the Project

- A. All services must be complete within the County Fiscal Year 2017-2018 (October 1, 2017 – September 30, 2018) unless otherwise agreed by the parties in writing because of an unforeseen pre-road work delay.
- B. The County will invoice BCWCID for 1/2 of fuel costs and for the entire purchase of culverts and materials.
- C. Payment is expected within 30 days of invoice.
- D. Each party agrees to conform to its own applicable purchasing laws, regulations, policies, and procedures with respect to the portion of the work under this Agreement performed by each party.
- E. The County and BCWCID #2 will coordinate work schedules in order to provide for minimal disruption of traffic and operation of the roads described herein.
- F. This agreement may be renewed every fiscal year upon written request from BCWCID #2 to the County and written acceptance by the County of said request.

6. Miscellaneous

- A. Notice and Addresses. All notices required hereunder must be given by certified mail or registered mail, addressed to the proper Party, at the following addresses:

To the County: County of Bastrop
 Attn: Mel Hamner
 County Commissioner
 804 Pecan
 Bastrop, Texas 78602

To BCWCID #2: BCWCID #2

Initial: County pp WCID #2 _____

Gene Kruppa
General Manager
106 Conference Drive
Bastrop, TX 78602

Either Party may change the address to which notices are to be sent by giving the other Party notice of the new address in the manner provided in this section. Notices shall be deemed to have been received three (3) days after deposit in the mail.

For ease of administration of this contract, a main contact person has been designated for the Parties as follows:

For the County: County of Bastrop
Attn: Andy Baker
Foreman, Precinct 1
804 Pecan Street
Bastrop, TX 78602

For BCWCID #2: Gene Kruppa
General Manager
106 Conference Drive
Bastrop, TX 78602

- B. Parties Bound. This Agreement shall be binding upon, and inure to the benefit of, the Parties to this Agreement and their respective heirs, executors, administrators, legal representatives, successors, and assigns.
- C. Prior Agreement Superseded. This Agreement constitutes the sole and only agreement of the Parties regarding their responsibilities to each other concerning the work noted herein on the Project and supersedes any prior understandings or written or oral agreements between the Parties respecting the Project. This Agreement in no way modifies or supersedes any document executed by the Parties prior to this Agreement which does not involve the Project.
- D. Amendment. No amendment, modification, or alteration of the terms of this Agreement shall be binding unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the Parties to this Agreement.
- E. General Waiver by the Parties. The Parties hereby waive and release each other from all claims for loss or damage caused by any act or omission by the other, their respective employees, or agents, in the performance of this Agreement, except for gross negligence and/or willful misconduct, and except as otherwise provided by the Texas Uniform Commercial Code. To the extent authorized by Texas law, the County and BCWCID #2 agree that each entity is responsible for

Initial: County PP WCID #2 _____

its own proportionate share of any liability for personal injury or death or property damage arising out of or connected to its own negligent acts or omissions in connection with this Agreement as determined by a court of competent law.

- F. Violation of Law. The Parties shall not violate any federal, state or local laws, regulations or ordinances in the performance of this Agreement.
- G. Enforceability. If any provision of this Agreement proves unlawful or unenforceable by a court having jurisdiction over the Parties or the subject matter, such provision shall be severable from the other provisions of this Agreement, and all remaining provisions shall be fully enforceable.
- H. Governing Law and Place for Performance. This Agreement shall be governed by the laws of Texas, which state shall also be deemed the place where this Agreement was entered into and the place of performance and transaction of business and Parties. In the event of litigation pertaining to the Agreement, the exclusive forum, venue and place of jurisdiction shall also be the County of Bastrop and the State of Texas unless otherwise agreed in writing by the Parties. The Parties acknowledge that each has had the unfettered opportunity to review, revise and negotiate the terms of this Agreement, and that if in the future there is a dispute as to the meaning of any provision herein, then no such provision shall be construed against the drafter of the Agreement.
- I. Signature Warranty Clause. The signatories to this Agreement represent that they have the authority to execute this agreement on behalf of BCWCID #2 and the County, respectively.
- J. No Waiver of Immunities. Nothing in the Agreement shall be construed to waive any immunity from suit or liability enjoyed by BCWCID #2, the County, their past or present officers, employees, or agents.
- K. Approval of Governing Bodies. This Agreement has been approved by the governing bodies of the County and BCWCID #2.
- L. Assignment. Neither Party may assign their interests in this Agreement except upon receiving the written consent of the other Party.
- M. Termination. This agreement may be terminated by either Party, with or without cause, upon 30 calendar days written notice.
- N. Governmental Purpose. Each party hereto is entering into this Agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.

O. Commitment of Current Revenues Only. In the event that, during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon thirty (30) days written notice to the other party. Each of the parties hereto agrees, however, to use its best efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903.

EXECUTED TO BE EFFECTIVE this 9th day of July, 2014. 8

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 2

By: _____

Printed Name: Mary Beth O'Hanlon

Title: President, Board of Directors

ATTEST:

By: _____

Printed Name: ~~Sam Kier~~ Butch Carmack

Title: Secretary, Board of Directors

COUNTY OF BASTROP

By: Paul Pape

Printed Name: Paul Pape

Title: County Judge

ATTEST:

By: Rose Letcher by Krista Bauteh deputy

Attachment "A"

ROAD/ROAD SEGMENT	ANTICIPATED CONSTRUCTION TIME FRAME
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1.	Papaloa Ln.	Oct. 2017-Sept. 2018
2.	Pele Court	Oct. 2017-Sept. 2018
3.	N & S Kanaio Dr.	Oct. 2017-Sept. 2018
4.	N & S Kaupo Ct.	Oct. 2017-Sept. 2018
5.	Upper Lamaloa Ln.	Oct. 2017-Sept. 2018
6.	Konahuanui Ln.	Oct. 2017-Sept. 2018
7.	Hauo Court	Oct. 2017 – Sept. 2018
8.	Upola Ct.	Oct. 2017 – Sept 2018
9.	E. Maunalua Dr.	Oct. 2017 – Sept. 2018
10.	W. Mauanalua Dr.	Oct. 2017 – Sept. 2018
11.	Puu Waa Waa Ln.	Oct. 2017 – Sept 2018
12.	Kokomo Ln.	Oct. 2017 – Sept 2018
14.	Haliimaile Ln.	Oct. 2017 – Sept. 2018

Initial: County  WCID #2 _____

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Attachment "B"

Attachment "B"

	Street	Length	Cost
1.	Papaloa Ln.	1200 Ft.	\$6500.00
2.	Pele Ct.	280 Ft.	\$1506.00
3.	N & S Kanaio Dr.	1500 Ft.	\$7837.00
4.	N & S Kaupo Ct.	2200 Ft.	\$11760.00
5.	Upper Lamaloa Ln.	1800 Ft.	\$9700.00
6.	Konahuanui Ln.	2270 Ft.	\$11900.00
7.	Hauo Ct.	528 Ft.	\$8668.00
8.	Upola Ct.	1360 Ft.	\$7210.00
9.	E. Maunalua Dr.	2600 Ft.	\$14000.00
10.	W. Maunalua Dr.	1200 Ft.	\$6500.00
11.	Puu WAA Waa Ln.	2600 Ft.	\$14000.00
12.	Kokomo Ln.	1800 Ft.	\$9700.00
14.	Haliimaile L.n	1800 Ft.	\$9700.00

Agenda

Item # 12

Amended
Employee
Handbook

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT # 2

EMPLOYEE HANDBOOK

July 1, 2018 [JO1]

INTRODUCTION

The Bastrop Water Control and Improvement District (the District) was formed in 1985 to operate the water system which served the 7,000-lot subdivision known as Tahitian Village. Later the Texas Legislature gave the District powers over the roads within the District's boundaries. The District also operates the wastewater system. The District is governed by a five-member board. Each board member is elected by Village residents and serves a four-year term.

We are glad you have joined the District as an employee. In this Employee Handbook we will share with you our employment policies and operating philosophy, because we want you to understand the District's workplace expectations. We will also describe the benefits we provide that go beyond the pay you will receive for the work you do.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One objective is to provide a work environment that is conducive to both personal and professional growth.

If you have questions regarding this handbook or a statement contained herein, please contact your manager.

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SECTION 1 – DISTRICT POLICIES

Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the District.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Employment with the District is on an "at-will" basis. The employee may quit and the District may terminate the employee at any time, for any non-discriminatory reason or for no reason. Neither the employee nor the District is bound to continue the employment relationship if either chooses to end the relationship at any time. You are an at-will employee.

In order to retain necessary flexibility in the administration of policies and procedures, the District reserves the right to change, revise, or eliminate any of the policies and/or benefits described in the handbook, except for the policy of employment at-will. The only recognized deviations from the stated policies are those authorized in writing and signed by the District designee.

Employee Relations

The District believes that the work conditions, wages, and benefits, it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe the District amply demonstrates its commitment to employees by responding effectively to employee concerns.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including sexual orientation, gender identity, and pregnancy), national origin, age, physical or mental disability, military service, genetic information, or any other classification protected by law. This policy governs all aspects of employment, including selection, job

assignment, compensation, discipline, termination, and access to benefits and training. No employee of the District will discriminate against any applicant or fellow employee because of the person's veteran status.

Any employee with questions or concerns regarding any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

If an employee feels they cannot bring issues to the attention of their immediate supervisor, they are encouraged to bring issues to the Board either in their name or anonymously.

Disability and Religion Accommodation

In accordance with federal and state law, the District prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The District also provides qualified disabled applicants and employees with reasonable accommodations that do not impose undue hardship on the employer, if such accommodations permit the individuals to perform the essential functions of their jobs.

An employee should advise their manager if he or she requires accommodation to enable the employee to perform the essential tasks of the job. The District will work with the employee to find a reasonable accommodation for the disability. The manager may request that the employee obtain medical documentation from the employee's health care provider describing the nature, severity and duration of the condition, how it affects the employee's ability to perform the job, and how, if at all, it can be reasonably accommodated. Reasonable options that may be available for a disability include modified duty, part-time work, reassignment to a vacant position, acquisition or modification of equipment or assistive devices, or additional leave if the employee can provide a reasonable return-to-work date.

The District will also reasonably accommodate its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise their manager if he or she requires accommodation for religious reasons. The District will then make an accommodation unless doing so would cause more than a minimal burden on the operations of the business. Examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.

Outside Employment

Each full-time employee of the District shall understand and agree that his or her position with the District is his or her primary occupation and it shall take precedence over all secondary jobs at all times. An employee who is working another job at the time of hire and who intends to continue the other employment, or a current employee who wishes to undertake secondary employment, must so advise the Board or its designee and receive written approval to continue the secondary employment. A District employee is permitted to engage in any business, trade, occupation, or profession, including self-employment, provided prior written approval of the Board or its designee is secured.

- When engaged in secondary employment, the employee must notify the Board or designee in writing of the place and type of employment or business, and the hours of work.
- An employee whose position requires him to occupy an "on-call" status shall recognize such status as an obligation to the District and shall fulfill that obligation if called to work for the District during these hours even while working on the second job.
- Such secondary employment shall not be permitted if it will bring the District into disrepute, reflect discredit upon the employee as an employee of the District or interfere with the performance of the employee's District duties.
- An employee shall not perform any outside work at any time when the employee is on either paid or unpaid leave from the District. Continuation of secondary employment previously approved by the Board or its designee must be approved by the Board or its designee when an employee has been injured in the course and scope of District employment.
- No employee shall engage in any employment or business where the work performed by the employee or that of the employee's agents or employees is subject to approval/rejection, inspection or licensing by the District except pursuant to authorized District policies; however, nothing in this section shall prohibit an employee from performing the same or other services that he performs for the District for a private or public organization if there is no conflict with his or her District duties and responsibilities.
- No employee shall identify himself with his or her position or the District as part of his or her secondary employment in (1) the course of a sale or solicitation for sale of any goods or services or (2) the advocacy of any policy, practice, standard or position not officially sanctioned by the District.
- No employee at any time shall use or utilize District property, equipment, goods or services in the performance of his or her secondary employment.

Disclosure of Information

Employees should refer inquiries regarding District business to appropriate District management and not speculate on matters where they may not have all the facts. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion regarding internal District affairs.

Inquiries seeking information concerning applicants for employment, current employees, or former employees should be referred to the District's District Administrator.

SECTION 2 – EMPLOYMENT POLICIES

Job Application Process and Appointment

It is the policy of the District to provide equal employment opportunity for all of its employees and applicants for employment with the District, to reasonably accommodate those with disabilities, and not to discriminate against or harass a person in violation of law. The District may conduct both internal and external searches for position applicants. All searches for applicants will be conducted in compliance with the District's equal employment opportunity policies and the Americans with Disabilities Act. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability.

Employment Categories/Classification

Employment classifications help employees understand their employment status and benefit eligibility.

Regular Full-Time: An employee who is regularly scheduled to work at least 30 hours in a workweek. The employee may be exempt or non-exempt and is eligible for all employment benefits offered by the District, subject to the terms of those plans.

Regular Part-Time: An employee who is regularly scheduled to work fewer than 30 hours in a workweek. While part-time employees may occasionally work more than their scheduled hours in a particular workweek, or in a series of workweeks, that by itself will not change their regular schedule. Part-time employees are not eligible for employment benefits offered by the District, except as required by law.

Temporary: An employee who fills a temporary, emergency or short-term need. The employee will not receive any benefits unless specifically authorized in writing or as required by law.

Exempt/Non-Exempt: A provision of the federal Fair Labor Standards Act generally divides employees into two categories based on their eligibility for overtime pay. An exempt employee is salaried and works the hours required to meet his/her work responsibilities and does not receive overtime pay. Exempt employees will not have their salary reduced if the District chooses to reduce the days or hours in their weekly schedule due to operational reasons (e.g., insufficient work) or because they miss less than a full week of work while serving as a juror or witness or on temporary military leave. Non-exempt employees receive overtime compensation for authorized work in excess of 40 hours in a workweek.

Introductory Period

All new and rehired employees work on an introductory basis for their first six (6) months after their date of hire. The District uses this period to evaluate employee capabilities, work habits, and overall performance. It is also a time to get to know your fellow employees, your supervisor, District culture and the tasks involved in your job position, as well as to become familiar with the District products and services. ~~INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classifications.~~

~~The introductory period is intended for training and evaluation and to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. It is also a time to get to know your fellow employees, your supervisor, District culture and the tasks involved in your job position, as well as to become familiar with the District products and services. Your manager or another District employee will work with you to help you understand the needs and processes of your job.~~

~~All new and rehired employees work on an introductory basis for their first six (6) months after their date of hire. Any significant approved absence will automatically extend an introductory period by the length of the absence. If the District determines the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.~~

~~This introductory period does not affect the employment status of an employee being "at-will", meaning that the employment relationship may be terminated at any time and for any non-discriminatory reason by either party. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other District-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.~~

Employment Reference Checks

To ensure that individuals who are employed (full-time, part-time, temporary, or Contract for hire)[JO3][SK4] by the District are well-qualified and have a strong potential to be productive and successful, it is the policy of the District to condition employment on a satisfactory background and to retain and also to retain the right to conduct background checks at any time during employment.

The District will respond to all reference check inquiries from other employers provided there is written authorization and release signed by the individual who is the subject of the inquiry. All requests for reference checks should be directed to the District Administrator.

Background Check Process: Management Reference

The District will conduct criminal background checks on all prospective District employees, either through the Texas Department of Public Safety or a third party background check company, or both, and may conduct additional background checks during an employee's employment. A satisfactory record is a condition of employment. Any criminal record will be reviewed to assess the recency and severity of the crime as well as its relationship to the job in question. In addition, an applicant may be denied employment if the job requires a certificate from the Texas Commission on Environmental Quality, but the certificate is not obtainable due to certain criminal acts.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the District of any changes in personnel data, including, but not limited to personal mailing addresses, telephone numbers, licensure or registration, ~~names of dependents~~, individuals to be contacted in the event of an emergency, educational accomplishments, and other such personnel data should be accurate and current at all times. If any personnel data has changed, promptly notify the District's District Administrator.

