

# **MURFEE ENGINEERING COMPANY, INC.**

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## **M E M O R A N D U M**

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**DATE:** November 10<sup>th</sup>, 2021  
**TO:** **BOARD OF DIRECTORS – REUNION RANCH WCID**  
**FROM:** George Murfee, P.E.  
**RE:** Engineer's Report – November 2021  
**CC:** Mike Moyer – Taylor Morrison  
Bill Flickinger – Willatt & Flickinger

**MEC File No.: 12002.110**

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### **Wastewater Flows and Projections**

Attached is an updated figure tracking wastewater flows to the existing WWTP vs. projections and permit milestones. This figure includes calculated wastewater flow values produced per household.

### **WWTP Expansion**

The contractor has finished the new fence around the plant and is in the process of moving construction equipment and conducting site clean-up. The start-up for the dewatering unit was a success and approximately 25,000 gallons of waste sludge has been dewatered as of November 9<sup>th</sup>. MEC provided Excel with a punch list of items that need to be addressed in order to obtain final completion. Due to uncertainty on the delivery time on parts/materials, the contractor is not able to provide a firm date to complete the remaining items; the best information we have indicates that the majority of items will be addressed by the end of November.

### **210 Conversion – LCRA Cost-Share Application**

MEC submitted the Cost-Share Application to the LCRA on October 28<sup>th</sup>, 2021. While waiting for a response, MEC is starting the design phase of implementing the effluent irrigation pump to complete the 210 conversion.

### **Texas Senate Bill No. 3 – Emergency Preparedness Plan**

MEC has submitted requests for critical load status for the wastewater treatment plant and both lift stations through Pedernales Electric Cooperative, Inc. Additionally, letters identifying critical infrastructure were sent to Public Utility Commission of Texas, Texas Division of Emergency Management, Hays County Office of Emergency Management, and Pedernales Electric Cooperative Inc. as per the requirements of Senate Bill 3.

The next steps include working closely with Inframark on the development of the Emergency Preparedness Plan that is due March 1<sup>st</sup>, 2022 to the TCEQ.

#### **Emergency Response Plan for District Wastewater Facilities**

MEC has included a draft proposal for the efforts of developing an Emergency Response Plan for the RRWCID wastewater facilities. Due to the intended purpose of the Senate Bill 3 Emergency Response Plan being catered specifically to water, MEC has developed a draft proposal that contains a scope that better suits to an emergency plan for district wastewater facilities. With the Board's input, MEC will finalize the proposal for approval at next month's meeting.

#### **Capital Improvements/Maintenance for Fiscal Year 2022**

Several items were included in the budget for this year, here is a list along with a summary of the current planning status:

1. Installation of a pond aerator in the Mary Elise Pond

We are obtaining a quote from Aquatic Features to complete this work. The quote will be submitted to the Board for approval prior to initiating the work. The anticipated schedule is to install the aeration system next summer.

2. Upgrade the Mary Elise Pond access easement to include better pedestrian access

Inframark and MEC are working to determine the best design of the pedestrian access and to obtain quotes. The options (if any) and associated quotes will be submitted to the Board for review. Once a quote is approved, the work will proceed.

3. Install the 210 Irrigation Skid

The design is underway and the project will be publicly bid as soon as the documents are ready, but no later than March 2022. We anticipate the skid will be installed and operational by August.

4. Install a cover for the SADDs Skid

Inframark is working with their contractor to get an estimate to present to the Board.

5. Complete an odor inspection at the WWTP

This effort is tentatively scheduled for July 2022. An updated proposal will be provided to the Board in May, unless the Board gives different direction.

6. Complete a solids assessment at the three wet ponds

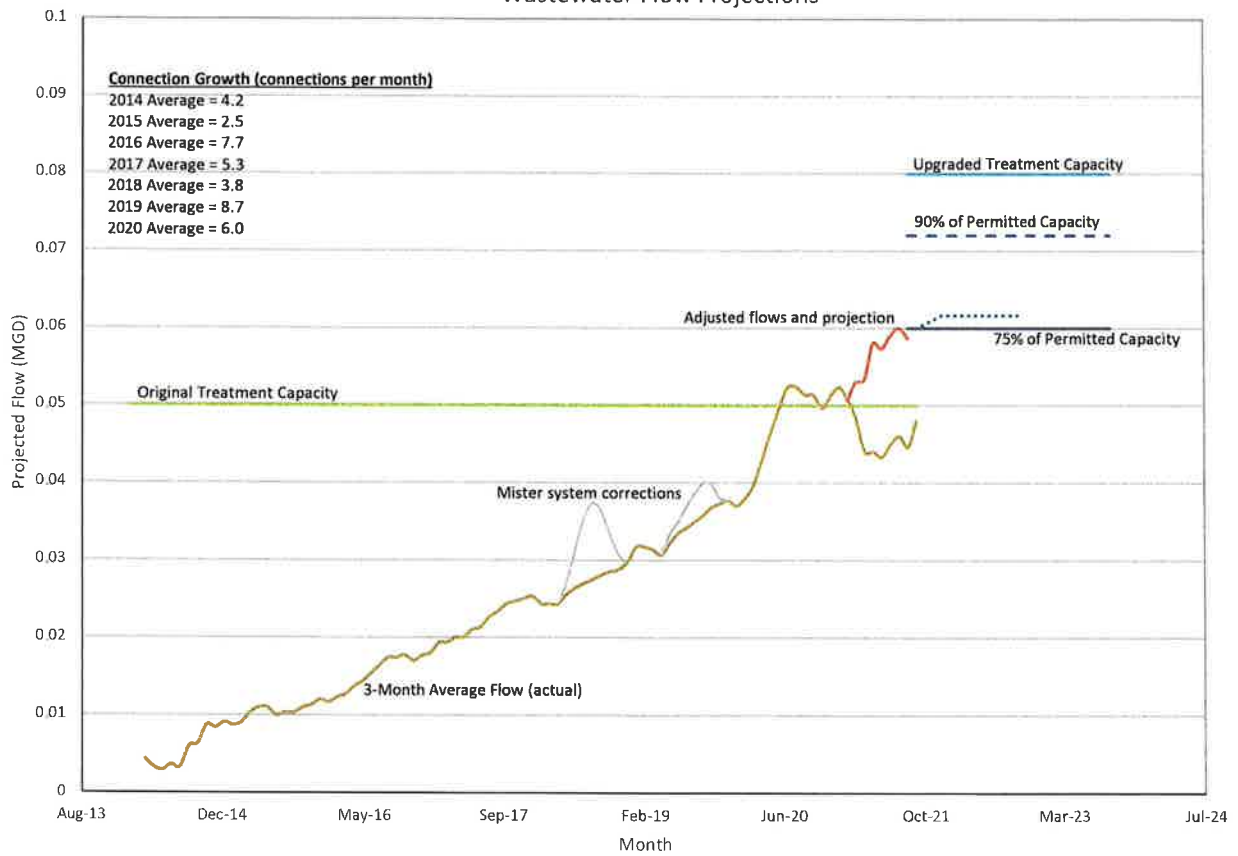
A quote from Aquatic Features will be presented to the Board for approval when it is available. The work will be completed as soon as the contractor is available after the Board approves the quote.

7. Clean the influent structure of the Mary Elise Pond.

Inframark completed the cleaning effort described in the Pond Site Visit report. MEC is coordinating with Inframark to be present for the next pond inspection in order to determine if similar effort is needed at either of the other two wet ponds.

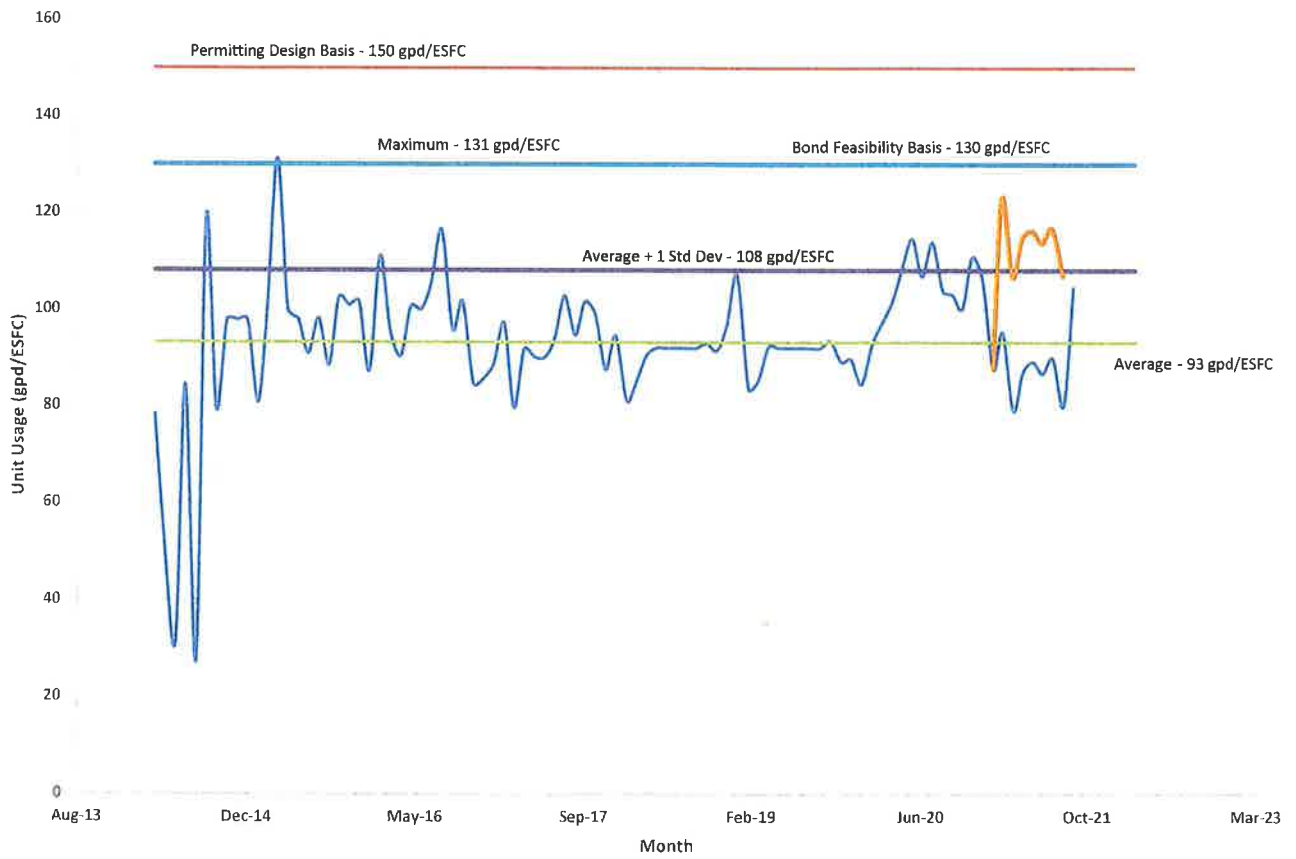
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### Reunion Ranch WCID Wastewater Flow Projections



Murfee Engineering Company, Inc.  
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### Reunion Ranch WCID WWTP Unit Usage Analysis



## An Agreement for the Provision of Limited Professional Services

**Consultant:**

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**Client:**

Reunion Ranch WCID  
c/o Willatt & Flickinger, Attorneys at Law  
12912 Hill Country Blvd., Suite F-232  
Austin, Texas, 78738

**Date:** September 09, 2021

**MEC Project No.:** 12002.\_\_\_\_

**Project Name/Location:** Develop an Emergency Preparedness Plan for the Wastewater Treatment Plant and Lift Stations

**Scope/Intent and Extent of Services:** The purpose of this effort is to assess the District's wastewater infrastructure and determine the critical items as well as to provide guidance on improving system reliability. In addition to this assessment, the information needed during a disaster will be compiled into one document along with plans for the following hazards: physical security, water system configuration and design, operational procedures, and cyber security.

### Phase I - Development of EPP

- Task 1.0 – Identify Critical Infrastructure
- Task 1.1 – Data Collection
- Task 1.2 – Emergency Preparedness Plan Report

#### Task 1.0 – Identify Critical Infrastructure

MEC will work with Inframark to assess and evaluate the District's system to determine and identify the system's critical infrastructure. This will be documented for the Board's review and files.

#### Task 1.1 – Data Collection

MEC will assist in the compilation of available data from the District. The compilation of information will be a combined effort and will include the appropriate parts of the following;

- Contact Information
- Location of Maps
- Diagram of Wastewater System
- Description of Wastewater System
  - Collection Information
  - Treatment Information
  - Flows



**Terms and Conditions:** The Terms and Conditions of the general engineering services agreement are a part of this Agreement. The following terms and conditions are hereby incorporated;

***Interested Parties:***

MEC acknowledges that Texas Government Code Section 2252.908 (as amended, "Section 2252.908") requires disclosure of certain matters by contractors entering into a contract with a local government entity such as the District. MEC confirms that it has reviewed Section 2252.908 and, if required to do so, will (1) complete a Form 1295, using the unique identification number specified on page 1 of the Agreement, and electronically file it with the Texas Ethics Commission ("TEC"); and (2) submit the signed Form 1295, including the certification of filing number of the Form 1295 with the TEC, to the District at the same time the MEC executes and submits the Agreement to the District. Form 1295s are available on the TEC's website at <https://www.ethics.state.tx.us/filinginfo/1295/>. The Agreement is not effective until the requirements listed above are satisfied and any approval or award of the Agreement by the District is expressly made contingent upon MEC's compliance with these requirements. **The signed Form 1295 may be submitted to the District in an electronic format.**

***Conflicts of Interest:***

MEC acknowledges that Texas Local Government Code Chapter 176 (as amended, "Chapter 176") requires the disclosure of certain matters by contractors doing business with or proposing to do business with local government entities such as the District. MEC confirms that it has reviewed Chapter 176 and, if required to do so, will complete and return Form CIQ promulgated by the TEC, which is available on the TEC's website at <https://www.ethics.state.tx.us/forms/conflict/>, within seven days of the date of submitting the Agreement to the District or within seven days of becoming aware of a matter that requires disclosure under Chapter 176, whichever is applicable.

***Verification Under CH. 2271, Texas Government Code:***

If required under Chapter 2271 of the Texas Government Code (as amended, "Chapter 2271"), MEC represents and warrants and declares under penalty of perjury that, at the time of execution and delivery of the Agreement, neither MEC, nor any wholly or majority-owned subsidiary, parent company, or affiliate of MEC that exist to make a profit, boycott Israel or will boycott Israel during the term of the Agreement. The foregoing verification is made solely to comply with Chapter 2271, to the extent such Chapter does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. MEC understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with MEC.

