

CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

AGENDA – BOARD OF ALDERMAN MEETING

DATE: Tuesday, December 5, 2023
TIME: 7:00 p.m.
PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Don Hagans	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Bruce Robertson	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Lynn Smith	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Terry Smith	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

- 2. Pledge of Allegiance & Thought
- 3. Recognize Visitors
- 4. Announcements, Proclamations or Presentations

Fire Chief Tim Campbell - Granite Shoals Fire Department – Eclipse Planning

- 5. Public Comment
(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

- 6. Consider Consent items:
The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.
 - a. Meeting Minutes for November 21, 2023
- 7. Discussion with Possible Action – Audit Engagement Letter with Neffendorf & Blocker, P.C.

DISCUSSION / INFORMATION ITEMS

- 8. Personnel -
 - a. City Administrator
- 9. Discussion of upcoming May Election deadlines:
 - a. Candidate Filing Dates: January 17, 2024, through February 16, 2024
 - b. Election Date: May 4, 2024
 - c. Positions include Mayor and 2 Alderman positions. Incumbents Mayor Olan Kelley, Alderman Tery Nuss and Don Hagans.
- 10. Review Planning and Zoning Commission Recommendations to BOA
- 11. Review assignments for the Planning and Zoning Commission
 - a. Review of current Planning and Zoning assignments
 - i. Commercial Zoning planning

b. The next P&Z meeting is scheduled for December 7, 2023, 3pm at City Hall.

HOME

- 12. Legislative Updates –
- 13. Drainage Issues –
- 14. Water Storage Tank Project Report
- 15. Review Water System –
 - a. Maintenance and Operations Issues
 - i. Electrical upgrades.
 - b. Portable generator connections
 - c. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
 - d. Drought Contingency Plan
- 16. Review Solid Waste Services –
- 17. Mayor’s Reports
 - a. HHPOA Storage
 - b. Codification Project Update

18. Aldermen Comments

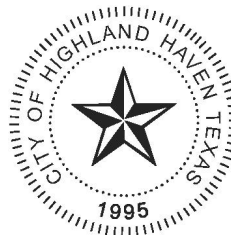
Next regular meeting – Tuesday December 19, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: November 30, 2023

CERTIFICATION OF POSTING

I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT WWW. HIGHLANDHAVENTX.COM ON THURSDAY, NOVEMBER 30, 2023, BY 5:00 PM AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.



Lezley Baum

 Lezley Baum, City Secretary

THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071 (Advice of Counsel), 551.072 (Real Property), 551.073 (Gifts or Donations), 551.074 (Personnel), 551.076 (Security), 551.087 (Economic Development) and/or 418.183 (Homeland Security).



Southern Burnet Co.

- Dividing the south end of the county into what we call PODS. We are staging units in each of the PODS.
- We have a COMMS truck coming in from Las Vegas NV. To assist with communications. This truck will only help with an overloaded dispatch center. It will not help in the event that we lose internet service.
- Controlling traffic crossing 281 bridge we will have an emergency lane open at all times controlled by MPPD officers.
- We will have a paramedic within COMMS at all times during the event to assist in prioritizing calls. This medic will take non-life threatening calls and prioritize them on whether or not to send resources or not.
- Mutual aid units
Pedernales 2 Engines with crews
Travis Co ESD1 1 Engine with crews
- Fire crews are working out the details on protocols for fire crews transporting patients directly to hospitals in fire trucks in the event we run out of ambulances.
- EOC (emergency operating center) will be up and running during event with a rep from BearCom
- Schools will be closed on Monday / try and use those parking areas for the out-of-towners that have not made reservations.