All employees must provide a current mailing address, one phone number where they can be reached in case of emergencies and their personal email address if they have one. If a Post Office Box is used for a mailing address, a physical address must be provided, with a contact telephone number, as well. The contact information will be shared with all District Board Members in order that they may be contacted, if needed, in case of an emergency.

Employment Application

The District relies upon the accuracy of information contained in the employment packet, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A verbal performance review may be provided to the employee at 90 days of employment. A formal written performance evaluation will be conducted at the end of an employee's initial 180-day period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Each manager and employee will set the employee's individual goals. Performance evaluations are scheduled approximately every 12 months thereafter.

Merit-based pay adjustments may be awarded by the District in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Salary increases are given on a merit basis. Each staff member's performance is generally reviewed at least once every year and salary is adjusted to insure that each employee is compensated commensurate with his or her responsibilities and performance. Such review involves discussion with the employee and his manager and with a one-over-one review by the manager's direct manager. No pay adjustment is inferred or guaranteed by this section.

Advancement and Promotion

The District's goal is to promote employees from within the current workforce whenever possible. Once a vacancy is established, you may apply for the job provided you are qualified for such advancement.

In making advancement to a new position, the demonstrated ability and overall qualifications of the applicant will be considered. The final decision on applicants will be based upon the overall qualification of the applicant and the recommendation of the applicant's department manager.

It is possible that an opening will occur that requires specialized skills and/or talents which do not currently exist within the District. In such cases, the District will hire someone from outside the present work force. In addition, it may be necessary to reassign or demote an employee to another position. A demotion may take place at either the District or the employee's request. A demotion could result in an adjustment in compensation.

Employment References

All employment verification or reference requests on current or former employees are to be referred to the District's District Administrator. The District will normally only release last title and dates of employment. All other requests for information on current or former employees also are to be referred to the District's District Administrator, who will consider and respond to the request.

Request for employment verification for credit or mortgage purposes should also be referred to the District's District Administrator. Certain information will be provided only if the employee has executed a release.

Employment of Relatives

Pursuant to the provisions of Chapter 573 of the Texas Government Code, no person related within the second degree by affinity (marriage) or within the third degree by consanguinity (related by ancestry or blood) to any member of the Board or an employee of the District shall be employed or contracted with for any office or position of the District.

These nepotism prohibitions do not apply to the appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the public official to whom the person is related in a prohibited degree and that prior employment is continuous for at least thirty (30) days if the public official is appointed or six (6) months if the public official is elected. If an individual continues in a position, the public official to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if the action applies only to the individual and is not taken regarding a bona fide class or category of employees.

Additionally, any spouse or members of the immediate family of any employee or member of the Board shall not be employed in any position where there is a supervisory/subordinate relationship or where there is a close working relationship within the same department or congruent departments.

This policy applies to all categories of employment at the District, including regular, temporary and part-time classifications.

Customer Relations

The District strives to consistently provide customers with a product and service that is of exceptional quality and value.

In order to realize our commitment to excellent customer service, we expect the following from each of our employees:

- Provide courteous service in a prompt and efficient manner.

- Establish and maintain positive relationships with customers by gaining their trust and respect through professional, honest interaction.
- Handle complaints quickly and professionally. Never argue with a customer. If you are unable to resolve the complaint to the customer's satisfaction, review the situation with your supervisor.
- Communicate with customers in a professional manner whether in person, over the phone, or via e-mail or other communication means
- Always remember that you are the District to our customers, and our reputation and the customer's perception of the District is attributed to each employee.

Gifts and Favors from Entities Outside of District

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgment or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$25, are customary in the industry, and do not influence or appear to influence the judgment or conduct of the employee. Employees must discuss any exceptions to this amount with your supervisor[SKS].

Employees are not to give, offer, or promise directly or indirectly anything of value to any representative of a customer, a potential customer, a vendor or potential vendor, financial institution or potential financial institution with whom the District has or may have a business relationship.

Solicitations and Distribution of Literature

It is the intent of the District to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

Group meetings for solicitation purposes, distributing literature, or circulating petitions in work areas is prohibited unless it is approved by the on-site supervisor as a District-sponsored event. The following guidelines will apply throughout the District:

- Employees will not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.

- The District's facilities may not be used as a meeting place which involves solicitation and/or distribution of literature.

In order to maintain good customer relations and preserve the professional work environment, employees may not wear any insignia, badge, or button on their person, nor display any insignia, badge, or button on their desk or in their work area, excluding professional designation awards.

District Administrator will approve and post all information that is displayed on the District's bulletin board or make available for review or distribution to employees.

Trespassing, soliciting or distributing literature by non-employees is prohibited on District premises.

District employees are encouraged to exercise their rights and responsibilities as citizen in the political process through various activities. These activities may include voting, participating as a voter registrar, contributing personal money to the employee's preferred candidates or political parties and actively engaging in campaigning or fund raising and endorsements. However, employee political activities shall comply with the provisions within this policy.

- District premises are nonpublic forums, except as otherwise noted in this policy. A nonpublic forum is a location where public communication has not traditionally been allowed and where no state or federal law stipulates that public communication shall be allowed. Therefore, while an employee (both on-duty and off-duty) is on District premises, the employee is prohibited from distributing, displaying or wearing any form of political campaign materials (e.g., buttons, handbills or posters). Political campaign bumper stickers affixed on an employee's personal vehicle are permitted.
- A District employee shall not use his or her official authority or influence to interfere with or affect the result of an election or nomination for office.
- A District employee shall not directly or indirectly coerce, attempt to coerce, command, or advise a local or State officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.
- All District employees are prohibited from participating in any way in any political activity while on duty or while wearing a District uniform or District logo attire except for voting activity.
- No District-property, vehicle, building, communication systems (including email, websites, and social media accounts) and/or office used exclusively for conducting the District's business may be used for conducting any political activity, except for the conduct of official elections.

District Property

In an effort to ensure the safety and welfare of employees and invitees, the District reserves the right, on reasonable suspicion that laws or District policy is being violated, to conduct searches or inspections which include, but are not limited to, an employee's work area, desks, and any other property located on District premises or work sites. Entry on District premises or work sites constitutes consent to searches or inspections.

Employees shall insure that property under their control is properly safeguarded, accounted for, and administered. All acquisitions, disposals, or transfers of property shall be reported to the Board of Directors. The use of District equipment and facilities for private use is prohibited.

News Media

The Board of Directors is responsible for all releases to the news media and inquiries from communication media (press, radio, television, etc.). No statement which involves the District or its policies is to be released verbally or in writing without clearance by the Board of Directors (or if the full Board is not available, the President of the Board of Directors).

Weapons

It is the intention of the District to enhance the security of District employees and other persons while on District premises.

Employees and officials of the District are prohibited from carrying any type of weapon on the District's premises, defined by Texas Penal Code §46.035(f)(3) as any "building or portion of a building" owned or controlled by the District. For purposes of this policy, "weapon" shall mean any chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection), club, stun gun, taser, explosive weapon, firearm, knuckles, knives with a blade over three inches, daggers, sword, spear, switchblade, bow, and zip guns.

Employees who possess a license to carry a handgun issued pursuant to Texas law or who otherwise lawfully possesses a firearm or ammunition are authorized to possess a firearm, as defined in Section 46.01 of the Texas Penal Code, or ammunition, in a locked, privately owned motor vehicle in a parking lot, parking garage or other parking area the District provides for employees.

No employee is authorized to possess a firearm or ammunition:

- where possession of a firearm or ammunition is prohibited by state or federal law;

- in a vehicle owned by or leased by the District and used by an employee in the course and scope of the employee's employment, unless the employee is required to transport or store a firearm in the official discharge of the employee's duties; or
- on property owned or controlled by a person, other than the employer, that is subject to a valid, unexpired oil, gas, or other mineral lease that contains a provision prohibiting the possession of firearms on the property.

Any employee or official who violates this policy is acting outside the course and scope of their duties. The District will not defend or indemnify such actions by any District official or employee. Any employee found to be in violation of this policy will be subject to disciplinary action up to and including involuntary separation from employment.

Workplace Violence Policy

The District is committed to providing employees and visitors with an environment of respect and safety that encourages productive employment and that is secure and free from threats, intimidation, and violence.

Workplace violence is any physical or non-physical act that results in threatened or actual harm to a person or threatened or actual damage to property. It includes any threatening words or actions, whether verbal or non-verbal, which creates in the mind of another a reasonable belief of receiving immediate or future harm to any person or property.

The District will not tolerate physical or non-physical acts of workplace violence. All alleged violations of this policy will be immediately reviewed to determine whether further investigation is necessary.

Employees who commit violent acts or who are found to engage in behavior in violation of this policy will be subject to corrective and/or disciplinary action, up to and including termination. The level of appropriate discipline will depend on the facts in each case and may include oral or written warnings, reassignment of responsibilities, suspension, or termination.

The District may sanction individuals involved in cases of misconduct in violation of this policy when any such act occurs in one of the following circumstances:

- the act is committed on District property or at a District-sponsored activity; or
- the act is committed by a District employee while acting in an official capacity or while conducting or involving District business.

(Note: This policy shall not be interpreted as inhibiting an employee's First Amendment rights of free speech and association except as specifically permitted by federal law (*Pickering v. Board of Education*, 391 U.S. 563 (1968); *Connick v. Myers*, 461 U.S. 138 (1983)).

Any conduct or behavior that threatens or endangers the health or safety of any person is prohibited. The following is a non-exhaustive list of specific examples of physical and non-physical conduct and behavior that may be considered workplace violence and are prohibited:

- Intimidating, threatening or hostile statements, actions or gestures.
- Intimidation through direct, conditional, or veiled threats.
- Intimidation through unjust exercise of power or authority.
- Bomb threats.
- Slurs regarding another person's legally protected characteristics, such as ethnicity, national origin, gender, religion or religious affiliation, disability, or sexual orientation, or profanity or obscene gestures which create in the mind of another a reasonable belief of immediate or future harm, "fighting words," etc.
- Threatening comments regarding, or references to, violent events and/or behaviors.
- Physical abuse, assault or attack, or physically touching another person in an intimidating, malicious, or sexually harassing manner – includes, but is not limited to, such acts as hitting, slapping, poking, kicking, pinching, grabbing, pushing, bullying, hazing, "getting in your face," and fist-waving/shaking.
- Vandalism, arson, or sabotage.
- Throwing objects and things, regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
- Intentional damaging or destruction or sabotage of District property or equipment or another's property or equipment or any substantial threat to destroy property or equipment.
- Carrying weapons of any kind, other than by a law enforcement officer or as otherwise provided by law or District policy, onto District premises.
- Harassing phone calls, including calls made by one employee to another in the workplace or outside the workplace, or by an employee in the workplace to an individual outside of the District.
- Any other act or behavior that is judged offensive or inappropriate and violent in the workplace or on campus.

Employee responsibilities:

- Be aware of and comply with the workplace violence policy.
- Report violations of the policy to an appropriate supervisor or member of the Board of Directors. Retaliation in any form against an employee who makes a report of workplace violence will not be tolerated.
- In an effort to promote a safer work environment, employees who may be victims of domestic violence or other threats by employees or third parties are encouraged to report to their managers or a member of the Board of Directors if they are concerned about their security at work. Confidentiality will be maintained to the extent allowed by law.

[Travel][JO6][SK7][SK8]

The District will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. All items purchased or charged by the employee must be approved by their supervisor in advance, itemized on the approved District expense report, and submitted with satisfactory documentation. The employee's supervisor must approve each expense report before submission. Expense reports are due in the Accounting department by the tenth day of the month following the calendar month in which the expenses were incurred. Expense reports submitted late will be paid on a deferred basis.

This policy establishes the general guidelines and procedures to be followed when business travel is required:

1. Employees may request time off and/or District financial support to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department. If the employee's supervisor approves participation, the District will pay for registration fees, travel costs, lodging and meal expenses not covered by registration.

2. Employees who use their personal vehicles on District business will be reimbursed at the standard mileage rate provided by IRS, assuming that the time and distance involved is reasonable under the circumstances.

3. All parking expenses and highway tolls incurred as a result of business travel (not commuting) will be reimbursed.

4. All air travel must be approved in advance by the employee's supervisor. All personnel will travel economy class unless extenuating circumstances require business or first class travel. An airline ticket receipt should be attached to the reimbursement form.

5. An economy or compact size car will be the employee's first choice in obtaining a rental car. A copy of the rental car agreement form must accompany the travel reimbursement form.

6. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the reimbursement form.

7. Employees must submit receipts for meals or accept the allowable per diem rates with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed. Alcohol and in-room entertainment costs will not be reimbursed.

District-Provided Cash Gifts, Awards and Prizes

Gifts, awards, or prizes that are either in cash or have a cash equivalent value given to an employee always constitute regular wages and are subject to taxation. Gift certificates, gift cards (American Express or individual store) and gift coupons (such as a coupon to a food store to purchase a turkey) are considered to be the same as cash by the Internal Revenue Service (IRS) and subject to tax. Therefore, they are treated as wages and subject to federal and state income, FICA (Federal Insurance Contributions Act) and FUTA (Federal Unemployment Tax Act) taxation. All gift cards should be approved by a manager in order to be reimbursed by the District. The gift card program automatically reports to Payroll the amount to include in the employee's wages. Therefore, no Incentive Payout Form is required.

Non-Cash Gifts, Awards, Trophies and Prizes

Non-cash gifts, including holiday gifts (limited to tangible property such as a turkey) and sympathy gifts, awards, trophies and prizes given to employees are subject to taxation unless these items of recognition are "de minimis" fringe benefit which only includes a non-cash prize, gift, award or trophy up to \$50 in value (gift cards, gift certificates and gift coupons are considered cash and do not qualify as a de minimis fringe benefit; see District-Provided Cash Gifts, Awards and Prizes section of this policy).

Awards for suggestions, attendance, performance or community achievement are always taxable.

Flower/Basket Donations

The District may provide floral/basket donations on behalf of the District in recognition of designated significant events. Floral contributions may be made, at management's discretion, for the following events - the funeral or hospitalization of an employee or family member; or birth of child/adoption of child by a District employee or spouse. A family member for purposes of this policy is defined as spouse, domestic partner, child, grandchild, brother, sister, parent or grandparent of the employee. The maximum amount to be spent on floral/basket arrangements including taxes, surcharges and delivery fees is \$100. For individuals requesting charitable contributions in-lieu of flowers, the same maximum amount guidelines will also apply. The authorizing manager should submit the cost of the floral/basket donation as employee recognition or general morale (with backup receipts) for reimbursement. The \$100 maximum floral/basket donation amount is not taxable to employees and therefore no Incentive Payout Form is required.

