

**THE VILLAGE OF SAN LEANNA
AGENDA**

Regular Board of Aldermen Public Meeting
Thursday, September 19, 2024

7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A Meeting..... August 15, 2024

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty
2. Citizen Communication

C. ITEMS SCHEDULED FOR ACTION

1. Consideration to adopt TML-IRP Cyber Liability and Data Breach Response Interlocal Agreement.
2. Discussion and possible action on HMPG Generator Project design phase cost proposals.
3. Discussion and possible action regarding San Leanna Community Wide Garage Sale on October 12, 2024.
4. Consideration to place Village of San Leanna surplus items for auction on municibid.com.
5. Consideration of adoption of amended budget for FY 2023-2024, if needed.
6. Review and approve financial report for August 2024.

D. ITEMS FOR DISCUSSION

E. REPORTS AND INFORMATION

1. **Mayor's Report**..... Updates re: meetings/symposiums,
2. **Zoning Report**..... Certificates of Use:
Active Building permits:
3. **Administrative Report**... surveys/reports, complaints, admin updates
4. **Roads**..... Current road maintenance needs, road improv. projects, street signs, speed humps
5. **Public Affairs**..... newsletter, Community events
6. **Public Safety**..... Neighborhood Watch, public safety information, street lights
7. **Water**..... Water system info, drought status, Burn Ban info, drainage info, flood prevention
8. **Environmental**..... Tree Care Program, mowing/trimming, trash/recycling, burn piles

F. ADJOURNMENT

**** ALL ITEMS SPECIFICALLY MENTIONED SEPARATE FROM EXECUTIVE SESSION
MAY HAVE ACTION TAKEN ****

The Board of Aldermen of the Village of San Leanna reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code

Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

Posted _____ September 16, 2024

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearing
Thursday, August 15, 2024
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Danny Villarreal, Helen Rockenbaugh, Jonathan Fein, Mary Wright

Christa Gregg was absent.

Danny Villarreal moved to approve minutes of Regular B of A Meeting on July 18, 2024 with a correction to the reference to a trailer as a “camper” in Citizens Communication; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS’ COMMUNICATION

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village, noting extensive work on raising canopies throughout the Village and drooping branches on pecan trees.
2. Rocio Briones addressed council regarding rocks fall out of the netting in the Big Ditch near the River Oaks end.

C. ITEMS SCHEDULED FOR ACTION

1. Council discussed the overgrown vacant lot at 11404 Circle Drive. Danny Villarreal moved to notify the owner of the property requesting that they mow the first 20-30 feet off the road and remove the dead wood from the property; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Danny Villarreal moved to issue the Mayoral Arbor Day Celebration Proclamation designating November 2, 2024 as Arbor Day in the Village of San Leanna; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Council discussed drainage related quotes, including bamboo removal on Sunset Drive and the drainage easement at the end of Redbud Trail. Danny Villarreal moved to approve quotes from DNZ Landscaping as presented; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Council discussed the quote received from Verkada and Brightwatch for the installation of an intercom and updated access control at the Community Center. Danny Villarreal moved to table the quotes and explore additional options; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
5. Council discussed placing a security camera to monitor the drop box and parking lot at the San Leanna Community Center, located at 11906 Sleepy Hollow Dr, Manchaca TX, per the Village of San Leanna Video Surveillance Policy. Danny Villarreal moved to place a video surveillance camera pointed

at the gate of the south well yard; Jonathan Fein seconded; motion carried with a vote of 4 in favor – 0 opposed.

6. Danny Villarreal moved to adoption the amended budget for FY 2023-2024 updating the Flood Prevention budget to \$18,500; Jonathan Fein seconded; motion carried with a vote of 4 in favor – 0 opposed.
7. Danny Villarreal moved to approve financial report for July 2024; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. PUBLIC HEARING

1. Mayor Quirk opened the public hearing. City Administrator, Rebecca Howe, reviewed fund balances and presented the budget for FY 2024-2025 requesting an additional \$7,000 in the Road Maintenance budget for signs and sign installation. Council briefly reviewed and discussed the proposed budget for FY 2024-2025.
2. Rebecca Howe reviewed the proposed tax rate stating that the proposed property tax rate of \$0.2498 per \$100 valuation for FY 2024-2025 remained the same as the previous year but would increase the Village tax revenue due to increased property values and new properties in the Village.