City of Granite Shoals / ESD3 / ESD5

- The city will be hosting 200 campers Quarry Park
- All Fire / PD units will be on duty Friday – Tuesday
- Divided the city into 5 divisions
- Marble Falls Area EMS will staff a second ambulance in GS
- Possibly a AirEvac / Careflight helicopter as well
- City will purchase 10 to 15 UHF marine handheld radios
- City will purchase additional fuel cans
- City has ordered 2 - 2000gal fuel tanks diesel / gasoline
- PD Incident Command truck will be up and running at fire station
- We will be self sufficient during these 5 days cooking all own food
- We will be meeting with our churches about temp shelters
- City boats Fire / PD will be on the water (possible staffed on Monday)
- We will have a 24hr wrecker dedicated to the city for towing or moving vehicles
- The city will install 3 land lines city hall, fire station and police station for communications

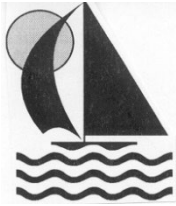


What to Expect

- Longer drive times
- Shortages of food in stores
- Shortages of fuel
- Cell service not working
- Our dispatch going down
- Out of towners parking in vacant lots (trespassing)
- City parks overran (Lake traffic)

Planning

- Stock up on food / water
- Extra fuel
- Have your medications
- Try and stay home as much as possible



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, November 21, 2023
TIME: 7:00 p.m.
PLACE: Highland Haven Community Center

- | | | |
|---|----------|---------------------------------|
| 1. Open Meeting and Establish Quorum/Roll Call– Mayor | | |
| Mayor Pro Tem Terry Nuss | ✓Present | <input type="checkbox"/> Absent |
| Aldersperson Don Hagans | ✓Present | <input type="checkbox"/> Absent |
| Aldersperson Bruce Robertson | ✓Present | <input type="checkbox"/> Absent |
| Aldersperson Lynn Smith | ✓Present | <input type="checkbox"/> Absent |
| Aldersperson Terry Smith | ✓Present | <input type="checkbox"/> Absent |

Mayor Kelley opened the meeting at 7:00 pm.

2. Pledge of Allegiance & Thought
Mayor Kelley led in the Pledge of Allegiance.
3. Recognize Visitors
No visitors were present.
4. Public Comment
(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)
5. Presentations, Announcements, Recognitions and Proclamations.
Informational only; no action to be taken.

ACTION ITEMS

6. Consider Consent items:
The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.
 - a. Meeting Minutes for November 7, 2023
 - b. October 2023 Financials
 - c. October 2023 Utility Report
 - d. November 23 Sales Tax Report**Motion to approve consent items made by Terry Nuss, seconded by Don Hagans.**
Vote 5-0
7. Discuss with Possible Action –Arch Technical Services, LLC (dba ATS Engineers, Inspectors & Surveyors) service agreement.
Motion to direct the Mayor to negotiate and sign contract with Arch Technical Services LLC made by Don Hagans, seconded by Lynn Smith.
Vote 5-0
8. Discuss with Possible Action – Application for LCRA Grant Funding.
Motion to move forward with grant application to LCRA for purchase of a generator made by Terry Smith, seconded by Bruce Robertson.
Vote 5-0
9. Discuss with Possible Action – Upcoming LCRA Steps Forward Day 2024.
No action taken.

DISCUSSION / INFORMATION ITEMS

10. Personnel-
 - a. City Administrator
 - b. Residency Requirements

11. Review Planning and Zoning Commission Recommendations to BOA
12. Review assignments for the Planning and Zoning Commission
 - a. Review of current Planning and Zoning assignments
 - i. Commercial Zoning planning
 - b. The next P&Z meeting is scheduled for December 7, 2023.
13. Legislative Updates
14. Drainage Issues
15. Water Storage Tank Project Report
16. Review Water System –
 - a. Maintenance and Operations Issues
 - ii. Winter Preparations
 - b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
 - c. Drought Contingency Plan
17. Review Solid Waste Services
18. Mayor's Reports
 - a. Codification Project Update
 - b. Accounting Software Conversion Project

19. Aldermen Comments

Next regular meeting – Tuesday December 5, 2023, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Motion to Adjourn made by Terry Nuss, seconded by Lynn Smith.

Vote 5-0

The meeting adjourned at 7:53 pm.