Non-Reimbursable Expenses

To the extent permitted by federal and state laws, a partial listing of expenses that the District does not reimburse to employees is below:

- Alcohol
- Any business travel reservations booked without appropriate consideration given to selecting the least expensive option (subject to adjustment based on supervisor approval)
- Any expenses not substantiated in accordance with the requirements of this Policy
- Any class of air travel other than economy purchased at the District's expense
- Any expenses not directly related to the conduct of the District's business
- Airline club memberships
- Annual fees for personal credit cards
- Auto repairs
- Baby-sitting
- Barbers and hairdressers
- Cell phones and cell phone accessories (unless provided by the District or authorized in advance)
- Clothing
- Computer peripherals (laptop bag, mouse, keyboard, monitor, etc.)
- Charge card delinquency fees or finance charges
- Country club dues
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Extraordinary business meals or entertainment expenses
- Frequent flyer tickets
- Priority boarding or premium seating fees
- Golf fees unless directly associated with a client-customer meeting and with prior approval of a DFO or financial designee [JO9][SK10]
- GPS units for rental cars
- Hotel health club fees
- Hotel safe
- In-flight wi-fi (unless approved by an authorized exception approver)
- Laundry or valet services for travel of fewer than 4 consecutive nights
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, books, newspapers, personal reading materials
- Medical expenses while traveling
- Movies (including in-flight and hotel in-house movies)
- Mini bar purchases
- "No show" charges for hotel or car service that are avoidable
- Optional travel or baggage insurance
- Parking tickets or traffic violations
- Personal accident insurance (domestic)
- Personal automobile routine maintenance/tune-ups

- Personal entertainment, including sports events
- Personal property insurance
- Personal telephone calls in excess of reasonable calls home
- Pet care
- Rental car upgrades
- Saunas, massages
- Souvenirs or personal gifts
- Spouse/family travel
- U.S. traveler's check fees

District Vehicles

All District equipment and vehicles are intended for official District business uses only, unless otherwise approved by the Board of Directors. District vehicles are routinely provided to the Director of Operations and the Crew Chief. In addition, a District vehicle is provided to the "on call" employee for the period of time they are on call.

The following are specific policies related to vehicles leased or owned by the District:

- Employees must have a valid driver's license and be insurable by the District's automobile insurance carrier. Any changes in the status of your driver's license (revocation, suspension, DUI, etc.) must be reported immediately to your supervisor.
- Obey all traffic laws and speed limits. Wear seat belts at all times. Maintain a safe speed for road, traffic, and weather conditions. Practice defensive driving techniques.
- Daily records must be kept for all mileage driven. Any incidental personal use of District Vehicles should be noted and the cost (using IRS mileage factors) reimbursed to the District.
- District vehicles will be driven only for transportation to approved destinations and will not be driven for private use unless arrangements have been made in advance.
- Only authorized employees are permitted to drive or ride in a District vehicle.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc. All charge receipts must include: Name and Address of the Vendor, Date of Purchase, Number of Gallons Purchased, Amount Paid, License Plate Number.
- Alcohol or illegal drugs will not be allowed in a District vehicle at any time.
- No driver who has been drinking alcoholic beverages or is under the influence of drugs will be allowed to drive a District vehicle.

- Vehicles must be properly maintained and kept clean at all times.
- Report accidents to management immediately, regardless of perceived damage.
- Any damage to a District vehicle caused by employee carelessness or neglect is the responsibility of the employee. In the event of damage, the employee assigned to the vehicle will be responsible for expenses up to the current insurance deductible. Any employee who misuses a District vehicle or is no longer insurable by the District's insurance carrier may be subject to dismissal.
- Except for maintenance, service and repair, only District officials and employees are allowed to operate a District vehicle. Ridership will be limited to employees or persons on official District business.
- No one shall operate a District vehicle or District equipment that is unsafe. The operator is responsible for exercising good judgment and performing a cursory inspection prior to operating said vehicle or equipment. All operators and/or passengers will be individually accountable for abiding with all laws pertaining to vehicles and their operation.
- Those employees assigned use of a vehicle or equipment will be responsible for ensuring the maintenance and care of said vehicle/equipment. Damage arising from misuse or neglect attributable to operator negligence is subject to review by the Board of Directors, and subsequent repair at the expense of employee held responsible for same.
- It is the responsibility of each operator of a District vehicle or equipment to properly fill out any paperwork associated with the use, mileage, gas/lubricant applications or other documentation which may be required.

Any violations of this vehicle policy or the intent thereof will be subject to disciplinary action or civil/criminal penalty dependent upon the nature of the violation.

District Credit Cards and Accounts

Credit cards and charge accounts may be used only for purchases related to District business. Non-business items may not be purchased on these accounts.

Separation from Employment

An employee may be separated from employment voluntarily or involuntarily by retirement, resignation, lack of work, or termination. Upon separation from employment, employees must remove their personal possessions and return to the District all of its equipment, data and other property.

Resignation

Any employee who voluntarily resigns is expected to provide the District with advance written notice of no less than two (2) weeks and work throughout the notice period without taking leave. Failure to provide such notice and work throughout the notice period may result in the employee not being eligible for rehire.

Layoff Due to Lack of Work

The District attempts to maintain a stable work force. However, business conditions sometimes change to a point that there is not enough work to keep all employees on the payroll. Should such a situation occur, the work force may be reduced by laying off the number of employees over and above those needed to perform the work available.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the District. During the exit interview, you can provide insights into areas for improvement for the District and your specific position.

Return of Property or Funds of District

Employees are responsible for all equipment, property, materials, or written information issued to them by the District that is in their possession or control. Employees must return all District property immediately upon request, when the job for which the equipment (or other issued items) was issued, is completed, or upon termination of employment. The District may take all action deemed appropriate and permitted by applicable law to recover or protect its property. If the District has issued property, including, but not limited to, software, computer equipment, databases, files, keys, District credit cards, cell phone, or uniform package (winter gear, rain boots, etc.), or if the District has expended funds for the employee in any capacity, or if the District has advanced funds to an employee, the employee authorizes recovery of any cost associated with the issued property or funds advanced from the employee's pay check or any other amounts owing by the District to the employee. Upon termination. The employee understands the signing of the Employee Acknowledgment Form authorizes and constitutes consent to the District deducting from amounts owing by the District to the employee, including the employee's last pay check.

Sexual Harassment and Other Harassment in the Workplace

The District is committed to providing employees with a work environment that is free of harassment or intimidation based on disabilities, sex (including pregnancy, gender identity, and

sexual orientation), age, religion, genetic information, national origin, color or race. Harassment of any kind, including unlawful harassment and other inappropriate conduct, is strictly prohibited and will not be tolerated.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when, for example:

- (i) submission to such conduct is an explicit or implicit term or condition of an individual's employment;
- (ii) employment decisions are based on an employee's submission to or rejection of such conduct; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The District also prohibits harassment, slurs, jokes, or other verbally or physically offensive conduct against workers based on any other protected characteristics. Harassing conduct includes, but is not limited to, epithets (inappropriate or demeaning name-calling), slurs or negative stereotyping; threatening, intimidating or hostile acts; and jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on District time or using District equipment via e-mail, phone (including voice or text messages), tweets, blogs, social networking sites or other means.

Harassment of co-workers is intolerable, can be against the law, and will result in appropriate discipline, up to and including termination. All employees are expected to be sensitive to the individual rights of their co-workers.

Employees who believe they have been harassed should report it immediately to either their supervisor or the General Manager. If the person complained about is the General Manager, reports should be made to the District's Board President. Incidents of suspected harassment should be reported as soon as possible so that a prompt investigation can be undertaken by the District. If the worker's immediate supervisor is the source of the alleged harassment, or the employee feels that he or she cannot discuss the problem with his or her supervisor, the employee should immediately report the problem to one of the other individuals identified above. In fact, if an employee tells an offending supervisor to stop harassing behavior, such activity does not constitute a valid report of a complaint under this policy; the complaint instead must be made directly to the General Manager or the Board President. Employees who experience repeat harassment after telling their harasser to stop, or who experience what they believe to be retaliation, are also expected to report their complaint directly to their supervisor, the General Manager or the Board President. Employees should report harassing behavior even if others also witness the conduct. Supervisors are required to report any complaints of misconduct to the General Manager, so that the District can work to resolve the complaint internally.

Qualified personnel will promptly, thoroughly and objectively investigate all claims of harassment in as confidential a manner as possible. Misconduct constituting harassment, discrimination or retaliation will be documented and dealt with appropriately.

The District prohibits retaliation, harassment, or intimidation of employees who complain regarding harassment.

Abusive Conduct

The District also prohibits abusive conduct such as bullying. Bullying, like other offensive or violent behaviors, disrupts the operation of the workplace and the organization's ability to provide a safe, respectful work environment. It also reduces productivity and morale, with a particularly detrimental effect on the health and well-being of the victim. All employees are expected to treat others with civility and respect, refuse to tolerate bullying, and report instances of bullying.

Workplace bullying refers to abusive conduct in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act is not abusive conduct, unless especially severe and egregious.

Workplace bullying often involves an abuse or misuse of power. Bullying includes behavior that intimidates, degrades, offends, or humiliates an employee, often in front of others. Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work. Bullying can be by gesture or by written, verbal, graphic, or physical act, including information electronically transmitted through e-mail, Internet or telephone (including phone calls or text).

Bullying is different from harassment. Harassment is a form of unlawful discrimination, while bullying is not unlawful unless it is based on protected characteristics such as race or gender. "Tough" or "demanding" bosses are not necessarily bullies, as long as their primary motivation is to obtain the best performance by setting high expectations, and they remain civil and respectful while implementing those standards.

Non-Fraternization

The District desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and supervisory employees in the District or certain other employees in the District.

Accordingly, managers and supervisors are discouraged from fraternizing or becoming romantically involved with one another or with any other employee of the District. Additionally, all employees, both managerial and non-managerial, are discouraged from fraternizing or becoming romantically involved with other employees, when, in the opinion of the District, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee involved with a supervisor or fellow employee should immediately and fully disclose the relevant circumstances, up to and including transfer or involuntary separation from employment. Failure to disclose facts may lead to disciplinary action, up to and including termination.

All employees should also remember that the District maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The District will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

District Safety Policy

Safety: The personal safety of each employee of the District is, and always will be, of primary importance to the District. Safety is an overriding responsibility that demands attention from every person in the District. Safety is every person's job.

Responsibility: It is the responsibility of all of us to create a safe working environment and ensure safe performance in that environment. However, providing a safe environment is only the first step. To be successful, such a program must embody the proper attitudes toward injury and illness-prevention on the part of the managers, supervisors, and all employees. It also requires cooperation in all safety matters, not only between management and employees, but also between each employee and his or her fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

The District reserves the right to conduct a safety inspection at any time.

Workplace Injury: It is each employee's duty to immediately report to their Supervisor or the General Manager any work-related or on-the-job injury. Any employee who fails to immediately report an on-the-job incident which leads to the injury of the employee or a co-worker may be disciplined, up to and including termination. All employees involved in an accident are subject to drug and alcohol testing. It is absolutely essential that each employee report any on the job injury, no matter how minor.

Because of concern about employee safety, all employees are prohibited from using any handheld electronic devices for calls, texts, GPS assistance or other purposes while operating a

vehicle; either while the employee is driving on company time or if he/she is conducting business. Under no circumstances are District employees to place themselves or others at risk to fulfill business needs. District employees who are charged with traffic violations resulting from the use of an electronic device while driving will be solely responsible for all liability that results from such actions.

Fitness for Duty

The District is committed to maintaining a safe and productive workplace, so it requires every employee to report to work fit to perform his or her job in a safe, appropriate, and effective manner. For purpose of this policy, "fitness for duty" refers to the physical, mental and emotional readiness of an employee to perform the essential functions of the job. The purpose of a fitness evaluation is to determine if the employee can perform the essential functions in a safe manner and if there is a need for restrictions. If it appears that the condition is a disability, the District will work with the employee to address any requested accommodations/modifications and whether the employee can perform the job with or without reasonable accommodations.

The District encourages employees to voluntarily seek assistance for emotional and personal problems as well as physical and mental health conditions, including alcohol and drug dependency, before their work performance is adversely affected.

A fitness for duty evaluation is a medical examination and therefore, in keeping with the Americans with Disabilities Act and District policy, is strictly limited to job-related inquiries and must be consistent with business necessity. A fitness for duty evaluation must be made with reference to the actual job duties of the individual who is to be examined, and any decision with respect to fitness must consider whether the employee can perform the job duties with restrictions. When the identified condition constitutes a disability and the employee asks for an accommodation, which might be the restriction, it may be necessary to collect additional documentation from the employee and his/her own healthcare provider to support the accommodation request. Employees with work restrictions may be offered a modified duty position. A "bona fide offer" under Texas worker's compensation laws may be made to employees who are injured on the job, permitting them to take a modified duty position.

A supervisor should contact the General Manager regarding a fitness for duty evaluation when:

- (1) an employee's conduct creates a reasonable belief that a threat to the health or safety of the employee or others, or to District property, exists; or
- (2) there is objective evidence that the employee cannot perform the essential job functions.

The grounds for seeking a fitness for duty evaluation may become evident from a supervisor's observations and/or receipt of a reliable report of an employee's possible lack of fitness for duty. Observations or employee self-reports may include, but are not limited to, difficulties with

manual dexterity, memory, coordination, alertness, speech, vision acuity, concentration, response to criticism, interactions with co-workers and supervisors, outbursts, hostility, violent behavior, suicidal or threatening statements, adverse change in personal hygiene, and/or reasonable suspicion (via odor or observation) of drug or alcohol use.

The District may also require a fitness for duty evaluation as part of a physical exam following a job offer; for return to work following a leave related to an injury or illness; when an employee requests job accommodation; or when there is a reasonable belief that the employee is minimizing or exaggerating health problems or using excessive paid or unpaid leave.

SECTION 3 – EMPLOYEE BENEFITS[JO11][SK12]

401(k) Plan and Retirement Plan Information

401(k) Plan

All employees are eligible to enroll in the voluntary 401(k) plan after completing 1000 hours of employment. This plan is administered by a third party group for employees, John Hancock Retirement Services. Eligible contributions are deducted from each employee's payroll check.

Retirement Plan

All employees must enroll in the retirement plan. You are eligible to enroll in the plan on your first day of employment. This plan is administered by the Texas County & District Retirement System (TCDRS).

For the year 2018, all employees must contribute 5% of their wages to the retirement plan and the District will contribute an amount equal to 10% of employee wages. Then starting in 2019, employees must contribute 7% of their wages to the retirement plan and the district will contribute 14% of employee wages. The annual contribution percentages can be updated annually by the Board.

Please refer to www.tcdrs.org for further details regarding the plan and some very helpful tools.

Holidays

Regular full-time and part-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless an exception is approved in writing by the on-site supervisor. A paid holiday does not count as a day worked in calculating overtime for the week.

Fourteen holidays are observed by the District each year. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on Sunday, the holiday will be observed on the following Monday.

- New Year's Day – January 1st
- Martin Luther King's Birthday - Third Monday in January
- Presidents' Day
- Texas Independence Day (only if it falls on a regular weekday)
- Good Friday - Friday before Easter
- Memorial Day - Last Monday in May

- Independence Day - July 4th
- Labor Day - First Monday in September
- Columbus Day
- Veteran's Day - November 11th
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving - Fourth Friday in November
- Christmas Eve - December 24th
- Christmas Day - December 25th

In addition, employees will have one discretionary day to be used for time off on holidays other than the above official holidays.

Part-time employees who would have normally worked on a holiday shall be entitled to pay for the number of hours they would have worked on that day.

Temporary employees are not eligible for paid holidays.

Employees required to work on a scheduled holiday shall receive compensation for the holiday at double time, plus the applicable holiday pay.

Vacation/Paid Time Off

Each regular, full-time employee will earn 6.67 hours per month of vacation during years one (1) through nine (9) of employment with the District, beginning with the first day of employment. Upon the completion of ten (10) years of service through fourteen (14) years of service, a maximum of 10 hours per month of paid time off will be earned. Upon the completion of fifteen (15) years of service and each year of employment completed thereafter with the District, a maximum of 13.34 hours per month of paid time off will be earned.

Employees will not accrue vacation for any month in which they do not work at least 50% of hours scheduled.

