

Texas State # A 2022-0002
Task Order #4
Researching LCRA Electric and Elim Water Company, Inc. Easement Status

Project Background:

Recently, the City of San Marcos (City) received 393 electric easements from the Lower Colorado River Authority (LCRA) and 90 water easements from Elim Water Company, Inc. The City does not have all the necessary details of the recorded easements in their GIS system or the boundaries of the easement areas. It is important for the City to verify each of these easements has been accurately documented to avoid future expenses of research which could cause potential project delays. Researching each easement requires looking at multiple databases and online sources of historical plats and maps, identifying any record anomalies, capturing links to relevant documents, and providing updated easement information in a usable format. This process can take several hours per easement. City staff do not have the time to complete this tedious and time consuming—yet very important—task.

Texas State Tasks:

Faculty, staff, and students from Texas State University (TXST) will complete the following tasks for the each of the 393 former-LCRA electric easements and 90 Elim Water Company, Inc. easements:

1. **Create an Easement Research and Documentation Guide.** TXST will develop a how to guide documenting the steps students should follow to efficiently and completely gather and document easements transferred to the City from external entities. This guide will be approved by the City Project Manager prior to beginning work on Phase 1.
2. **Research current City easement information.** TXST will use City-supplied files, databases, and maps to determine if any information is currently available for each easement as a reference point before looking at external documents. For electrical easements, TXST will also attempt to determine if the City owns the relevant distribution poles.
3. **Perform easement research.** TXST will use various websites, approved in advance by the City Project Manager, to capture relevant documents which describe the location and boundaries for each recorded easement.
4. **Purchase easement-related documents** from the Hays County Clerk, including survey plats, restrictive covenants, fee simple and other similar documents which provide information to define the shape, size, and location of easements.
5. **Create easement shapefiles.** TXST will create shapefile boundaries for each easement or modify existing City shapefiles to match the available easement documentation.
6. **Link easement documentation** to the corresponding shapefile in the geodatabase.
7. **Perform QC/QA.** TXST will spot check a minimum of 33% of the recorded easements to verify accuracy and completeness of the information provided to the City.

8. **List unrecorded easements in a table.** For any unrecorded easements that arise within the LCRA and Elim easements, TXST will search existing City documentation to determine if there is any related information. If not, TXST will list all known information related to the unrecorded easements in a table. If there is related information in the City's existing data, TXST will confer with the City Project Manager for direction.
9. **Clean up source data for existing easements,** as needed. If during Task 1, TXST identifies incorrect source documents linked to easements, steps 3 -7 will be followed to correct the City's easement records.

San Marcos Responsibility:

- Provide relevant data for the LCRA electric and Elim Water Company, Inc. easements and a list of relevant websites related to easement searches
- Provide LCRA distribution alignment and existing easements dataset
- Provide a high-level overview of easement research during the project kick-off meeting
- Provide login information required to download documents from the Hays County Clerk's online portal
- Be available to provide guidance as needed during the project

Texas State Responsibility:

- Hold a kickoff meeting with relevant City staff
- Hold a meeting near the end of the Phase 1 to brief City staff on progress and discuss a proposed approach for completing the remainder of the easement research
- Hold quarterly meetings with City Project Manager to discuss project progress in more detail during Phase 2
- Make a project close-out presentation to relevant project staff on project deliverables at the end of Phase 2

Deliverables:

1. An instructional guide documenting how to perform easement research
2. A geodatabase including shapefiles and links to all relevant documents for each easement
3. A list of easements which were spot checked for quality
4. A list of all known information about unrecorded easements
5. A list of documents substituted for incorrectly matched easement documents

Project Schedule:

Phase 1 of this project will start upon signature by both Parties and end when TXST expenditures for this project are just under \$5000, or after 4 months have passed since full contract execution, whichever comes first

Phase 2 of this project will commence after TXST Phase I deliverables, and a Phase 2 cost estimate and completion date have been accepted by the City, and this contract has been amended accordingly.

The San Marcos Project Contract Manager may unilaterally extend the time for Texas State to complete Phase 2 of this project to allow for extenuating circumstances, documented in writing, without the necessity of amending this Agreement.

Project Budget:

Phase 1 (Pilot) costs will not exceed \$5,000

Phase 2 (Project Completion) costs will be provided by TXST and will be based on time estimates refined during Phase 1. This contract will be amended to reflect Phase 2 time and cost estimates before work begins on the second phase.

The City has the right to discontinue the project after Phase 1 if deliverable quality or the proposed Phase 2 cost is deemed unacceptable.

San Marcos Project Contact:

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**Task Order #4, Researching LCRA Electric Easements and Elim Water Company, Inc.
Status, is executed by:**

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DATE Sep 18, 2024