Olan Kelley, Mayor

ATTEST

Lezley Baum, City Secretary





NEFFENDORF & BLOCKER, P.C.

November 21, 2023

To the Honorable Mayor and Board of Aldermen
City of Highland Haven, Texas
Highland Haven, Texas 78654

We are pleased to confirm our understanding of the services we are to provide City of Highland Haven, Texas for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of City of Highland Haven, Texas as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Highland Haven, Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Highland Haven, Texas' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance- Budget and Actual-General Fund.
- 3) Statement of Revenues, Expenses and Changes in Net Position- Budget and Actual- Water Utility Fund.
- 4) Statement of Revenues, Expenses and Changes in Net Position- Budget and Actual- Solid Waste Utility Fund.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

TEL: 830 997 3348 EMAIL: info@nb-cpa.com

P.O. Box 874 · 512 S Adams Street, Fredericksburg, TX 78624

MEMBER AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS & TEXAS SOCIETY OF CPAs

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of City of Highland Haven, Texas and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed,

will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Highland Haven, Texas' compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Highland Haven, Texas in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. 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 agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Neffendorf & Blocker, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Neffendorf & Blocker, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Hayley Blocker, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately January 1, 2024 and to issue our reports no later than March 31, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$7,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. 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.

Reporting

We will issue a written report upon completion of our audit of City of Highland Haven, Texas' financial statements. Our report will be addressed to the Honorable Mayor and Board of Aldermen of City of Highland Haven, Texas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in

advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Highland Haven, Texas is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to City of Highland Haven, Texas 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 as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Neffendorf + Blocker, P.C.

NEFFENDORF & BLOCKER, P.C.

RESPONSE:

This letter correctly sets forth the understanding of City of Highland Haven, Texas.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



IMPORTANT DATES FOR CANDIDATES

CITY OF HIGHLAND HAVEN

GENERAL ELECTION - MAY 4, 2024

December 18, 2023	Deadline to Post Notice of Candidate Filing.
January 1, 2024	First day to file a ballot by mail.
January 17, 2024	First day to file for a Place on the General Election Ballot.
February 16, 2024	Last day to Order General election for May 4, 2024.
February 16, 2024	Last day to file for place on ballot as regular candidate.
February 20, 2024	Last day to file for place on ballot as write-in candidate.
April 4, 2024	Last Day to register to vote for May 4, 2024 election date.
April 22, 2024	First Day of Early Voting.
April 23, 2024	Last day to apply for a ballot by mail.(received not postmarked)
April 30, 2024	Last day of early voting by Personal Appearance.
May 4, 2024	Election DayPolls open 7am – 7pm

*****OATHS OF OFFICE FOR NEWLY ELECTED OFFICIALS*****

Estimate

1. Install electrical control devices to shutdown small VFD while in generator run mode with utility transferred to emergency power

Total Cost \$1500.00

2. Install new LED lights in water plant
Two 4' LED strips in pump room and one 8' LED strip in storage room

Total Cost \$550.00

3. Install one wall pak on exterior of building at garage door
Install two new flood lights on pole supplied by others at the back corner of the building
The lights proposed are attached in a separate file or will be equal to the attachment

Total Cost \$1200.00

Plus tax

Bobby Sanford

Bobby Sanford LLC dba Electric-S

DESCRIPTION

Replace existing metal halide flood fixtures with these more efficient color selectable LED flood fixtures.

FEATURES

- Delivers up to 151 LPW for highly efficient performance
- Knuckle mount adjusts up to 180° (90° left and 90° right)
- Yoke mount adjusts up to 180° (90° left and 90° right)
- Slipfitter adjusts up to 180° (90° left and 90° right)
- Trunnion adjusts up to 180° (90° left and 90° right)
- 0-10V dimming; see Dimmer Compatibility for list of compatible dimmers
- 11.81” whip on 15W to 80W fixtures; 19.69” whip on 105W to 140W fixtures
- Light output changes depending on the color temperature selected; see Selectable Table for full breakdown
- Color temperature can be adjusted using the dip switch on the top of the fixture; see installation instructions for more information