An employee may carry over a maximum of forty (40) hours vacation from year to year to their anniversary date. All unused hours over 40 will be lost if not used by your anniversary date each year. If because of an emergency declared by the Board of Directors, an employee is unable to use the excess vacation leave, the excess hours will be paid for in cash at the current rate of pay.

Generally, the District does not pay accrued vacation leave to employees who leave employment with the District. Any unused paid vacation leave is forfeited upon an employee's separation from employment. However, unused vacation leave may be paid out under the following circumstances:

- If an employee is involuntarily separated from employment for economic reasons as part of a District reorganization or a reduction in the workforce, the employee will receive the full balance of accrued, but unused vacation leave.
- If an employee voluntarily resigns from employment with at least two weeks' advance written notice, the employee will receive the full balance of accrued, but unused vacation leave.
- If an employee voluntarily resigns from employment with less than two weeks' notice, but with at least one week's advance written notice, the employee will receive fifty percent (50%) of the balance of accrued, but unused vacation leave.
- If an employee voluntarily resigns from employment with less than one week's notice, the employee will not receive any of his or her accrued, but unused vacation leave.

Paid or unpaid leave time may not be counted toward a notice period under this policy. Any payment made under this provision will be subject to set-offs and deductions for any amounts due or owing pursuant to legal requirements and to the wage deduction authorization agreement signed by the employee.

So that we may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling vacation time. If there are conflicting dates, preference will be given to the employee who has the most seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Vacation may be taken in minimum increments of one hour. Due to the size of the District, vacation requests could be denied due to lack of coverage.

The District encourages employees to take at least five (5) days of accrued vacation in a block of time. Employees who have earned more than two weeks of vacation are requested to split their time off, so that no more than two weeks are used at any one time. If a planned vacation has to be canceled due to the needs of the District and an employee is unable to reschedule the vacation within the year, the District reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on leave. Pay for vacation days will be paid on the regular pay cycle. Vacation days are not used in calculating overtime hours.

Vacation Buy Back

An employee can choose to be paid for accumulated vacation time as follows:

1. It can only occur on one occasion per 12-month period.
2. It cannot exceed 40 hours of pay.
3. The employee must have taken 80 hours of vacation in the previous 12 month period.

4. In order for the 40 hours to be paid out, you must still have 40 hours of vacation on the books.

Comp Time for Exempt Employees

~~Policy Pending — further information will be provided at a future date.~~ The District does not currently offer compensatory time off for exempt employees but the Board of Directors may elect to do so in the future.

Leave of Absence Policies

Family and Medical Leave

The Family and Medical Leave Act of 1993 does not apply to this District. However, the District will grant unpaid family and medical leaves of absence to “eligible employees” for the following reasons: [JO13]

- The birth of an employee's child or to care for the newborn child;
- The placement of a child with the employee for adoption or state-approved foster care;
- The care of an employee's spouse, child, or parent ("immediate family member") who has a serious health condition;
- The employee's serious health condition which prevents the employee from performing any one essential function of the employee's position;
- "Active duty leave": The employee's responding to attending to a "qualifying emergency" arising out of a covered family member's active duty or notification of an impending call or order to active duty in in the Armed Forces in support off a contingency operation. A "covered family member" for purposes of this leave includes a spouse, son, daughter or parent of the employee; or
- "Service member family leave": The employee's care a spouse; son, daughter, parent, or next of kin (nearest blood relative) who has incurred a serious illness, or injury in the line of duty while on active duty in the Armed Forces, and that illness or injury has rendered the service member medically unfit to perform the duties of the member's office, grade, rank or rating.

For purposes of family and medical leave, a "serious health condition" as set out in (3) and (4) above is defined as an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

Eligible Employee

An active full-time or part-time employee is eligible for family and medical leave as defined by the District under any of the above leave categories provided that on the date the employee requests leave

- He or she has been employed by Bastrop County Water Control and Improvement District #2 for at least 12 months; and
- He or she has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

In determining eligibility for family and medical leave as defined by the District, an employee re-employed following military service will be given credit for (i) the period of uniformed service towards the months-of-employment eligibility requirement, and (ii) the hours of service that would have been performed but for the period of uniformed service.

Length of Family and Medical Leave and Active Duty Leave

An eligible employee is entitled to a combined total of 12 work weeks of unpaid leave within a 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within 12 months of the birth or placement of the child, and it must also be taken as an uninterrupted, continuous leave of absence unless the District allows intermittent leave or a reduced schedule for these reasons.

If both a husband and wife are employed by the District, and are eligible for leave, except for leave due to the employee's serious health condition, the two employees may take a combined total of 12 weeks of leave. Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits; or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule

Active Duty Leave

An employee who takes active duty leave must submit to the District written notice of an impending call or order to active duty in support of a contingency operation as soon as is reasonable and practical under the circumstances.

Length of Service Member Family Leave

An eligible employee is entitled to a combined total of 26 work weeks of unpaid leave within a single 12-month period for service member family leave. Leave to care for an injured or ill service member, whether or not combined with other Family Medical Leave as defined by the District, may not exceed 26 weeks in a single 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. If both a husband and wife are employed by the District, and are eligible for service member leave, the two may take a combined total of 26 weeks. Intermittent leave or a reduced schedule may be approved for service member family leave where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Service member family leave runs concurrent with other leave entitlements provided under federal, state, and local law.

Substitution of Paid Leave

An employee taking family and medical leave due to the employee's serious health condition must substitute all accrued sick leave, unused paid vacation, personal leave, paid time off and short-term salary continuation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave and paid time off before continuing leave on an unpaid basis. Any family and medical leave or active duty leave, whether paid, unpaid, or a combination thereof, will be counted toward the week leave entitlement. Any service member family leave, whether paid, unpaid, or a combination thereof, either taken by itself or together with any other family and medical leave and/or active duty leave, whether paid, unpaid or a combination thereof, will be counted toward the 26-week leave entitlement.

If an employee expects to take family and medical leave, active duty leave or service member leave, the employee must notify the District at least 30 days in advance of the expected leave. Following proper notification, the employee must complete a Leave of Absence Request form and provide any required medical certification.

If the need for leave is not foreseeable, the employee must provide notification of leave to the District as soon as is practical under the circumstances: An employee's failure to provide 30 days' advance notification for foreseeable leave may result in a delay of leave.

Medical Certification

An employee who takes leave for the employee's serious health condition or to care for a family member with a serious health condition must submit to the District written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in delay or denial of leave. The District may request a second or third medical opinion at its expense for verification of an employee's serious health condition. The opinion of the third health care provider, who is approved jointly by the District and the employee, shall be final and binding on the District and the employee. In addition, while the employee is on leave, the District may require the employee to provide periodic recertification of the employee's medical condition (not to exceed once every 30 days) and the District may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Where an employee on service member family leave and is unable to return to work because the continuation, recurrence or onset of the serious illness or injury suffered by the covered service member, the employee will be required to provide a certification issued by the health care provider of the service member being cared for by the employee. Failure to provide any such applicable certification may result in the delay or denial of job restoration.

Benefits Continuation

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained for up to the 12 weeks required for family and medical leave, or as required by law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making their periodic payment of the required benefits contributions to the District.

Upon completion of the leave granted under this policy, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA at the employee's sole expense. An employee who does not return from leave may be required, under certain circumstances provided by the Act, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise automatically deducted from the employee's wages. Contact your District's District Administrator for details regarding employee contributions.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave or personal days.

Job Restoration

An employee will be returned to the same or an equivalent position when the employee returns from family and medical leave, active duty Leave or service member family leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment.

Sick Leave

Sick Days

The District recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the District provides paid sick days to full-time employees. Eligible employees accrue sick days beginning on the first day of employment at the rate of one day per month up to a maximum of twelve (12) days per calendar year so long as they work more than 50% of their scheduled hours each month. Sick days may be taken in minimum increments of one hour. Unused sick days may be carried over from one calendar year to the next, and no payments will be made for accrued but unused sick days at the end of any calendar year or in the event of termination. Sick days will not be used in the calculation of overtime. Please familiarize yourself with the absenteeism and tardiness policies as these are the proper procedures to follow when an absence has or will occur.

Sick Leave Pool

Employees may donate one (1) hour per month of sick leave to be placed in a Sick Leave Pool. Eligible employees may ask for use of one (1) week of additional sick time per each year of service. The available pool of time is reserved for those situations of severe illness or injury of an employee or their Immediate family member. The sick leave pool hours are available after all accrued sick leave and vacation leave has been exhausted. All requests must be submitted with a letter from a licensed physician.

Example: An employee who has completed two (2) years of service is eligible for two (2) weeks additional sick leave.

Bereavement Leave

If a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from his or her regular work schedule in accordance with the following guidelines. The employee will be granted up to five (5) days off from work with pay in the event of the death of a spouse, child, parent, sibling, or comparable step relation; up to three (3) days in the event of the death of a grandparent, grandchild, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and one (1) day in the event of the death of a relative not a member

of your immediate family as defined herein. Request for bereavement leave should be made to your immediate supervisor.

Jury Duty and Witness Leave

If a full-time regular employee is summoned to jury duty, the District will continue to pay his or her salary during the period of jury duty. Employees must notify their supervisor as soon as it is known jury duty will be extended. An employee is also permitted to retain the allowance received from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, an employee must submit to his supervisor a copy of the summons as soon as it is received. In addition, proof of service must be submitted to the employee's supervisor when the period of jury or witness duty is completed.

Employees must report to work on any day or portion thereof that is not actually spent in the performance of jury or witness service.

Voting

It is the policy of the District to permit employees to be absent from work to vote in local, state or national elections. Employees who cannot reach their polling place outside of work hours will be permitted to utilize paid time off to vote. The time off to vote may not exceed two (2) hours. Evidence of voter registration and voting may be required.

Workers' Compensation Insurance

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by Texas Municipal League (TML) and based on State regulations.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that the District can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to the on-site supervisor or to the District's District Administrator.

Benefit Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualified event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the District's group rates plus an administration fee. The District will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's health insurance plan. The notice contains important information about the employee's rights and obligations.

Bonus Pay

All compensation, including any awards and bonuses for exemplary output or extraordinary performance, must be approved by the Board of Directors of the District.

Longevity Pay

On the last pay period in November of each year employees are given \$10.00 per month for each month of continued service. This additional benefit is longevity pay.

Wellness Program

To promote a healthier life and longevity, the District will reimburse up to \$20.00 per month for eligible employees to join a wellness program which promotes a healthy lifestyle. Examples of wellness programs include a fitness gym, weight loss program, smoking cessation and other programs offering similar benefits. Reimbursements are contingent on the employee's providing evidence of payment for a qualifying program.

Educational Assistance

The District recognizes the need for continuous education, training, and development of its employees. A full-time regular employee who has successfully completed their introductory period and wishes to further his or her education may be eligible to receive assistance for expenses associated with such education (tuition, books and materials). Approval for educational assistance is based upon the course and its relevance to the employee's current or future potential position at the District, approval by the Board or its designee, and execution of an Educational Expense Agreement (attached hereto as Exhibit A) between the employee and the District.

Employees who (1) do not complete the course for which assistance is being provided or (2) separate from employment with the District within one year of receiving educational assistance for any reason other than a reduction in force, permanent disability, or death will be required to pay back the monies received. In the event that the employee is required to repay the funds provided, the employee has the option of making a lump sum payment or installation payments to the District. Should the employee elect to make installment payments, a default in payment on any installment due will result in the entire unpaid indebtedness, at the option of the District, becoming due and payable.

An employee executing an Educational Assistance Agreement is advised to review and consider it carefully. Once completed, the employee shall submit the Agreement to management. The Board or its designee shall assess the cost and the nature of the course, taking into account the employee's current and future assignments, the potential impact on the employee's work responsibilities, and whether the educational course is in the best interest of the District. [JO14]

SECTION 4 – OPERATING POLICIES

Hours of Operation

Work hours for all employees are from 8:00 a.m. to 5:00 p.m., Monday through Friday. A one (1) hour lunch break will be assigned to each employee by the department manager. In order to facilitate the smooth flow of business and to adequately cover the phones, lunch breaks will usually be staggered and may change to meet the needs of the District.

No formal rest breaks for office personnel are scheduled. However, nursing mothers who are non-exempt employees are permitted reasonable breaks to express breast milk for their infants during work for up to one year from the newborn's date of birth, and the District will provide a private place for such use. Unlike ordinary coffee or rest breaks, such breast-pumping breaks are not compensated, so non-exempt employees must clock out and then back in for such breaks. Employees who use their regular paid rest breaks for expression of breast milk are paid for those breaks just as any other employees. In terms of total work time for the shift, the employee may need to either arrive earlier or stay longer to work a certain number of hours, or else experience a slight reduction in pay due to having unpaid breast-pumping breaks during the day and not being able to arrive earlier or stay later to make up the time.

Employees will be required to report to work in emergency situations and should expect to be contacted and be available should an emergency situation arise. This could include all employees depending on the emergency situation.

Absenteeism and Tardiness

Your regular and predictable attendance is important to the District. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance.

If you are ill or injured or an emergency arises which prevents you from coming to work, you must notify your supervisor by phone no later than the start of your assigned daily work schedule, advise your supervisor of your expected time and date of return, and call in each day you are absent unless your absence for a specified period has been previously approved. You also must provide the specific reason for your absence. Employees are expected to provide any unusual circumstances preventing them from following the call-in policy.

Leaving a voice message or sending a text message is acceptable if your supervisor has expressly approved these methods of communication. If you are physically unable to contact the District, you should direct another person to make the contact on your behalf.

If you are absent because of an illness, the District may require that you submit written documentation from an appropriate health care provider substantiating the absence is due to illness and/or stating you are able to return to work before you will be allowed to return or receive accrued paid leave for the absence.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a medical or other appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Repeated, excessive, or a pattern of absences or tardiness are unacceptable job performance. If you are absent and have not provided proper notification, the District may assume that you have abandoned your position and you will be treated as having voluntarily terminated your employment with the District.

Time Keeping and Attendance Policy

Time Keeping: Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should daily accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Any nonexempt employee signing in before the beginning of their shift will only be paid from the time their scheduled shift was to begin unless (1) the District has asked the employee to begin the scheduled shift early, and (2) the start time is initialed/signed by the proper District designee.

Those non-exempt employees failing to sign out at the end of their shift will receive a verbal warning on first offense, written warning on second offense, and a final written warning on third offense and is then subject to termination. Any employee failing to sign out and found leaving before the end of their scheduled shift is subject to immediate termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded, as applicable. The District will review and then initial the time record, before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the District designee must verify the correction or change.

Full-time is considered as 40 hours worked time within a pay week. Hours worked by a non-exempt employee exceeding 40 worked hours in a particular pay week will be paid at time and a half. All overtime must be approved by your District Administrator and/or Director of Operations. Overtime will be rounded to the nearest minute for reporting and pay purposes.

Understanding that a normal work-week is 40 hours of work, all employees should strive to accomplish all necessary duties within that time. However, depending on the job schedule, employees may be required to stay late or come in early on a particular day within the workweek. If this should occur, employees should try to adjust their schedule within the same week, and based on the job schedule, to leave early or come in later in an attempt to avoid an overtime situation. Employees are responsible for communicating with the proper District designee on a daily basis as necessary concerning their time and plans for proposed schedule adjustments. If, due to scheduling of jobs and/or the needs of the District, the employee cannot adjust his or her schedule to avoid overtime and there is no other alternative, overtime status will be granted with the approval of the proper District designee. Again, communication with the proper District designee on a daily basis is necessary.

On-Call Pay

On-call time is the time when a non-exempt employee is off duty but subject to call-out. Usually, an employee on call:

- Carries a pager or phone and is not required to remain by a landline,
- Is not required to respond in less than 20 minutes, and
- Is not called out, on average, more than three times in a workweek.