***Verification Under Subchapter F, CH. 2252, Texas Government Code:***

For purposes of Subchapter F of Chapter 2252 of the Texas Government Code (as amended, "Subchapter F"), MEC represents and warrants and declares under penalty of perjury that, neither MEC, nor any wholly owned subsidiary, majority-owned subsidiary, parent company, or



affiliate of MEC that exist to make a profit, are companies identified on a list prepared and maintained by the Texas Comptroller of Public Accounts (the "Comptroller") described within Subchapter F and posted on the Comptroller's internet website at:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,  
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, and  
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Subchapter F, to the extent such subchapter does not contravene applicable Federal law, and excludes companies that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan, Iran, or a foreign terrorist organization. MEC understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with MEC.

***Verification Under Chapter 2274, Texas Government Code, Relating to Contracts With Companies Boycotting Certain Energy Companies:***

If required under Chapter 2274 of the Texas Government Code (as amended, "Chapter 2274"), MEC represents and warrants and declares under penalty of perjury that, at the time of execution and delivery of the Agreement, neither MEC, nor any wholly or majority-owned subsidiary, parent company, or affiliate of MEC that exists to make a profit, boycott energy companies or will boycott energy companies during the term of the Agreement. The foregoing verification is made solely to comply with Chapter 2274. As used in the foregoing verification, "boycott energy companies" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (1) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law or (2) does business with a company described in the preceding section (1).

***Verification Under Chapter 2274, Texas Government Code, Relating to Contracts with Companies that Discriminate Against the Firearm and Ammunition Industries:***

If required under Chapter 2274 of the Texas Government Code (as amended, "Chapter 2274"), MEC represents and warrants and declares under penalty of perjury that, at the time of execution and delivery of the Agreement, neither MEC, nor any wholly or majority-owned subsidiary, parent company, or affiliate of MEC that exists to make a profit, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or will discriminate during the term of the contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Chapter 2274. As used in the foregoing verification, the terms "discriminate against a firearm entity", "firearm entity", and "firearm trade association" have the meanings ascribed to them in Section 2274.001, *Texas Government Code*.

MEC has attempted to be as thorough as possible in the preparation of this proposal; however, there may be unforeseen items not included in the above-described work which will need to be addressed. If

necessary, MEC will perform such additional items (as authorized) on an hourly basis in conformance with the approved Rate Schedule.



**Wastewater Utility**  
**Emergency Response Plan**  
Template and Instructions

## Introduction

This template assists wastewater utilities with developing an Emergency Response Plan (ERP). An ERP describes your utility's strategies, resources, plans, and procedures to prepare for and respond to an incident, natural or man-made, that threatens life, property, or the environment. Incidents can range from small main breaks or localized flooding to large scale hurricanes, earthquakes, or system contamination, among other examples.

When an incident occurs that requires response, you will need to activate the procedures and protocols described in your ERP. This can include implementing personnel emergency roles and responsibilities, activating your utility's Incident Command System (ICS) organization, recalling personnel on vacations, and notifying external agencies such as your local emergency management agency, police, fire department, and state regulatory agency.


As you respond to an incident, you should immediately begin documenting your decisions, actions, and expenditures. This step is important for justifying incident costs and potentially seeking reimbursement once the incident is resolved. Good incident documentation involves creating a paper trail for receipts, records, photographs, and personnel timesheets. Access both the Federal Emergency Management Agency (FEMA) [Public Assistance Program](#) and EPA's [Fed FUNDS](#) websites for guidance on documenting incident costs.

## How to Use this Template

Use this template as a starting point in building an ERP. Since each wastewater utility has unique challenges in managing and operating its incident response, you may want to include additional sections, appendices, or references to external information tailored to your utility's needs (e.g., including Incident Specific Response Procedures with large wastewater dischargers for a pretreatment failure, an appendix containing safety procedures related to water quality sampling by boat). You may also use a completely different format, such as a state regulatory agency or wastewater association template. If you already have an ERP, use the template Table of Contents as a checklist to see if you are missing any items in your ERP. Before you begin, save the ERP template to your computer, delete the EPA cover page from the template and consider the following steps to help gather the key information to develop your ERP:



1. Conduct a risk assessment (RA): the findings identified in your RA will enhance the effectiveness of your ERP. For example, your RA may identify hurricanes as a significant risk for your utility and outline cost-effective countermeasures to lower your risk. Your ERP, grounded in the results of the RA, then describes the processes and procedures that can be implemented to mitigate hurricane impacts (e.g., flooding) to your utility. see EPA's [Vulnerability Self-Assessment Tool](#) for more information on conducting an assessment.
2. Identify regulatory requirements: states may have regulatory requirements for ERP content and may also provide templates. Check with your state primacy agency for further information.
3. Identify other plans: your ERP should "dovetail" with other emergency plans in your community (e.g., county emergency operations plan) as much as possible.
4. Coordinate with response partners: teaming with partners and stakeholders (e.g., local government, local community organizations, other utilities) allows all parties to understand the proper response processes and procedures used during a wastewater incident.
5. Plan for resources: the resources your utility owns or has access to (i.e., personnel, equipment, supplies, and facilities) will influence how you develop your ERP procedures. You will need to develop strategies to obtain needed resources that you do not own or that are not readily available in your community.



Since an ERP may contain sensitive information, make sure to store it in a safe and secure location. Consider storing one copy on-site and one off-site in case you are unable to access your offices or facilities during an incident. You may also wish to store an electronic copy on a shared drive or other digital platform easily accessible by your utility personnel. Similarly, up-to-date plans and schematics of your treatment plant and collection system (e.g., location of chemical rooms, lift stations), as well as up-to-date operations manuals could be kept in at least two secure locations, preferably one being with the final version of the ERP or referenced where to find them.

Your ERP should be viewed as a living and evolving document with established maintenance guidelines for routine and non-routine updates, the circumstances under which the updates will occur, and the personnel or departments responsible for the updates. For example, you should conduct an incident debrief or after-action conference immediately following any ERP activation to review and discuss what worked well and what areas of the ERP may need improvement. Assign someone the responsibility to make modifications or additions to the ERP based on your discussions.

Lastly, once your ERP is complete, consider training your utility personnel and response partners on its contents and their individual roles and responsibilities. Conducting periodic trainings for both senior and new personnel helps to ensure that your ERP procedures will be effectively implemented during an actual response. Tabletop exercises are an effective means to practice and test your response procedures – access EPA's [Tabletop Exercise Tool](#) website to learn how.



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## 1 UTILITY INFORMATION

During an incident, you need to have system information about your wastewater utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

### 1.1 Utility Overview

Provide basic information about your utility in the table in this section. The information required here should be readily available.

You may also choose to provide additional detailed information about your utility, such as collection system maps, plan drawings, site plans, lift station locations, and operations manuals. This information may serve as orientation materials for response partners and others who may not be familiar with your utility. You can use the checklist in this portion of the ERP template to ensure that applicable and relevant documents, as appropriate, are included or referenced as a part of your ERP.

### 1.2 Personnel Information

It is important to have a personnel roster available during an incident, so you can quickly contact your employees. Attach your staff roster or fill out the table provided in this section.

### 1.3 Utility Components

In the tables provided, list as appropriate all the components necessary to maintain effective operation of your utility. This includes information on your collection system, treatment plant(s), onsite and offsite treatment chemical storage, lift station(s), outfall(s) and other key facilities as appropriate. If you use an asset management system, you may simply generate a list of your primary components and insert that list into this section. See EPA's Asset Management [website](#) for more information.

### 1.4 Industry Chemical Handling and Storage Facilities

Industry surrounding your utility can also be impacted by incidents such as accidental releases, wildfires, hurricanes, floods, or earthquakes. It is important that you understand what chemicals may be released in your area during an incident and how they may impact your utility operations.

As you complete the tables in this section, you should consult your Local Emergency Planning Committee (LEPC), which will know the locations of Tier II chemical handling and storage facilities in your area. You may also refer to online planning tools, such as EPA's Drinking Water Mapping Application (DWMAPS) [website](#), to help you locate potential sources of contamination in your area.

### 1.5 Safety

Having easy access to safety materials and important safety information and procedures will help protect utility personnel during an incident. You can use the tables in this section of the ERP template to record that information, or, if your utility has a Health and Safety Plan, you can simply reference that in this section.

### 1.6 Response Resources

Having an accurate inventory of available resources (e.g., equipment, supplies) either maintained onsite or readily available offsite (e.g., neighboring wastewater system) allows utility responders to know what resources are immediately available during an incident. Resource typing defines and categorizes resources by capability and classifies resources by "kind" and "type". For example, a generator is a "kind" of resource, and a 50Kw generator is a "type" of generator.



Resource typing is performed to ensure that a uniform system exists when requesting or providing resources. Resources that you can inventory and type include both personnel (e.g., special skills, licenses) and equipment. You can learn more about resource typing by accessing the FEMA Resource Typing [website](#) or the AWWA Water Sector Resource Typing document.

Insert an existing inventory sheet or fill out the table provided in this section. Insert copies of any equipment manuals or instruction sheets, as applicable, at the back of your ERP.

### 1.7 Key Local Services

In the table provided note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. These include hospitals, gas stations, and other facilities like drugstores or ATM machines. Include a map or maps if available.

## 2 RESILIENCE STRATEGIES

This section of your ERP should contain strategies and resources to improve the resilience of your system, including the physical security and cybersecurity of your system. Resilience strategies incorporate how you will assign roles and responsibilities, how you will work with response partners, and how you intend to communicate during an incident. Further information regarding both physical security and cybersecurity can be found in Section 3.1 below.

### 2.1 Emergency Response Roles

An effective ERP involves active participation of a variety of both utility and external response partner agency personnel, each having well-defined roles and responsibilities. Your ERP should identify the roles and responsibilities in a manner that works well for your utility and your response partner agencies. It is important to first establish an Emergency Response Lead (ER Lead) and Alternate ER Lead at your utility. The ER Lead could have overall responsibility for developing and updating the ERP and be actively involved in forming partnerships with external stakeholders. The roles and responsibilities outlined in your ERP should cover your utility response actions as well as what response actions are expected from local, state, and federal supporting agencies during an incident. Both your utility's ER Lead and the alternate may need to be accessible 24 hours a day, seven days a week.

At smaller utilities with limited staff, personnel may fill multiple emergency response roles out of necessity. For example, the ER Lead may not only be the main point of contact during an incident but may also serve as the Public Information Officer and Operations Section Chief as well.

In this section, use the table to describe the roles and responsibilities for key utility and external response partner personnel. Similarly, identify response partners outside of your utility (e.g., law enforcement, public health) and describe their roles and responsibilities.

At the local level, the use of memoranda of understanding, mutual aid and assistance agreements, and other agreements can be invaluable for wastewater utilities in time of need. These documents contain legal language that is mutually agreed upon by the parties to the agreements and generally define worker's compensation, indemnification, and other response related considerations. For mutual aid and assistance, utilities can participate in Water and Wastewater Agency Response Networks (WARNs), or other local water utility response networks. A WARN is a group of "utilities helping utilities" within a state to respond to and recover from emergencies by sharing resources with one another. Learn more by accessing EPA's [WARN](#) website.





## 2.2 Incident Command System (ICS) Roles

Your utility should consider integrating a standardized incident management structure, such as the Incident Command System, into your response procedures. ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies from small to complex incidents, both natural and manmade. ICS is used by all levels of government - federal, state, local, and tribal - as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines (e.g., fire, police, public works), allowing your local, state, and federal response partners to more easily integrate into your utility response structure, or vice versa.

You can learn more about ICS at the FEMA [ICS Resource Center](#) website, which provides ready-to-use forms such as the ICS Form 207, Incident Organization Chart. This chart can be completed for your utility and inserted into your ERP.

## 2.3 Communication

Communication during an incident is critical to relay information to employees, government agencies, the public, the media, and others about potential risks to health, infrastructure, and the environment. This information should be presented in a timely and accurate manner to enhance understanding of an incident, build trust and credibility, encourage constructive dialogue, and provide guidance on appropriate protective actions following the incident. Good communication procedures outlined in your ERP will guide your utility personnel on when and how to communicate (e.g., who is responsible for notifying the utility emergency response team and outside agencies, and what information should be relayed), how to work with response partners and the media, how to compose messages, and how to deliver messages (e.g., website, television, social media). You should also consider contingency measures for loss of communications (e.g., a switch to 2-way radios, meet at a certain location).

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### 2.3.1 Internal Communication

Internal communications should address what, when, and how a message will be provided to utility personnel who are directly and indirectly involved in an incident. Internal communications and notification lists should outline the personnel responsible for activating communications, the order in which notification occurs, and the members of the emergency response team (as defined in the ICS structure). In addition, your strategy should provide information on the specific communication method(s) that could be used (e.g., telephone, radio, e-mail, face-to-face). Use the table in this section to list all utility emergency response team members, their response role, title, and contact information.

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### 2.3.2 External Response Partner Communication

Your external response partner notification list should ensure that all appropriate partners are notified. Procedures should also be established as to who should be notified, when they should be notified, and who is responsible to make the notifications from your utility. It is recommended that local response partners be engaged first, followed by county, state, and federal agencies as appropriate. Also, keep in mind any specific state regulatory notification requirements. In some instances, these agencies may require that they be notified within a specified time from when your utility first experiences or notices an incident that may significantly impact operations. Sending a utility representative to your local emergency operations center (EOC), if asked or coordinated for in advance, helps with external partner communication during a longer duration incident. The table in this section of the ERP template can be used to list all your utility's response partners as well as contact information.

After initially notifying your partners of an incident, the next step is regular sharing of incident information as it becomes available. Many localities use web-based information management systems (e.g., WebEOC®) that provide a single access point for the collection and dissemination of emergency or incident-related information. Group e-mails could also be used, or you could leverage an agency such as your local Emergency Management Agency (EMA) to help keep your partners informed.



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### 2.3.3 Communication with Critical Customers

A list of critical customers should be maintained as a part of your ERP. Some of these customers could be given priority notification due to their reliance on wastewater services either for public health (e.g., hospitals, long-term care facilities, emergency shelters, sensitive populations), based on usage (e.g., large commercial, industrial, or government customers who may not be able to store wastewater onsite), or high wastewater volume customers (e.g., significant industrial users identified under Publicly Owned Treatment Works pretreatment programs). The table in this section of the ERP template can be used to list all your critical customers and their contact information. If this list is extensive you may wish to include it as an appendix.