LISTINGS

- UL rated for wet locations
- IP65
- FCC
- DesignLights Consortium® 5.1 Premium - meets the requirements for the highest DLC qualification for efficacy and lumen maintenance

PERFORMANCE

- CRI: >80
- CCT: 3000K, 4000K, 5000K
- LED L70 Lifetime: 100,000 Hours

THERMAL

- -31°F to 122°F or (-35°C to 50°C) operating temperature

ELECTRICAL

- THD: ≤20%
- Power Factor: ≥0.9
- Input Voltage: 120-277V
- Surge Protection: 2.5kV (15W-60W), 4kV (80W-140W)
- Dimmable power supply (0-10V)

INSTALLATION

- Designed for installation with included mount; see Performance Summary for a full breakdown of which mount is included. For information on how to install these fixtures, see installation instructions.

CONSTRUCTION

- Die-cast aluminum housing
- Durable polyester bronze powder coating withstands demanding environments
- Clear impact-resistant tempered glass lens

project name	type
catalog number	
comments	voltage
approved by	date



WARRANTY

- 5 year limited warranty; see pltsolutions.com for warranty details

APPLICATIONS

- Safety and Security Lighting
- Sign Lighting
- Building Facades

Item #	Watts*	CCT*	Beam Angle	CRI	Dimming	Voltage	Replaces	Mounting	BUG	DLC#	DLC Rating
PLTS-12339	15W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	70W MH	Knuckle	B1-U0-G0	PLTSNH211151	5.1 Premium
PLTS-12340	15W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	70W MH	Yoke	B1-U0-G0	PLTSNH211153	5.1 Premium
PLTS-12341	25W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	100W MH	Knuckle	B1-U0-G0	PLTSNH221151	5.1 Premium
PLTS-12342	25W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	100W MH	Yoke	B1-U0-G0	PLTSNH221153	5.1 Premium
PLTS-12343	35W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	150W MH	Knuckle	B2-U0-G0	PLTSNH231151	5.1 Premium
PLTS-12344	35W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	150W MH	Yoke Mount	B2-U0-G0	PLTSNH231153	5.1 Premium
PLTS-12345	60W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	175W MH	Knuckle	B3-U0-G1	PLTSNH241151	5.1 Premium
PLTS-12346	60W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	175W MH	Yoke	B3-U0-G1	PLTSNH241153	5.1 Premium
PLTS-12347	80W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	250W MH	Slipfitter	B3-U0-G1	PLTSNH251154	5.1 Premium
PLTS-12348	80W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	250W MH	Yoke	B3-U0-G1	PLTSNH251153	5.1 Premium
PLTS-12349	105W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	250W MH	Slipfitter	B4-U0-G1	PLTSNH261155	5.1 Premium
PLTS-12350	105W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	250W MH	Yoke	B4-U0-G1	PLTSNH261153	5.1 Premium
PLTS-12351	140W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	400W MH	Slipfitter	B4-U0-G1	PLTSNH271155	5.1 Premium
PLTS-12352	140W	3000K / 4000K / 5000K	145°	>80	0-10V	120-277V	400W MH	Trunnion	B4-U0-G1	PLTSNH271152	5.1 Premium

*See Selectable Table for full breakdown

SELECTABLE TABLE

Wattage	CCT	Lumen	Efficacy
15	3000K	2097	140
	4000K	2259	151
	5000K	2194	146
25	3000K	3485	139
	4000K	3760	150
	5000K	3658	146
35	3000K	4642	133
	4000K	5034	144
	5000K	4864	139
60	3000K	7782	130
	4000K	8372	140
	5000K	8178	136
80	3000K	10,712	134
	4000K	11,509	144
	5000K	11,325	142
105	3000K	13,243	126
	4000K	14,129	135
	5000K	13,616	130
140	3000K	17,894	128
	4000K	19,158	137
	5000K	18,672	133