Because employees on call generally are free to use the time as they wish, on-call time does not count as hours worked and the District does not pay for standby time. However, employees scheduled to be on call for the week will be paid one (1) hour of regular time for each day on call.

Dress Code Policy and Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of his or her position.

All employees are required to report for work in clean clothing and footwear. All personnel should maintain good grooming and personal hygiene. Clothing which is not acceptable are items that are sloppy or halter tops, shorts, bathing suits, tank tops or T-shirts unless District-issued. Uniforms are provided to all outside employees. The District will reimburse each "outside employee" up to a maximum of \$300 per year for the purchase of work boots to be used in the line of duty (at a minimum, one pair of boots must be steel-toed boots).

Warehouse personnel will not be permitted to work without a shirt or shoes. Proper clothing, footwear, safety glasses and other safety equipment appropriate to your work environment will be used, especially when performing operations which produce flying particles that could

endanger eyes or skin. Failure or refusal to wear appropriate safety attire will be a basis for disciplinary action, up to and including termination of employment.

If an employee requires a reasonable accommodation regarding dress for religious reasons, he or she should contact their supervisor in this regard.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

Resignation/Voluntary Separation from Employment	-	voluntary employment termination initiated by an employee.
Involuntary Separation from Employment	-	involuntary employment termination initiated by the District.
Layoff	-	involuntary employment termination initiated by the District for non-disciplinary reasons.

Upon termination the employee will receive the final amount of pay due by check.

Administrative Pay Corrections

The District will take all steps available to ensure that employees receive the correct amount of pay in each paycheck and that the employees are paid promptly on the scheduled payday. In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the proper District designee so the error can be corrected as quickly as possible.

Use of Phone, Mail Systems and Computers

The District's communication systems and equipment, including all its files and data, belong to the District and are for authorized District business only. Brief and occasional personal use of email, telephone, Internet or other electronic systems is acceptable if it does not result in expense to the District, is not excessive, and is not threatening, harassing, intimidating, profane, obscene or similarly inappropriate. Use is "excessive" if it interferes with responsiveness or the ability to perform daily job activities, or if it places a burden on District resources.

Employees should practice discretion in using office telephones when making local personal calls and may be required to reimburse the District for any charges resulting from their personal use of the telephone. The District strongly discourages personal calls and urges each employee, if a personal call is absolutely necessary, to make personal calls on a scheduled break.

The use of the District's computers for personal use, such as checking/sending their own personal email, should be done on a scheduled break/meal period and the use should not interfere with business operations. [JO15] Inappropriate or excessive personal internet access may result in discipline, up to and including termination from employment. Any personal internet access to content or materials which are of an offensive nature, including pornographic or obscene materials that otherwise may reasonably be considered inappropriate will be considered willful misconduct and result in immediate involuntary separation from employment.

The use of phone or computers/e-mail may be monitored.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machine, or tool appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Drug and Alcohol Use [JO16]

It is the goal of the District to provide a safe and drug-free work environment for our employees, customers and visitors. For purposes of this policy, "illegal drug" means any drug which is not legally obtainable under federal law, or which is legally obtainable but has not been legally obtained. The term also includes controlled substances, inhalants, intoxicants, marijuana, prescription drugs not legally obtained, prescription drugs not used as prescribed, and synthetic substances, such as synthetic marijuana, which are designed to mimic the effects of other illegal drugs.

The District prohibits the possession, use, purchase, sale, manufacture, transfer, or presence in one's system of alcohol or any illegal drug by any person within the District when that individual is on District premises or is performing District business or when such activity affects the individual's suitability for continued employment (by, for example, adversely affecting the work performance or safety of the employee or others, or by harming the District's reputation). The District also prohibits the use, purchase, sale, manufacture or transfer of drug paraphernalia, as well as the legal use of prescription and over-the-counter drugs that impair the employee's ability to safely and efficiently perform their job.

Employees are not permitted to:

- (a) Consume alcohol or use illegal drugs while on duty;
- (b) Report to work or work with a detectible level of alcohol or illegal drugs;
- (c) Refuse to submit to a required drug test or alcohol test; or
- (d) Interfere with any testing procedure or tamper with any test sample.

The District may conduct alcohol and drug testing under the following circumstances:

- (1) *Reasonable Cause:* The District may ask an employee to submit to an alcohol and drug test at any time it appears that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs, alcohol or drug paraphernalia on or about the employee's person or in the employee's vicinity, or unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, including negative performance patterns or excessive and unexplained absenteeism or tardiness. A determination of reasonable cause must be based on a reasonable and articulable belief that the employee is using alcohol or drugs on the basis of specific contemporaneous physical, behavioral, or performance indicators of probable use, such as observations regarding productivity, work habits, behavior, or attitude, or of speech, odor or appearance of an employee sufficient to lead a prudent person to suspect that the employee may be under the influence of alcohol or drugs.
- (2) *Post-Accident:* If an employee's action or inaction either contributed to an accident or cannot be completely discounted as a contributing factor to the accident, the employee will be tested. The decision not to administer a test post-accident must be based on a determination, using the best information available at the time of the determination, that the employee's performance could not have contributed to the accident.

In accordance with applicable law, random testing will be conducted only if the District job is determined to be safety-sensitive. All testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment with the District.

An employee who comes forward to advise management that he or she has a chemical dependency problem is eligible for a leave of absence to secure treatment, provided such leave does not cause

undue hardship on the District. Such employee will not be subject to disciplinary action by reason of having come forward before the District discovers the problem. To the extent that such individual has accrued paid leave, he or she will be paid for such approved time off.

Employees who are required to drive in the course of their employment are required to notify the District Administrator, in writing, of any moving violations or arrest with a charge of DWI or DUI within five days of such arrest. All employees are required to notify the District Administrator, in writing, of any arrest involving drugs within five days of such arrest. Such employees are also required to inform the District Administrator of the final disposition of the charge, in writing, within five days of such disposition.

Complaint/Dispute Resolution Procedure

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is detrimental to your employment, you should follow the procedure described below to bring your complaint to the District's attention.

Step One. Discussion of the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate, you proceed directly to Step Two.

Step Two. If your problem is not resolved after discussion with your supervisor or if you felt a discussion with your supervisor was inappropriate, you are encouraged to request a meeting with the District's highest management. In an effort to resolve the problem, management will consider the facts and may conduct an investigation.

As an employee you have read and signed under separate cover the Dispute Resolution Policy and Procedure. [JO17]Your signature thereon acknowledges that a copy of the Dispute Resolution Policy and Procedure was given to you at the time you read and signed the policy.

The District does not tolerate any form of retaliation against employees availing themselves of this procedure. Additionally, the procedure should not be construed as preventing or limiting the District from taking disciplinary action against any individual up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the District deems disciplinary action appropriate.

Progressive Discipline

The progressive discipline process features increasingly formal efforts to provide feedback so an employee can correct the problem. The District may, but is not required to, follow progressive discipline before making an adverse employment decision, including discharge. Disciplinary action

~~may be in the form of an oral or written warning, suspension, discharge or any combination of the above, if the District so elects. When and whether to discipline, and the manner and form of discipline, are at the sole discretion of the District. The purpose of this policy is to state the District's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.~~

~~The District's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of disciplinary action is to correct the problem, prevent recurrences, and prepare the employee for satisfactory service in the future.~~

~~Disciplinary action may call for any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Please review the Employee Conduct and Work Rules.~~

~~Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for verbal warning; a next may be followed by a written warning; another offense may lead to a suspension; and, when still other offenses may occur, then this may lead to termination of employment. The Management/Employee Disciplinary Meeting Form should be completed at the time of the management/employee meeting regarding disciplinary actions.~~

The District recognizes there are certain types of employment problems that are serious enough to justify either a suspension, or, in some situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline and management interaction, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the District.

Other General Policies

Solicitation: Solicitation, whether by employee, customer, or patron is prohibited, unless preapproved by the District.

Business Hours: 8:00 a.m. - 5:00 p.m. Monday through Friday. The office is to be covered by at least one employee at all times, unless other arrangements are secured with prior approval.

Office Security: The outside door to the District's office should always be kept locked after 5:00 p.m. each workday. Care should be exercised that no visitor to the District's office gains any information regarding customers by reading any material left on desk tops or other areas throughout the office, or by overhearing any confidential conversations. The office key should

remain in an employee's possession at all times. No other non-employee should have access to the office key. Should you misplace or lose the office key, please notify the District or the Office Manager so the appropriate steps may be taken to secure the integrity of the office. ALL customer records should remain in the District's office. NO copies should be made of customer files and removed from the office,

Visitors: Because of liability, insurance, and operational considerations, the District discourages non-business related visitors.

Deliveries: Personal deliveries to the office are to be limited. If such a delivery is required, the use of the employee name should be used without the District name.

No Privacy: The District reserves the right to inspect each employee's work area and personal items at any time. Employees should have no expectation of privacy in their work spaces, including desks, drawers, cabinets, file cabinets, or other assigned storage areas.

Emergency Office Closing

While the BCWCID#2 will always keep the safety of its employees in mind, it may choose to remain open during inclement weather. If weather/flooding or other emergencies arise at or near an employees' residences that prevents them from safely coming to work, they must notify the office of their situation and only proceed to the office when it is safe to travel.

Employees who do not report to work on a day when the BCWCID#2 is open are required to use any accrued time off or, if no accrued leave is available, they will not be paid for the day.

The employee may request to work some additional hours (during the same week) to make up for some of the hours missed on the inclement weather day only if the workload permits and they request and receive prior written approval to do so.

The BCWCID#2 may choose to close or announce a late opening or an early dismissal where severe weather warrants such action. Any closures or change in business hours will be communicated to employees via electronic mail, text messaging, posting on the District website or office voice mail. If the BCWCID #2 is closed either for a full or partial day, ALL employees will receive their regular salary. BCWCID#2 closures will only be declared by the General Manager or in his/her absence, a member of the Board of Directors after consultation with a second Board Member.

Employee Conduct and Work Rules

To ensure orderly operation and provide the best possible work environment, the District expects employees to follow any rules of conduct that will protect the interests and safety of employees and the District. Additionally, employees are required to adhere to the following:

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, although cause is not a requirement for involuntary separation from employment. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Failure to obtain and/or maintain required licensure as necessary.
- Falsification of District documents, including time cards, invoices, records or any report, either written or oral;
- Excessive tardiness or absenteeism, unless the reason is protected under applicable law;
- Absence without proper notification;
- Neglect of job responsibilities and assignments;
- The distribution, dispensing, possession or use of alcoholic beverage during working hours, on the job, on the District's property or on job-sites, including parking lots and in the District's or other vehicles while in the trade [JO18] [SK19] at any time;
- Use or possession of illegal drugs while on District property or on the job, or in a District vehicle, or otherwise; see specific policy herein;
- Use of District property, such as vehicles, communication devices or an employee's job position to manufacture, dispense, sell, exchange, or possess any alcoholic beverage, illegal drug or drug-related paraphernalia;
- An employee's failure to report to the District the use of prescription drugs or over-the-counter medications that could impair the employee's ability to perform his or her job in a safe or productive manner, or pose a direct threat to the health or safety of the employee or others, see specific policy herein;
- Failure to notify the District of a conviction of any employee, or plea of guilty or no contest to a violation of any federal or state offense, within 5 days of the conviction or guilty plea;
- Refusal to consent or submit to testing for alcoholic beverages and/or the use of illegal drugs, when requested by the District; see specific policy herein;

- Reporting to work under the influence of alcoholic beverages and/or impaired by the use of drugs, illegal or otherwise; see specific policy herein;
- Abuse, waste, or destruction of equipment, supplies, goods, or any other property of the District, of a fellow employee, or of a customer;
- Theft or unauthorized possession of District property, property of a fellow employee, or that of a customer;
- Leaving assigned work areas or the District premises or a job site during working hours without permission of the District,
- Insubordination or refusal to follow instructions or perform assigned duties;
- Creating or contributing to unhealthy, unsanitary, or hazardous conditions which could cause harm to the employee or fellow employees;
- Violating safety rules or common safety practices;
- Fighting, threatening, intimidating, or attempting bodily harm against supervisors, fellow employees, or customers, see specific policy herein;
- Possessing firearms or illegal weapons on the District's premises, on a job site, or in the performance of assigned duties; see specific policy herein;
- Violation of the District's policy on harassment;
- Violation of the District's policy on solicitation and distribution;
- Failure to fulfill job requirements or productivity standards, if applicable;
- Unauthorized release of confidential information; or
- Smoking in District vehicles or workplace.

APPENDIX – FORMS

Form 1 - EDUCATIONAL EXPENSE AGREEMENT

This Agreement is made by and between Bastrop County WCID #2 (BCWCID), hereinafter referred to as "the District," and an employee participating in the Educational Assistance Program, hereinafter referred to as "the Program."

1. The District hereby agrees to assist the undersigned Employee by reimbursing the sum of \$_____, which is equal to the amount paid for tuition and eligible fees for coursework in the area of _____.

2. The Employee agrees to continue employment subject to the terms described in Section 3 of this Agreement at the District at least one full year, beginning with the month after the month in which the employee completed the coursework, and to repay the District for all expenses for which the employee was reimbursed if the employment terminates for any reason other than a reduction in force, physical or mental disability, or death before the end of that period.

3. The Employee understands that neither participation in this Program nor this Agreement constitutes a contract for employment, and no terms or condition in this Agreement should be construed as a guarantee of employment. The Employee further understands that this agreement is not a guarantee of employment in a particular position, classification or salary rate. The Employee understands that continued employment at the District is contingent on the employee's maintaining the standards of performance for his or her position of employment at the District. The employee further understands that the Employee is subject to the policies and procedures of the District during the Employee's participation in the Program and during any repayment period.

4. If the Employee fails to stay in the employment of the District for the applicable period after the educational assistance is received, the repayment requirement procedures described in this agreement will be initiated immediately, except that if the Employee fails to continue employment at the District due to a reduction in force, physical or mental disability, or death, the District will waive the repayment requirements.

5. Upon initiation of repayment procedures, the District will provide the Employee with a statement setting forth the total amount to be repaid and a schedule of payments. The Employee shall have the option of making a lump sum payment or installment payments.

6. In the event of default in payment on any installment due, the entire unpaid indebtedness shall, at the option of District, become due and payable. Notice of acceleration of this agreement is hereby waived.

7. In the event of default, the Employee's obligation shall become enforceable in Bastrop, Texas and suit to enforce the terms of this obligation shall be brought in Bastrop County, Texas. No delay on the part of the District in exercising any power or right under this agreement shall operate as a waiver of the power or right, nor shall any single or partial exercise of any power or right preclude further exercise of that power or right.

8. No provision of this agreement shall be modified except by written instrument signed by the parties expressly referring to this agreement and to the provision modified.

Employee Signature: _____ Date: _____

Employee's printed name: _____

District Authorized Signature: _____ Date: _____

Form 2 - DRUG AND ALCOHOL SCREENING CONSENT AND RELEASE

I, the undersigned, an existing employee employed by the District, hereby voluntarily consent to the taking of specimens for drug and alcohol screening as a condition of my continued employment with the District. I authorize the release of all results of such screening to the District.

I release the District, the testing laboratory, its physicians, nurses, technicians, and any other employees or agents involved with my tests from any and all liabilities, claims, or causes of action relating to such drug and alcohol screening including, without limitation, those that may result from administering such tests and/or the disclosure of test results.

I understand and freely and voluntarily agree that if the District asks me to, I will submit to drug and alcohol screening. I understand that either refusal to submit to the screen or a test result other than a negative result may result in termination of my employment.

In the case of a breath alcohol test, I understand and agree that if the breath alcohol test level as determined by the test reflects an illegal level of intoxication, I will be unable to operate a motor vehicle and must use an alternative form of transportation operated by someone other than myself. If I refuse alternative transportation, I understand and agree law enforcement officials will be notified.

