



**AGENDA  
PARKS & RECREATION ADVISORY BOARD  
MEETING  
CITY OF LEANDER, TEXAS**



Leander Activity Center  
11880 Hero Way West, Suite 600 - Leander, Texas  
Tuesday, February 13, 2024  
Regular Meeting at 5:30 PM

<p><b>Clint Blaylock</b> <b>Joshua Mogford</b> <b>Cheryl McLaurin</b> <b>Stephen Cook</b></p>	<p><b>Paul Delafuente</b> <b>Marcia Back</b> <b>Juan Alanis, Jr.</b> <b>Council Liaison - Chris Czernek</b> <b>Staff Liaison - Mark Tummons</b></p>
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**REGULAR MEETING**

1. Open Meeting.
2. Roll Call.
3. City Council Liaison Update
4. Staff Liaison Update
5. Subcommittee Update

**CONSENT AGENDA: ACTION**


6. Approval of the minutes for the meetings held on October 10, 2023

**REGULAR AGENDA**

7. Discuss and consider recommending to City Council the name of a new park site.
8. Discuss and consider appointments of Board Chair and Vice Chair for one-year terms.
9. Discuss and consider Subcommittee assignments.
10. Future Agenda Items
11. Adjournment

**CERTIFICATION**

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Parks and Recreation Advisory Board of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 9th day of February 2024 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

  
Mark Tummons, Parks and Recreation Director



**EXECUTIVE SUMMARY**  
**2/13/2024**

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**AGENDA SUBJECT:**

Staff Liaison Update

**BACKGROUND:**

- a) Staff introductions
- b) Senior Activity Center
- c) San Gabriel Park, Athletic Complex and River Trail
- d) Bledsoe Pool Filter and UV Sanitizing System Upgrade
- e) Old Town Park
- f) Hyzers Disc Golf MOU
- g) Lakewood Park Large Area Event Council Approved Fees
- h) Athletic Coordinator & Recreation and Aquatic Coordinator Positions
- i) Advisory Board – Staff Functions
- j) Phase 4 Water Conservation

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

**Amount requested:**

**Approved in current budget (Yes / No):**

**Expenditure (New / Amended):**

**Recurring or one-time:**

**Fund source (Operating / Utility / etc.):**

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**Fiscal Impact**

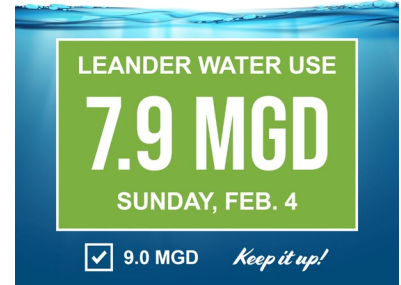
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**Attachments:**

- 1. BCRUA-pipeline-phase4-20240205

# BCRUA pipeline repair, shutdown expected in March

Starting Wednesday, Feb. 28, contractors for the Brushy Creek Regional Utility Authority (BCRUA) will begin replacing approximately 1,400 feet of 36-inch underwater pipeline used to convey raw water from Lake Travis to the BCRUA water treatment plant, Leander's primary source for potable water. On Thursday, Jan. 18, Leander City Council received a presentation on the planned repair.



- [View the slide deck](#)
- [Watch the presentation](#)

## Phase 4 measures start Feb. 12

Project construction will require a shutdown of the BCRUA water treatment plant, thereby reducing Leander's overall capacity of potable water from roughly 24 million gallons per day (MGD) to 9 MGD. In order to curtail water demands and consumption, Leander will transition to Phase 4 emergency conservation measures starting Monday, Feb. 12, in an effort to reduce all nonessential water uses.

- [View the Phase 4 guide](#)

**All Leander water customers should turn off irrigation systems and limit all nonessential water uses.** Phase 4 measures are designed to limit the daily water demand to no more than 50 percent capacity. Reduction to no more than 9 MGD is required from the start of repairs on Feb. 28 through its completion by the first week of April. In January, Leander water customers averaged 8.6 MGD with a maximum usage of 11.7 MGD recorded on Jan. 16.

## Council approves resolution supporting Phase 4 actions

02/01/2024 – Leander City Council approved a resolution Thursday, Feb. 1, in support of emergency water conservation measures related to the BCRUA pipeline replacement project. Several temporary actions listed in the resolution will be implemented in conjunction with the City's Phase 4 transition starting Feb. 12. Some actions include ceasing issuance of new bulk meters, irrigation permits, and pool permits.