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### 2.3.4 Communication Equipment Inventory

You should inventory and track all your utility's communication equipment to help ensure maintenance is scheduled as appropriate and that equipment replacement can be planned. Service plans and contracts should also be tracked to make sure they are current. Use the table to inventory your communications equipment (e.g., mobile phones, two-way radios) if you did not already include it in Section 1.6 of the template.

## 2.4 Media Outreach and Risk Communication

List contact information in the table provided for all media outlets that your utility may coordinate with during notification efforts. For example, this may include newspapers, social media sites, television, and radio stations. Using a Public Information Officer as described in the Incident Command System will help to ensure consistent messaging.

## 2.5 Public Notification Templates

Insert your templates for public notifications in this portion of the ERP template, or reference where they may be found. Be sure that your templates are consistent with any requirements in your NPDES permit. Check your state regulations for public notification requirements regarding sanitary sewer overflows or combined sewer overflows. You may wish to consider developing a communications plan and drafting both press releases and discharge restriction notices (e.g., do not flush) in advance. EPA's Wastewater Response Protocol Toolbox [Module 5: Wastewater Utility Public Health and Environmental Impact Response Guide](#) contains guidance on implementing a public notification strategy.

# 3 EMERGENCY PLANS AND PROCEDURES

This section of your ERP should contain plans, procedures, and equipment that can be used in the event of a malevolent act or natural hazard that threatens your utility's ability to collect and treat wastewater. Two types of emergency response plans and procedures should be considered as part of your ERP: Core and Incident-specific. Both types are listed in this section.

## 3.1 Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, since they apply across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

**Access** - A significant challenge your utility may face after a major incident is gaining access to critical facilities and other locations to assess damage and implement repairs. Access to sites may be hampered by debris, road and bridge damage, downed power lines, snow and ice, and roadblocks established by law enforcement agencies for public protection. Use the table in this section to identify access related challenges in your area and identify ways to mitigate those challenges.



DHS's [Crisis Event Response and Recovery Access \(CERRA\) Framework](#) website informs local officials and emergency planners of key components and best practices to consider when planning for access and re-entry operations.

The CERRA Framework specifically identifies wastewater utility personnel as first responders that require access to wastewater utility assets during and after disasters. You may wish to find out if your jurisdiction is applying the principles and concepts of this framework.

**Physical Security** - Protecting utility facilities, equipment, and vital records is essential to restoring operations once an incident has occurred. Your ERP should identify measures aimed at securing and protecting your utility. Use the table in this section to describe physical security measures for your utility assets. You can learn more about physical security measures under the Detection Strategies section of the template.

**Cybersecurity** - Cyber-attacks on electronic information technology (IT) and operational technology (OT) are increasingly common. These attacks can result in the loss of critical communications with employees, customers, and process controls; the destruction of records and networks; and the theft of valuable utility and customer data. Impacts from cyber-attacks can have a severe adverse impact on water utility operations and entail high costs for response and recovery. Your utility should consider adopting cybersecurity best practices to reduce vulnerabilities to cyber-attacks and develop, implement, and drill response and recovery procedures for cyber incidents to minimize impacts in the event of a successful attack. Use the provided table to describe the processes and procedures your utility will use during a cyber incident. You can learn more about cybersecurity response by accessing EPA's website for a [Cybersecurity Incident Action Checklist](#) and by reviewing the National Institute of Standards and Technology's [Cybersecurity Framework](#).

**Power Loss** - Your utility should consider preparing for a loss of power and know what to do to respond and recover from such an incident. An extended power loss can have devastating impacts on your utility and the community you serve. Inoperable pumps at a wastewater utility can lead to sewage overflows that damage the environment, wastewater treatment technologies and threaten public health. Use the table in this section to describe your utility's resources and procedures for the loss of grid power. EPA's Power Resilience Guide [website](#) can help you to better prepare and respond to an unexpected power loss.

**Emergency Alternate Wastewater Services** - Your ERP should consider clearly defining how your utility, along with other external response partners such as emergency management, would supply alternate wastewater services to your community during both short-term (days) and long-term (weeks to months) outages. Alternate wastewater services may include interconnections with neighboring wastewater utilities or providing portable toilets. List your emergency alternate wastewater services in the table provided. You can learn more about emergency alternate wastewater services by accessing EPA's [Wastewater Response Protocol Toolbox](#) guidance.

**Sampling and Analysis** - Wastewater contamination emergencies could result in a surge of water sampling and analysis that can quickly overwhelm resources or require laboratory expertise unavailable to most utilities. To prepare internally for incidents, your utility can complete the tables in this section and include pre-identified sampling sites, procedures for sample collection of both known and unknown contaminants, chain of custody, sample preservation, sample transport, as well as a list and locations of contract analytical laboratories. You could also consider consulting with your state clean water regulatory agency on the issue of water sampling and analysis. You can learn more about resources to help develop sampling procedures and coordinate laboratory support by accessing EPA's Water Laboratory Alliance (WLA) [website](#).

**Family and Utility Personnel Well Being** - Your personnel are more likely to report for duty or stay on the job during an incident if they know they and their families are safe and cared for. Use the table provided to identify actions that could be taken before, during, and after an incident that are unique to each hazard (e.g., hurricanes, floods, earthquakes). Actions may include alternate work locations, on-site emergency supplies such as cots, and ensuring that staff have developed



family disaster plans. The [ready.gov](https://www.ready.gov) website can assist with preparing individual family disaster plans. Local emergency management agencies can also help identify the hazards in your area and outline the local plans and recommendations for each hazard.

Your utility should also consider how it wants to support personnel who may be working extended shifts during an incident. The [All-Hazard Consequence Management Planning for the Water Sector](#) document provides a list of actions you could take to support personnel.

### 3.2 Incident-Specific Response Procedures

Incident-Specific Response Procedures (ISRPs) are specialized procedures tailored to a particular type of incident. These incidents typically align with those vulnerabilities identified in your RA. ISRPs provide a quick approach for responding to a specific incident and complement actions already initiated under your ERP. You may only need one or two pages to cover specific response information since you have already addressed basic emergency response steps under your core response procedures. An ISRP should be an accessible (i.e., “rip and run”) document that can be detached and taken to the field.

Incidents include but are not limited to the following:

- Pandemic
- Cybersecurity
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Power Outage

You can insert your utility's existing ISRPs into this section of the ERP template. EPA also provides several [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs. Or you can use EPA's IACs as your utility's ISRPs by checking the appropriate activities. These customized IACs can then be inserted into your ERP. EPA also developed the [Wastewater Response Protocol Toolbox](#) that can help you address preparedness and response needs for threats and contamination incidents (e.g., chemical, biological, radiological) in wastewater systems.

## 4 MITIGATION ACTIONS

This section of your ERP should include actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and wastewater services provided to your community and individuals, including the development of alternative wastewater services and construction of flood protection barriers. These mitigation actions, procedures, and equipment help your utility to better withstand and rapidly recover from hazardous incidents (e.g., flooding, earthquake), thereby increasing overall resilience. It is more cost-effective to mitigate the risks from natural disasters than it is to repair damage after the disaster. Examples of mitigation projects include:

- Elevation of electrical panels at a lift station to prevent flooding damage
- Replacement of piping with flexible joints to prevent earthquake damage
- Reinforcement of water towers to prevent tornado damage

Mitigation measures require financial investment by the utility; however, mitigation could prevent more costly future damage and improve the reliability of service during a disaster. Learn more about hazard mitigation, including coordinating with your community's local mitigation planners, identifying potential disaster-specific mitigation projects, and funding proposed mitigation projects by accessing the [Hazard Mitigation Guide for Natural Disasters: A Starter Guide for Water and Wastewater Utilities](#) on EPA's website.



#### 4.1 Storage and Treatment Mitigation Actions

Information on interconnected utilities helps you to maintain awareness of how these utilities may mitigate impacts during incidents. Interconnections allow two (or more) utilities to each have backup wastewater services by relying on each other. For example, your utility may have an interconnect and piping in place so that you can divert wastewater to another utility for storage or treatment. Or maybe you can establish a temporary connection with a neighboring utility during an incident. Other storage or treatment mitigation options could include the use of portable toilets, home waste treatment devices, packaged systems, contracts with wastewater hauling companies, or contracts with more than one treatment chemical supplier. You can list these kinds of mitigating actions in the table provided in the template.

#### 4.2 Other Mitigation Actions

Mitigation actions should be based on the countermeasures identified from your utility's RA and implemented before an incident occurs. For example, system facilities or controls can be raised, and berms constructed ahead of time to protect against flood damage. List your utility's other mitigation actions in the table provided here; refer to the appendix for additional practical mitigation options for various threats. To learn more about specific mitigation options for utilities, see the following online resources from EPA:

[Flood Resilience Guide](#) - Helps utilities know the local flooding threat and identifies practical mitigation options to protect critical assets.

[Power Resilience Guide for Water and Wastewater Utilities](#) - Helps utilities identify how to increase their resilience to power outages.

[Earthquake Resilience Guide for Water and Wastewater Utilities](#) – Helps utilities to be more resilient to earthquakes. It contains best practices from utilities that have used mitigation measures to address the earthquake threat.

[Resilient Strategies Guide for Water Utilities](#) - Helps utilities understand how extreme weather events can impact utility operations and missions and provides examples of different actions utilities can take to prepare for potential impacts.

### 5 DETECTION STRATEGIES

This section of your ERP should contain strategies that can aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of your utility. These detection strategies can be almost no-cost (e.g., instituting a "See Something, Say Something" campaign at your utility) or require more resources (e.g., installing motion sensors and video cameras to monitor for facility break-ins or tampering) to implement. Effective response to an emergency requires timely detection, which allows your utility to implement its ERP as soon as possible.

The most appropriate method of detecting a possible incident depends on the type of threat. Where possible, multiple detection methods should be used. This increases your utility's ability to receive timely warning of an imminent threat or incident. Examples of effective strategies for detecting common threats are listed below, and you can list your utility's strategies in the table provided in this section.

#### 5.1 Unauthorized Entry into Utility Facilities

Properly installed and maintained intrusion detection systems provide almost instantaneous notification of break-ins and other unauthorized access into your utility facilities, but notifications from local law enforcement officers and community watch groups are also effective.



## 5.2 Wastewater Contamination

Notification of wastewater contamination may come from many different agencies and organizations including your local drinking water utility, a manufacturing facility, 911, LEPC, or local watershed groups. Therefore, it is important to build working relationships with these entities and exchange emergency contact information.

Potential contamination in your influent can be detected through systematic tracking of complaints (e.g., illegal dumping complaints and incidents on a map to detect patterns), physical security monitoring at access points to the collection system (e.g., increased police patrols, security cameras), grab sample analysis (e.g., in response to a specific incident or complaint), and online influent water quality monitoring (e.g., water quality probes connected to the SCADA system for auto-generated alerts). Proactive wastewater monitoring throughout a utility collection system and treatment process to establish baseline quality and to assess utility treatment efficacy to address certain contaminants is frequently conducted under a utility's pretreatment program.

## 5.3 Cyber Intrusion

Learning about and reporting cyber threats helps all utilities to be better prepared to detect and respond to this kind of malevolent act. Rapidly adopting security patches and implementing corrections to system vulnerabilities are key actions all utilities could consider taking to reduce the risk of a cyber-attack. For example, signing up for alerts on the Department of Homeland Security's [cyber alerts](#) website provides timely information about current security issues, vulnerabilities, and exploits.

## 5.4 Hazardous Chemical Release

Routine inspection of your hazardous chemical storage facilities will aid in detecting problems that could lead to an unexpected chemical release. Identified problems can be fixed to help prevent emergencies. Air monitors, such as for chlorine gas, can alert you to any leaks in a timely fashion.

## 5.5 Natural Hazards

Natural hazards such as extreme weather can cause severe damage to your utility. Real-time tools such as EPA's online [Water Utility Response On-The-Go Mobile Application](#) can help you track severe weather and access other information for an efficient response.

## 5.6 Power Outages

Your utility can detect impending power outages more effectively by signing up to receive notifications from your power provider for any planned maintenance activities or brown outs.



## APPENDIX: PRACTICAL MITIGATION OPTIONS FOR UTILITIES

After assessing risks from various threats (e.g., natural disasters, malevolent acts) and developing an emergency response plan as required by AWIA, utilities should pursue countermeasures or mitigation actions to reduce risk. Mitigation actions such as flood barriers, seismic pipe, and intrusion detection, reduce risk by reducing adverse impacts from the threat and enabling your utility to restore services more rapidly. As a supplement to the [Emergency Response Planning Instructions and Template](#), this document identifies some practical mitigation options for various threats. To help you find ways to fund these mitigation options, see EPA's [Federal Funding for Utilities –Water/Wastewater– in National Disasters \(Fed FUNDS\)](#).

