

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
OF WILLIAMSON-TRAVIS COUNTIES
MUNICIPAL UTILITY DISTRICT NO. 1

18 June 2025

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

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The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 (the "District"), of Williamson and Travis Counties, Texas, met in regular session, open to the public at 5:30 p.m. on the 18th day of June 2025, at The Park at Lakeline Oaks located at 1000 Old Mill Road, Cedar Park, Texas 78613, an official meeting place within the boundaries of the District, pursuant to notice duly given in accordance with the law, and the roll was called of the duly constituted officers and members of the Board, to wit:

Beth Jones	President
Hanoi Avila	Vice President/Treasurer
Christopher Rocco	Secretary
David Flores	Assistant Secretary
Carrol Norrell	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present in person were Sarah Teal, a former resident of the District; Linda Fabre, Tina Flores, Happy Norrell, George Craig, and David Dalrymple, members of the public; E. Maldonado, Hilario Villa of USDFPS, law enforcement services for the District; ElizaBeth Reeves, Stephanie Reese, Kathy Martire and Darald Berger of Inframark, LLC ("Inframark"), the District's Operator; Grant Cabler, and David Fusilier of Westwood Professional Services, Inc. ("Westwood"), the District's Engineer; and Cole Konopka of Coats Rose, P.C. ("Coats Rose"), the District's Attorney. Attending the meeting by teleconference was Kymberlie Smith of Artesian Financial Services.

Agenda Item No. 1: Roll call for Board of Directors.

Agenda Item No. 2: Pledge of Allegiance and moment of silence.

Agenda Item No. 3: Comments and questions from District residents.

- Ms. Teal then addressed the Board and quoted portions of the Texas Water Code regarding enforcement of restrictions in a municipal utility district where the deed restriction is necessary to maintain reasonable taxable value in the District. She stated that she felt that the Board endowed themselves with deed restriction enforcement powers and imposed fines to District residents not contained in the Texas Water Code.

- Ms. Fabre then addressed the Board and alleged that Directors Jones and Norrell recently hired roving patrols to act as personal bodyguards without proper Board action. She alleged that the patrols were private citizens and not law enforcement personnel, and that the extraneous fees were not supported by documentation as required under the District's contract for security. She mentioned that parking on the grass in Anderson Mill Section 18 is a non-prohibited activity and is a non-enforceable deed restriction by the District,

Agenda Item No. 8: New Business, including:

(b) discuss clear bag policy;

- Director Jones mentioned that she wanted the District to adopt a clear bag policy which would be effective at the next meeting.

Motion: Immediately adopt a clear bag policy for the District Board of Director meetings.

Motion by: Director Jones
Second by: Director Rocco

Ayes: Director Norrell
Director Rocco
Director Jones
Director Avila

Noes: Director Flores

(c) discuss having cell phones and devices turned off during Board meetings;

- Director Jones mentioned that all District meetings are recorded so there is no need/requirement for additional recording of the meeting proceedings by those in attendance. She said that to minimize disruption during the proceedings, if a meeting attendee needs to make or take a telephone call or text, that the telephone call or text be taken outside of the meeting room. Director Norrell agreed the cell phone usage is often a distraction during the meetings. Director Flores inquired as if the policy would apply to all meeting attendees, including contractors.

Motion: Adopt a policy of no cell phone use during the meeting proceedings.

Motion by: Director Rocco
Second by: Director Avila

Ayes: Director Norrell
Director Rocco
Director Jones

Director Avila

Noes: Director Flores

Agenda Item No. 4: Consent Agenda, including:

- (a) approval of Minutes of 21 May 2025 and Certified Agenda of Executive Session of 21 May 2025;**
- (b) approval of Bookkeeper's Report;**

- The Board then reviewed the items reflected on the Consent Agenda and the Board considered approving: (1) the minutes of the meeting of 21 May 2025 and Certified Agenda of Executive Session of 21 May 2025; and (2) the Bookkeeper's Report.
- Director Norrell said that the Committee did not receive any inquiries regarding the minutes or Bookkeeper's Report.

Motion: Approve (1) the minutes of the meeting of 21 May 2025 and Certified Agenda of Executive Session of 21 May 2025; and (2) the Bookkeeper's Report, including the payment of invoices submitted.

Motion by: Director Rocco
Second by: Director Norrell

Ayes: Director Norrell
Director Rocco
Director Jones
Director Avila

Noes: Director Flores

Agenda Item No. 6: Deed Restriction Committee, including:

- Director Jones recommended that the District hire a deed lawyer to assist with deeds and HOA restrictions in the District. Director Avila questioned whether an action could be taken without being included on the meeting agenda. Mr. Konopka said that the Board could consider the action by seeking out an attorney and proceeding with engagement at the next regular or special meeting. Director Jones said that the Deed Restriction Committee had already solicited proposals and that any documentation would be made available to the Board prior to the special meeting date.