Employee/Applicant's Signature: _____

Date: _____

Employee/Applicant's Printed Name: _____

Return results to:

BCWCID #2

106 Conference Drive

Bastrop, Texas 78602

**BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2
EMPLOYEE ACKNOWLEDGMENT FORM**

The undersigned acknowledges receipt of the District Employee Handbook. I understand as a District employee, it is my responsibility to read the Handbook and to comply with all policy, procedure and guideline information it contains. The Employee Handbook describes important information about the District, and I understand that I should consult the District regarding any question raised or not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the District has the ability to adopt revisions to the policies and procedures in this handbook.

Furthermore, I understand and acknowledge that nothing in this Handbook or in any other materials or information distributed by the District creates a contract of employment, whether express or implied, between me and the District. I acknowledge that my employment with the District is on an at-will basis. I am free to terminate my employment at any time, for any reason, and the District retains that same right. It is my further understanding that this at-will employment relationship may not be changed by any written document or by conduct. I also understand the District has implemented a neutral policy which limits all leaves of absence exclusive of any statutorily protected leave.

I acknowledge receipt of the Employee Handbook. I acknowledge that I have read and understand the Employee Handbook and the Rules of Conduct contained herein. In consideration of my employment, continued employment, or affiliation with the District, I agree to abide by the rules, regulations, guidelines, policies and procedures of the District, written and unwritten, and all rules of employment, included those stated in the Employee Handbook, and any revisions made to the Handbook.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____

This form is to be signed in duplicate and the original returned to the District's District Administrator.

Agenda

Item # 13

Request from
Marshall and
Susan Klein

July 1, 2018

Bastrop County Water District #2
Bastrop, TX 78602

RECEIVED
JUL 10 2018
BCWCID #2

Board of Directors

We are petitioning the Bastrop County Water District #2 for financial relief given the circumstances leading to two enormous water bills in March and April, 2018.

The combined bills for those two months exceeded \$2500 due to a sprinkler system breakdown and a hidden break in the main water line which was located in a wooded area sloping down to the main road.

I was in touch with James Ouellet regarding what consideration the Water District could provide us given the financial burden these charges imposed. He was very helpful and explained that the maximum amount in the District guidelines allowed for \$120. That conversation followed the \$560 bill in March.

When the water line broke (unobserved for several days), and April's bill was more than \$1800, he joked that we were clearly District #2's best customers and he would see what he could do to help us.

Our final conversation took place on the Friday before he was leaving for another position. I asked him to assess what a typical April bill would look like, and we would pay that and set up a payment plan for the balance. He also said, he would take off \$700 in a one-time gesture of good will. We were very grateful and he said he would get me the breakdown by Monday. We wished him well in his new venture.

Several weeks went by (I was hospitalized), and when we brought in a \$500 payment for our current bill, which was cumulative, I asked the staff what happened to the \$700 credit on the April bill that James had mentioned. Puzzled looks and a conversation left us with the current situation. James had left no breakdown of our April bill, nor any mention in writing regarding the \$700 credit.

After another \$500 payment July 6th, we will still owe more than \$1500. We are asking the Board to grant a one-time special consideration for these circumstances. We have already paid more for water in one year in Bastrop, than we did for six years in Wells Branch, TX.

This has placed a significant financial burden on us and hope you can help.

Gratefully,

Susan & Marshall Klein
150 Kaanapali Lane
Bastrop, TX 78602

Agenda

Item # 17

Release of
Liens

**AFFIDAVIT OF RELEASE
OF CLAIM FOR
UNPAID CHARGES**

THE STATE OF TEXAS *

COUNTY OF BASTROP *

We the undersigned members of the Board Directors of the Bastrop County Water Control & Improvement District, No. Two ("District"), make oath and deposes that the claims of the District for unpaid charges accumulated through July 13, 2018 and more particularly described in that certain Affidavit of Lien and Unpaid Charges, filed of record in Volume 1402 Page 821 & Volume 477 Page 548 & Volume 663 Page 525 & Volume 669 Page 474 & Volume 730 Page 666 & Volume 768 Page 189 & Volume 953 Page 412 & Volume 1027 Page 647 & Volume 1107 Page 199 & Volume 1198 Page 397 & Volume 1214 Page 394 & Volume 1295 Page 767 & Volume 1402 Page 821 & Volume 1502 Page 554 & Volume 1608 Page 312 & Book 1713 Page 678-765 & Book 1806 Pages 718-732 & Book 1889 Pages 194-202 & Book 1977 Pages 638-701 & Book 2043 & Pages 807-816 & Volume 2120 Page 519-529 & Volume 2203 Page 336-354 & Book 2293 Pages 227-240 & Instrument 201501778 & Instrument 201501779 & Instrument 201600766 & Instrument 201600764 & Instrument 201701281 & Instrument 201701283 & Instrument 201801123 & Instrument 201801124 of the Official Records of Bastrop County, Texas, are hereby released for the persons and properties listed in Exhibit A, attached hereto, said properties being identified by Unit, Block, and Lot Numbers.

Executed this 17th day of July 2018.

Board Director

Sworn and acknowledged before me, by the Board Director, on the 17th day of July, 2018

Freida Reed
Notary

fr

Exhibit A

<u>NAME</u>	<u>Unit-Blk-Lot</u>	<u>Standby</u>	<u>Road</u>	<u>Lien</u>	<u>Amount</u>
Bamber, Bruce	01-19-0666	(\$ 0.00)	(\$ 132.00)	(\$ 0.00)	(\$ 132.00)
Bamber, Bruce	01-19-0667	(\$ 0.00)	(\$ 132.00)	(\$ 0.00)	(\$ 132.00)
BCD	02-08-0851	(\$ 210.00)	(\$ 495.00)	(\$ 0.00)	(\$ 705.00)
BCD	02-08-0851	(\$ 225.00)	(\$ 780.00)	(\$ 45.00)	(\$ 1,050.00)
Bell, P. C.	01-12-0736	(\$ 855.00)	(\$ 810.00)	(\$ 60.00)	(\$ 1,725.00)
Bell, P. C.	01-12-0736	(\$ 855.00)	(\$ 1110.00)	(\$ 105.00)	(\$ 2,070.00)
Bell, P. C.	01-12-0736	(\$ 855.00)	(\$ 1335.00)	(\$ 150.00)	(\$ 2,340.00)
Bell, P. C.	01-12-0736	(\$ 855.00)	(\$ 1818.00)	(\$ 195.00)	(\$ 2,868.00)
Brown, H.D.	02-04-0416	(\$ 1335.00)	(\$ 855.00)	(\$ 60.00)	(\$ 2,250.00)
Brown, H.D.	02-04-0416	(\$ 1335.00)	(\$ 1110.00)	(\$ 105.00)	(\$ 2,550.00)
Brown, H.D.	02-04-0416	(\$ 1335.00)	(\$ 1335.00)	(\$ 150.00)	(\$ 2,820.00)
Burge Investment	01-09-1189	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Burge Investment	01-09-1189	(\$ 0.00)	(\$ 396.00)	(\$ 45.00)	(\$ 441.00)
Burge Investment	01-09-1189	(\$ 0.00)	(\$ 888.00)	(\$ 90.00)	(\$ 978.00)
Burke, Edmond J.	04-16-1602	(\$ 150.00)	(\$ 410.00)	(\$ 45.00)	(\$ 605.00)
Burke, Edmond J.	04-16-1602	(\$ 150.00)	(\$ 710.00)	(\$ 90.00)	(\$ 950.00)
Burke, Edmond J.	04-16-1602	(\$ 150.00)	(\$ 935.00)	(\$ 135.00)	(\$ 1,220.00)
Burke, Edmond J.	04-16-1602	(\$ 150.00)	(\$ 1418.00)	(\$ 180.00)	(\$ 1,748.00)
Calderon, Fernando M.	05-02-0102	(\$ 776.00)	(\$ 810.00)	(\$ 89.50)	(\$ 1,675.50)
Calderon, Fernando M.	05-02-0102	(\$ 776.00)	(\$ 1110.00)	(\$ 134.50)	(\$ 2,020.50)
Calderon, Fernando M.	05-02-0102	(\$ 776.00)	(\$ 1335.00)	(\$ 179.50)	(\$ 2,290.50)
Calderon, Fernando M.	05-02-0102	(\$ 776.00)	(\$ 1818.00)	(\$ 224.50)	(\$ 2,818.50)
Calderon, Fernando M.	05-02-0102	(\$ 776.00)	(\$ 352.26)	(\$ 269.50)	(\$ 1,397.76)
Darby, Robert S.	04-11-0616	(\$ 1047.00)	(\$ 810.00)	(\$ 60.00)	(\$ 1,917.00)
Darby, Robert S.	04-11-0616	(\$ 1047.00)	(\$ 1110.00)	(\$ 105.00)	(\$ 2,262.00)
Darby, Robert S.	04-11-0616	(\$ 1047.00)	(\$ 1335.00)	(\$ 150.00)	(\$ 2,532.00)
Darby, Robert S.	04-11-0616	(\$ 1047.00)	(\$ 1818.00)	(\$ 195.00)	(\$ 3,060.00)
Eccentric Enterprise LLC	02-02-0178	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Eccentric Enterprise LLC	02-02-0178	(\$ 0.00)	(\$ 135.00)	(\$ 45.00)	(\$ 180.00)
Eccentric Enterprise LLC	02-02-0178	(\$ 0.00)	(\$ 618.00)	(\$ 90.00)	(\$ 708.00)
Edmond J. Burke	04-16-1602	(\$ 135.00)	(\$ 110.00)	(\$ 0.00)	(\$ 245.00)
Fernando M. Calderon	05-02-0102	(\$ 761.00)	(\$ 510.00)	(\$ 44.50)	(\$ 1,315.50)
Gary L. Hyatt	02-06-0637	(\$ 360.00)	(\$ 145.00)	(\$ 0.00)	(\$ 505.00)
George P. Velten III	04-04-0419	(\$ 645.00)	(\$ 510.00)	(\$ 30.00)	(\$ 1,185.00)
George P. Velten III	04-04-0420	(\$ 645.00)	(\$ 510.00)	(\$ 30.00)	(\$ 1,185.00)
Gonzales, Hernan	05-11-0780	(\$ 0.00)	(\$ 156.00)	(\$ 0.00)	(\$ 156.00)
H.D. Brown	02-04-0416	(\$ 1320.00)	(\$ 510.00)	(\$ 15.00)	(\$ 1,845.00)
Harper, Kenneth L.	02-05-0458	(\$ 720.00)	(\$ 810.00)	(\$ 75.00)	(\$ 1,605.00)
Harper, Kenneth L.	02-05-0458	(\$ 720.00)	(\$ 1110.00)	(\$ 120.00)	(\$ 1,950.00)
Hernandez, Marcus	05-02-0140	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Hernandez, Roberto	04-10-0475	(\$ 75.00)	(\$ 410.00)	(\$ 45.00)	(\$ 530.00)
Hernandez, Roberto	04-10-0475	(\$ 75.00)	(\$ 710.00)	(\$ 90.00)	(\$ 875.00)

Exhibit A

<u>NAME</u>	<u>Unit-Blk-Lot</u>	<u>Standby</u>	<u>Road</u>	<u>Lien</u>	<u>Amount</u>
Hernandez, Roberto	04-10-0475	(\$ 75.00)	(\$ 1196.00)	(\$ 135.00)	(\$ 1,406.00)
Hernandez, Roberto	04-10-0475	(\$ 75.00)	(\$ 1688.00)	(\$ 180.00)	(\$ 1,943.00)
Hernandez, Roberto	04-10-0476	(\$ 75.00)	(\$ 410.00)	(\$ 45.00)	(\$ 530.00)
Hernandez, Roberto	04-10-0476	(\$ 75.00)	(\$ 710.00)	(\$ 90.00)	(\$ 875.00)
Hernandez, Roberto	04-10-0476	(\$ 75.00)	(\$ 1196.00)	(\$ 135.00)	(\$ 1,406.00)
Hernandez, Roberto	04-10-0476	(\$ 75.00)	(\$ 1688.00)	(\$ 180.00)	(\$ 1,943.00)
Hines, Shelly	02-01-0009	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Hines, Shelly	02-01-0009	(\$ 0.00)	(\$ 471.00)	(\$ 45.00)	(\$ 516.00)
Hines, Shelly	02-01-0009	(\$ 0.00)	(\$ 963.00)	(\$ 90.00)	(\$ 1,053.00)
Hires, Lisa	04-05-0373	(\$ 0.00)	(\$ 165.00)	(\$ 45.00)	(\$ 210.00)
Hires, Lisa	04-05-0373	(\$ 0.00)	(\$ 648.00)	(\$ 90.00)	(\$ 738.00)
Hyatt, Gary L.	02-06-0637	(\$ 375.00)	(\$ 445.00)	(\$ 45.00)	(\$ 865.00)
Hyatt, Gary L.	02-06-0637	(\$ 375.00)	(\$ 745.00)	(\$ 90.00)	(\$ 1,210.00)
Hyatt, Gary L.	02-06-0637	(\$ 375.00)	(\$ 970.00)	(\$ 135.00)	(\$ 1,480.00)
Hyatt, Gary L.	02-06-0637	(\$ 375.00)	(\$ 1811.82)	(\$ 180.00)	(\$ 2,366.82)
Jeffrey Pounds	02-04-0385	(\$ 705.00)	(\$ 510.00)	(\$ 30.00)	(\$ 1,245.00)
Kenneth L. Harper	02-05-0458	(\$ 705.00)	(\$ 510.00)	(\$ 30.00)	(\$ 1,245.00)
Leroy, David R.	01-10-1407	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Mack Investment Inc	01-09-1260	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Mack, Dwayne Kelly	01-09-1260	(\$ 0.00)	(\$ 510.00)	(\$ 45.00)	(\$ 555.00)
Mack, Dwayne Kelly	01-09-1260	(\$ 0.00)	(\$ 993.00)	(\$ 90.00)	(\$ 1,083.00)
Martinez, Roland	01-14A-1529	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)
Martinez, Roland	01-14A-1529	(\$ 0.00)	(\$ 549.00)	(\$ 45.00)	(\$ 594.00)
Mehmet Sahinoglu	05-11-0743	(\$ 510.00)	(\$ 375.00)	(\$ 60.00)	(\$ 945.00)
Mendoza, Benjamin	02-03-0311	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Mendoza, Benjamin	02-03-0311	(\$ 0.00)	(\$ 543.00)	(\$ 45.00)	(\$ 588.00)
P.C. & Yuna M. Bell	01-12-0736	(\$ 840.00)	(\$ 510.00)	(\$ 15.00)	(\$ 1,365.00)
Parnham, Stephen	04-01-0102	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)
Parnham, Stephen	04-01-0102	(\$ 0.00)	(\$ 549.00)	(\$ 45.00)	(\$ 594.00)
Parnham, Stephen	04-01-0103	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)
Parnham, Stephen	04-01-0103	(\$ 0.00)	(\$ 549.00)	(\$ 45.00)	(\$ 594.00)
Parnham, Stephen	04-01-0101	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)
Parnham, Stephen	04-01-0101	(\$ 0.00)	(\$ 549.00)	(\$ 45.00)	(\$ 594.00)
Pounds, Jeffrey	02-04-0385	(\$ 720.00)	(\$ 810.00)	(\$ 75.00)	(\$ 1,605.00)
Pounds, Jeffrey	02-04-0385	(\$ 720.00)	(\$ 1335.00)	(\$ 120.00)	(\$ 2,175.00)
Powell Jr., M.R.	01-19-0520	(\$ 0.00)	(\$ 132.00)	(\$ 0.00)	(\$ 132.00)
Rahinoglu, Mehmet	05-11-0743	(\$ 525.00)	(\$ 1200.00)	(\$ 195.00)	(\$ 1,920.00)
Robert S. Darby	04-11-0616	(\$ 1032.00)	(\$ 510.00)	(\$ 15.00)	(\$ 1,557.00)
Roberto Hernandez	04-10-0475	(\$ 60.00)	(\$ 110.00)	(\$ 0.00)	(\$ 170.00)
Roberto Hernandez	04-10-0476	(\$ 60.00)	(\$ 110.00)	(\$ 0.00)	(\$ 170.00)
Russell, Stephanie	03-22-0353	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)