### All-Threats

- Join a mutual aid network (Water/Wastewater Agency Response Network)
- Coordinate with key partners and critical customers (e.g., hospitals)
- Train and exercise your emergency response plan

### Power Outage

- Contact your power utility and local emergency management agency to prioritize restoration of key facilities
- Define power needs for key assets (lift station) to ensure proper backup
- Install connections to rapidly hook up generators to your key systems
- Purchase, rent or borrow a backup power generator (e.g., mutual aid)
- Secure generators against wind, flooding (i.e., elevate) and seismic activity
- Maintain fuel on-site and/or have multiple ways to obtain fuel (vendors)
- For additional mitigation options, see EPA's [Power Resilience Guide](#)

### Flooding

- Implement a program to keep all drains and culverts clear of debris
- Use sandbags to make a quick and low-cost barrier to minor flooding
- Install flap valves on low-lying overflow pipes to protect finished water
- Secure or elevate chemical/air tanks to prevent floating and content release
- Elevate, relocate or floodproof instrumentation, electrical controls, pumps,
- Install gates and backflow valves to prevent flooding of lift station and keep list of pump vendors
- Move assets (e.g., vehicles) to higher ground and develop alternative ways to access your facilities
- For additional mitigation options by asset, see EPA's [Flood Resilience Guide](#)

### Earthquake

- Retrofit occupied utility buildings to prevent collapse
- Seismically retrofit water towers to protect public from catastrophic failure
- Reinforce "backbone" by retrofitting pipelines to critical facilities (hospitals)
- Replace inflexible joints with flexible or ball joints on storage tanks and pumps
- Install buttress walls on water basins and automatic shutoff valves on tanks
- Design upper casing on wells to resist loads or locate outside of seismic zone
- For more mitigation options by asset, see EPA's [Earthquake Resilience Guide](#)



## Drought

- Implement a leak detection and repair program to reduce lost water
- Consider interconnections with other water systems and water reuse
- Consider adding raw water storage and aquifer recharge
- Develop conservation program with public outreach and join [WaterSense](#)
- Coordinate water usage with neighboring irrigation districts and communities
- For more mitigation options, see EPA's [Drought Response and Recovery Guide](#)

## Wildfire

- Remove debris, dead trees, and other fire-hazard materials
- Institute high fire danger procedures such as smoking bans and fire bans
- Install fire-resilient building materials
- Modify treatment process for sediment in water
- Install backflow valves on service connections, fireproof concrete meter boxes, and use brass meters to prevent contamination of distribution pipes from volatile organic compounds
- For more mitigation options, see EPA's [Incident Action Checklist for Wildfires](#)

## Tornado

- Reinforce water tower legs and welds
- Remove sources of potential flying debris and bolt down chemical tanks
- Design new facilities, control rooms and offices to withstand high winds
- Secure and anchor any trailers or temporary structures and designate them as non-habitable during severe weather
- For more mitigation options, see EPA's [Incident Action Checklist for Tornadoes](#)

## Future Extreme Weather Events and Climate Change Impacts

- For adaptation strategies for future extreme weather (e.g., intense rain events) and ecological changes, see EPA's [Resilient Strategies Guide](#)
- View [case studies](#) for adaptation and climate change mitigation

## Physical Intrusion and Cyber Attack

- Install access control, guards, perimeter fencing, harden doors, site lighting, intrusion sensors, alarms, security camera, and hardened ladder access
- Train and drill employees on cybersecurity, including cyber incident response
- Employ screening program and cyber security training programs
- Segregate process control networks and apply firewalls
- Use strong passwords, implement patches, and monitor network intrusions
- For more mitigation options, see EPA's [Malevolent Acts for Community Water Systems](#)

## Contamination

- Train operators and maintenance/repair staff to prevent contamination
- Install backflow prevention and on-line water quality monitoring devices
- Develop a source water monitoring program
- For more mitigation options, see EPA's [Malevolent Acts for Community Water Systems](#)





**Wastewater Utility  
Emergency Response Plan Template**



**[Utility Name]**

**Emergency Response Plan**

### Utility and ERP Information

Please fill in the information below as indicated.

NPDES Permit No. or Nos.

Facility Street Address(es)

Facility Access Address(es)

City, State Zip Code

Phone number

Population Served

Prepared by

Reviewed by

Date completed





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## 1. UTILITY INFORMATION

During an incident, you need to have system information about your wastewater utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

### 1.1 Utility Overview

Provide basic information about your utility.

---

#### Utility Information

---

NPDES Permit No.

---

Utility name and address

---

Owner

---

Directions to utility from major roadway,  
include lat./long. coordinates

---

Total population served and total service  
connections

---

Name, title, phone number of primary  
contact (e.g., ERP Lead)

---

Alternate contact

---

Location of treatment and collection  
schematics and operation manuals

---

Use this checklist to ensure the following additional utility information (as applicable) is included or referenced as a part of your ERP.

- Map of collection systems
- Process flow diagram
- Site plans and "as built" drawings for the following components of your system (as applicable):
  - Wastewater treatment facilities
  - Chemical storage locations
  - Pumping and overflow storage facilities
  - Lift stations and station pumps
  - Valve vault sites
- Collection system diagrams and instrumentation information
- Equipment specifications and operation instructions
- Emergency power and light generation operation specifications
- Supervisory Control and Data Acquisition (SCADA) system operation instructions
- Communications systems operation instructions





### 1.3 Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

Collection System – Gravity Flow, Combined Sewer(s), Force Main(s) and Pump/Lift Station(s)		
Name/Location	Area Served	Comments
<i>South Lift Station, intersection of Founder's Avenue and 5<sup>th</sup> Street</i>	<i>Residences south of Main Street Business District</i>	<i>Prone to flooding when rainfall exceeds one inch, has dedicated backup diesel generator with 500-gallon fuel capacity</i>
Other		

Treatment Plant(s)			
Plant name	Location	Capacity	Treatment Type
<i>Community Treatment Plant</i>	<i>237 River Road</i>	<i>45,000 gpd</i>	<i>Activated Sludge</i>
Other			

Onsite and Offsite Treatment Chemical Storage Facility/Facilities		
Name/Location	Chemical(s)	Comments
<i>Community Treatment Plant, 237 River Road</i>	<i>Soda ash</i>	<i>One week supply</i>
Other		

**Outfall(s)**

Outfall Name	Location/Depth	Capacity/Comment	Treatment Requirements/Associated Treatment Plant/Associated Component
Combined Sewer Overflow (CSO) 1	400 River Road, surface	Usually activates after 2" rainfall	West sewer shed
Other			

**Other Key Facilities**

Location	Function	Comments
129 Main Street	DPW Yard	Vehicles, portable generators stored here
Other		

**1.4 Industry Chemical Handling and Storage Facilities**

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, wildfires, hurricanes, floods, or earthquakes.

**Chemical Handling Facilities**

Facility Name	Location	Distance	Chemical and Exposure Pathway
Shiny Stuff Factory	54 Grove Street	0.15 miles to the north of the utility admin building	Facility uses large amounts of highly volatile chemicals. If power failure occurs, evaporation of these chemicals may occur, causing air pollution in areas surrounding the factory.
Other			

**Chemical Storage Tanks**

Facility Name	Location	Distance	Chemical and Exposure Pathway
Metro Gas Station	25 Main Street	0.2 miles west of the utility wellfield	20,000-gallon underground storage tank (UST) holding gasoline. Earthquakes may cause disruption or leaking of the tank.
Other			

**1.5 Safety**

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

**Safety Materials**

Type	Location
Toxic material detection and testing supplies	DPW Yard, 129 Main Street
Emergency food and water supplies	
Emergency PPE (note what PPE are present at each location)	
Other equipment (note what is present at each location)	

**Safety Information**

Topic	Description
Wind speed	Utility personnel may not work outdoors when the sustained wind speed is 45 mph or greater.
Other	

### 1.6 Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring utility) in the table below, or insert an existing inventory sheet.

Resources			
Kind	Type	Quantity	Location
Generator	Portable	1	DPW Yard, 129 Main Street
Fuel			
Pump			
Other			

### 1.7 Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services		
Facility	Location/Description	Contact Information
Hospital	29 Elm Street, 30-bed facility with an ER.	ER phone number - 555-555-5555
Gas station		
Pharmacy		
ATM		
Grocery store		
Other		

## 2 RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of your utility, including both physical security and cybersecurity.

### 2.1 Emergency Response Roles

Describe the roles and responsibilities for key utility and external response partner personnel in the tables below. You can add, edit, or delete rows as necessary.

**Wastewater Utility and Partner Roles**

<b>Name/Title</b>	<b>Emergency Response Role</b>	<b>Responsibilities</b>
<i>Wendy Smith, Deputy Superintendent</i>	<i>Emergency Response Lead</i>	<i>Responsible for all incident response activities, including developing strategies and tactics and ordering and releasing resources.</i>
<i>John Doe, Operations Chief</i>	<i>Alternate Emergency Response Lead</i>	<i>Perform duties as assigned by ER Lead; assumes duties listed above when ER Lead is not available.</i>
<i>Jim Rogers, County Public Affairs Officer</i>	<i>Public Information</i>	<i>Responsible for leading the public information effort based on information supplied by either the ER or Alternate ER Lead.</i>
<i>Jane Kelly, Chief of Police</i>	<i>Security</i>	<i>Will provide incident security as needed once notified by ER Lead.</i>
Other		
Other		
Other		

**External Response Partner Roles**

<b>Name/Title</b>	<b>Organization</b>	<b>Responsibilities During an Incident</b>
<b>Local Partners</b>		
<i>Joe Terra, Emergency Management Director</i>	<i>County emergency management/EOC</i>	<i>Can help to get portable generators, fuel and portable toilets.</i>
	<i>911</i>	
	<i>Police</i>	
	<i>Fire/HazMat</i>	
	<i>LEPC</i>	
	<i>Elected officials</i>	
	<i>Neighboring wastewater utility</i>	
	<i>Neighboring water utility</i>	
	<i>Power utility</i>	
	<i>Health department</i>	
	<i>Contractor/vendor</i>	
	<i>Industry representative</i>	
	<i>Mutual aid</i>	
	<i>Other</i>	
<b>State Partners</b>		
	<i>Primacy agency</i>	
	<i>Health department</i>	
	<i>Police</i>	
	<i>WARN</i>	
	<i>Laboratories</i>	
	<i>Other</i>	
<b>Federal Partners</b>		
	<i>EPA regional office</i>	
	<i>FBI field office</i>	
	<i>United States Fish and Wildlife Service (USFWS)</i>	
	<i>Other</i>	

**2.2 Incident Command System (ICS) Roles**

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's [ICS Resource Center](#), may be completed for your utility and inserted here or attached to your ERP.

**2.3 Communication**

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment. Section 2.4 addresses media outreach.

**2.3.1 Internal Communication**

List all utility emergency response team members, their response role, title, and contact information.

**Contact List**

<b>Name</b>	<b>Role/Title</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email</b>
Wendy Smith, Deputy Superintendent	Emergency Response Lead	555-555-1234 (cell)	555-555-5678 (office)	wsmith@wwutility.gov
Other				

**2.3.2 External Response Partner Communication**

List all external response partners, their response role or position as well as contact information.

**External Response Partner Contact List**

<b>Organization or Department</b>	<b>Point Person Name or Position</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email or Website</b>
<b>Local Partners</b>				
<i>County emergency management/EOC</i>	<i>Joe Terra, Emergency Management Director</i>	<i>555-555-9485 (cell)</i>	<i>555-555-3467 (office)</i>	<i>jterra@county.gov</i>
911				
Police				
Fire/HazMat				
LEPC				
Elected officials				
Wastewater utility				
Water utility				
Power utility				
Health department				
Contractor/vendor				
Industry rep.				
Mutual aid				
Other				
<b>State Partners</b>				
<i>Primacy agency</i>				
<i>Health department</i>				
<i>Police</i>				
<i>WARN</i>				
<i>Laboratories</i>				
Other				
<b>Federal Partners</b>				
<i>EPA regional office</i>				
<i>FBI field office</i>				
<i>USFWS</i>				
Other				



**2.3.3 Critical Customer Communication**

List critical customers below who should be given priority notification due to their reliance on wastewater services either for public health, large discharges, or pretreatment programs.

**Critical Customer Contact List**

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
Hospitals	Liz Baker, Health Care Director	Text is best	555-555-5487 (cell)	555-555-2917 (office)	lbaker@ehc.org
Senior/assisted living complexes					
Emergency shelters					
Downstream water users					
Commercial/Industrial users					
Government users					
High wastewater volume customers					
Industrial wastewater customers					
Other					

**2.3.4 Communication Equipment Inventory**

If not already listed in Section 1.6 above, inventory your utility's communication equipment below.

**Communication Equipment**

Type	Assigned to	Location	Number/Frequency/Channel
Two-way radio	Truck #7	Truck cab	4
Other			

**2.4 Media Outreach**

If it becomes necessary to communicate with the public concerning a contamination event in your wastewater system or the accidental release of raw sewage, the communication will most likely occur through the media. List contact information below for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing communication plans if applicable.

**Contact List**

<b>Organization or Department</b>	<b>Point Person Name &amp; Position</b>	<b>Phone</b>	<b>Alternate phone</b>	<b>Email or Website</b>
<i>Utility social media coordinator</i>	<i>Bob Jones, External Affairs</i>	<i>555-555-6187 (cell)</i>	<i>ext. 5193 (office)</i>	<i>bjones@wwutility.gov</i>
<i>Newspaper - Local</i>				
<i>Newspaper – Regional/State</i>				
<i>Radio station</i>				
<i>TV station</i>				
<i>Advertising agency</i>				
<i>Other</i>				

**2.5 Public Notification Templates**

You may wish to consider developing a communications plan and drafting both press releases and discharge restriction notices (e.g., do not flush) in advance of any incident. If applicable, insert your templates for public notification of sewage overflows here, or reference where they may be found. Ensure that your templates are consistent with any requirements in your NPDES permit. Check your state regulations for public notification requirements regarding sanitary sewer overflows or combined sewer overflows.

### 3 EMERGENCY PLANS AND PROCEDURES

This section contains plans and procedures that can be implemented in the event of a malevolent act or natural hazard that threatens your utility's ability to collect and treat wastewater.

#### 3.1 Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

##### Access

Item	Description
Debris clearing	List or reference here any supplies or equipment your utility owns to help with debris clearing; this includes safety items/personal protective equipment, chainsaws, and debris/earth moving equipment. If you do not have it, list where you will get it from.
Alternate routes	List or reference here alternate routes (e.g., if there is a bridge that connects your community, what are your travel options if the bridge becomes impassable?). If the alternate routes are too long, consider staging similar critical equipment and resources in different areas of your community.
Identification badges	Provide personnel with an official utility ID for access through police barricades or hazmat contaminated zones. If your jurisdiction has an identification program for first responders, be sure to participate.
Other	

##### Physical Security

Item	Description
Access control procedures	List or reference your facility access control procedures here, such as key cards are required to access all buildings. Also, list any lockdown procedures as appropriate as well as the process for establishing a security perimeter following a major incident.
Restricted areas	List or reference any restricted areas of your facilities here, such as chemical rooms and electrical closets. Also list who may access those areas.
Evidence protection measures	Describe or reference your procedures for working with law enforcement if an incident is declared a crime scene.
Security culture	Increase organizational attentiveness to security to help reduce vulnerability and enhance preparedness. For example, a "See Something, Say Something" campaign for your utility. List measures your utility implements here.
Other	

**Cybersecurity**

Item	Description
Disconnect procedure	If possible, disconnect compromised computers from the network to isolate breached components and prevent further damage, such as the spreading of malware.
Notification	List who should be called in the event of a cyber incident, such as your utility information technology (IT) supervisor or your contracted IT service provider. Also list any external entities that may have remote connections to your network.  Include any state resources that may be available such as State Police, National Guard Cyber Division or mutual aid programs, as well as the Department of Homeland Security National Cybersecurity and Communications Integration Center (NCCIC) (888-282-0870 or NCCICCUSTOMERSERVICE@hq.dhs.gov).
Assess procedure	Assess any damage to utility systems and equipment, along with disruptions to utility operations.
Implementation processes	Implement actions to restore operations of mission critical processes (e.g., switch to manual operation if necessary) and provide public notification (if required).
Documentation	Include forms to document key information on the incident, including any suspicious calls, emails, or messages before or during the incident, damage to utility systems, and steps taken in response to the incident (including dates and times).
Other	

**Power Loss**

Item	Description
Backup power systems	List or reference your auxiliary power sources (fixed and portable) if you have not already done so elsewhere in your ERP. Provide a summary of critical facility power requirements, generator siting requirements, and the location and capacity of any existing on-site generators at all critical infrastructure components.
Power utility	Coordinate with your power utility for expected restoration priorities and timing. Power utility contact information should be listed in Section 2.3.2 above.
Fuel plan	Provide an inventory of on-site fuel supplies and list or reference your procedures to obtain additional fuel from vendors for your backup generators during an incident.
Maintenance plan	Maintaining generators during extended outages is critical. List your maintenance procedures for each generator, who is responsible for implementation and include lists of on-hand items such as spare parts and filters.
Other	

**Alternate Wastewater Services**

Item	Description
Portable toilets	Provider name: Joe Terra, County Emergency Management Director Phone: 555-555-9485 (cell) Contract No. (if applicable): N/A Available supply: 15 toilets Staging area (notify public of location): Ball field behind elementary school
Interconnections	See Section 4.1 of the instructions.