- [View the Resolution](#)

Read more about Phase 4, BCRUA pipeline history, and frequently asked questions below.

## **Phase 4 conservation**

The anticipated shutdown of the BCRUA water treatment plant will prompt the City of Leander to initiate Phase 4 water conservation measures starting Monday, Feb. 12, and is expected to continue until repairs are complete, which is estimated by the first week of April. Phase 4 emergency response measures are part of the City's overall water conservation and drought contingency plan.

- [View the water conservation plan](#)

Phase 4 conservation measures restrict any or all nonessential uses of water. Everyday water uses like drinking, bathing, and washing clothes and dishes are still allowed. However, all other nonessential water uses should be reduced as much as possible to keep water demands low.

Customer actions during Phase 4:

- Turn off irrigation systems completely.
- Check faucets, pipes, and appliances for potential water leaks and contact a licensed plumber to repair immediately.
- Minimize total water usage to the greatest extent possible.

City actions during Phase 4:

- Shut off irrigation systems at City-owned facilities.
- Read meters as often as needed to ensure program compliance for the benefit of all customers.
- Minimize flushing for dead-end mains.
- Prohibit applications for new, additional, expanded, or larger water service connections, meters, service lines, pipeline extensions, mains, or water service facilities unless a project is deemed necessary to facilitate system repair.

## Phase 4 enforcement

Each violation that occurs within a 12-month period during Phase 4 conservation measures may be enforced pursuant to the following:

Violation	Residential Customers	Commercial Customers
First offense	Courtesy warning	Courtesy warning
Second and subsequent offense(s)	\$1,000 and emergency disconnection*	\$1,000 and emergency disconnection*

\* Water service may be disconnected under the emergency disconnection procedures set forth in code of ordinances *Sec. 13.09.014(d)(1)* for a second violation that occurs during Phase 4 conservation.

### BCRUA pipeline history

On Dec. 19, 2020, a separation of 36-inch BCRUA underwater pipeline near an intake barge in Lake Travis prompted a shutdown of the BCRUA water treatment plant. Initial repairs were completed April 29, 2021.

- [View the slide deck](#)

In Aug. 2022, during routine monitoring, BCRUA contractors discovered a new leak in the previously repaired section of 36-inch underwater pipeline. Emergency repair work started Sept. 21 and completed Oct. 5. During that time, Leander advanced to Phase 4 emergency conservation measures as engineers conducted a controlled shutdown of the BCRUA water treatment plant to facilitate repairs.

- [View the slide deck](#)
- [Watch the presentation](#)
- [Watch the pipeline inspection](#)

On Feb. 14, 2023, during routine monitoring, BCRUA officials noticed a reduction in water pressure at the BCRUA raw water intake barge and determined that a ball joint connecting to the previously repaired section of 36-inch raw water pipeline had failed. Repairs and plant restoration were completed in March.

- [View the slide deck](#)
- [Watch the presentation](#)

On May 4, 2023, the City of Leander authorized BCRUA to purchase 1,400 feet of new 36-inch ductile-iron pipe. Replacement of the underwater pipe section is scheduled to begin Feb. 28, 2024. Funding for the \$6.7 million project is provided in part by BCRUA partner cities Leander, Cedar Park, Round Rock, and from Williamson County.

## **Frequently asked questions**

### **How does Leander receive its water?**

Leander drinking water comes from the surface water in Lake Travis, which is located approximately 13 miles northwest of Austin on the Colorado River in Travis County. Lake Travis water is managed by the Lower Colorado River Authority (LCRA) for flood control, water supply, electrical power generation and recreational purposes.

Leander water received from Lake Travis is treated at two facilities, which include the City-owned Sandy Creek water treatment plant and the regional [Brushy Creek Regional Utility Authority \(BCRUA\)](#) water treatment plant. Today, Leander's total water treatment capacity is roughly 24 million gallons per day (MGD), which combines 15 MGD from BCRUA and 9 MGD from Sandy Creek.

### **What does "Phase 4" mean?**

The City separates water conservation measures into four phases of escalation based on certain water supply conditions, which are defined in our [Water Conservation and Drought Contingency Plan](#). Phase 1 is the *least* restrictive in terms of water conservation goals and actions, and Phase 4 is the *most* restrictive.