Exhibit A

<u>NAME</u>	<u>Unit-Blk-Lot</u>	<u>Standby</u>	<u>Road</u>	<u>Lien</u>	<u>Amount</u>
Russell, Stephanie	03-22-0354	(\$ 0.00)	(\$ 108.00)	(\$ 0.00)	(\$ 108.00)
Sahinoglu, Mehmet	05-11-0743	(\$ 525.00)	(\$ 675.00)	(\$ 105.00)	(\$ 1,305.00)
Sahinoglu, Mehmet	05-11-0743	(\$ 525.00)	(\$ 975.00)	(\$ 150.00)	(\$ 1,650.00)
Sahinoglu, Mehmet	05-11-0743	(\$ 525.00)	(\$ 1673.00)	(\$ 240.00)	(\$ 2,448.00)
Sahinoglu, Mehmet	05-11-0743	(\$ 525.00)	(\$ 2564.10)	(\$ 285.00)	(\$ 3,374.10)
Sava Investment LLC	04-02-0191	(\$ 0.00)	(\$ 471.00)	(\$ 45.00)	(\$ 516.00)
Scott, Aaron	03-01-0011	(\$ 0.00)	(\$ 30.00)	(\$ 0.00)	(\$ 30.00)
Snyder, Leonard	02-08-0816	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Snyder, Leonard	02-08-0816	(\$ 0.00)	(\$ 295.50)	(\$ 45.00)	(\$ 340.50)
Snyder, Leonard	02-08-0816	(\$ 0.00)	(\$ 721.50)	(\$ 90.00)	(\$ 811.50)
Snyder, Leonard	02-08-0818	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Snyder, Leonard	02-08-0818	(\$ 0.00)	(\$ 310.50)	(\$ 45.00)	(\$ 355.50)
Snyder, Leonard	02-08-0818	(\$ 0.00)	(\$ 721.50)	(\$ 90.00)	(\$ 811.50)
Snyder, Leonard	02-08-0815	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Snyder, Leonard	02-08-0815	(\$ 0.00)	(\$ 310.50)	(\$ 45.00)	(\$ 355.50)
Snyder, Leonard	02-08-0815	(\$ 0.00)	(\$ 721.50)	(\$ 90.00)	(\$ 826.50)
Sooknanan, Krishna	01-12-0735	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Sooknanan, Krishna	01-12-0735	(\$ 0.00)	(\$ 543.00)	(\$ 45.00)	(\$ 588.00)
Tahitian Properties Holding	05-02-0116	(\$ 0.00)	(\$ 535.00)	(\$ 45.00)	(\$ 580.00)
Tahitian Properties Holding	04-03-1116	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	04-03-1116	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	04-03-1114	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	04-03-1114	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	02-16-1463	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	02-16-1463	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	02-16-1621	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	02-16-1621	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	01-09-1194	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	01-09-1194	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	04-02-0341	(\$ 0.00)	(\$ 265.00)	(\$ 45.00)	(\$ 310.00)
Tahitian Properties Holding	04-02-0341	(\$ 0.00)	(\$ 490.00)	(\$ 90.00)	(\$ 580.00)
Tahitian Properties Holding	02-05-0458	(\$ 0.00)	(\$ 535.00)	(\$ 45.00)	(\$ 580.00)
Tahitian Village Corp.	02-08-0851	(\$ 225.00)	(\$ 1080.00)	(\$ 90.00)	(\$ 1,395.00)
Tahitian Village Corp.	02-08-0851	(\$ 225.00)	(\$ 1305.00)	(\$ 135.00)	(\$ 1,665.00)
Tahitian Village Corp.	02-08-0851	(\$ 225.00)	(\$ 1788.00)	(\$ 180.00)	(\$ 2,193.00)
Tahitian Village Corp.	02-11-1000	(\$ 0.00)	(\$ 60.00)	(\$ 0.00)	(\$ 60.00)
Tahitian Village Corp.	02-11-1000	(\$ 0.00)	(\$ 285.00)	(\$ 45.00)	(\$ 330.00)
Tahitian Village Corp.	02-11-1000	(\$ 0.00)	(\$ 768.00)	(\$ 90.00)	(\$ 858.00)
Tahitian Village Corp.	05-14-0942	(\$ 645.00)	(\$ 495.00)	(\$ 89.50)	(\$ 1,229.50)
Tahitian Village Corp.	05-14-0942	(\$ 660.00)	(\$ 795.00)	(\$ 134.50)	(\$ 1,589.50)
Tahitian Village Corp.	05-14-0942	(\$ 660.00)	(\$ 1095.00)	(\$ 179.50)	(\$ 1,934.50)

Exhibit A

<u>NAME</u>	<u>Unit-Blk-Lot</u>	<u>Standby</u>	<u>Road</u>	<u>Lien</u>	<u>Amount</u>
Tahitian Village Corp.	05-14-0942	(\$ 660.00)	(\$ 1443.00)	(\$ 269.50)	(\$ 2,372.50)
Tahitian Village Corp.	05-14-0942	(\$ 660.00)	(\$ 2726.77)	(\$ 314.50)	(\$ 3,701.27)
Tahitian Village Corp.	05-14-0942	(\$ 660.00)	(\$ 1320.00)	(\$ 224.50)	(\$ 2,204.50)
Varn, Brandon C.	02-08-0834	(\$ 0.00)	(\$ 72.00)	(\$ 0.00)	(\$ 72.00)
Velten III, George P.	04-04-0419	(\$ 660.00)	(\$ 1110.00)	(\$ 120.00)	(\$ 1,890.00)
Velten III, George P.	04-04-0419	(\$ 660.00)	(\$ 1335.00)	(\$ 165.00)	(\$ 2,160.00)
Velten III, George P.	04-04-0419	(\$ 660.00)	(\$ 1818.00)	(\$ 210.00)	(\$ 2,688.00)
Velten III, George P.	04-04-0419	(\$ 660.00)	(\$ 2735.00)	(\$ 255.00)	(\$ 3,650.00)
Velten III, George P.	04-04-0420	(\$ 660.00)	(\$ 1110.00)	(\$ 120.00)	(\$ 1,890.00)
Velten III, George P.	04-04-0420	(\$ 660.00)	(\$ 1335.00)	(\$ 165.00)	(\$ 2,160.00)
Velten III, George P.	04-04-0420	(\$ 660.00)	(\$ 1818.00)	(\$ 210.00)	(\$ 2,688.00)
Velten III, George P.	04-04-0420	(\$ 660.00)	(\$ 2735.00)	(\$ 255.00)	(\$ 3,650.00)
Velten, George III	04-04-0419	(\$ 660.00)	(\$ 810.00)	(\$ 75.00)	(\$ 1,545.00)
Velten, George III	04-04-0420	(\$ 660.00)	(\$ 810.00)	(\$ 75.00)	(\$ 1,545.00)
		\$ 43,131.00	\$ 100,640.95	\$ 11,409.00	\$ 155,205.95

Lien List Recap for JULY 2018

Total Amount of Liens Released	\$	155,205.95
Road Assessments Paid	\$	26,635.53
Standby Assessments Paid	\$	555.00
Attorney Fees	\$	3,321.45
Total actually collected	\$	33,511.98
Total Write offs	\$	39,532.92

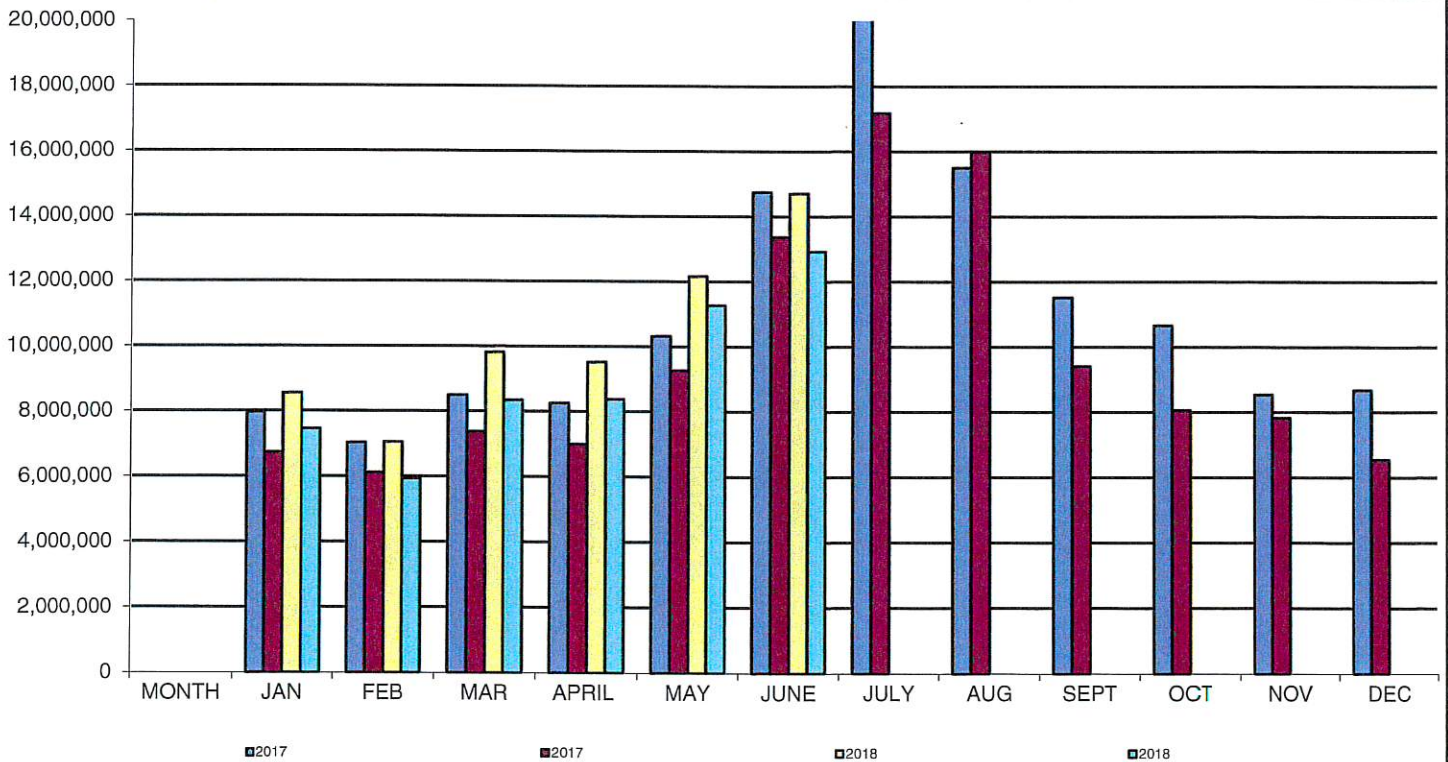
Miscellaneous Reports

	Total Customers Billed	E-Billing Customers	Web Online Payments	Bank Drafts	Credit Card Drafts	% of Customers paying online or drafts	Mail/Walk-ins/ Drop Box
Jan	1652	560	660	266	77	56%	649
Feb	1666	572	652	267	105	55%	642
Mar	1674	563	699	266	126	58%	583
Apr	1669	570	671	267	153	56%	578
May	1681	586	693	273	166	57%	549
Jun	1687	602	705	276	181	58%	525
Jul							0
Aug							0
Sep							0
Oct							0
Nov							0
Dec							0

	Culvert Permits (Cumulative Total)	Irrigation Permits (Cumulative Total)	Swimming Pool Permits (Cumulative Total)
Jan	5	0	2
Feb	8	0	2
Mar	11	0	3
Apr	17	0	5
May	25	0	6
Jun	31	0	6
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

BCWCID#2 2018
CONSUMPTION REPORT

	2017	2017	2018	2018	2018		
	PUMPED	USAGE	PUMPED	USAGE	PUMPED	ACTIVE	
MONTH	WATER	OF WATER	WATER	OF WATER	UNBILLED	METERS	%
JAN	7962350	6735988	8542700	7456309	582200	1,649	6%
FEB	7028500	6111321	7052400	5935407	364360	1,657	11%
MAR	8487400	7376018	9807100	8339939	494400	1,674	10%
APRIL	8252780	6987777	9507700	8371140	423100	1,669	8%
MAY	10312000	9253230	12156500	11258177	583800	1,681	3%
JUNE	14735700	13354077	14696367	12907732	555400	1,687	8%
JULY	20309900	17173612					#DIV/0!
AUG	15495380	15973516					#DIV/0!
SEPT	11516995	9401892					#DIV/0!
OCT	10653725	8059239					#DIV/0!
NOV	8536960	7826294					#DIV/0!
DEC	8679143	6542315					#DIV/0!
TOTALS	131,970,833	114,795,279	61,762,767	54,268,704	3,003,260		7%



JOB CODE	----- ISSUED THIS PERIOD -----				----- PRIOR ORDERS -----			TOTAL	TOTAL
	ISSUED	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	OUTSTANDING
ALARM SEWER ALARM	10	10	0	0	1,459	15	1	1,469	1
BROWN BROWN WATER	0	0	0	0	335	3	0	335	0
CULVE CULVERT PERMIT	6	6	0	0	140	7	2	146	2
FLUSH FLUSH WATER LINE	5	5	0	0	711	0	0	716	0
ISWAP METER HEAD SWAP	0	0	0	0	126	11	0	126	0
IRRIG IRRIGATION PERMIT	0	0	0	0	26	2	0	26	0
LEAK CHECK FOR LEAK	4	4	0	0	1,417	15	2	1,421	2
LMTR LOCK MTR	0	0	0	0	212	61	0	212	0
NLOC LINE LOCATE	0	0	0	0	181	3	0	181	0
METER MOVE METER CHARGE	0	0	0	0	5	7	0	5	0
MI METER INFORMATION	0	0	0	0	119	9	0	119	0
MISCE MISCELLANEOUS	12	11	0	1	2,879	168	4	2,890	5
MOW MOWING GRASS	1	0	0	1	242	1	0	242	1
OCC OCCUPANT CHANGE	21	20	1	0	3,161	54	0	3,181	0
ODOR SMELLY WATER	0	0	0	0	7	0	0	7	0
OFF TURN OFF SERVICE	13	13	0	0	2,262	257	0	2,275	0
OFFEE TRIP CHARGE TURN OFF	0	0	0	0	13	0	0	13	0
ON TURN ON SERVICE	12	11	1	0	2,732	72	0	2,743	0
ONFEE TRIP CHARGE TURN ON	0	0	0	0	12	2	0	12	0
POOLS POOL/SPA PERMIT	1	1	0	0	21	1	0	22	0
IC READ CHECK	0	0	0	0	396	79	0	396	0
ROAD ROAD REPAIR	14	2	0	12	3,377	23	13	3,379	25
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	6	6	0	0	1,335	21	2	1,341	2
SIGN STREET SIGN	1	1	0	0	54	1	0	55	0
SWAP METER SWAP-OUT	0	0	0	0	1,105	82	0	1,105	0
WTAP W/W TAP	3	0	0	3	316	11	7	316	10
MPWT TMP WTR	0	0	0	0	7	4	0	7	0
I/W W/W ESTIMATE	11	10	0	1	697	24	2	707	3
MEAS MEASURE FOR WATER TAP	18	17	1	0	936	21	2	953	2
IPRES LOW WATER PRESSURE	2	2	0	0	277	15	0	279	0
WTRTP WATER TAP	8	0	0	8	22	568	4	22	12
WMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	5	0	11	0
 ** GRAND TOTALS **	 148	 119	 3	 26	 24,593	 1,543	 39	 24,712	 65

