

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
OF WILLIAMSON-TRAVIS COUNTIES
MUNICIPAL UTILITY DISTRICT #1

November 19, 2018

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

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A regular meeting of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 was held at 6:00 p.m. on November 19, 2018 at the District office at The Park at Lakeline Oaks, 1000 Old Mill Road, Cedar Park, Texas 78613. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act.

The meeting was called to order at 6:04 p.m. and roll was called of the members of the Board, to-wit:

Art Medrano	-	President
Catherine Franke	-	Vice President
Jana Norton-Ramirez	-	Secretary
Chris Rocco	-	Assistant Secretary/Treasurer
Luis Zervigon	-	Assistant Secretary/Treasurer

All Directors were present, thus constituting a quorum. Also attending the meeting were Patricia Rybachek, Lisa Adkins, Michael Luft, and Leigh Catlin of Inframark; Bill Flickinger and Allison Nix of Willatt & Flickinger; and District residents Linda Fabre, Rose Green, and Sarah Teale.

Agenda Item 1: Citizen's Communications

Agenda Item 2: Engineer and Landscape Contractor Reports

- a. Pond and Park improvements
- b. CMU Wall Repairs

Ms. Rybachek updated the Board on the status of the powerwashing of the District walls. She also updated the Board on the status of the District's solar speed signs. Williamson County would prefer to perform traffic studies in three locations; if speeding occurs, they will loan their speed sign to the District. The Board and Ms. Rybachek discussed whether the District's solar signs should be returned, and will review information at the December meeting. Dir. Zervigon suggested that additional traffic studies should be completed.

Ms. Rybachek discussed tree branches growing into the right of way within the District, noting that Williamson County has a program to notify residents and then trim the branches if resident does not respond. Dir. Zervigon stated that SunScapes does not maintain the landscaping and wall on Plum Creek. The property in the right-of-way belongs to the commercial owners of the building; Dir. Norton asked about the ownership of doggie stations in the Walgreens right-of-way.

Dir. Zervigon presented information about additional sidewalk improvements, including an invoice from Westar for Phase 4 sidewalk repairs in the amount of \$4484.00. Dir. Zervigon moved to approve payment of the invoice; Dir. Medrano seconded. The motion passed unanimously.

Dir. Zervigon spoke regarding a \$13,750 cost for building a wall at the Old Mill pocket park; the amount is for preliminary documentation, planning, etc. with an actual cost estimated to be \$50,000-\$55,000. No motions were necessary as the plan will be discussed at a later time.

Agenda Item 3: Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements

Ms. Rybachek suggested amending the contract with SunScapes contract to include Vestavia and Cashell Wood detention ponds. This amendment will be discussed at the December meeting.

AGENDA ITEMS RELATED TO ELECTIONS

Agenda Item 4: Directors Election

- a. Order Canvassing Results of November 6, 2018 Directors Election
- b. Certificates of Election, Oaths of Office, and Statements of Elected Officials
- c. Election of Officers

PUNTOS DEL ORDEN DEL DIA RELATIVOS A ELECCIONES

Agenda Item 4: Elección de Directores

- a. Resultados de la encuesta del 6 de noviembre de 2018 elección de directores
- b. Certificados de eleccion, juramentos de oficio, y declaraciones de los funcionarios electos
- c. Elección de oficiales

Mr. Flickinger presented the Order Canvassing Results of the November 6, 2018 WTC1 MUD Directors' Election [\[See Attachment A\]](#). Catherine Franke, Art Medrano, and Luis Zervigon were elected. Dir. Ramirez-Norton made a motion to approve this board; Dir. Rocco seconded. The motion passed unanimously.

Ms. Nix swore in Dir. Franke, Dir. Medrano, and Dir. Zervigon.

Dir. Medrano resigned as president, and motioned to nominate Dir. Franke as president, Dir. Norton-Ramirez as vice-president, Dir. Rocco as Secretary, Dir. Zervigon as Assistant Secretary, and Dir. Medrano as Assistant Secretary. Dir. Rocco seconded the motion, which passed unanimously.

Agenda Item 5: District Depository; Bank Accounts

Agenda Item 6: Open Meeting and Open Records training for Directors

Mr. Flickinger mentioned that the online open meeting and records training can be taken again for a per diem.

Agenda Item 7: District Email Policy

Mr. Flickinger summarized the District Email Policy [\[see Attachment B\]](#).