Water uses regulated or prohibited under each phase are considered to be nonessential, and continuation of such uses during Phase 4 emergency water supply conditions may subject offenders to penalties of up to \$1,000 per violation.

### **Why not escalate to Phase 3?**

Since Phase 3 provides an exception for hand-held outdoor watering, it was not deemed restrictive enough to minimize water uses during the repair. Once Leander

stops receiving water from the BCRUA as of Wednesday, Feb. 28, our operating supply of drinking water will be temporarily reduced from 24 MGD to 9 MGD. Water demands must be strictly limited to ensure that total consumption does not exceed 9 MGD at any time.

### What does "MGD" mean?

MGD or "million gallons per day" is a measurement of water flow frequently used in measurement of water consumption. One MGD equals 133,680.56 cubic feet per day, or 1.5472 cubic feet per second, or 3.0689 acre-feet per day.

### What if we exceed 9 MGD during the repair?

Minimum amounts of water pressure must be maintained at all times in public water systems. If pressures drop below 20 pounds per square inch, Leander's system becomes vulnerable for bacteria from groundwater or dirt to seep into the pipe and affect the water supply.

If Leander water demands exceed our treatment capacity, the City could fail to maintain a proper amount of pressures and flows in our water system. If this happens, the City may have to issue a [boil water notice](#) to all customers and would risk damaging water system components that rely on constant, pressurized flows to function properly.

### Why does the BCRUA pipeline keep failing?

Several factors which may have contributed to previous failures in the BCRUA pipeline were investigated, but no one factor could be determined as the root cause. However, BCRUA engineers confirmed that each failure occurred within only a certain section of pipeline, and it remains particularly vulnerable. Replacing this section of pipe should significantly reduce risk of failure in the future.

### Why doesn't Cedar Park or Round Rock have this problem?

Unlike our [BCRUA partner cities](#), the majority of Leander's treated water supply comes from the BCRUA. When BCRUA operations are down, Leander is the most impacted and must implement stricter conservation measures. On most days, the BCRUA plant provides Leander with up to 15 MGD of treated water while our smaller Sandy Creek plant provides up to 9 MGD of treated water.

### How can Leander residents help?

(1) If you are a Leander water customer, turn off your irrigation system and encourage others to do the same until BCRUA pipeline repairs are complete. Leander's largest water demands come from residential and commercial irrigation system uses. (2) If you observe water violations elsewhere in the city, please [notify Code Enforcement](#) immediately.

### What about my vegetable garden?

Water uses deemed "essential" are necessary to sustain human and animal life, as well as maintain minimum standards of hygiene and sanitation. Although not common, if watering your vegetable garden is necessary to sustain life (i.e. primary food source), it would be considered an essential water use. In all other instances, outdoor watering of plants and landscapes are prohibited under Phase 4 conservation.

### Can I fill my swimming pool?

Use of potable water from the City's water system to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, ornamental ponds, Jacuzzi-type pools, or similar during Phase 4 conservation is prohibited.

**A RESOLUTION OF THE CITY OF LEANDER, TEXAS**

**RESOLUTION NO. 24-002-00**

**A RESOLUTION IN SUPPORT OF TEMPORARY ACTIONS DEEMED NECESSARY TO IMPLEMENT PHASE 4 RESPONSE MEASURES AS DESCRIBED IN THE WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN.**

**WHEREAS**, the cities of Cedar Park, Leander, and Round Rock are participating cities in the Brushy Creek Regional Utility Authority, Inc. (BCRUA), which was formed to develop a regional system for treating and distributing water from Lower Colorado River Authority sources; and

**WHEREAS**, in January 2021, September 2022, and February 2023, BCRUA conducted repairs on a certain failed section of 36-inch underwater pipeline used to convey raw water from Lake Travis to the BCRUA Water Treatment Plant, which is the City of Leander's primary water treatment source; and

**WHEREAS**, on May 4, 2023, the City authorized BCRUA to purchase 1,400 feet of new 36-inch ductile-iron pipe, and from February 28, 2024, through at least March 31, 2024, BCRUA contractors will commence construction to replace the pipeline section which had been subject to previous repairs; and

**WHEREAS**, in 2024, the City's total operating water treatment capacity is 24.1 million gallons per day (MGD) between the Sandy Creek Water Treatment Plant (9 MGD) and the BCRUA Water Treatment Plant (15.1 MGD), and pipeline construction will require a shutdown of the BCRUA Water Treatment Plant, thereby reducing Leander's overall capacity of potable water to 9 MGD; and