**Sampling and Analysis**

Item	Description
Sampling procedures	Identify proper sampling procedures for different types of contaminants and attach those procedures to your ERP or reference where they can be found. Determine the quantity of required samples.
Pre-identified sampling locations	While some sampling sites will be dictated by the emergency, you can pre-plan your ideal sampling locations such as manholes, lift stations, entry points into your treatment plant or outfalls.
Sampling containers and preservatives	Obtain and inventory all sample containers and preservatives and list or reference them here.
Sample collection	Confirm who will be responsible for sample collection during an emergency and who can take over if that person is not available. List those names here.
Sample transportation	Confirm who will be responsible for transportation during an emergency and who can take over if that person is not available. List those names here.
Laboratory capabilities	Confirm what contaminants can be analyzed and your lab's surge sampling capacity. It may be helpful to have several backup laboratories in case your utility's lab or preferred contract lab are overwhelmed with high sample volume. Identify contract laboratories in the following table.
Interpreting results	Work with the appropriate lab, utility and regulatory agency personnel to interpret sample results. List those names here.
Other	

**Local Contract/State/Federal Laboratory Contact List**

Name	Address	Analytes/Methods	Phone	Email or Website
Rachel Jones	Enviro Lab, 18 Industrial Street	Metals, VOCs and SVOCs	555-555-6698 (office)	rjones@envirolab.com
Other				

**Family and Utility Personnel Well Being**

Item	Description
Family disaster plan	Implement your family plan to ensure their well-being during an incident.
Assembly area	List all the assembly areas and evacuation procedures for personnel.
Supplies	List the supplies necessary to maintain personnel health and well-being during an incident (e.g., food, potable water, cots, first aid kit, sanitary products).
Alternate work and shelter locations	Personnel may need to work from home, or they may need to shelter at a hotel or your utility if conditions do not permit travel home. List conditions for which work at home provisions will be triggered and list sheltering locations and procedures here.
Extreme temperatures	List or reference here any supplies or equipment your utility owns to mitigate extreme temperatures such as cold weather items (e.g., sand, salt, ice melt, tire chains, snowshoes) and hot weather items (e.g., pop-up shade canopies, water coolers, broad-brimmed hats).
Other	

### 3.2 Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRP), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Pandemic
- Cybersecurity
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Power Outage

EPA's website provides several [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs.

## 4 MITIGATION ACTIONS

This section of your ERP should include actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and wastewater services provided to your community and individuals, including the development of alternative wastewater services and construction of flood protection barriers.

### 4.1 Storage and Treatment Mitigation Actions

List information to mitigate impacts during incidents.

**Storage and Treatment Mitigation Actions**

Option	Provider	Contact Information	Comments
ABC Wastewater Utility	Town next door	Jane Doe: 555-555-1234 (cell)	Plans on file in engineering to construct emergency connection if needed.
Alternate portable toilets	ABC On the Spot	Joe Smith: 555-555-1234	Only contact if county can't provide toilets.
Wastewater hauling	XYZ Septic Pumping	Steve Jones: 555-555-1234	Have five trucks available.
Alternate chlorine supplier	Plan B Chemicals	Mary Green, 555-555-1234	Delivery time is one day longer than primary supplier.
Other			

#### 4.2 Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions		
Type	Location	Comments
<i>Backup power</i>	<i>South lift station</i>	<i>A diesel-powered generator was permanently installed with an auto transfer switch to ensure this lift station does not flood out during a power outage</i>
<i>Watertight doors</i>	<i>Treatment plant</i>	<i>These doors were installed to help ensure floodwaters cannot enter the treatment building and damage control systems</i>
<i>Earthquake</i>	<i>All facilities</i>	<i>Anchored equipment (e.g., computers, bookshelves) as well as laboratory equipment and chemical and fuel tanks</i>
<i>Other</i>		



## 5 DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

### Detection Strategies

Threat	Detection Method	Plan/Procedure
Unauthorized entry	<ul style="list-style-type: none"> <li>Alarm from intrusion detection system</li> </ul>	Call 911
Influent contamination	<ul style="list-style-type: none"> <li>Notification from 911 for releases resulting from transportation accidents</li> </ul>	Influent Contamination Incident Response Plan
Cyber intrusion	<ul style="list-style-type: none"> <li>Automated IT and operation technology (OT) system intrusion detection monitoring</li> <li>Notification from utility staff</li> </ul>	Cybersecurity Response Plan, Cyber Incident Action Checklist
Hazardous chemical release	<ul style="list-style-type: none"> <li>Chlorine gas in air monitors</li> </ul>	Call Fire Department, Chlorine Leak Response Plan, Exposure and Planned Entry Procedures
Hurricane	<ul style="list-style-type: none"> <li>Weather Service alerts</li> </ul>	Hurricane Response Plan, Hurricane Incident Action Checklist
Flood	<ul style="list-style-type: none"> <li>Notification from National Weather Service</li> </ul>	Flood Response Plan, Flood Incident Action Checklist
Power outage	<ul style="list-style-type: none"> <li>Notification from energy provider</li> <li>Alarm from line power sensor</li> </ul>	Commercial Power Outage Response Plan, Generator Start-up Checklist
Other		



MAXWELL LOCKE & RITTER LLP

*Accountants and Consultants*

*An Affiliate of CPAmerica International*

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Austin: 401 Congress Avenue, Suite 1100  
Austin, TX 78701

Round Rock: 411 West Main Street, Suite 300  
Round Rock, TX 78664

November 8, 2021

To the Board of Directors of  
Reunion Ranch Water Control and Improvement District

Dear Board Members:

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Reunion Ranch Water Control and Improvement District (the "District").

You will agree to the procedures detailed below and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to assist the District with the reimbursable costs to be paid from the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020, based on the requirements set forth by the Texas Commission on Environmental Quality (the "TCEQ"). Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgement are contained within this letter. A refusal to provide such agreement and acknowledgement will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures listed below do not constitute an examination or review, we will not express an opinion or conclusion on the reimbursable costs to be paid from the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020. In addition, we have no obligation to perform any procedures beyond those to which you agree.

*Affiliated Company*

ML&R WEALTH MANAGEMENT LLC

*"A Registered Investment Advisor"*

*This firm is not a CPA firm*

The procedures we will perform are summarized as follows:

1. Information for the use of the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020, will be obtained from the TCEQ order and technical memorandum.
2. Information for the costs to be reimbursed to the developer will be obtained from inspection of reimbursable costs and related supporting documentation.
3. Non-construction costs to be funded from the proceeds will be obtained from invoices and discussions with various parties who are to be reimbursed.

We plan to begin our procedures upon notification of the completion of the remaining projects to be funded by the Series 2020 bonds and, unless unforeseeable problems are encountered, the engagement should be completed prior to the District's Board of Directors meeting in which the agreed-upon procedures report will be presented.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the District. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. You understand that the report is intended solely for the information and use of the District and the TCEQ, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

If circumstances occur relating to the condition of your records, the availability of evidence, or the existence of a significant risk of material misstatement of the subject matter caused by error or fraud, which in our professional judgment prevent us from completing the engagement or reporting findings on the subject matter, we retain the right to take any course of action permitted by professional standards, including declining to report findings or issue a report, or withdrawing from the engagement.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the reimbursable costs to be paid from the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the reimbursable costs to be paid from the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

Commonly requested non-attest services include advisory services, tax services, appraisal, valuation and actuarial services, benefit plan administration services, bookkeeping services, subject matter preparation, corporate finance consulting services, and executive or employee recruiting services. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You are responsible for assuming all management responsibilities and for overseeing any nonattest services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the reimbursable costs to be paid from the proceeds of the \$7,050,000 Reunion Ranch Water Control and Improvement District Unlimited Tax Bonds, Series 2020 in accordance with the requirements of the TCEQ and with the listed procedures.

Jimmy Romell is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will range from \$4,000 to \$6,000. The fee estimate is based on anticipated cooperation from District personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs but fees will not exceed \$6,000 without prior approval of the District. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with firm policies, work may be suspended if your account becomes significantly overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

In the event we are required to respond to a subpoena, court order, or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our hourly rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope and estimated fees for those additional services. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You agree that Maxwell Locke & Ritter ("ML&R") has the right to place advertisements in financial and other newspapers and journals at its own expense describing its services rendered to you hereunder, provided that ML&R will submit a copy of any such advertisements to you so that you can consent to the form and content of the advertisements. Without such consent, ML&R agrees not to make any public representations regarding the services rendered to you, other than including you in a list of clients served.

The parties to this engagement agree that any dispute that may arise regarding the meaning, performance or enforcement of this or any prior engagement between them (except actions by the firm to enforce payment of its professional invoices), will, prior to resorting to litigation, be submitted to mediation, and that they will engage in the mediation process in good faith. Any mediation initiated as a result of this engagement shall be administered within the county of Travis, Texas, by the American Arbitration Association, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Texas law without regard to the conflict of laws or provisions thereof. The results of any such mediation shall be binding only upon agreement of each party to be bound. The parties participating in the mediation shall bear their own costs, except that any charges assessed by the mediation organization shall be shared equally by the participating parties.

Any claim arising out of this engagement, except our actions to enforce payment of our invoices, must be asserted within one year from the completion of services or the date any such cause of action accrues, whichever is later, unless otherwise barred by the applicable statute of limitation.

In connection with this engagement, you agree that we may communicate with you or others via email transmission, and by signing this letter you authorize us to do so. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by an addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

The District may terminate this engagement at any time by providing written notice of termination to us. In the event of such termination, the District will provide compensation to us on a time and materials basis for all services rendered prior to termination.



We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of the procedures.

Sincerely,

*Maxwell Locke & Ritter LLP*

Maxwell Locke & Ritter LLP

This letter correctly sets forth the understanding of  
Reunion Ranch Water Control and Improvement District:

---

Name

---

Date

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Maxwell Locke & Ritter LLP  
Austin, TX United States

Certificate Number:  
2021-821290

Date Filed:  
11/08/2021

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Reunion Ranch Water Control and Improvement District

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RRWCID-2021-0056  
Agreed-upon procedures related to bond proceeds

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Harvey, Steve	Austin, TX United States	X	
	Knebel, Steve	Austin, TX United States	X	
	Romell, Jimmy	Austin, TX United States		X
	Zimmerhanel, A.J.	Austin, TX United States	X	

5 Check only if there is NO Interested Party.


### 6 UNSWORN DECLARATION

My name is Jimmy Romell, and my date of birth is November 1, 1976.

My address is 401 Congress Avenue Suite 1100, Austin, TX, 78701, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Tarrant County, State of Texas, on the 8<sup>th</sup> day of November, 2021.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)

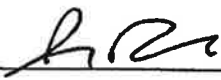
**VERIFICATION**

*Pursuant to Texas Government Code Section 2270.002*

I, Jimmy Ronell, the undersigned representative of Maxwell Locke & Little LLP, ("Company") hereby declare under penalty of perjury that the following statement is true and correct:

"The Company:

1. Does not boycott Israel and
2. Will not boycott Israel during the term of the attached contract."

By:   
Printed Name: Jimmy Ronell  
Title: Partner  
Dated: 11/8/21





**Reunion Ranch WCID  
General Manager Reports for the month of  
October 2021  
Board Meeting: November 16th, 2021**

Reviewed By: Kristi Hester  
Date: 11.9.21



**Memorandum for: Board of Directors Reunion Ranch WCID**

**From: Kristi Hester**

**Date: 11.9.21**

**Subject: General Manager's Executive Summary Report**

Below is a summary of activities since the last Board Meeting:

Agenda Item **Administrative**

14.A Working with District Engineer on capital improvements plan

**WWTP/Collection System**

14.B **WWTP -**

Total flows 1.7 MG, average 55,000 GPD, 69% capacity with new facilities;  
All facilities are in compliance for the month of October;  
Cleaned Pre-EQ basin;  
Sludge dewatering scheduled to start in Nov;  
Updated asset management and preventive maintenance plan to include new components.

14.C **Wastewater Grinder Stations -** nothing to report

14.D **Effluent irrigation system and fields -**

Effluent tank pumps had a bad breaker, repaired by installing an unused breaker from panel 1 into panel 2;  
Troubleshooting drip skid due to intermittent flow, securing bids for drip skid cover;  
Replaced some solenoids and diaphragms;  
Zane Furr scheduled to oversee spray fields.

14.E **Distribution & Collection and Lift Stations -**

524 active connections. 14.4 MG purchased for the month. 88.06% water accounted for;  
Water accountability - Master meters calibrated in May (see attached PUA confirmation). We have reviewed 12 month history of internal meters to verify usage. Scheduling Sunday evening leak test with Inframark staff.  
Recommend NTE \$12,000 for leak detection by Subcontractor.