Mayor Quirk closed the public hearing.

E. ITEMS SCHEDULED FOR ACTION

8. Danny Villarreal moved to adopt budget for FY 2024-2025 with changes presented by Rebecca Howe in the Public Hearing; Helen Rockenbaugh seconded; motion carried with a vote of, Mayor Quirk, Helen Rockenbaugh, Danny Villarreal, Jonathan Fein, and Mary Wright in favor – 0 opposed.
9. Danny Villarreal moved to ratify the adoption of the budget for FY 2024-2025; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
10. Helen Rockenbaugh moved by special motion to adopt the proposed property tax rate of \$0.2498 per \$100 valuation for FY 2024-2025; Mary Wright seconded; motion carried with a record vote of, Helen Rockenbaugh, Danny Villarreal, Jonathan Fein, and Mary Wright in favor – 0 opposed. The property tax rate was adopted by Ordinance No. R23-002.

F. ITEMS FOR DISCUSSION

G. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on Capital Metro meetings and events, as well as the upcoming TML conference. Mayor Quirk spoke briefly about loose dogs in the Village and Rebecca Howe provided an update on a few residents being charged an incorrect rate for Waste Connections trash services.

Rebecca Howe reported on a completed permit on River Oaks Drive and two new building permits being handled by Claire Dunn on for solar on Bluebonnet Ln and a generator on Circle Dr.

2. Administrative: Rebecca Howe reported on mowing notices, Lead and Copper sampling, an upcoming speedbump survey, and new complaint forms on the website.
3. Roads: Danny Villarreal reported that the revised quoted from Alpha Paving had been signed and the work was scheduled for about 3 weeks out.
4. Public Affairs: Mary Wright reported on Bingo in September and Trunk-or-Treat on October 26th. Council briefly discussed the need for pest control at the Community Center prior to events
5. Public Safety: Christa Gregg was not present to report on public safety.
6. Water: Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District had declared Stage 2 Critical Drought Status with a mandatory 30% conservation period. The City of Austin was in Stage 1 Drought. Mr. Fein reported that the water system was running smoothly and that well levels had fallen 8.3 ft. since the previous month, to a level of 143.1 ft. The burn ban was not in effect.

Jonathan Fein reported on stump and tree removal from ditches on Lake Drive.

Byron Townsend reported on the revised Lead and Copper rule report due October 26th.

7. Environmental: Helen Rockenbaugh reported on the Arbor Day event on November 2nd and plans for trimming back brush around signs in the Village. Mrs. Rockenbaugh reported on plans for tree dedications and placement of the Tree City signs. The ADA swing at Jim Payne Park had been replaced.

Plans to clean up dead branches would begin in October 2024 during the new budget cycle.

H. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Helen Rockenbaugh seconded; meeting adjourned at 8:43 pm.

Texas Municipal League Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as "Pool Members") to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the "Fund") for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov't Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.
 - a. Board. Refers to the Board of Trustees of the Fund.
 - b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.
 - c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.
 - d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.
 - e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member's election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.
 - f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to "reinsurance."
 - g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund's obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.
 - h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.
 - i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.
 - j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.
2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.
3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.
5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contribution for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustment. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.
8. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.
9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.
10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.
11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.
12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.
13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.
14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.
17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

EMPLOYER MEMBERS' FUND CONTACT (See Section 10):