**WHEREAS**, in 2023, City water consumption demands through March and April averaged 8.9 MGD with multiple days exceeding 10 MGD, and water consumption demands in January 2024 averaged 8.7 MGD with multiple days exceeding 10 MGD; and

**WHEREAS**, according to the City's Water Conservation and Drought Contingency Plan approved October 10, 2023, customers shall adhere to Phase 4 response measures when there are major water line breaks or pump system failures that cause substantial loss of ability to provide water service, and when water demand approaches a reduced delivery capacity for all or part of the system; and

**WHEREAS**, the Interim City Manager has determined that Phase 4 response measures are necessary starting Monday, February 12, 2024, through at least March 31, 2024, to protect public health, safety, and welfare; and

**WHEREAS**, to manage water supply, the City will severely restrict or prohibit, as appropriate, all water system uses in the affected service area, which includes all City of Leander water customers.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THAT:**

Until construction to replace the 1,400 feet of 36-inch underwater pipeline used to convey raw water from Lake Travis to the BCRUA Water Treatment Plant is complete, thereby returning the City's water treatment capacity from 9 MGD to 24.1 MGD, Leander City Council will support Phase 4 emergency response measures needed to sustain reduced overall water demands during pipeline construction. Temporary measures may include, but are not limited to:

- (1) Cease water main and line flushing unless necessary to maintain regulatory compliance or for public health, safety, and welfare.
- (2) Cease or direct shutoff of all landscape irrigation at City-owned facilities, rights-of-way, public park areas, and public landscape areas.
- (3) Cease issuance of new bulk meters and direct shutoff of bulk meters currently connected to the water system.
- (4) Cease issuance of new water meters unless a project is deemed necessary to resolve the water system failure.
- (5) Cease issuance of permits for new, additional, or expanded irrigation systems.
- (6) Cease approval of permit applications for new, additional, or expanded swimming pools; and restrict filling of pools unless the source of water used is external to the water system.
- (7) Direct wholesale water customers to either implement similar mandatory conservation measures or cease water supply to the wholesale customer.
- (8) Monitor conditions and water usage as necessary to ensure compliance with emergency response measures.
- (9) Enforce mandatory conservation actions to ensure water system demand reductions.

**DULY PASSED AND APPROVED this the 1<sup>st</sup> day of February, 2024.**

**CITY OF LEANDER, TEXAS**



Christine DeLisle, Mayor

**ATTEST:**



Dara Crabtree, City Secretary



# PHASE 4 WATER CONSERVATION IN EFFECT

## NO OUTDOOR WATERING

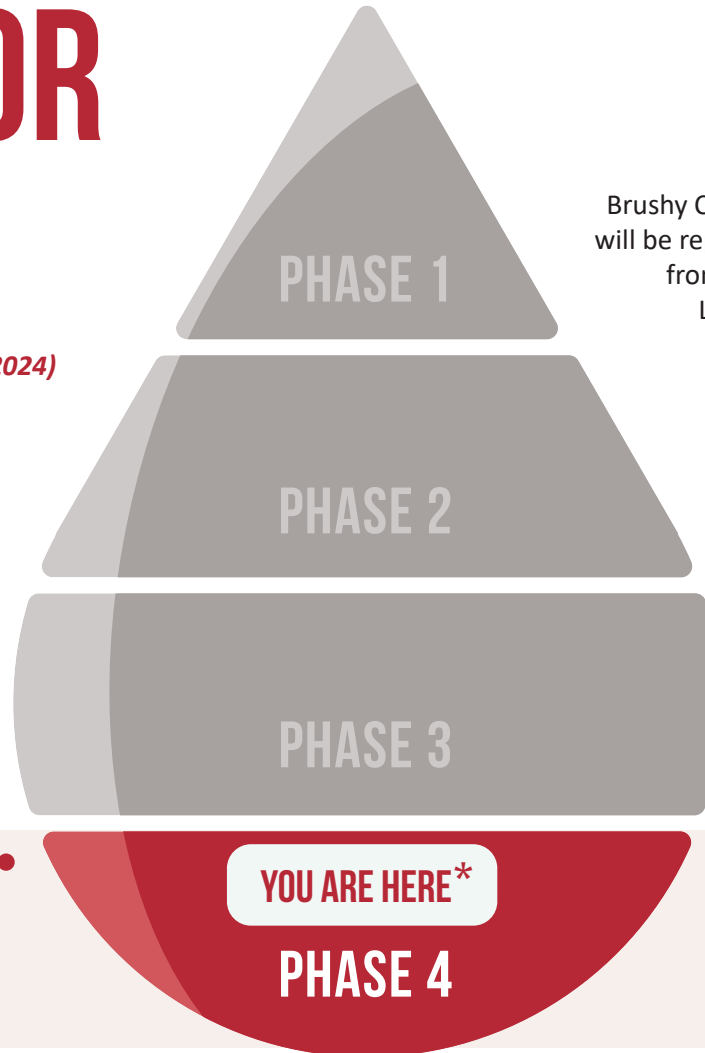
UNTIL FURTHER NOTICE (effective Feb. 12, 2024)