JUNE 2018

BCWCID#2

Re-Cap of Water Tap Applications

WATER TAPS:

2018 Complete.....	45	
2018 Pending.....	12	
2017 Complete.....	78	
2016 Complete	88	
2015 Complete	60	
2014 Complete	39	
2013 Complete.....	35	
2012 Complete.....	37	
2011 Complete.....	42	
2010 Complete.....	49	
2009 Complete.....	43	
2008 Complete.....	35	
2007 Complete.....	47	
2006 Pending.....	1	(Sac-N-Pac)
2006 Complete.....	25	
2005 Complete.....	26	
2004 Complete.....	39	
2003 Complete.....	72	
2002 Complete.....	113	

JUNE 2018

BCWCID#2

Re-Cap of Waste Water Tap Applications

WASTE WATER TAPS:

2018 Complete.....	24
2018 Pending.....	11
2017 Complete	35
2016 Complete	40
2015 Complete	32
2014 Complete	26

Active Waste Water Customers: 684

2013-2018 COMPARISON ROAD & STANDBY									
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB
JAN									
2013	\$41,260.80	\$938.00	\$ 42,198.80	\$5,354.51	\$0.00	\$ 5,354.51	\$ 47,553.31	2.22%	0.00%
2014	\$16,953.96	\$6,717.00	\$ 23,670.96	\$2,025.33	\$756.00	\$ 2,781.33	\$ 26,452.29	28.38%	27.18%
2015	\$46,965.38	\$3,501.00	\$ 50,466.38	\$2,088.00	\$0.00	\$ 2,088.00	\$ 52,554.38	6.94%	0.00%
2016	\$38,720.86	\$4,131.00	\$ 42,851.86	\$5,019.54	\$108.00	\$ 5,127.54	\$ 47,979.40	9.64%	2.11%
2017	\$ 35,426.89	\$ 5,954.00	\$ 41,380.89	\$ 896.00	\$ 264.00	\$ 1,160.00	\$ 42,540.89	14.39%	22.76%
2018	\$ 115,672.15	\$ 10,968.00	\$ 126,640.15	\$ 3,217.00	\$ -	\$ 3,217.00	\$ 129,857.15	8.66%	0.00%
FEB									
2013	\$ 18,626.80	\$ 67,095.40	\$ 85,722.20	\$ 1,030.75	\$ 5,044.00	\$ 6,074.75	\$ 91,796.95	78.27%	83.03%
2014	\$ 15,340.01	\$ 50,611.20	\$ 65,951.21	\$ 630.63	\$ 2,916.00	\$ 3,546.63	\$ 69,497.84	76.74%	82.22%
2015	\$ 29,099.97	\$ 81,445.03	\$ 110,545.00	\$ 3,048.00	\$ 4,474.50	\$ 7,522.50	\$ 118,067.50	73.68%	59.48%
2016	\$ 29,281.26	\$ 97,183.76	\$ 126,465.02	\$ 2,196.00	\$ 4,752.00	\$ 6,948.00	\$ 133,413.02	76.85%	68.39%
2017	\$ 37,167.14	\$ 108,620.10	\$ 145,787.24	\$ 6,098.00	\$ 644.00	\$ 6,742.00	\$ 152,529.24	74.51%	9.55%
2018	\$ 52,408.12	\$ 92,820.40	\$ 145,228.52	\$ 7,030.00	\$ -	\$ 7,030.00	\$ 152,258.52	63.91%	0.00%
MARCH									
2013	\$ 17,858.90	\$ 34,408.60	\$ 52,267.50	\$ 3,172.37	\$ 1,428.00	\$ 4,600.37	\$ 56,867.87	65.83%	31.04%
2014	\$ 13,978.32	\$ 60,159.00	\$ 74,137.32	\$ 1,453.37	\$ 3,024.00	\$ 4,477.37	\$ 78,614.69	81.15%	67.54%
2015	\$ 25,994.36	\$ 48,549.86	\$ 74,544.22	\$ 520.00	\$ 2,135.92	\$ 2,655.92	\$ 77,200.14	65.13%	80.42%
2016	\$ 39,332.78	\$ 43,344.46	\$ 82,677.24	\$ 7,171.28	\$ 1,746.00	\$ 8,917.28	\$ 91,594.52	52.43%	19.58%
2017	\$ 63,299.04	\$ 58,291.95	\$ 121,590.99	\$ 3,628.50	\$ 2,655.00	\$ 6,283.50	\$ 127,874.49	47.94%	42.25%
2018	\$ 60,476.28	\$ 79,758.65	\$ 140,234.93	\$ 2,582.83	\$ -	\$ 2,582.83	\$ 142,817.76	56.88%	0.00%
APRIL									
2013	\$ 4,049.54	\$ 15,913.00	\$ 19,962.54	\$ 398.69	\$ 168.00	\$ 566.69	\$ 20,529.23	79.71%	29.65%
2014	\$ 10,437.83	\$ 23,886.85	\$ 34,324.68	\$ 1,697.16	\$ 540.00	\$ 2,237.16	\$ 36,561.84	69.59%	24.14%
2015	\$ 50,455.27	\$ 26,487.88	\$ 76,943.15	\$ 1,113.20	\$ 432.00	\$ 1,545.20	\$ 78,488.35	34.43%	27.96%
2016	\$ 12,911.65	\$ 23,397.53	\$ 36,309.18	\$ 639.00	\$ 864.00	\$ 1,503.00	\$ 37,812.18	64.44%	57.49%
2017	\$ 10,981.60	\$ 25,543.90	\$ 36,525.50	\$ 921.00	\$ 1,056.00	\$ 1,977.00	\$ 38,502.50	69.93%	53.41%
2018	\$ 17,879.81	\$ 36,796.04	\$ 54,675.85	\$ 1,042.50	\$ -	\$ 1,042.50	\$ 55,718.35	67.30%	0.00%
MAY									
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB

2013	\$	5,122.66	\$	9,357.00	\$	14,479.66	\$	2,357.38	\$	182.00	\$	2,539.38	\$	17,019.04	64.62%	7.17%
2014	\$	11,212.74	\$	11,752.32	\$	22,965.06	\$	2,332.50	\$	324.00	\$	2,656.50	\$	25,621.56	51.17%	12.20%
2015	\$	21,695.12	\$	9,728.10	\$	31,423.22	\$	1,119.76	\$	432.00	\$	1,551.76	\$	32,974.98	30.96%	27.84%
2016	\$	20,027.28	\$	15,607.50	\$	35,634.78	\$	585.00	\$	432.00	\$	1,017.00	\$	36,651.78	43.80%	42.48%
2017	\$	19,898.03	\$	22,307.58	\$	42,205.61	\$	300.00	\$	396.00	\$	696.00	\$	42,901.61	52.85%	56.90%
2018	\$	41,756.88	\$	26,147.09	\$	67,903.97	\$	2,243.00	\$	-	\$	2,243.00	\$	70,146.97	38.51%	0.00%
JUNE																
2013	\$	7,452.91	\$	8,772.60	\$	16,225.51	\$	969.80	\$	84.00	\$	1,053.80	\$	17,279.31	54.07%	7.97%
2014	\$	5,461.13	\$	12,304.05	\$	17,765.18	\$	231.00	\$	432.00	\$	663.00	\$	18,428.18	69.26%	65.16%
2015	\$	12,383.14	\$	10,440.44	\$	22,823.58	\$	847.00	\$	648.00	\$	1,495.00	\$	24,318.58	45.74%	43.34%
2016	\$	21,078.47	\$	11,074.21	\$	32,152.68	\$	1,417.20	\$	108.00	\$	1,525.20	\$	33,677.88	34.44%	7.08%
2017	\$	48,144.47	\$	21,764.19	\$	69,908.66	\$	2,386.00	\$	264.00	\$	2,650.00	\$	72,558.66	31.13%	9.96%
2018	\$	16,318.86	\$	18,300.19	\$	34,619.05	\$	168.00	\$	-	\$	168.00	\$	34,787.05	52.86%	0.00%
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB							
JULY																
2013	\$	6,390.25	\$	7,293.79	\$	13,684.04	\$	1,485.55	\$	336.00	\$	1,821.55	\$	15,505.59	53.30%	18.45%
2014	\$	6,374.05	\$	10,114.10	\$	16,488.15	\$	61.50	\$	432.00	\$	493.50	\$	16,981.65	61.34%	87.54%
2015	\$	6,165.31	\$	9,191.51	\$	15,356.82	\$	215.00	\$	216.00	\$	431.00	\$	15,787.82	59.85%	50.12%
2016	\$	6,631.02	\$	11,096.09	\$	17,727.11	\$	230.00	\$	70.00	\$	300.00	\$	18,027.11	62.59%	23.33%
2017	\$	44,122.82	\$	16,037.89	\$	60,160.71	\$	5,865.00	\$	264.00	\$	6,129.00	\$	66,289.71	26.66%	4.31%
2018	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	#DIV/0!
AUG																
2013	\$	8,507.85	\$	6,579.95	\$	15,087.80	\$	963.75	\$	168.00	\$	1,131.75	\$	16,219.55	43.61%	14.84%
2014	\$	3,765.23	\$	8,221.80	\$	11,987.03	\$	-	\$	216.00	\$	216.00	\$	12,203.03	68.59%	100.00%
2015	\$	3,254.30	\$	6,734.31	\$	9,988.61	\$	-	\$	324.00	\$	324.00	\$	10,312.61	67.42%	100.00%
2016		22804.82	9568.56	\$	32,373.38	\$	585.00	\$	-	\$	585.00	\$	32,958.38	29.56%	0.00%	
2017		8001.35	12884.4	\$	20,885.75		0		132	\$	132.00	\$	21,017.75	61.69%	100.00%	
2018	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	#DIV/0!
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB							
SEPT.																
2013	\$	10,527.65	\$	7,165.50	\$	17,693.15	\$	2,022.55	\$	466.50	\$	2,489.05	\$	20,182.20	40.50%	18.74%
2014	\$	18,117.34	\$	10,992.20	\$	29,109.54	\$	2,179.53	\$	495.00	\$	2,674.53	\$	31,784.07	37.76%	18.51%
2015	\$	22,714.24	\$	11,123.31	\$	33,837.55	\$	885.00	\$	324.00	\$	1,209.00	\$	35,046.55	32.87%	26.80%

2016	\$ 32,586.89	\$ 14,553.53	\$ 47,140.42	\$ 1,016.00	\$ -	\$ 1,016.00	\$ 48,156.42	30.87%	0.00%
2017	\$ 23,883.05	\$ 14,768.60	\$ 38,651.65	\$ 4,142.50	\$ 264.00	\$ 4,406.50	\$ 43,058.15	38.21%	5.99%
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
OCT.									
2013	\$ 10,746.30	\$ 33,671.51	\$ 44,417.81	\$ 1,438.04	\$ 1,783.50	\$ 3,221.54	\$ 47,639.35	75.81%	55.36%
2014	\$ 7,888.35	\$ 38,685.75	\$ 46,574.10	\$ 410.50	\$ 2,492.00	\$ 2,902.50	\$ 49,476.60	83.06%	85.86%
2015	\$ 14,755.50	\$ 25,498.73	\$ 40,254.23	\$ 291.15	\$ 1,426.00	\$ 1,717.15	\$ 41,971.38	63.34%	83.04%
2016	\$ 31,103.58	\$ 31,954.49	\$ 63,058.07	\$ 3,217.00	\$ 1,521.00	\$ 4,738.00	\$ 67,796.07	50.67%	32.10%
2017	\$ 29,843.05	\$ 46,553.10	\$ 76,396.15	\$ 3,738.05	\$ 2,112.00	\$ 5,850.05	\$ 82,246.20	60.94%	36.10%
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB
NOV.									
2013	\$ 6,394.66	\$ 25,224.75	\$ 31,619.41	\$ 110.75	\$ 588.00	\$ 698.75	\$ 32,318.16	79.78%	84.15%
2014	\$ 4,730.54	\$ 29,029.44	\$ 33,759.98	\$ 288.00	\$ 1,630.50	\$ 1,918.50	\$ 35,678.48	85.99%	84.99%
2015	\$ 15,068.39	\$ 37,149.21	\$ 52,217.60	\$ 1,035.00	\$ 2,052.00	\$ 3,087.00	\$ 55,304.60	71.14%	66.47%
2016	\$ 6,171.79	\$ 45,891.03	\$ 52,062.82	\$ 1,087.00	\$ 968.00	\$ 2,055.00	\$ 54,117.82	88.15%	47.10%
2017	\$ 31,199.20	\$ 61,695.11	\$ 92,894.31	\$ 8,020.36	\$ 1,350.00	\$ 9,370.36	\$ 102,264.67	66.41%	14.41%
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
DEC.									
2013	\$ 13,816.98	\$ 110,388.45	\$ 124,205.43	\$ 2,121.50	\$ 5,376.00	\$ 7,497.50	\$ 131,702.93	88.88%	71.70%
2014	\$ 12,752.43	\$ 190,734.04	\$ 203,486.47	\$ 2,496.00	\$ 6,277.50	\$ 8,773.50	\$ 212,259.97	93.73%	71.55%
2015	\$ 36,428.08	\$ 192,012.79	\$ 228,440.87	\$ 3,714.00	\$ 7,128.00	\$ 10,842.00	\$ 239,282.87	84.05%	65.74%
2016	\$ 19,769.65	\$ 247,519.79	\$ 267,289.44	\$ 117.00	\$ 7,320.00	\$ 7,437.00	\$ 274,726.44	92.60%	98.43%
2017	\$ 41,040.80	\$ 229,161.96	\$ 270,202.76	\$ 5,370.66	\$ 7,656.00	\$ 13,026.66	\$ 283,229.42	84.81%	58.77%
2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
							\$ 4,446,993.56		
MONTH	PRIOR YR RD	CURRENT RD	TOTAL ROADS	PRIOR YR SB	CURRENT SB	TOTAL SB	TOTALS	% Current Rd	% Current SB
TOTALS									
2013	\$ 150,755.30	\$ 326,808.55	\$ 477,563.85	\$ 21,425.64	\$ 15,624.00	\$ 37,049.64	\$ 514,613.49	68.43%	42.17%
2014	\$ 127,011.93	\$ 453,207.75	\$ 580,219.68	\$ 13,805.52	\$ 19,535.00	\$ 33,340.52	\$ 613,560.20	78.11%	58.59%
2015	\$ 284,979.06	\$ 461,862.17	\$ 746,841.23	\$ 14,876.11	\$ 19,592.42	\$ 34,468.53	\$ 781,309.76	61.84%	56.84%
2016	\$ 280,420.05	\$ 555,321.95	\$ 835,742.00	\$ 23,280.02	\$ 17,889.00	\$ 41,169.02	\$ 876,911.02	66.45%	43.45%
2017	\$ 393,007.44	\$ 623,582.78	\$ 1,016,590.22	\$ 41,366.07	\$ 17,057.00	\$ 58,423.07	\$ 1,075,013.29	61.34%	29.20%

2018	\$ 304,512.10	\$ 264,790.37	\$ 569,302.47	\$ 16,283.33	\$ -	\$ 16,283.33	\$ 585,585.80	46.51%	0.00%
TOTALS			\$ 4,226,259.45			\$ 220,734.11	\$ 4,446,993.56		