Member Name _____

Name of Contact _____ Title _____

Mailing Address _____ Email Address _____

Street Address (if different from above) _____

City _____ Zip _____ Phone _____

SIGNATURE OF AUTHORIZED MEMBER OFFICIAL

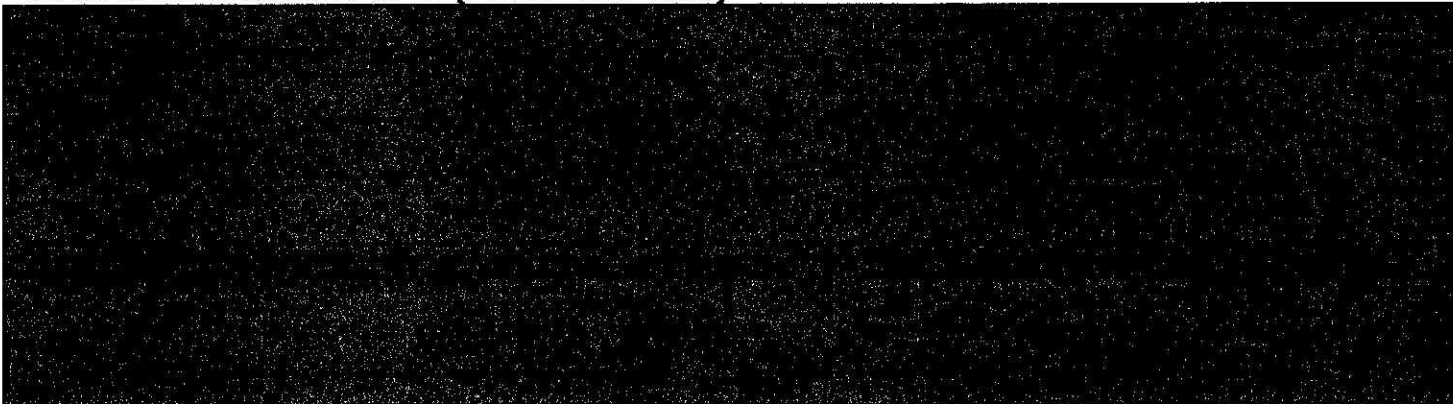
Title _____

Date _____

Member's Federal Tax I.D. Number _____ - _____

This Information is MANDATORY

TO BE COMPLETED BY FUND: (OFFICE USE ONLY)





WORKERS' COMPENSATION • PROPERTY • LIABILITY

CRITICAL ALERT:
Cyber Liability and Data Breach Response Coverage

DATE: June 7, 2024
TO: All Members with Core (Band 1) Cyber Coverage
RE: 2024-2025 *Cyber Liability and Data Breach Response Coverage* Updates

Dear Valued Member:

Since 2016, when the TML Risk Pool first began offering *Cyber Liability and Data Breach Response Coverage* (“*Cyber Coverage*”), cyber claims have exponentially increased in both frequency and severity.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That’s why the Board of Trustees recently created a new Cyber Fund and approved changes to the Pool’s Coverage structure, effective on October 1, 2024. *Members must elect to continue coverage or “opt-in” by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.*

MEMBERS THAT DON'T FOLLOW THE OPT-IN PROCEDURES WILL LOSE THEIR EXISTING CYBER COVERAGE EFFECTIVE AT MIDNIGHT ON SEPTEMBER 30, 2024.

Included in this packet are:

1. A two-page flyer **explaining the updated Cyber Coverage and why the Pool made certain adjustments to ensure the viability of the program.**
2. A **Limits Page** for the updated Cyber Coverage and a link to the updated Cyber Coverage Document, which shows the contribution increases and available limits.
3. A **new, separate Interlocal Agreement (contract)** to join the Pool’s new Cyber Fund.

Please review the above information.