- Turn off irrigation systems completely
- Limit nonessential water uses

Everyday water uses like drinking, bathing, and washing clothes and dishes are still allowed. However, all other nonessential water uses should be reduced as much as possible to keep water demands low.

### WATER SYSTEM FAILURE

- If necessary, any or all nonessential uses of water may be restricted by the city.



## WHY?

Brushy Creek Regional Utility Authority (BCRUA) contractors will be replacing the 36-inch pipeline that supplies raw water from Lake Travis to the BCRUA water treatment facility, Leander's primary source for treated drinking water.

**Pipeline work will start Wednesday, Feb. 28, and may take 30-45 days to complete.**

During this time, the BCRUA water treatment plant will be out of service and Leander's water treatment capacity will be reduced from 25 million to 9 million gallons per day (MGD).

If demands are not reduced to **9 MGD or less**, water system failure may occur, which could include significant loss in water pressure, complete loss of service, or other damages.

- No new or expanded water service connections, meters, service lines, pipeline extensions, mains, or water facilities should be installed unless needed to resolve the system failure.



**EXECUTIVE SUMMARY**  
**2/13/2024**

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**AGENDA SUBJECT:**

Approval of the minutes for the meetings held on October 10, 2023

**BACKGROUND:**

Approval of the minutes for the meeting held on October 10, 2023. The December 12, 2023, meeting was canceled due to lack of quorum.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

**Amount requested:**

**Approved in current budget (Yes / No):**

**Expenditure (New / Amended):**

**Recurring or one-time:**

**Fund source (Operating / Utility / etc.):**

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**Fiscal Impact**

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**Attachments:**

1. October Minutes
2. December Minutes LPACC



**MINUTES**  
**PARKS & RECREATION ADVISORY BOARD**  
**Leander Activity Center**  
**11880 Hero Way West, Suite 600**  
**Leander, TX 78641**

**October 10, 2023 – 5:30 pm**

Parks & Recreation Advisory Board

Marcia Back  
Jordan John - Secretary  
Carlos St. James  
Stephen Cook – Vice Chair  
Paul Delafuente

Steve Hanes - Chair  
Cheryl McLaurin  
Mark Tummons - Director, Staff Liaison  
Chris Czernek – Council Liaison

**1. Call to Order**

Chair Hanes called the meeting to order at 5:34 pm

**2. Roll Call**

All of the boardmembers were present except for boardmembers Delafuente, John, and McLaurin.

**3. Public Comments**

Kathy Bonardi commented positively on the Bluegrass festival event.

**4. Approval of Minutes: August 8, 2023**

A motion to approve the minutes was made by Boardmember Back and then seconded by Boardmember St. James. The vote was 4 for, 0 against.

**5. City Council Liaison Update** none.

**6. Staff Liaison Update** included - Devine Lake and Bledsoe Park Playground Projects, Christmas Parade/Old Town Christmas Festival, User Fee Policy Review, Bryson Farmstead, Survey Results for Libertyfest, Budget FY 2024, Bledsoe Park Mural Project, CAPCOG Woodchipper, LYSA Contract Fall 2023, Lakewood Park splash park surfacing, Senior Activity Center, Pool Filter and UV Sanitizing System Upgrade, San Gabriel Park and Trail, Hyzers Disc Golf MOU, LISD High School Golf Agreement with Crytal Falls Golf Club, Eagle Scout Projects, Diwali Festival of Lights, Staff vacancies and new staff.

**7. Sub-Committee Updates:**

a. Natural/Environmental Resources sub-committee included updates on Future Park and Facility Mowing Contract.

b. Recreation/Athletic/Event sub-committee included Bluegrass Festival after action review, the Report on 23-24 Basketball season, volunteer appointments for upcoming events (i.e. Spooktacular; Veteran's Celebration; Christmas Parade).

c. Parkland Development, Comp Plan sub-committee – no update.