(a) Discuss Board approval of notice letter inserted with water bills and notice on District's website.

- The Board discussed the notice letter to be inserted with water bills and on the District's website. Director Flores questioned who drafted the letter, and Director Rocco responded

that it was a community effort by the remaining Board members. Director Avila said that as a matter of transparency, the residents need to be informed immediately and the letter needs to be inserted with water bills and posted on the District's website as soon as possible. Director Flores argued that the action to include him as a part of the litigation was not decided at a public meeting. Mr. Konopka said that special meetings were held on May 1, 2025 and May 6, 2025.

- **Motion:** **Approve the notice letter to be inserted with water bills and on the District's website.**

Motion by: **Director Avila**
Second by: **Director Rocco**

Ayes: **Director Norrell**
 Director Rocco
 Director Jones
 Director Avila

Noes: **Director Flores**

Agenda Item No. 7: Engineer's Report, including:

- (a) discuss status of Sanitary Sewer Cleaning and Televising Project;
- (b) discuss status of Lead and Copper Rule Revision Project;
- (c) discuss proposal for the Dagama and Sun Chase Park Lift Station Rehabilitations Project;
- (d) update on sidewalk resolution and El Salido sidewalk repair;
- (e) Infrastructure Committee report; and
- (f) update on other matters, as needed.

- Mr. Cabler next updated the Board on the status of the Sanitary Sewer Cleaning and Televising Project. He added that Notice to Proceed was issued and a preconstruction meeting was held on June 11, 2025. Substantial completion and Final Completion is scheduled for September 9, 2025 and September 24, 2025, he said.
- Mr. Cabler then reported on the status of the Lead and Copper Rule Revision ("LCRR") Project and stated that the Environmental Protection Agency (the "EPA") requires that a replacement plan, annual affected resident notification, delivery of point of use devices to affected residents, materials verification, and increased sampling be submitted by November 1, 2027. He added that the EPA also requires that lead service lines also be replaced within ten years. Mr. Cabler pointed out those areas in the District that did not use lead or galvanized steel for their service lines which will be reported to the Texas Commission on Environmental Quality (the "TCEQ"). He noted that the number of unknown service lines has been reduced from 539 to 884. Mr. Cabler then brought the Board's attention to a draft notice entitled "Important Information About Your Water Service Line" to be provided to residents of Anderson Mill West Sections Five and Six, a copy of which is attached to the Engineer's Report.

- **Motion:** Authorize Westwood to coordinate with Inframark to distribute the letter (as presented) to residents of Anderson Mill West Sections Five and Six

Motion by: Director Norrell
Second by: Director Rocco

Ayes: Director Norrell
 Director Rocco
 Director Flores
 Director Jones
 Director Avila

- Mr. Cabler next reported on the status of the Dagama and Sun Chase Park Lift Station Rehabilitation Project (the "Project"), and he stated that a site visit to both lift stations was conducted in the past month with Inframark. He then stated Westwood had started the design phase of the Project and will update the Board as necessary.
- Regarding the El Salido Sidewalk Resolution, Mr. Cabler then reported that he had worked with the District's Attorney and that a draft Resolution clarifying the District's handling and responsibilities for sidewalks within the District was presented for the Board at the May 2025 meeting. He added that no action was taken at the May 2025 meeting regarding acceptance of the Resolution. Regarding the El Salido Sidewalk Repair Project, he explained that Westwood subsequently contacted CRC Concrete who agreed to repair, at no additional cost, the sharp-edged sidewalk panels that protrude from the sidewalks. He said that the District landscaper has also obtained a cost estimate for landscaping around the sidewalk repairs. After a question from Director Norrell, he said he would follow-up with CRC Concrete regarding the timeline of repairs and whether warning tape/signs needed to be installed around the protruding sidewalk areas.
- Mr. Cabler then stated that an Infrastructure Committee meeting was scheduled for June 6, 2025 and not all Committee members were present. He said that those present subsequently discussed rescheduling the meeting until June 16, 2025.
- Mr. Cabler then gave an update on the 2012 Lakeline Oaks CMU Wall and stated that Westwood will continue to conduct quarterly inspections of the site. He noted that the next site visit is scheduled for August 4, 2025.
- Mr. Konopka next reported that there were three tracts of land that are owned by DR Horton and that are District facilities. He further reported that the three tracts include a detention pond on London Lane, the Dagama Lift Station and an access easement to Aster Pass Park. Mr. Konopka then stated that DR Horton desired to deed the three tracts to the District and that they will provide conveyance agreements in the next month.
- Mr. Cabler then stated that communication was recently received from a resident living near Naumann Elementary (the "School") who stated that the crosswalks near the School

on Brighton Bend Lane were uneven. He said that Westwood provided the information to the Williamson County Road & Bridge Division who has scheduled resurfacing of the area for June 12, 2025. Director Rocco said that he would provide the updated information to the resident who reported the sidewalk condition to the Board.