If your entity wishes to continue Cyber Coverage, simply review, complete and sign, and return the completed Cyber Fund Interlocal Agreement as soon as possible but no later than September 30, 2024. (Each Member must follow their own statutory and local policies related to contract approval prior to signing.) You can either scan and return the completed and signed agreement by email to underwriting@tmlirp.org or mail or ship it to Cyber Coverage, c/o TML Intergovernmental Risk Pool, P.O. Box 149194, Austin, Texas 78714. To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement. An executed copy of the agreement will be returned to you.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

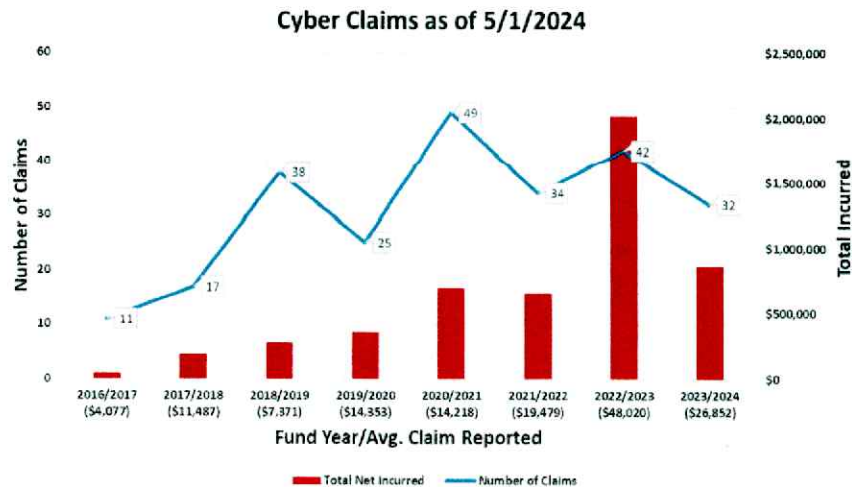
TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

P.O. Box 149194 • Austin, Texas 78714-9194 • www.tmlirp.org

CRITICAL ALERT: The Pool's NEW Cybersecurity Fund

Introduction

In 2016, the Pool recognized its Members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. As shown by the chart below, cyber claims have exponentially increased in both frequency and severity since that time.



Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated *Cyber Liability and Data Breach Response Coverage* ("Cyber Coverage"), effective October 1, 2024, for those Members who opt-in and sign the Cyber Liability Interlocal Agreement. Read on for details.

Of course, nothing can cover every possible scenario. That's why each Member *must* take steps to protect themselves, and we can help you do so (regardless of whether you choose our cyber coverage). **Most cyberattacks are preventable, and local officials should implement basic policies, train on them, and follow them.** (See the final section below on loss prevention to learn more.)

The New Cyber Fund – Ensuring the Viability of the Pool's Cyber Coverage

Cyberattacks are becoming more common, more sophisticated, and more expensive. In fact, the Pool's cyber claims have increased exponentially since 2016. Right now, if every Member of the Pool was hit by a coordinated attack, the Pool's *total exposure is in the billions of dollars*. Thankfully, that hasn't happened. But the Pool is updating its Cyber Coverage to ensure that it never does.

The following is a brief overview of the changes:

- The Pool is creating a **separate Cyber Fund** – each Member that wants to continue coverage **must sign a new, separate interlocal agreement (contract) to join the Fund**.
- The Pool's **total annual payout** for cyber claims will be **capped at \$25 million** – should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to **\$500,000 or \$1,000,000**, depending on whether Core or Core+ option is selected.
- **Cyber coverage contributions (premiums) will increase** based on a Member's elected limits. The new contribution ranges from \$1,000 to \$1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

The Coverage: What You Get

Some of the worst news a local official can receive is that they have fallen victim to a cyberattack. Whether criminals lock up your data and ask you for a ransom to restore it, they trick you into sending money to a fraudulent account and steal it, or whatever the form of an attack, the Pool's coverage provides, among other things:

- **Breach response**, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks – these experts help you lessen the damage from an attack.
- **Network business interruption**, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- **Cyber extortion**, which can help with ransom payments to recover data.
- **Data recovery costs**, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- **Fraud protection**, which can help (if certain conditions are met) with costs related to – for example – when an employee is tricked into sending money to a cybercriminal.

The above provides only a very basic overview of the coverage. Every claim is unique, and reading the above isn't a substitute for carefully reviewing the terms of the new interlocal agreement and coverage document. Please refer to the enclosed outline of the coverages, limit, and sublimit.