8. **Future Agenda Items** included inclusive play amenities at various parks, Old Town Park, Mason Homestead Refurbishment, Mason Creek Greenway Trail head, North Brushy Creek Trail development in Benbrook Park, Compensatory Cut in Lakewood Park, and 2023 Aquatic Report review.

9. **Adjourned**

The meeting was adjourned at 6:33 pm.

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CHAIR

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STAFF LIAISON



**MINUTES  
PARKS & RECREATION ADVISORY BOARD  
MEETING  
CITY OF LEANDER, TEXAS**



Leander Activity Center  
11880 Hero Way West, Suite 600 - Leander, Texas  
Tuesday, December 12, 2023  
Regular Meeting at 5:30 PM

**Clint Blaylock  
Joshua Mogford  
Cheryl McLaurin  
Stephen Cook  
Paul Delafuente**

**Marcia Back  
Juan Alanis  
Mark Tummons, Staff Liaison  
Chris Czernek, Council Liaison**

Meeting was canceled due to a lack of quorum.



**EXECUTIVE SUMMARY**  
**2/13/2024**

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**AGENDA SUBJECT:**

Discuss and consider recommending to City Council the name of a new park site.

**BACKGROUND:**

Horizon Lake subdivision begins planning in 2019 with a PUD Development Agreement approved by City Council in April 2020 which included the dedication of public park land. A parkland dedication plan was finalized in September 2020. The intent was to partner with the City to develop a public park with Horizon Lake being a key feature. The park dedication plan required at least 16.77 acres of parkland and minimally over \$191,000 in park improvements. The developers planned and did exceed both of those and have developed public park facilities to include: playground, picnic pavilion, fishing pier, parking lot and concrete walking trails. The maintenance and any future facilities is to be the responsibility of the City. It is being requested by the Director of Parks and Recreation that the Park Advisory Board approve and recommend to the Leander City Council to officially name the site "Horizon Lake Park". This coincides with the historical name of the Lake, the name of the subdivision development, and the name of the street (Horizon Lake Blvd.). In fact, Horizon Lake Blvd. passes through both sides of the park.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