DIMMER COMPATIBILITY

Brand	Model
Leviton	SD710
Leviton	IP710
Legrand	RH4FBL3PW
Lutron	NFTV
Lutron	NTSTV
Lutron	DVTV

15W-35W W/ KNUCKLE MOUNT

Length: 5.79"
 Length (with mount): 9.21"
 Width: 7.40"
 Depth: 2.67"
 Weight: 2.34 lbs
 Weight (with mount): 2.65 lbs

Knuckle Mount Length: 3.47"
 Knuckle Mount Width: 2.64"
 Knuckle Mount Height: 1.89"



60W W/ YOKE MOUNT

Length: 7.44"
 Length (with mount): 9.13"
 Width: 9.7"
 Depth: 3.03"
 Weight: 4.10 lbs
 Weight w/ mount: 4.81 lbs

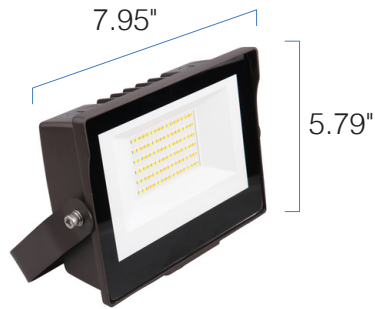
Yoke Length: 10.31"
 Yoke Width: 6.02"
 Yoke Height: 1.18"



15W-35W W/ YOKE MOUNT

Length: 5.79"
 Length (with mount): 7.24"
 Width: 7.95"
 Depth: 2.60"
 Weight: 2.34 lbs
 Weight (w/ mount): 2.87 lbs

Yoke Length: 7.95"
 Yoke Width: 4.92"
 Yoke Height: 1.10"



80W W/ SLIPFITTER MOUNT

Length: 7.44"
 Length (with mount): 16.06"
 Width: 10.24"
 Depth: 3.58"
 Weight: 4.10 lbs
 Weight (w/ mount): 6.88 lbs

Slipfitter Length: 12.91"
 Slipfitter Width: 10.24"
 Slipfitter Height: 2.87"



60W W/ KNUCKLE MOUNT

Length: 7.44"
 Length (with mount): 10.91"
 Width: 9.69"
 Depth: 3.03"
 Weight: 4.10 lbs
 Weight (with mount): 4.41 lbs

Knuckle Mount Length: 3.47"
 Knuckle Mount Width: 2.64"
 Knuckle Mount Height: 1.89"



80W W/ YOKE MOUNT

Length: 7.44"
 Length (with mount): 9.13"
 Width: 9.7"
 Depth: 3.03"
 Weight: 4.41 lbs
 Weight w/ mount: 5.11 lbs

Yoke Length: 10.31"
 Yoke Width: 6.02"
 Yoke Height: 1.18"



105W W/ SLIPFITTER MOUNT

Length: 9.09"
 Length (with mount): 15.94"
 Width: 11.42"
 Depth: 3.54"
 Weight: 7.2 lbs
 Weight (w/ mount): 8.82 lbs



Slipfitter Length: 6.93"
 Slipfitter Width: 4.88"
 Slipfitter Height: 2.87"

140W W/ SLIPFITTER MOUNT

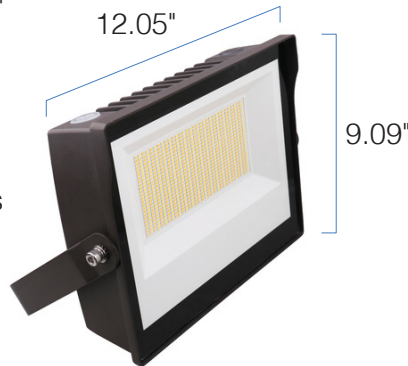
Length: 9.09"
 Length (with mount): 18"
 Width: 11.8"
 Depth: 4.06"
 Weight: 7.72 lbs
 Weight (w/ mount): 9.08 lbs



Slipfitter Length: 6.89"
 Slipfitter Width: 4.88"
 Slipfitter Height: 2.87"