What You Need to Do to Continue Coverage

To continue coverage, simply review, complete and sign, and return the Cyber Fund Interlocal Agreement. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing.**) To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement.

As part of this process, we encourage you to review the 2024-2025 Cyber Liability and Data Breach Response Coverage Document that is stored on the Pool's Member Portal, which you can access from the Pool's website at www.tmlirp.org.

That's it! You'll be billed later for the costs of all your coverages, including the cyber coverage.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

Risk Management and Loss Prevention

As mentioned above, the best way to deal with a cyberattack is to avoid it altogether. The Pool has a dedicated Cyber Risk Services Manager – Ryan Burns (rburns@tmlirp.org) – who can assist any Member with loss prevention, including individual review of Member exposures and transfer of risk via contracts provisions, loss prevention efforts, appropriate coverage, and more.

Additional Resources

The Pool provides prevention education in various ways. The easiest to access are short podcast episodes and YouTube videos. For example, any local official who wants to know just how painful a cyberattack can be should listen to Episode 9c of the "Local Officials: Stronger, Together Podcast."

In the eye-opening episode, Scott interviews City of Tomball Assistant City Manager Jessica Rogers. Cyber-criminals hacked Tomball at the end of 2022, and the city is still — one year later — dealing with the aftermath. In this episode — which should be required listening for every city official in Texas (and beyond) — Jessica explains exactly what it's like to have essentially every computer system go down, including 9-1-1 dispatch, utility metering and billing, permitting, and everything in between. She also describes the long road to getting everything up and running. Don't miss our chance to learn from this chill-inducing story. (To listen, go to www.tmlirp.org, click on the "STP Podcast" link at the top of the page, and scroll down to Episode 9c.)

LIMIT PAGE

Your entity currently has **Core** Cyber Coverage with the Pool. The following is an abbreviated description of the Core and Core+ limit structure beginning October 1, 2024. The Coverage Document can be accessed at <https://members.tmlirp.org/downloads> (this link will ask you to log into the Member Portal for access).

A limit of \$25,000,000 is shared by all Members for aggregate losses occurring within the Fund Year as defined in the Cyber Liability and Data Breach Response Interlocal Agreement.

	Core	Core+
Tower 1 - Limit of Liability*	\$500,000	\$1,000,000
Data & Network and Media Liability Aggregate Limit of Liability	\$500,000	\$1,000,000
Retention	\$0	\$0
Tower 2 - Limit of Liability	\$100,000	\$250,000
First Party Loss		
Business Interruption Aggregate Sublimit	\$20,000	\$50,000
Cyber Extortion Loss Aggregate Sublimit	\$25,000	\$50,000
Data Recovery Costs Aggregate Sublimit	\$20,000	\$50,000
Reputational Loss Aggregate Sublimit	\$5,000	\$10,000
Retention (other than Business Interruption)	\$0	\$5,000
Income Loss Retention under Business Interruption	\$5,000	\$5,000
Third Party Loss		
Regulatory Defense and Penalties Aggregate Sublimit	\$25,000	\$75,000
Payment Card Liabilities & Costs Aggregate Sublimit	\$10,000	\$25,000
Retention	\$0	\$5,000
eCrime		
Fraudulent Instruction Aggregate Sublimit	\$25,000	\$50,000
Funds Transfer Aggregate Sublimit	\$25,000	\$50,000
Telephone Fraud Aggregate Sublimit	\$25,000	\$50,000
Criminal Reward	\$2,500	\$2,500
Retention (other than Criminal Reward)	\$2,500	\$5,000
Retention Criminal Reward	\$0	\$0
Tower 3 - Limit of Liability	\$100,000	\$150,000
Breach Response Aggregate Limit of Liability Beazley Response Services	\$100,000	\$150,000
Retention	\$0	\$0
New 2024-25 Annual Contribution	\$1,000	\$1,250
<i>Previous 2023-24 Contribution</i>	<i>\$175</i>	<i>\$247.24</i>

**The Tower 1 Limit of Liability changed from \$1 million to \$500,000 for Core limits and from \$2 million to \$1 million for Core+ limits. All other limits remained unchanged.*



September 12, 2024

Rebecca Howe
City Administrator
Village of San Leanna
P.O. Box 1107
Manchaca, TX 78652

Re: Proposal for Engineering Services
Village of San Leanna Sunset Well Generator

Dear Ms. Howe:

Ardurra Group, Inc. is pleased to submit this proposal for engineering services to the Village of San Leanna for the above referenced project.