14.F **Billing Adjustments -** nothing to report

14.G **Delinquencies -** nothing to report

14.H **Customer Meter issues -** nothing to report

14.I **Customer and Resident Complaints -**

341 Adam Court - no issues found, see attached pic  
End of Reunion Blvd - only found slightly bent storm inlet protection

14.J **Stormwater conveyance and pond maintenance -**

Heyl Homes built an unauthorized berm into one of the ponds; Matt Bland from the HOA suggests we leave berm in place and add erosion controls, *with the Board's consent*, see attached pics;  
Mucking out Mary Elise pond;  
Procuring Aquatic Features quotes for Mary Elise pond aerator and all ponds' Solids Assessment

14.K **Landscaping -** New fence almost complete as of 10/29

14.L **Water Quality Notices to Residents -** nothing to report

14.M **Out of District Water/Wastewater Requests -** nothing to report

14.N **District property and Greenspace Use -** nothing to report

14.O **Maintenance Access -** There are 2 areas that are difficult to access for pond cleaning; see attached map of locations

14.P **Cyber security** - will be provided to legal and President Daniel at Board Meeting

**Construction**

See attached EC Reports

**Current Items Requiring Board Approval**

Amount:	WO#: Budget	Vendor:	Description:
\$4,000	Yes	Inframark	Inspect all sewer manholes; approximately 330 with about 30 in greenbelt

Pond 2-3 RR after Tiffanie Way



Adam Court



Heyl Homes Berm On Map



Heyl Homes Berm

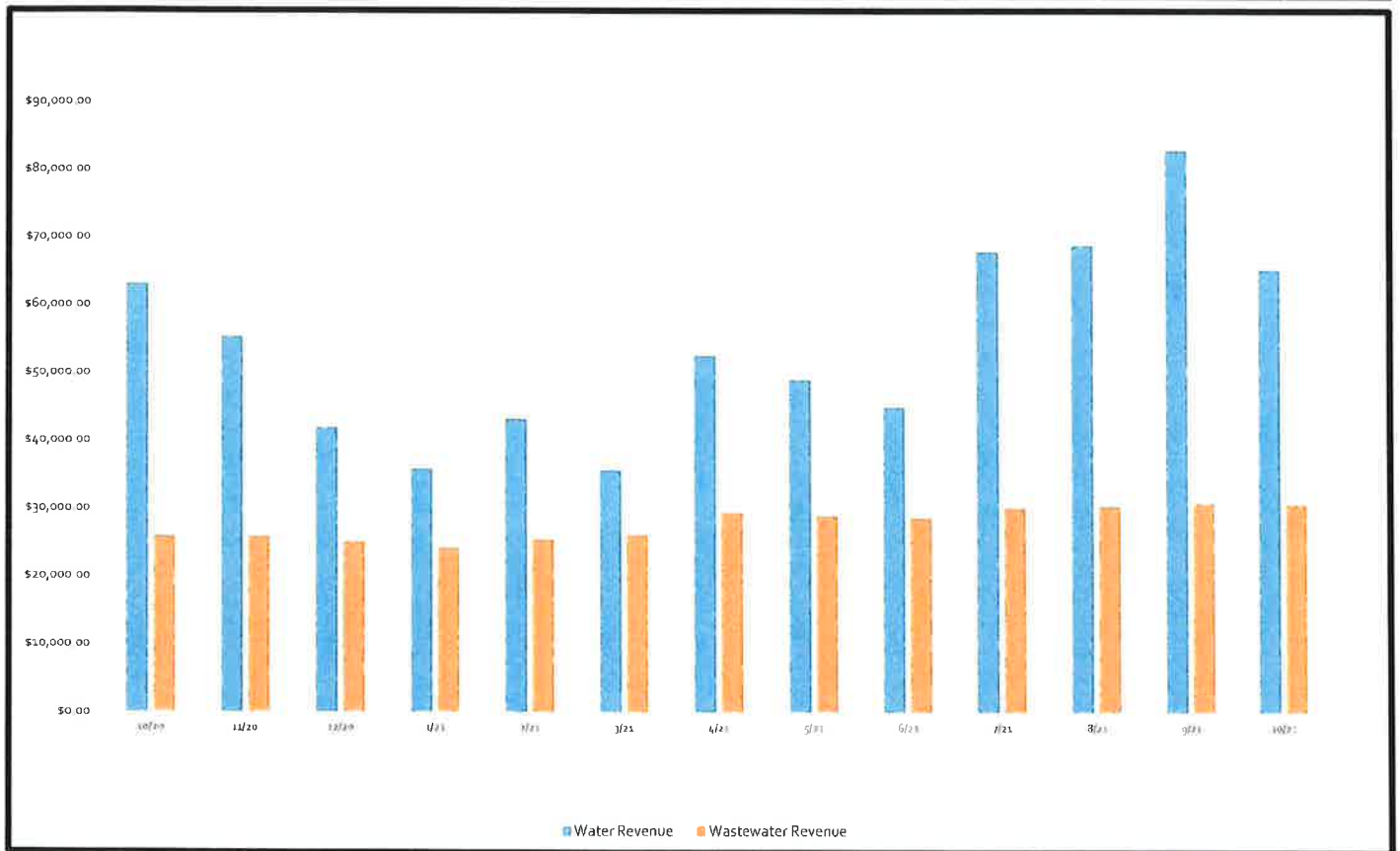




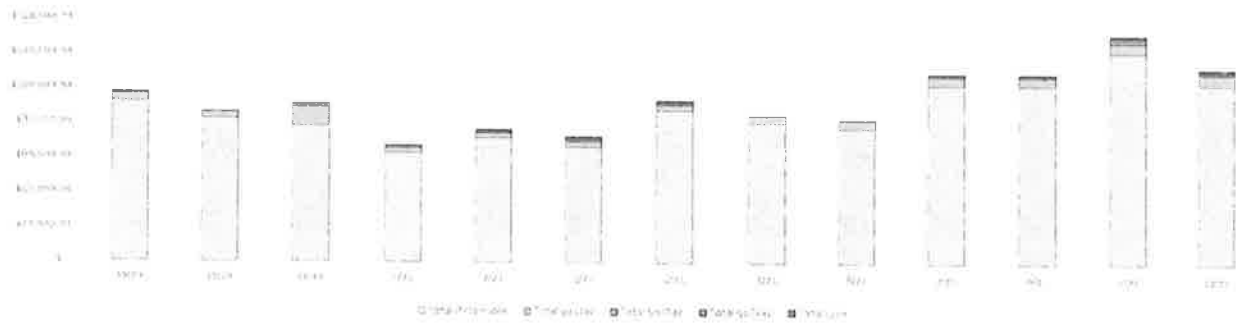
Billing Summary

Description	Connections		Variance
	Oct-20	Oct-21	
Residential	469	511	42
Commercial - HOA	14	14	
Hydrant	1	-	(1)
Tracking	1	1	-
Reclaimed	-	-	
<b>Total Number of Accounts Billed</b>	<b>485</b>	<b>526</b>	<b>41</b>
	<b>Consumption</b>		
Residential	8,346,000	8,832,000	486,000
Commercial - HOA	1,994,000	1,634,000	(360,000)
Hydrant	-	-	-
Tracking	418,000	-	(418,000)
Reclaimed	-	-	-
<b>Total Gallons Consumed</b>	<b>10,758,000</b>	<b>10,466,000</b>	<b>(292,000)</b>
	<b>Average Consumption</b>		
Residential	17,795	17,284	(512)
Commercial - HOA	142,429	116,714	-
Hydrant	-	0	500
Tracking	418,000	-	(418,000)
Reclaimed	-	-	-
<b>Avg Water Use for Accounts Billed</b>	<b>22,181.44</b>	<b>19,897.34</b>	<b>(2,284)</b>
Total Billed	90,532	97,650	7,118
Total Aged Receivables	1,482	6,082	4,601
<b>Total Receivables</b>	<b>92,013</b>	<b>103,732</b>	<b>11,719</b>

12 Billing Month History Revenue by Category



**12 Month Accounts Receivable and Collections Report**



Date	Total Receivable	Total 30 Day	Total 60 Day	Total 90 Day	Total 120+
10/20	\$ 92,013.46	\$ 4,019.90	\$ 742.29	\$ 2.25	\$ 150.00
11/20	\$ 82,439.31	\$ 3,512.35	\$ 38.02	\$ -	\$ 150.00
12/20	\$ 78,484.70	\$ 10,467.78	\$ 1,635.25	\$ 4.25	\$ 150.00
1/21	\$ 62,838.23	\$ 2,826.80	\$ 1,230.94	\$ -	\$ 150.00
2/21	\$ 71,868.27	\$ 2,651.64	\$ 710.54	\$ 963.56	\$ 150.00
3/21	\$ 66,589.70	\$ 3,275.28	\$ 1,024.60	\$ 514.93	\$ 1,113.56
4/21	\$ 87,819.19	\$ 3,097.37	\$ 518.88	\$ 445.96	\$ 1,628.49
5/21	\$ 80,520.21	\$ 3,945.96	\$ 72.97	\$ -	\$ 150.00
6/21	\$ 77,784.01	\$ 4,302.55	\$ 438.49	\$ 72.97	\$ 150.00
7/21	\$ 102,933.47	\$ 4,971.98	\$ 1,167.63	\$ 85.28	\$ 150.00
8/21	\$ 102,933.47	\$ 4,971.98	\$ 1,167.63	\$ 85.28	\$ 150.00
9/21	\$ 121,915.16	\$ 5,867.72	\$ 2,597.16	\$ 515.36	\$ 883.24
10/21	\$ 103,732.02	\$ 6,037.42	\$ 874.22	\$ 794.69	\$ 1,284.78

Board Consideration to Write Off \$0.00  
 Board Consideration Collections \$0.00

Delinquent Letter Mailed 17  
 Delinquent Tags Hung N/A  
 Disconnects for Non Payment N/A

**Water Quality Monitoring**

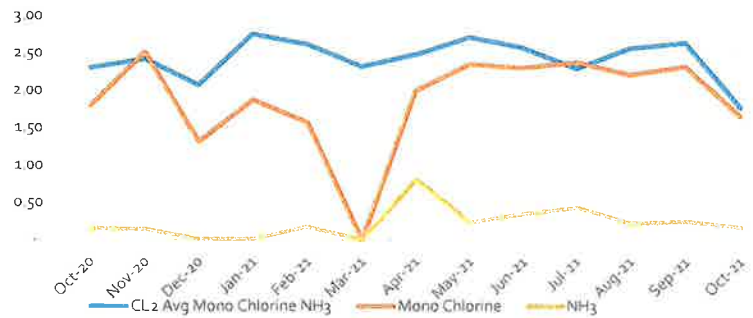
**Current Annual Avg**

**2.42**

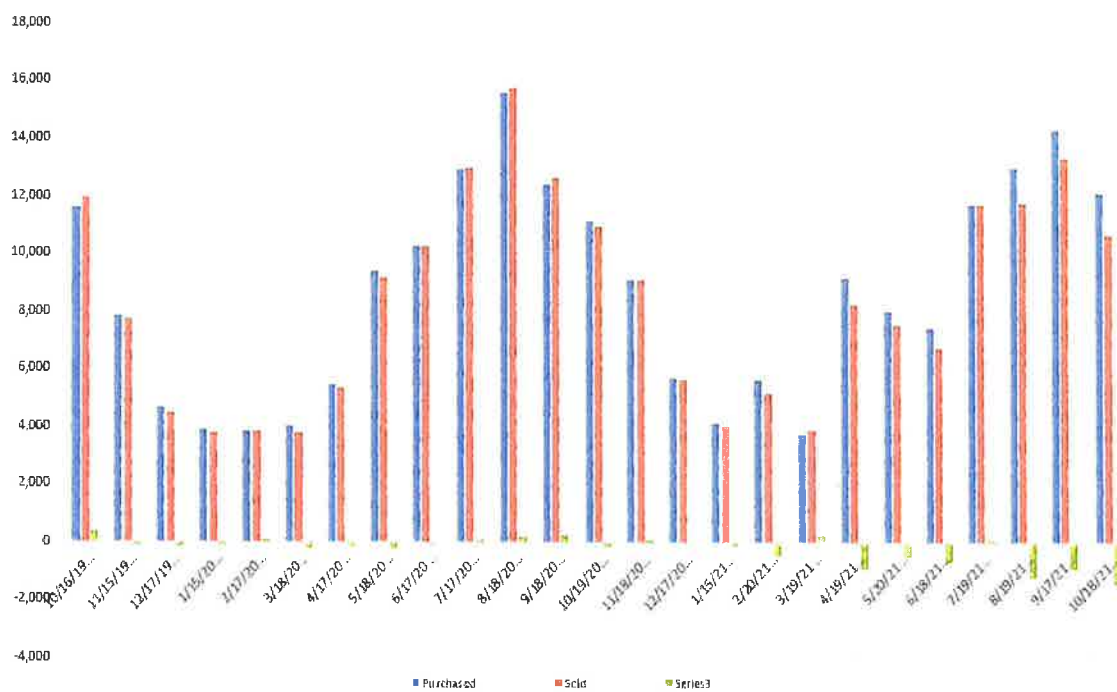
State Requirements Must Be Above .50

Date	CL2 Avg	Mono Chlorine	NH3
Oct-20	2.30	1.79	0.15
Nov-20	2.42	2.51	0.14
Dec-20	2.07	1.31	0.01
Jan-21	2.76	1.87	0.01
Feb-21	2.62	1.57	0.17
Mar-21	2.32	0.00	0.00
Apr-21	2.48	2.00	0.81
May-21	2.71	2.35	0.23
Jun-21	2.57	2.30	0.34
Jul-21	2.29	2.38	0.42
Aug-21	2.56	2.21	0.22
Sep-21	2.64	2.32	0.24
Oct-21	1.77	1.65	0.16

