



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

## EXHIBIT A

### Statement of Work (SOW) No. 27

#### TO MASTER SERVICES AGREEMENT

Statement of Work No. 27 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as GBA, dated October 7, 2020.

Through this SOW, CITY hereby authorizes GBA to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

**ASSIGNMENT:** The U.S. Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR) went into effect on December 16, 2021. All community and non-transient non-community public water systems are required to comply with the LCRR starting October 16, 2024. The LCRR requires water systems to prepare and maintain an inventory of service line materials by this date. In preparation for LCRR compliance, GBA will assist CITY with the development of a service line inventory (SLI) and associated paper and digital maps for public display. The CITY has identified the need for assistance with the completion of the following tasks by October 16, 2024.

#### SCOPE OF SERVICES:

##### TASK 1: ADMINISTRATION

Coordinate project goals and align CITY and GBA expectations and purposes. Subtasks will include:

SUBTASK 1: Project Management/Oversight.

SUBTASK 2: Invoices (5).

SUBTASK 3: Kickoff Meeting (1).

SUBTASK 4: Progress and Review Meeting (2).

##### TASK 2: SERVICE LINE INVENTORY DATABASE

SUBTASK 1: Database and Layer Schema Development. GBA will deploy the Lead Service Line Inventory Solution from ESRI and tailor it to meet the current needs of this project. A new geodatabase will be created to match the format present in the required form TCEQ-20943. Additional modifications will be incorporated to assist with more efficient database updates.

SUBTASK 2: Acquire and Process Water Utility Billing Records: GBA will acquire and process water utility billing records from CITY for the purposes of geodatabase population, service area verification, and QA/QC. The records will be cross-checked against existing meter data and used to verify the remaining meters/service lines to be created using the address points and/or parcel data previously identified, if necessary.

SUBTASK 3: Data migration and creation. Existing meter location data will be added to the geodatabase and flagged for future QA/QC processes. Address point data will be acquired from the Travis Central Appraisal District (TCAD) or the Capital Area Council of Governments (CAPCOG) and used as proxy locations for the remaining meter locations, where necessary. Parcel data from TCAD may also be used in this effort.

SUBTASK 4: SLI Confirmation and Meeting. GBA will provide CITY with access to a web map and/or web application for confirmation of the water utility service area and associated meters/service lines. CITY will review the available data and provide an update to GBA when staff are ready for a confirmation meeting. GBA will conduct one (1) one-hour meeting with CITY via Teams to discuss any necessary revisions prior to proceeding with the completion of the remaining tasks.

SUBTASK 5: Testing and Troubleshooting. GBA will test the deployed solutions and associated geodatabase to minimize the need for database revisions in future stages of the project.

### **TASK 3: RECORDS REVIEW**

SUBTASK 1: Review of Local Ordinances, Building Codes, Plats, etc. GBA will review local ordinances, building codes, subdivision plats, and other development-related materials to identify those with construction dates, pipe materials, and other pertinent information.

SUBTASK 2: Acquisition and Processing of Travis Central Appraisal District Data. GBA will acquire and process the most recent parcel dataset from TCAD to allow for construction date identification on parcels not included in the research performed during Task 3 Subtask 1.

SUBTASK 3: Identification of Post-1989 Structures and Developments. Based on information from TCEQ, Post-1989 Structures and Developments can be assumed to not contain lead service lines on either the public or private side. GBA will create a new feature layer and/or update the geodatabase with information from the reviews performed in the previous tasks. This process will allow for mass updates of the geodatabase and the exclusion of large areas of the city from further review for the initial service line inventory submittal.

### **TASK 4: SLI Verification**

SUBTASK 1: Inventory Verification. GBA will perform a final QA/QC of the SLI to confirm that all records represented in the water utility billing records have been included and updated with the relevant information.

SUBTASK 2: Inventory Verification Review Meeting. GBA will hold one (1) one-hour meeting with CITY in-person and over Teams to review the initial SLI, confirm that all known service lines have been identified, and discuss next steps.

### **PROJECT ASSUMPTIONS:**

1. No lead service lines are known to exist within the system based on interviews with CITY staff.

- 2. The initial inventory will include only a records review. Any investigations will be performed under a separate SOW after the release of the Lead & Copper Rule Improvements (LCRI) on or before October 16, 2024.
- 3. CITY will provide GBA with the most recent water utility billing records for use throughout the project.
- 4. CITY will review and approve the water utility service area and water meters/service lines prior to GBA initiating work on Tasks 3 and 4.
- 5. All other elements of LCRR compliance will be addressed under a separate SOW after the TCEQ has assessed the impact of changes included in the upcoming LCRI.

**ADDITIONAL SERVICES:**

Services specifically excluded under this Agreement include:

- 1. Any service not specifically listed.
- 2. Future SLI updates associated with changes outlined in the upcoming LCRI.
- 3. Field work associated with the verification and/or replacement of service line material.
- 4. The inclusion of any other dataset not explicitly referenced in the Scope of Services section above.

**COMPENSATION:**

TASK 1 FEE:	\$	5,100
TASK 2 FEE:	\$	17,800
TASK 3 FEE:	\$	7,100
TASK 4 FEE:	\$	5,000

**TOTAL:** \$ **35,000**

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: \_\_\_\_\_

By: Sarah Doherty

Date: \_\_\_\_\_

Date: 11/10/23