Project Understanding

This project includes the following:

- Design of a permanent onsite outdoor propane driven standby generator.

Project Tasks

The following is our understanding of the required scope of service items specific to this project:

Design Phase

Ardurra's Team will conduct the following tasks during the design phase:

- Coordination with Village of San Leanna and utility providers.
- Topographic survey.
- Prepare electrical construction drawings including site plan, one-line diagrams and electrical details.
- Geotechnical foundation design.
- Structural design of the concrete foundation.
- Site/Civil design associated with the generator.
- Develop front-end documents with technical specifications.
- Develop opinion of probable construction cost (OPCC).

Bid Phase

Ardurra's Team will conduct the following tasks during the Bid Phase:

- Continue coordination with the Village of San Leanna.
- Attend Pre-Bid Meeting.
- Prepare any addenda and respond to bidder's questions regarding the proposed work.
- Review the Bid Tabulation and Provide a Recommendation of Award to the Village of San Leanna for the proposed work.
- Issue conformed documents.

Construction Phase

Ardurra’s Team will conduct the following tasks during the Construction Phase:

- Attend the Pre-Construction Meeting.
- Conduct one progress meeting.
- Review Construction Submittals.
- Respond to Requests for Information (RFIs), up to three.
- Attend the Final Project Walkthrough and Field Acceptance Meeting.
- Develop Record Drawings.

Project Duration and Proposed Fee

Task	Task Duration
Design Phase	75 Days from NTP
Bid Phase	30 Days
Construction Phase	In Sequence with Contractor’s Construction Schedule

The attached Fee Estimate is summarized below:

Task	Task Fee
Design Phase	\$52,703
Bid Phase	\$6,990
Construction Phase	\$12,248
TOTAL	\$71,941

Please note that this fee proposal only includes the tasks and fees for the work described above. A separate fee proposal can be developed for other services, such as Easement Documents, Permitting and Permitting Fees as needed per the Village of San Leanna request.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210-822-2232.

Sincerely,
Ardurra Group, Inc.
TBPE Firm No. F-10053



Byron Sanderfer, P.E., CFM
Public Works Practice Director – Central Region

Attachments: Attachment "A", Engineering Service Fee Development

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
8-1-2024 -- 8-31-2024**

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$326.45	\$268,470.18	\$268,796.63	(\$3,796.63)	\$265,000.00
102	FRANCHISE TAXES	\$1,090.85	\$13,657.43	\$14,748.28	\$251.72	\$15,000.00
103	INTEREST	\$1,399.09	\$11,526.48	\$12,925.57	(\$7,925.57)	\$5,000.00
104	BUILDING PERMITS	\$0.00	\$1,520.00	\$1,520.00	\$3,480.00	\$5,000.00
106	MISCELLANEOUS	\$0.00	\$24,247.50	\$24,247.50	(\$24,147.50)	\$100.00
107	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
108	REAL PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$2,816.39	\$319,421.59	\$322,237.98	(\$32,137.98)	\$290,100.00