**Amount requested:**

**Approved in current budget (Yes / No):**

**Expenditure (New / Amended):**

**Recurring or one-time:**

**Fund source (Operating / Utility / etc.):**

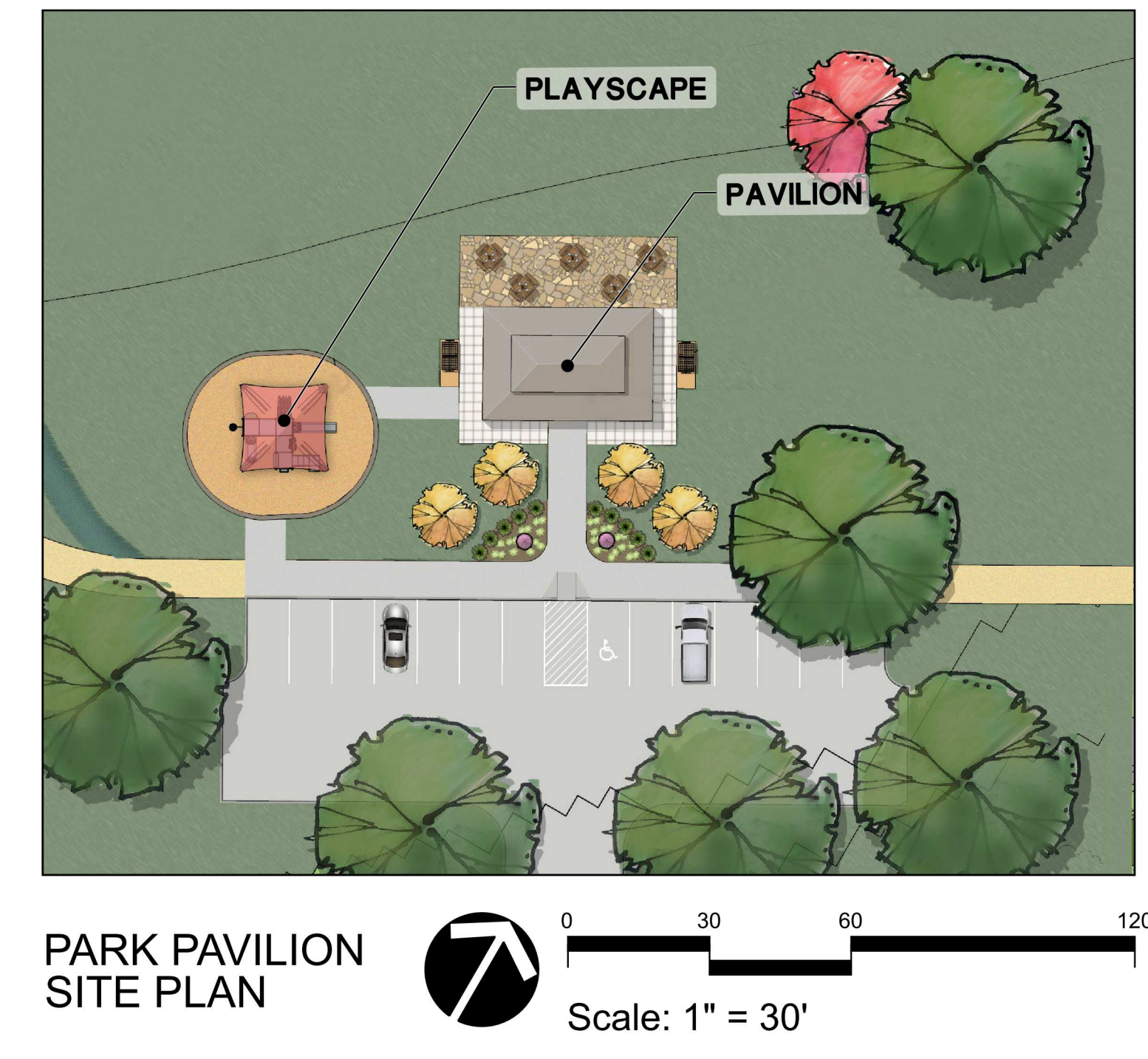
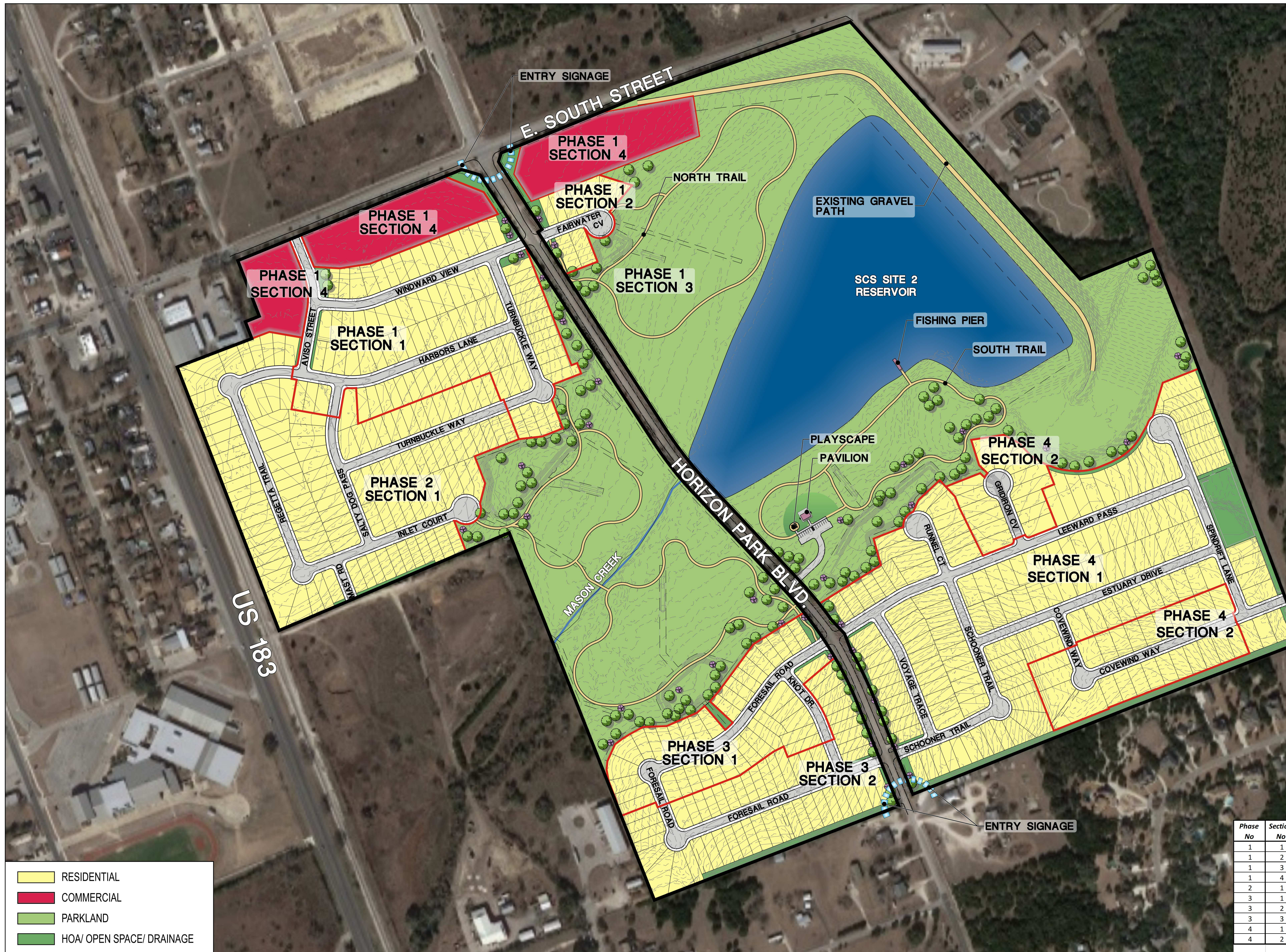
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**Fiscal Impact**