- Regarding the Hatch Lift Station Pump Replacement Project, Mr. Cabler reported that on June 3, 2025, one of the two pumps at the Hatch Lift Station showed signs of leaking and excess noise. The pump manufacturer, Smith & Loveless reported that the pump was not under warranty and that the issue was most likely a mechanical seal failure. He said that Smith & Loveless provided instructions on how to repair the pump. Westwood advised Inframark to proceed with the investigation and pump repair while discussions regarding the warranty coverage continued.

Agenda Item No. 8: New business, including:

(a) discuss negotiation of security contract with U.S. Domestic and Foreign Protection Services LLC;

- Director Jones updated those present on the contract between the District and U.S. Domestic and Foreign Protection Services LLC ("USDFPS"). A discussion ensued regarding the patrol hours required and the updated security pricing of one officer at \$37.50 per hour. Mr. Konopka then stated that the Board needed to approve the contract with the updated pricing. Director Flores said he would abstain from any vote to the approve the updated pricing contract because the information was not made available to the Board prior to the meeting.

- **Motion: Approve Contract with U.S. Domestic and Foreign Protection Services LLC, with the updated pricing as presented.**

Motion by: Director Rocco

Second by: Director Jones

**Ayes: Director Avila
Director Rocco
Director Jones
Director Norrell**

Abstain: Director Flores

(c) discuss launching a committee for LISD Cypress and Naumann Elementary Schools;

- Director Jones inquired as to forming a committee opposing Leander Independent School District's ("LISD") anticipated closing of Cypress Elementary and Naumann Elementary Schools (the "Schools"). Discussions ensued regarding the nominated committee members and the District's responsibilities as taxpayers. Directors Jones said that the Schools solicited the District's involvement and she and Director Norrell expressed interest in

participating in the committee as discussed. Director Flores added that the Schools would continue to bring value to the area if they remained open, but he expressed his opinion and concerns with the District's involvement in another governmental entity's decision. He said that he would support a letter to LISD from the District explaining the District's concerns associated with potential loss of property values and District revenue. A discussion then ensued regarding Director Jones and Norrell volunteering their time as committee members.

Agenda Item No. 9: General Manager / Operator's Report, including:

- (a) report on operation of the District's facilities;
- (b) discuss amending Rate Order to include pass through rates plus 10% for fire protection from the City of Cedar Park and trash and waste collection from Waste Management;
- (c) discuss contract with Badger Meter;
- (d) discuss Inframark contract renewal;
- (e) approve power washing; and
- (f) discuss and authorize any repairs, maintenance items, or other work deemed necessary.

- Next, Ms. Reeves summarized the General Manager/Operator's Report, including discussions regarding a quote received for the purchase and installation of an outdoor parking lot camera in the amount was \$591.00. No action was taken.
- Ms. Reeves then recalled current items for Board consideration included two estimates for the power washing of the concrete masonry unit ("CMU") walls located in the District. She recalled at the May 2025 meeting, the Board deferred action and requested that Inframark obtain additional bids, pictures, references and research the chemicals which are used. She brought the Board's attention to the updated information as included in the General Manager/Operator's Report, including quotes from (1) Time Machine ATX in the amount of \$34,000.00 and from (2) Mr. Intensity Pressure in the amount of \$16,831.92. Ms. Reeves noted that with the additional repair items, the quote from Mr. Intensity Pressure would be increased to \$21,349.68.
- **Motion:** **Approve the quote from Mr. Intensity Pressure in the amount of \$21,349.68 for chemical soft wash services and additional repairs as outlined in the General Manager/Operator's Report.**

Motion by: **Director Jones**
Second by: **Director Norrell**

Ayes: **Director Avila**
 Director Jones
 Director Rocco
Noes: **Director Flores**

- Next, Ms. Reeves presented an amended Rate Order which included pass-through language for City of Cedar Park Fire Protection fees which will appear on next month's

water bill. She recalled that she had received an annual Consumer Price Index ("CPI") rate adjustment letter from Waste Management which will also be included on the water bill as a pass-through charge. She further stated that the new cost will be \$24.23 for the regular residential rate and the senior rate is going to \$21.68. Ms. Reeves said that Inframark planned to present a Rate Analysis for discussion at an upcoming meeting. Mr. Konopka explained that the pass-through language now included in the amended Rate Order would allow for future fire protection fees and waste management fees to be passed through to customers of the District.