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
112	ROAD MAINTENANCE	\$0.00	\$154.62	\$154.62	\$25,845.38	\$26,000.00
113	CITY ADMINISTRATOR	\$3,604.21	\$34,639.32	\$38,243.53	\$5,003.80	\$43,247.33
114	TML INSURANCE	\$0.00	\$5,423.32	\$5,423.32	\$0.68	\$5,424.00
115	LEGAL	\$565.00	\$7,803.50	\$8,368.50	\$1,631.50	\$10,000.00
116	TAXES	\$353.93	\$4,182.09	\$4,536.02	\$2,035.98	\$6,572.00
117	ENVIRONMENTAL MAINTENANCE	\$2,808.20	\$27,708.42	\$30,516.62	\$1,983.38	\$32,500.00
118	PUBLIC INFORMATION	\$89.00	\$287.77	\$376.77	\$423.23	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$254.76	\$2,540.67	\$2,795.43	\$404.57	\$3,200.00
121	OFFICE EXPENSES	\$380.72	\$5,823.17	\$6,203.89	\$796.11	\$7,000.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$783.50	\$783.50	\$216.50	\$1,000.00
123	APPRAISALS	\$0.00	\$1,052.61	\$1,052.61	\$447.39	\$1,500.00
124	BUILDING INSPECTIONS	\$515.00	\$3,110.00	\$3,625.00	\$1,375.00	\$5,000.00
125	MISCELLANEOUS	\$0.00	\$466.09	\$466.09	\$1,033.91	\$1,500.00
126	ARBORIST	\$710.00	\$7,585.00	\$8,295.00	\$5,485.00	\$13,780.00
128	COUNCIL EXPENSES	\$0.00	\$33.74	\$33.74	\$66.26	\$100.00
129	PUBLIC AFFAIRS	\$519.27	\$1,472.98	\$1,992.25	\$1,007.75	\$3,000.00
130	COMMUNITY CENTER	\$186.69	\$1,955.36	\$2,142.05	\$857.95	\$3,000.00
131	ENGINEER	\$0.00	\$95.00	\$95.00	\$1,405.00	\$1,500.00
132	FLOOD PREVENTION	\$1,200.00	\$900.00	\$2,100.00	\$16,400.00	\$18,500.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$620.69	\$620.69	\$879.31	\$1,500.00
136	ADVISOR	\$844.70	\$7,169.75	\$8,014.45	\$4,345.55	\$12,360.00
137	EMPLOYEE BENEFIT STIPEND	\$250.00	\$2,382.61	\$2,632.61	\$367.39	\$3,000.00
<u>TOTALS:</u>		\$12,281.48	\$117,690.21	\$129,971.69	\$78,211.64	\$208,183.33

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
8-1-2024 -- 8-31-2024**

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
201	WATER BILLING	\$8,444.13	\$108,905.98	\$117,350.11	\$7,649.89	\$125,000.00
202	WATER TAP FEES	\$0.00	\$5,607.00	\$5,607.00	\$3,993.00	\$9,600.00
203	METER DEP/CONNECT FEES	\$150.00	\$750.00	\$900.00	\$100.00	\$1,000.00
204	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
205	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$3,648.67	\$3,648.67
TOTALS:		\$8,594.13	\$115,262.98	\$123,857.11	\$15,491.56	\$151,543.33

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>AMENDED BUDGET</u>
210	WATER OPERATOR	\$2,860.00	\$28,600.00	\$31,460.00	\$2,860.00	\$34,320.00
211	DISTRICT FEES	\$0.00	\$4,602.95	\$4,602.95	\$1,597.05	\$6,200.00
212	MAINTENANCE/REPAIR	\$1,996.47	\$32,574.98	\$34,571.45	\$15,428.55	\$50,000.00
213	ELECTRICITY	\$684.80	\$5,859.83	\$6,544.63	\$2,455.37	\$9,000.00
214	BOOKKEEPER	\$1,802.11	\$17,319.67	\$19,121.78	\$2,506.89	\$21,628.67
215	BILLING SUPPLIES	\$18.50	\$1,264.59	\$1,283.09	\$616.91	\$1,900.00
216	METER READER	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
217	METER REFUNDS	\$100.00	\$0.00	\$100.00	\$900.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
221	CITY OF AUSTIN WATER	\$1,654.61	\$18,086.56	\$19,741.17	\$5,258.83	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$250.00	\$2,500.00	\$2,750.00	\$250.00	\$3,000.00
TOTALS:		\$9,366.49	\$110,808.58	\$120,175.07	\$39,173.60	\$159,348.67