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**Attachments:**

1. Park Master Plan\_24x36



- RESIDENTIAL
- COMMERCIAL
- PARKLAND
- HOA/ OPEN SPACE/ DRAINAGE

Phase No	Section No	Lots	Parkland Required	Parkland Proposed	Floodplain Acres/Slope	Acres Credited	Park Acre Surplus/Deficit	Parkland Fee In Lieu Value	Recreation Improvement
1	1	89	3.12	0.00	0.00	0.00	0.00	0.00	\$ 35,600.00
1	2	8	0.28	0.00	0.00	0.00	0.00	0.00	\$ 3,200.00
1	3	0	0.00	84.22	72.30	48.08	0.00	0.00	\$ -
1	4	0	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
2	1	118	4.13	0.00	0.00	0.00	0.00	0.00	\$ 47,200.00
3	1	39	1.37	0.00	0.00	0.00	0.00	0.00	\$ 15,600.00
3	2	51	1.79	0.00	0.00	0.00	0.00	0.00	\$ 20,400.00
3	3	0	0.00	12.99	12.77	6.61	0.00	0.00	\$ -
4	1	136	4.76	0.00	0.00	0.00	0.00	0.00	\$ 54,400.00
4	2	38	1.33	0.00	0.00	0.00	0.00	0.00	\$ 15,200.00
		<b>479</b>	<b>16.77</b>	<b>97.21</b>	<b>85.06</b>	<b>54.68</b>	<b>37.92</b>	<b>0.00</b>	<b>\$ 191,600.00</b>



**EXECUTIVE SUMMARY**  
**2/13/2024**

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**AGENDA SUBJECT:**

Discuss and consider appointments of Board Chair and Vice Chair for one-year terms.

**BACKGROUND:**

Steve Hanes - Board Chair 2022-2023  
Jordon John - Board Chair 2021-2022  
Randy Hutchinson - Board Chair 2020-2021

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

**Amount requested:**

**Approved in current budget (Yes / No):**

**Expenditure (New / Amended):**

**Recurring or one-time:**

**Fund source (Operating / Utility / etc.):**

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**Fiscal Impact**

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**Attachments:**



**EXECUTIVE SUMMARY**  
**2/13/2024**

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**AGENDA SUBJECT:**

Discuss and consider Subcommittee assignments.

**BACKGROUND:**

Natural/Environmental Resources subcommittee – Previous Members: Carlos St. James

Recreation/Athletic/Event subcommittee – Previous Members: Jordan John

Parkland Development/Comprehensive Plan Review subcommittee - Previous Members: Steve Hanes

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

**Amount requested:**

**Approved in current budget (Yes / No):**

**Expenditure (New / Amended):**

**Recurring or one-time:**

**Fund source (Operating / Utility / etc.):**

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**Fiscal Impact**

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**Attachments:**