CL2 Avg-Mono Chlorine - NH3



## Water Accountability Report



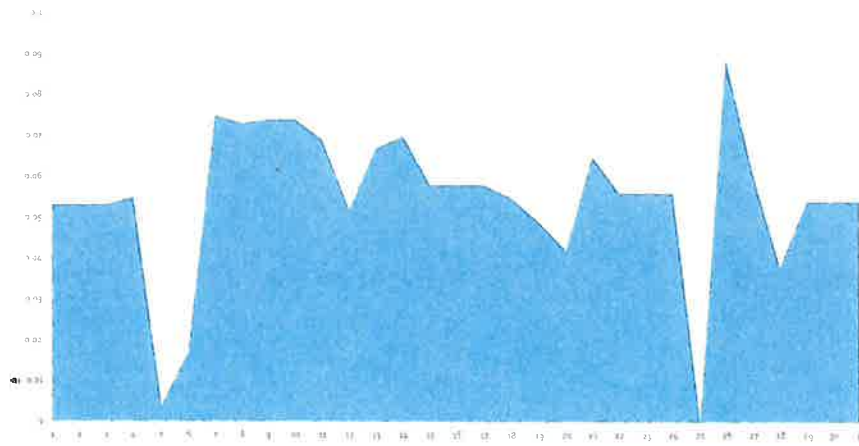


Month	Read Date	Number of Connections	Master Meters	Billed Use	Flushing /Other	Gal.s Loss (-)	% Loss	Accounted For
October 19	10/16/19	407	11,605	11,944	7	346	2.98%	102.98%
November 19	11/15/19	415	7,813	7,702	13	(98)	-1.25%	98.75%
December 19	12/17/19	424	4,622	4,461	5	(156)	-3.38%	96.62%
January 20	1/16/20	426	3,910	3,792	10	(108)	-2.77%	97.23%
February 20	2/17/20	432	3,820	3,840	9	29	0.75%	100.75%
March 20	3/18/20	443	3,996	3,793	8	(195)	-4.89%	95.11%
April 20	4/17/20	453	5,479	5,326	7	(146)	-2.66%	97.34%
May 20	5/18/20	459	9,377	9,157	8	(212)	-2.26%	97.74%
June 20	6/17/20	463	10,260	10,251	7	(2)	-0.10%	99.99%
July 20	7/17/20	468	12,895	12,956	1	62	0.48%	100.48%
August 20	8/18/20	474	15,588	15,754	8	174	1.12%	101.12%
September 20	9/18/20	481	12,398	12,644	8	254	2.05%	102.05%
October 20	10/19/20	485	11,108	10,956	7	(145)	-1.31%	98.69%
November 20	11/18/20	489	9,106	9,129	8	31	0.34%	100.34%
December 20	12/17/20	496	5,686	5,658	0	(20)	-0.48%	99.52%
January 21	1/15/21	498	4,118	3,998	7	(113)	-2.75%	97.25%
February 21	2/20/21	502	5,619	5,175	0	(444)	-7.90%	92.10%
March 21	3/19/21	504	3,695	3,920	15	240	6.49%	106.49%
April 21	4/19/21	506	9,134	8,227	5	(902)	-9.88%	90.12%
May 21	5/20/21	506	8,030	7,512	0	(518)	-6.45%	93.55%
June 21	6/18/21	516	7,447	6,752	7	(688)	-9.24%	90.76%
July 21	7/19/21	519	11,704	11,712	7	15	0.12%	100.12%
August 21	8/19/21	523	12,965	11,748	7	(1,210)	-9.33%	90.67%
September 21	9/17/21	524	14,381	13,352	11	(1,018)	-7.08%	92.92%
October 21	10/18/21	526	12,125	10,668	10	(1,447)	-11.94%	88.06%



Wastewater Production and Quality

Wastewater Flows for the Month of October



For the Month of October
--------------------------

Flow WWTP (Avg.)	0.08 MGD	0.055 MGD	Yes	68.8%
BOD (Avg)	20 mg/L	6.3 mg/L	Yes	
TSS (Avg)	20 mg/L	0.3 mg/L	Yes	
Chlorine Residual (Min)	1.0 mg/L	1.3 mg/L	Yes	
PH (Min)	6.0 Std Units	7.94 Std Units	Yes	
PH (Max)	9.0 Std Units	7.94 Std Units	<u>Yes</u>	

**Reunion Ranch WCID Wastewater Flow Historical**

\* Water Leak at Rec Center

	Connections	Total Flows	Average	Avg Flow Per Connection	WWTP Capacity %
Oct-21	528	1,889,800	55,000	105	69%
Sep-21	524	1,274,000	42,000	80	84%
Aug-21	523	1,457,000	47,000	90	94%
Jul-21	519	1,391,000	45,000	87	90%
Jun-21	518	1,387,000	46,000	89	92%
May-21	508	1,370,000	44,000	87	86%
Apr-21	508	1,189,000	40,000	79	80%
Mar-21	504	1,472,000	48,000	95	96%
Feb-21	502	1,234,000	44,000	88	88%
Jan-21	498	1,640,000	53,000	108	106%
<b>TOTALS</b>		<b>14,103,800</b>	<b>46,400.00</b>	<b>91</b>	<b>89%</b>
Dec-20	498	1,715,000	55,000	111	110%
Nov-20	489	1,486,000	49,000	100	98%
Oct-20	485	1,543,000	50,000	103	100%
Sep-20	481	1,511,000	50,000	104	100%
Aug-20	474	1,861,000	54,000	114	108%
Jul-20	468	1,542,000	50,000	107	100%
Jun-20	463	1,594,000	53,100	115	106%
May-20	459	1,545,000	49,800	108	100%
Apr-20	453	1,372,000	46,000	102	92%
Mar-20	443	1,344,000	43,000	97	86%
Feb-20	432	1,156,000	40,000	93	80%
Jan-20	428	1,129,000	36,000	85	72%
<b>TOTALS</b>		<b>17,578,000</b>	<b>47,991.67</b>	<b>103</b>	<b>96%</b>
Dec-19	424	1,171,000	38,000	90	76%
Nov-19	415	1,103,000	37,000	89	74%
Oct-19	407	1,167,000	38,000	93	76%
Sep-19	399	1,144,000	39,000	98	78%
Aug-19	389	1,308,000	42,000	108	84%
Jul-19	381	1,204,000	39,000	102	78%
Jun-19	371	1,038,000	35,000	94	70%
May-19	363	1,139,000	37,000	102	74%
Apr-19	358	1,017,000	33,000	92	66%
Mar-19	353	933,000	30,000	85	60%
Feb-19	347	807,000	29,000	84	58%
Jan-19	327	1,073,000	35,000	107	70%
<b>TOTALS</b>		<b>13,102,000</b>	<b>36,000</b>	<b>95</b>	<b>72%</b>



## Accountability Starts at the Meter

4244 Bee Creek Rd Spicewood TX 78669

[www.watermetercalibrate.com](http://www.watermetercalibrate.com)

Cell 512-785-9944

### **CERTIFICATE OF VERIFICATION / CALIBRATION**

Date: May 11, 2021

Customer: West Travis County PUA

Location: Reunion Ranch

Water Meter Type: Master Meter Octave 8"

Serial Number: 66514301

Reading: 165249749

Method of Verification: Ultra Sonic

Calibration Adjustments: No Calibration adjustments performed verification only

Programming Changes: No Programming changes made

% of Accuracy: 101.6%

Tested By: Steve Noffsinger

Good Morning Kristi,

Will you be able to provide the plat maps for the areas that are hard to access in Reunion Ranch for maintenance? Bill wants to check that off on our list of things to review. Thank you.

*Jeniffer Concienne*

Legal Assistant  
Willatt & Flickinger, PLLC  
Attorneys at Law  
12912 Hill Country Blvd., Suite F-232  
Austin, Texas 78738  
Ph: (512) 476-6604  
Fx: (512) 469-9148  
[jconcienne@wfaustin.com](mailto:jconcienne@wfaustin.com)

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**From:** Jeniffer Concienne  
**Sent:** Wednesday, September 22, 2021 1:50 PM  
**To:** Kristi Hester ([Kristi.Hester@Inframark.com](mailto:Kristi.Hester@Inframark.com)) <[Kristi.Hester@Inframark.com](mailto:Kristi.Hester@Inframark.com)>; Olsen, Kay <[Kay.Olsen@Inframark.com](mailto:Kay.Olsen@Inframark.com)>  
**Subject:** REUNION RANCH WCID

Hi Kristi,

Bill asked me to reach out to you and ask if you can provide us with a copy of the response to the TCEQ on the latest violations.

Also, he still needs the information on the areas that are difficult to access.


Thanks.

*Jeniffer Concienne*

Legal Assistant  
Willatt & Flickinger, PLLC  
Attorneys at Law  
12912 Hill Country Blvd., Suite F-232  
Austin, Texas 78738  
Ph: (512) 476-6604  
Fx: (512) 469-9148  
[jconcienne@wfaustin.com](mailto:jconcienne@wfaustin.com)

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	10/26/2021 Erosion Control Inspection Report			
	NALLE / Operator: PHIL KEYES			
Reunion Ranch	<b>VIOLATION</b>	<b>PIC#</b>	<b>VIOLATION NUMBER</b>	<b>AMOUNT OF FINE</b>
355 DELAYNE DR (LOT 34)	SIP (CLEAN)	1, 2	1	

**LEGEND**

BRN - bull rock needed; EC measures not held during rain event	3rd Violation	\$500
CS - clean street and/or curb area	4th Violation	\$750
CW - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
ECM - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
OF - orange fencing; repair or needed		
PBC - properly bed and cover; sewer/water lines, inspection/reinspection needed		
RSF - repair silt fencing; replace, extend or needed		
SCO - sewer cap off; repair/missing 4" or 6" adaptor plug		
SIP - storm inlet protection; repair, replace, clean or needed		
TCB - trash containment box; broken, over full or not contained		
YL - yard loamed out, needs sod within 5 days		
OTHER - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004  
 Kristi Hester- 512-844-1041





## BUILDER'S CONSTRUCTION VIOLATION REPORT

Date: 10/05/21 PROJECT NAME: REUNION RANCH Page # 1

### BUILDER NAMES:

BUILDER	ADDRESS	VIOLATION	PICTURE #	VIOLATION #	FINE AMT.
HEYL	DELAYNE DR	SIP - WHOLE STREET	N/A	2	
HEYL	278 DELAYNE DR (LOT 12)	RSF	1	1	
HEYL	501 DELAYNE DR (LOT 30)	RSF	2	1	
HEYL	500 DELAYNE DR (LOT 23)	RSF	3	1	
HEYL	480 DELAYNE DR (LOT 22)	RSF	4	1	

- D - David Weekly Homes
- DR - Drees
- BR - Brookfield
- H - Highland Homes
- MW - MHI/Wilshire
- SF - Scott Felder
- S - Sitterle
- TM - TrendmakerHomes
- MI - M/I Homes
- B - Buffington Homes
- T - Toll Brothers
- TMH - Taylor Morrison
- N - Nalle


<p><b>BRN</b> - bull rock needed; EC measures not held during rain event</p> <p><b>CS</b> - clean street and/or curb area</p> <p><b>CW</b> - concrete washout, repair, not holding or needed</p> <p><b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.</p> <p><b>OF</b> - orange fencing; repair or needed</p> <p><b>YL</b> - yard loamed out, needs sod within 5 days</p>	<p><b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed</p> <p><b>RSF</b> - repair silt fencing; replace, extend or needed</p> <p><b>SIP</b> - storm inlet protection; repair, replace, clean or needed</p> <p><b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug</p> <p><b>TCB</b> - trash containment box; broken, over full, not contained or none.</p> <p><b>OTHER</b> - as described in report</p>
--	---





12/07/15

I:\OPS-MNT\Erosion Control Reports to Builders

		10/13/2021 Erosion Control Inspection Report			
		Operator: PHILP KEYES			
OWNER	ADDRESS	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
PERKINS DANE	1215 JACKSDAW	CS	11	1	
WILLMAN-PERKINS JULIE					

**LEGEND**


<b>BRN</b> - bull rock needed; EC measures not held during rain event
<b>CS</b> - clean street and/or curb area
<b>CW</b> - concrete washout, repair, not holding or needed
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.
<b>OF</b> - orange fencing; repair or needed
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed
<b>RSF</b> - repair silt fencing; replace, extend or needed
<b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug
<b>SIP</b> - storm inlet protection; repair, replace, clean or needed
<b>TCB</b> - trash containment box; broken, over full or not contained
<b>YL</b> - yard loamed out, needs sod within 5 days
<b>OTHER</b> - as described in report

<b>3rd Violation</b>	<b>\$500</b>
<b>4th Violation</b>	<b>\$750</b>
After 4th Violation is \$750 Increments.	

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004  
 Kristi Hester- 512-844-1041



	<b>10/13/2021 Erosion Control Inspection Report</b>				
	<b>Operator: PHILP KEYES</b>				
OWNER	ADDRESS	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
SEVER, AARON & RACHEL	2669 REUNION	CS	8	2	

**LEGEND**

<b>BRN</b> - bull rock needed; EC measures not held during rain event
<b>CS</b> - clean street and/or curb area
<b>CW</b> - concrete washout, repair, not holding or needed
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.
<b>OF</b> - orange fencing; repair or needed
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed
<b>RSF</b> - repair silt fencing; replace, extend or needed
<b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug
<b>SIP</b> - storm inlet protection; repair, replace, clean or needed
<b>TCB</b> - trash containment box; broken, over full or not contained
<b>YL</b> - yard loamed out, needs sod within 5 days
<b>OTHER</b> - as described in report

<b>3rd Violation</b>	<b>\$500</b>
<b>4th Violation</b>	<b>\$750</b>
After 4th Violation is \$750 Increments.	

**Inframark CONTACTS:**

Kristi Hester- 512-844-1041





10/13/2021 Erosion Control Inspection Report

HEYL / Operator: PHIL KEYES

Reunion Ranch	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
DELAYNE DR	SIP - WHOLE STREET	1	3	\$500.00
151 DELAYNE (LOT 6)	CS	2	1	
278 DELAYNE DR (LOT 12)	RSF	3	2	
278 DELAYNE DR (LOT 12)	YL	3	1	
567 DELAYNE (LOT 27)	TRASH	4	1	
501 DELAYNE DR (LOT 30)	SIP	5	1	
500 DELAYNE DR (LOT 23)	RSF	6	2	
500 DELAYNE DR (LOT 23)	SIP	6	1	
480 DELAYNE DR (LOT 22)	RSF	6	2	
480 DELAYNE DR (LOT 22)	SIP	6	1	

**LEGEND**


<b>BRN</b> - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
<b>CS</b> - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
<b>CW</b> - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
<b>OF</b> - orange fencing; repair or needed		
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed		
<b>RSF</b> - repair silt fencing; replace, extend or needed		
<b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug		
<b>SIP</b> - storm inlet protection; repair, replace, clean or needed		
<b>TCB</b> - trash containment box; broken, over full or not contained		
<b>YL</b> - yard loamed out, needs sod within 5 days		
<b>OTHER</b> - as described in report		

**Inframark CONTACTS:**

Kristi Hester- 512-844-1041





	10/13/2021 Erosion Control Inspection Report			
	TAYLOR MORRISON / Operator: PHIL KEYES			
<b>Reunion Ranch</b>	<b>VIOLATION</b>	<b>PIC#</b>	<b>VIOLATION NUMBER</b>	<b>AMOUNT OF FINE</b>
1047 JACKSDAW	CS, RSF, SIP, TCB	9, 10	1	
361 KATIE	RSF, TCB	12	1	
375 KATIE	RSF, TCB	13	1	


**LEGEND**

<b>BRN</b> - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
<b>CS</b> - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
<b>CW</b> - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
<b>OF</b> - orange fencing; repair or needed		
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed		
<b>RSF</b> - repair silt fencing; replace, extend or needed		
<b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug		
<b>SIP</b> - storm inlet protection; repair, replace, clean or needed		
<b>TCB</b> - trash containment box; broken, over full or not contained		
<b>YL</b> - yard loamed out, needs sod within 5 days		
<b>OTHER</b> - as described in report		