105W W/ YOKE MOUNT

Length: 9.09"
 Length (with mount): 10.98"
 Width: 12.05"
 Depth: 3.9"
 Weight: 7.72 lbs
 Weight (w/ mount): 8.51 lbs



Yoke Length: 12.05"
 Yoke Width: 7.13"
 Yoke Height: 1.38"

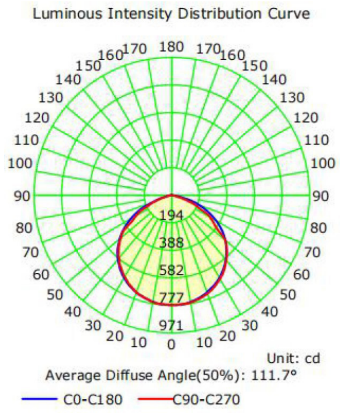
140W W/ TRUNNION MOUNT

Length: 9.09"
 Length (with mount): 15.4"
 Width: 11.8"
 Depth: 3.9"
 Weight: 7.72 lbs
 Weight (w/ mount): 9.08 lbs

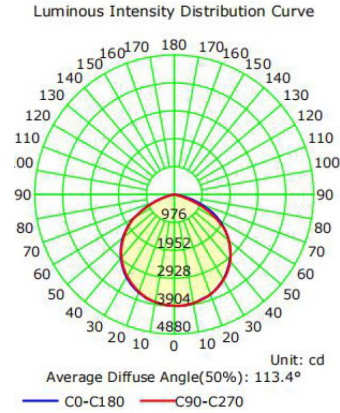


Trunnion Length: 7.13"
 Trunnion Width: 5.35"
 Trunnion Depth: 2.76"

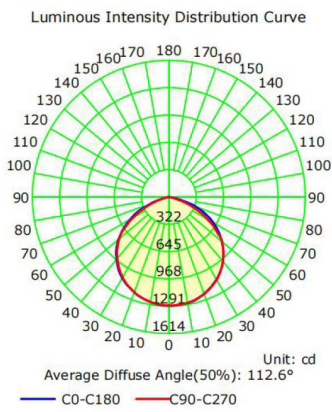
15W FLOOD FIXTURE



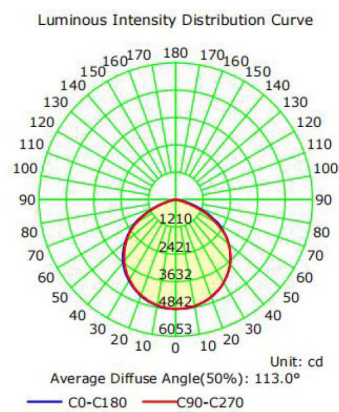
80W FLOOD FIXTURE



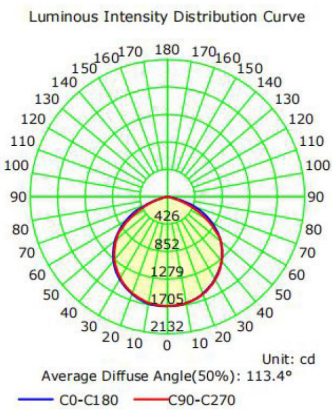
25W FLOOD FIXTURE



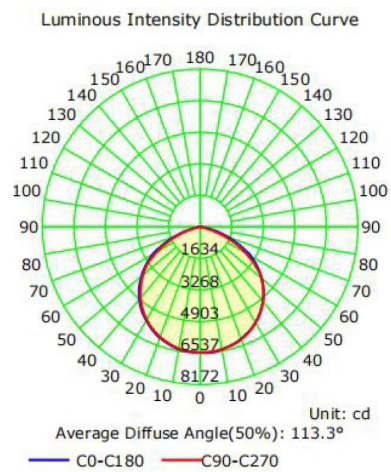
105W FLOOD FIXTURE



35W FLOOD FIXTURE



140W FLOOD FIXTURE



60W FLOOD FIXTURE