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$51,731.15	\$63,141.67
TOTAL REVENUES	\$11,410.52	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$21,647.97	
ROAD FUND EXPENSES	\$0.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,399.09	\$23,047.06
ENDING BALANCE		\$40,094.61
CHECKBOOK BALANCE		\$40,094.61

TEXPOOL BALANCE:

BEGINNING BALANCE	\$310,958.40
DEPOSITS	\$0.00
INTEREST	\$1,399.09
TOTAL	\$312,357.49
WITHDRAWALS	\$0.00
ENDING BALANCE	\$312,357.49

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
8-1-2024 -- 8-31-2024**

ROAD IMPROVEMENT FUND 2022

REVENUES

BUDGET 23-24

301	CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$0.00	\$23,000.00	\$23,000.00
302	TRANSFER - CAPITAL METRO - RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
303	CAPMETRO - BTC - PROJECT REIMBURSEMENT 2022	\$0.00	\$0.00	\$0.00	\$0.00
304	TRANSFER - ROAD PROJECT RESERVED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
	<u>TOTALS:</u>	\$0.00	\$0.00	\$23,000.00	\$23,000.00

EXPENSES

310	ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311	<u>MISC</u>	\$0.00	\$0.00	\$0.00	\$0.00
	<u>TOTALS:</u>	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

REVENUES:

CURRENT MONTH YTD TOTAL DIFFERENCE BUDGET 23-24

501	CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$0.00	\$0.00
502	CLFRF RESERVE FUNDING	\$0.00	\$18,170.00	\$9,921.28	\$28,091.28
	<u>TOTALS:</u>	\$0.00	\$18,170.00	\$9,921.28	\$28,091.28

EXPENSES:

510	WATER SYSTEM IMPROVEMENTS - NORTH WELL - TBD	\$0.00	\$13,230.00	\$601.28	\$13,831.28
511	WATER SYSTEM IMPROVEMENTS - SOUTH WELL - TBD	\$0.00	\$0.00	\$0.00	0
512	PUBLIC HEALTH / INFRASTRUCTURE	\$0.00	\$4,940.00	\$9,320.00	\$14,260.00
	<u>TOTALS:</u>	\$0.00	\$18,170.00	\$9,921.28	\$28,091.28

HAZARD MITIGATION GRANT PROGRAM (HMGP) - GENERATOR

REVENUES:

CURRENT MONTH YTD TOTAL DIFFERENCE BUDGET 23-24

601	HAZARD MITIGATION GRANT FUNDING	\$0.00	\$0.00	\$0.00	\$139,426.20
602	LOCAL (10%) SHARE FUNDING - RESERVE	\$0.00	\$0.00	\$15,491.80	\$15,491.80
	<u>TOTALS:</u>	\$0.00	\$0.00	\$15,491.80	\$154,918.00

EXPENSES:

610	GENERATOR PROJECT	\$0.00	\$0.00	\$154,918.00	\$154,918.00
	<u>TOTALS:</u>	\$0.00	\$0.00	\$154,918.00	\$154,918.00

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$ 35,000.00	\$ 35,000.00
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$ 46,778.79	\$ 46,778.79
RESERVE FOR PROJECTS	\$ -	\$ -
TOTAL ROAD RESERVE	\$ 46,778.79	\$ 46,778.79
<u>GENERAL FUND CONTINGENCY</u>	\$ 47,000.00	\$ 47,000.00
<u>CLFRF - ARPA FUND RESERVE</u>	\$ 9,921.28	\$ 9,921.28
<u>CURRENT BUDGET RESERVE</u>	\$ 223,989.48	\$ 213,752.03
<u>Funds exceeding EOY Anticipated Expenses & Reserves</u>	\$ 103,456.27	\$ 96,366.79
<u>TOTAL TEXPOOL AND CHECKBOOK</u>	\$ 362,689.55	\$352,452.10
<u>TOTAL ALL RESERVED FUNDS</u>	\$ 362,689.55	\$ 352,452.10
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$ 103,456.27	\$ 96,366.79