- **Motion: Approve the Amended Rate Order as presented.**

Motion by: Director Rocco
Second by: Director Jones

Ayes: Director Avila
Director Jones
Director Rocco
Director Norrell
Noes: Director Flores

- Then Ms. Reeves presented an Amended and Restated Operation and Maintenance Agreement for the Board's review and consideration. Directors Avila and Flores said that did not have an opportunity to review the Agreement as presented and the Board deferred action until the next regular meeting.
- Ms. Reeves then presented the amended Badger Meter Beacon SAAS Managed Solution Master Agreement (the "Agreement") presented for the Board's approval and signature. Mr. Konopka said that he reviewed the Agreement prior to the Board meeting. A discussion ensued regarding an internal audit of amounts previously billed to the District by Badger.

Motion: Approve the Badger Meter Agreement dated June 18, 2025 as presented.

Motion by: Director Rocco
Second by: Director Flores

Ayes: Director Norrell
Director Rocco
Director Flores
Director Jones
Director Avila

Agenda Item No. 8: Committee Assignments and Reports, including

- (a) Parks Committee, including discussing replacing plans and grills, and proposal for lights for memorial garden; and
- (b) Information Management Committee, Waste Management Committee, Open Records Committee, Security Committee and Budget Committee; take action as needed.

- Next, a brief discussion ensued regarding the Parks Committee inspection of cleanup conducted in the District.
- Director Rocco of the Information Management Committee then reported that the Committee had met and discussed data that needed to be added to the District's website, including conducting annual audits and updates to the District's website.
- Director Norrell then reported on the Open Records Committee. She said that the District in the current fiscal year had incurred 20.5 hours responding to Open Record Requests submitted by Ms. Fabre, 19.6 hours responding to requests from Ms. Teel, and 21.0 hours responding to requests from Mr. O'Tool. She reported additional hours that were measurable, but less than 5.0 hours each. A Board discussion ensued regarding the District's responsibilities in responding to the Open Records Requests. Director Norrell noted that the total time spent responding to requests for the fiscal year to date was 62.3 hours.

Agenda Item No. 12: Attorney's Report, including:

(a) Discuss and approve Contract for Financial Advisor and Tax Consultant;

- Mr. Konopka then provided a summary of his contact with various financial advising firms, including The GMS Group ("GMS"). He discussed potential services and pricing that would be provided by GMS and explained that his brother, Trevor Konopka, was employed as financial advisor with GMS. He said that if hired, he would recommend that Trevor Konopka not assist with District matters. He then presented a Financial Advisory Contract for the Board's review and consideration.
- **Motion:** Approve the Financial Advisory Contract with The GMS Group as presented.
Motion by: Director Rocco
Second by: Director Avila

Ayes: Director Norrell
Director Rocco
Director Flores
Director Jones
Director Avila
- Mr. Konopka then provided a summary of his communications with Assessments of the Southwest ("ASW"). He discussed potential services and pricing that would be provided by ASW and presented an Agreement for Services of Tax Assessor Collector for the Board's

review and consideration. Director Jones said that the consulting fee was \$750.00 annually, and all other consulting work was \$150.00 per hour and \$100.00 per hour for clerical duties.

- **Motion: Approve the Agreement for Services of Tax Assessor Collector with Assessments of the Southwest.**

Motion by: Director Rocco
Second by: Director Avila

Ayes: Director Norrell
Director Rocco
Director Flores
Director Jones
Director Avila

(a) Discuss Association of Water Board Directors (AWBD) and the Capital Area Suburban Exchange (CASE) Conference.

- Director Rocco quickly summarized his attendance at the AWBD Summer Conference and items of interest to the Board. Mr. Konopka gave a brief overview certain bills approved by the Texas Legislature during the 2025 Regular Session that could affect the operation of districts.
- Mr. Konopka also said that he received communications from the County requesting use of the District's meeting room as a general polling location for the November 2025 and the May 2026 elections. He said an item would be included for discussion on the July 2025 meeting agenda.

Agenda Item No. 8: New business, including:

(e) discuss decision on information technology;

- Director Jones requested that the Board iPads be provided to Inframark in order to conduct updates and security reviews.

- **Motion: Immediately provide Board-issued iPads to Inframark for scheduled security updates.**

Motion by: Director Jones
Second by: Director Avila

Ayes: Director Norrell
Director Rocco
Director Avila
Director Jones

Noes: Director Flores

There being no further business to come before the Board, the meeting adjourned.

(SEAL)


Secretary, Board of Directors