**Inframark CONTACTS:**

Kristi Hester- 512-844-1041



	10/13/2021 Erosion Control Inspection Report				
	Operator: PHILP KEYES				
OWNER	ADDRESS	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
FRANKE, DAVID & MONICA	125 PATIENCE	CS	7	1	

**LEGEND**


BRN - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
CS - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
CW - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
ECM - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
OF - orange fencing; repair or needed		
PBC - properly bed and cover; sewer/water lines, inspection/reinspection needed		
RSF - repair silt fencing; replace, extend or needed		
SCO - sewer cap off; repair/missing 4" or 6" adaptor plug		
SIP - storm inlet protection; repair, replace, clean or needed		
TCB - trash containment box; broken, over full or not contained		
YL - yard loamed out, needs sod within 5 days		
OTHER - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004  
 Kristi Hester- 512-844-1041





	<b>10/19/2021 Erosion Control Inspection Report</b>				
	<b>Operator: PHILP KEYES</b>				
OWNER	ADDRESS	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
SEVER, AARON & RACHEL	2669 REUNION	CS	4	1	


**LEGEND**

<b>BRN</b> - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
<b>CS</b> - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
<b>CW</b> - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
<b>OF</b> - orange fencing; repair or needed		
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed		
<b>RSF</b> - repair silt fencing; replace, extend or needed		
<b>SCO</b> - sewer cap off; repair/missing 4" or 6" adaptor plug		
<b>SIP</b> - storm inlet protection; repair, replace, clean or needed		
<b>TCB</b> - trash containment box; broken, over full or not contained		
<b>YL</b> - yard loamed out, needs sod within 5 days		
<b>OTHER</b> - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004  
 Kristi Hester- 512-844-1041



	10/19/2021 Erosion Control Inspection Report			
	HEYL / Operator: PHIL KEYES			
Reunion Ranch	<b>VIOLATION</b>	<b>PIC#</b>	<b>VIOLATION NUMBER</b>	<b>AMOUNT OF FINE</b>
278 DELAYNE DR (LOT 12)	RSF	1	3	\$500.00
278 DELAYNE DR (LOT 12)	YL	1	2	
DELAYNE DR	SIP, CS	2	4	\$750.00

**LEGEND**


<b>BRN</b> - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
<b>CS</b> - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
<b>CW</b> - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
<b>ECM</b> - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
<b>OF</b> - orange fencing; repair or needed		
<b>PBC</b> - properly bed and cover; sewer/water lines, inspection/reinspection needed		
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<b>YL</b> - yard loamed out, needs sod within 5 days		
<b>OTHER</b> - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004

Kristi Hester- 512-844-1041



	10/19/2021 Erosion Control Inspection Report			
	TAYLOR MORRISON / Operator: PHIL KEYES			
Reunion Ranch	<b>VIOLATION</b>	<b>PIC#</b>	<b>VIOLATION NUMBER</b>	<b>AMOUNT OF FINE</b>
1047 JACKSDAW	CS, RSF	3	2	
162 JACKSDAW	TCB, RSF, SIP	5	1	
361 KATIE	TCB	6	2	
148 JACKSDAW	RSF, TCB, CS	7	1	

**LEGEND**


BRN - bull rock needed; EC measures not held during rain event	<b>3rd Violation</b>	<b>\$500</b>
CS - clean street and/or curb area	<b>4th Violation</b>	<b>\$750</b>
CW - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
ECM - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
OF - orange fencing; repair or needed		
PBC - properly bed and cover; sewer/water lines, inspection/reinspection needed		
RSF - repair silt fencing; replace, extend or needed		
SCO - sewer cap off; repair/missing 4" or 6" adaptor plug		
SIP - storm inlet protection; repair, replace, clean or needed		
TCB - trash containment box; broken, over full or not contained		
YL - yard loamed out, needs sod within 5 days		
OTHER - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004

Kristi Hester- 512-844-1041



	10/26/2021 Erosion Control Inspection Report			
	TAYLOR MORRISON / Operator: PHIL KEYES			
Reunion Ranch	VIOLATION	PIC#	VIOLATION NUMBER	AMOUNT OF FINE
1047 JACKSDAW	CS, TCB	3	1	
361 KATIE	TCB	4	1	
148 JACKSDAW	TCB	5	1	

**LEGEND**

**BRN** - bull rock needed; EC measures not held during rain event  
**CS** - clean street and/or curb area  
**CW** - concrete washout, repair, not holding or needed  
**ECM** - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.  
**OF** - orange fencing; repair or needed  
**PBC** - properly bed and cover; sewer/water lines, inspection/reinspection needed  
**RSF** - repair silt fencing; replace, extend or needed  
**SCO** - sewer cap off; repair/missing 4" or 6" adaptor plug  
**SIP** - storm inlet protection; repair, replace, clean or needed  
**TCB** - trash containment box; broken, over full or not contained  
**YL** - yard loamed out, needs sod within 5 days  
**OTHER** - as described in report


<b>3rd Violation</b>	<b>\$500</b>
<b>4th Violation</b>	<b>\$750</b>
After 4th Violation is \$750 Increments.	

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004

Kristi Hester- 512-844-1041



	10/26/2021 Erosion Control Inspection Report			
	NALLE / Operator: PHIL KEYES			
Reunion Ranch	<b>VIOLATION</b>	<b>PIC#</b>	<b>VIOLATION NUMBER</b>	<b>AMOUNT OF FINE</b>
355 DELAYNE DR (LOT 34)	SIP (CLEAN)	1, 2	1	

**LEGEND**

BRN - bull rock needed; EC measures not held during rain event	3rd Violation	\$500
CS - clean street and/or curb area	4th Violation	\$750
CW - concrete washout, repair, not holding or needed	After 4th Violation is \$750 Increments.	
ECM - EC measures needed; sod, silt fencing, mulch, curlex, geo textile, etc.		
OF - orange fencing; repair or needed		
PBC - properly bed and cover; sewer/water lines, inspection/reinspection needed		
RSF - repair silt fencing; replace, extend or needed		
SCO - sewer cap off; repair/missing 4" or 6" adaptor plug		
SIP - storm inlet protection; repair, replace, clean or needed		
TCB - trash containment box; broken, over full or not contained		
YL - yard loamed out, needs sod within 5 days		
OTHER - as described in report		

**Inframark CONTACTS:**

Ceejay Jackson - 512.287.5004

Kristi Hester- 512-844-1041





**STORMWATER POND INSPECTION  
SAND FILTER SYSTEM**

DISTRICT: REUNION RANCH

DATE: 10/19/2021

WO #: 2671035

TECH.: TAMMY YBARRA

Pond Location	WQP 2-4 (END OF KATIE)
Pond water level	FULL
Does the pond drain within 48 hours?	YES
Sediment depth in the forbay?	FULL OF WATER
Sediment depth in the sand filter area?	FULL OF WATER
Trash found at site?	NO
Is vegetation below 18" in height?	YES
Trees or brush found in basin area?	NO
Condition of the media?	FULL OF WATER
Condition of vegetation around the out fall pipe	GOOD
Was sediment found in the under drain piping? Remove open clean out tops and check	NO
Any damage to structural elements (pipes, concrete drainage, retaining walls, gabion walls, etc.)?	
Trickle Channel or Splitter Box	1/2 FULL OF STANDIG WATER
Emergency bypass valve closed and operational	N/A
Are all inlets in area clear of debris and sediment?	FULL OF WATER

**COMMENTS:**



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**STORMWATER POND INSPECTION  
WET PONDS**

**DISTRICT: REUNION RANCH**

**DATE: 10/19/2021**

**WO #: 2671036**

**TECH.: TAMMY YBARRA**

<b>Pond Location</b>	WQP 3-1 (BEHIND 3105 REUNION RANCH)
<b>Pond water level?</b>	FULL
<b>Inlets in good structural condition?</b>	YES
<b>Inlets clear of accumulated sediment or debris?</b>	NO
<b>Trash found at site?</b>	NO
<b>Sinkhole, cracks or seeps visible in the embankment?</b>	NO
<b>Erosion present at shoreline?</b>	NO
<b>Erosion occuing around the inlets or outlet structures?</b>	NO
<b>Discharge valve open operational?</b>	N/A
<b>Condition of vegetation around the out fall pipe?</b>	OKAY
<b>Excessive algae blooms present?</b>	NO
<b>Invasive plants present?</b>	NO
<b>Trees or woody vegetation present on the dam or embankment?</b>	NO
<b>Sediment has accumulated and reduced the volume of the pond?</b>	NO DATA

**COMMENTS**

Wash out in the tag bolder area



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**STORMWATER POND INSPECTION  
WET PONDS**

DISTRICT: REUNION RANCH

DATE: 09/01/2021

WO#: 2617998

TECH.: TAMMY YBARRA

Pond Location	WQP 3-3 (Behind 3142 Reunion Ranch)
Pond water level?	FULL
Inlets in good structural condition?	N/A
Inlets clear of accumulated sediment or debris?	N/A
Trash found at site?	NO
Sinkhole, cracks or seeps visible in the embankment?	YES
Erosion present at shoreline?	YES
Erosion occuing around the inlets or outlet structures?	YES
Discharge valve open operational?	N/A
Condition of vegetation around the out fall pipe?	OKAY
Excessive algae blooms present?	NO
Invasive plants present?	NO
Trees or woody vegetation present on the dam or embankment?	NO
Sediment has accumulated and reduced the volume of the pond?	NO DATA
	Needs mowing, cannot see erosion due to high grass.

**COMMENTS:** **EROSION ON EMBANKMENT - WO 2461783**



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**STORMWATER POND INSPECTION  
WET PONDS**

<b>DISTRICT: REUNION RANCH</b>
<b>DATE: 10/19/2021</b>
<b>WO #: 2671035</b>
<b>TECH.: TAMMY YBARRA</b>

<b>Pond Location</b>	WQP 2-2 (MARY ELISE)
<b>Pond water level?</b>	FULL
<b>Inlets in good structural condition?</b>	YES
<b>Inlets clear of accumulated sediment or debris?</b>	YES
<b>Trash found at site?</b>	NO
<b>Sinkhole, cracks or seeps visible in the embankment?</b>	YES
<b>Erosion present at shoreline?</b>	YES
<b>Erosion occurring around the inlets or outlet structures?</b>	YES
<b>Discharge valve open operational?</b>	N/A
<b>Condition of vegetation around the out fall pipe?</b>	GOOD
<b>Excessive algae blooms present?</b>	NO
<b>Invasive plants present?</b>	NO
<b>Trees or woody vegetation present on the dam or embankment?</b>	NO
<b>Sediment has accumulated and reduced the volume of the pond?</b>	NO DATA

**COMMENTS: NEEDS MOWING**



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**STORMWATER POND INSPECTION  
WET PONDS**

**DISTRICT: REUNION RANCH**

**DATE: 10/19/2021**

**WO #: 2671035**

**TECH.: TAMMY YBARRA**

<b>Pond Location</b>	WQP 2-3 (ACROSS 249 REUNION RANCH)
<b>Pond water level?</b>	FULL
<b>Inlets in good structural condition?</b>	YES
<b>Inlets clear of accumulated sediment or debris?</b>	YES
<b>Trash found at site?</b>	NO
<b>Sinkhole, cracks or seeps visible in the embankment?</b>	NO
<b>Erosion present at shoreline?</b>	NO
<b>Erosion occuing around the inlets or outlet structures?</b>	NO
<b>Discharge valve open operational?</b>	N/A
<b>Condition of vegetation around the out fall pipe?</b>	N/A
<b>Excessive algae blooms present?</b>	NO
<b>Invalsve plants present?</b>	NO
<b>Trees or woody vegetation present on the dam or embankment?</b>	NO
<b>Sediment has accumulated and reduced the volume of the pond?</b>	NO DATA

**COMMENTS:**



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Open Work Orders for Pond maintenance & repair:

<b>WO#:</b>	<b>Location:</b>	<b>Work scheduled:</b>
2461680	Mary Elise Way, DP 2-2	Small Erosion issue, hole forming by Inlet – work has started
2461783	Jacksdaw Dr, DP 3-3	Erosion issue at embankment of Pond – work has started

Completed Work Orders for Pond maintenance and repair:

WO#:	Location:	Work scheduled:
1701893	Mary Elise Way, DP 2-2	Add grass seed around Pond area
1701898	Mary Elise Way, DP 2-2	Clean silt out of Inlet structure
2053455	591B Katie Dr, DP 2-4	Replace rock that washed out on road to Pond
2135542	Jacksdaw Dr, DP 3-1	Erosion issue at outfall/spillway, area around erosion control fabric and french drain s eroding
2155301	Mary Elise Way, DP 2-2	Clean Inlet
2155305	Reunion Blvd, DP 2-3	Clean Inlet
2276034	Jacksdaw Dr, DP 3-1	Clean Inlet – full of silt
2276039	Reunion Blvd, DP 2-3	Clean Inlet – full of vegetation and silt
2319072	591B Katie Dr, DP 2-4	Replace broken stack located in the sand basin
2319078	591B Katie Dr, DP 2-4	Clean Inlet by fence on far right, clean deep ditch inlet in back
2319098	Jacksdaw Dr, DP 3-1	Clean Inlet
2367082	591B Katie Dr, DP 2-4	Clean silt out of sand bay area so it will drain, clean splitter box – clean silt so it won't hold water, grade in front of splitter box in front of inlet
2387972	RRWCID District Area	Clean all storm outlets as identified on TCEQ Inspection
2466755	591B Katie Dr, DP 2-4	Replaced lock on gate
2483580	591B Katie Dr, DP 2-4	Reset No Trespassing sign
2483622	Mary Elise Way, DP 2-2	Safety issue on trail, Metal edging above ground, replace missing red/white striped gate arm
2396347	Jacksdaw Dr, DP 3-1	Clean silt from inlet – holding water
2543838	Jayne CV	Needs cleaning, remove leaves
2546492	Reunion Blvd, DP 2-3	Clean Inlet

2617180	Reunion Ranch Blvd, DP 2-3	Weld Ring onto end of gate to secure chain, clean inlets
2619039	Denise Cove Storm Drain	Clear vegetation from Bull Rock, remove sediment from inlet
2396357	Mary Elise Way, DP 2-2	Clean silt & vegetation from inlet – holding water – work has started
2275994	591B Katie Dr, DP 2-4	Investigate deep trench, remove vegetation – work has started
2646427	Reunion Ranch DP 2-3	Re-investigate if loop is still welded to gate to attach chain