Agenda Item 8: Review all committees and subcommittees and appoint members as needed as a result of the Directors election

Dr. Franke suggested that potential changes to committees should be added to next month's agenda

CONSTABLE AND MANAGER REPORTS

Agenda Item 9: Report from Constable on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables & Deputy Sheriffs; Employment of Off-Duty Deputy Constables & Deputy Sheriffs

Agenda Item 10: Report from District Manager and Affected Persons, including Payment of Bills and Invoices and Transfer of Funds

- a. Review and discussion of pending Board directives to Manager, attorneys, Board members and subcommittees
- b. Committee reports
- c. Water and wastewater system report
- d. Security measures for the water system

- e. Review changes made to Standard Operating Procedures (SOP) Manual
- f. Detention pond and related issues
- g. Preventative maintenance program
- h. Billing report; service cutoffs
- i. Customer and resident complaints
- j. Adjustment of delinquent accounts
- k. Builder and aged receivables
- l. Collection of delinquent property taxes
- m. Quarterly investment reports
- n. Bill payment report
- o. Financials, transfer of funds
- p. Solid waste collection and disposal service – recycling programs
- q. District patrols
- r. Manhole cleanout/maintenance
- s. Stormwater Management Plan
- t. CMU Wall Repairs
- u. Rental of Speed Monitoring Trailer
- v. Online bill payment system for customers; fees
- w. Agreement for New District Depository; Bank Account(s); Signature Card
- x. District Insurance

Ms. Rybachek presented the General Manager's report for October 2018. She noted that the master meter at Aster Pass is malfunctioning and not registering water flow; the City of Cedar Park will replace it.

Dir. Franke moved to replace canister lights at the Lakeline Oaks Park, seconded by Dir. Zervigon. The motion passed unanimously.

Dir. Franke moved to accept a bid from Texas Tree Service for tree and landscape work at Lakeline Oaks Park in the amount of \$1395.00, seconded by Dir. Medrano. The motion passed unanimously.

Ms. Rybachek presented the Inframark October invoice to the Board. Ms. Adkins explained the cap tracking worksheet, which keeps track of the maintenance cap as it fluctuates. The Board had no questions on the Inframark invoice.

Dir. Rocco expressed concern about the reliability of outside vendors working on lift stations in the District. Ms. Rybachek said that Inframark employees check after any outside work to make sure it had done correctly. Dir. Zervigon mentioned replacing of the lift station liners due to corrosive gases that may not be noticed during regular cleaning, and that Inframark technicians will need to monitor carefully.

Ms. Adkins presented the financial report for October 2018.

Dir. Franke made a motion, seconded by Dir. Norton-Ramirez, that the Board find that enforcement of deed restrictions within the Lakeline Oaks neighborhood is necessary to sustain taxable property values in the District; that the Board find that a distribution from the Lakeline Oaks Homeowner Association, Inc.'s share of the District's Beautification Fund in the amount of \$5,886.91 to that Association will promote functioning of that Association and will thereby facilitate enforcement of deed restrictions in the Lakeline Oaks neighborhood because that Association controls and operates the Architectural Control Committee in the Lakeline Oaks neighborhood and assists the District by enforcing deed restriction violations; and, that the Board authorize the disbursement of \$5,886.91 to that Association for the purchase and installation of four new pole lamps to replace existing bollard fixtures from the District's Beautification Fund as detailed in the attached receipts; and further, provided that upon request the Association and/or its ACC shall assign to the District any rights that the Association and/or ACC may have to obtain reimbursement of such funds from another party [See Attachment C]. The motion passed unanimously.

Ms. Adkins presented the check register in detail. Dir. Zervigon moved to approve the total disbursement of \$360,274.47 for bills and invoices; Dir. Franke seconded. The motion passed unanimously.

Ms. Adkins brought up a not-to-exceed amount of \$859.64 for the fox and peace pole installed at Anderson Mill West Park; however, Dir. Franke determined that the funds should be taken from the beautification fund. Ms. Adkins will correct the amount to instead come out of the beautification fund.

Agenda Item 11: District Records Retention Program

- a. Identify records for disposal subsequent to the expiration of the minimum retention period

Agenda Item 12: Prior & pending Open Records Request; Costs incurred by the District & allowable costs to be charged to requestors

Mr. Flickinger updated the Board on the status of open records requests.

Agenda Item 13: District Rate Order

Agenda Item 14: Violations of District Rules and Regulations; Appeals of Fines

COMMITTEES

Agenda Item 15: Report from the Parks Subcommittee

- a. Park Improvements; Disc golf course sponsorships
- b. Park Rules; Amendment to Park Rules
- c. All matters related to the District's parks, fields and office building
- d. Contract with Water Consultant; Xeriscape and drought tolerant plant demonstration and installation
- e. Parks & pond improvements/tree & plant replacements; plantings at street corners & right of way

Dir. Franke explained that the Parks Committee planned to add pickleball striping to the tennis courts at Lakeline Oaks Park.

Agenda Item 16: Report from the Deed Restriction Committee

- a. District's Rules Governing Violations of Deed Restrictions and the procedures and tasks associated with enforcement of those Rules (Standing Item)
- b. Approval of Minutes from prior DRC meetings (Standing Item)
- c. Report from DRC and act on restrictive covenant enforcement; Possible settlement of pending lawsuit against owner
- d. Funding for and interaction with homeowners associations within the District to facilitate operation of Architectural Control Committee and other HOA functions (Standing Item)
- e. Restrictive Covenant Management Agreement between the District and Real Manage, LLC
- f. Restrictive Covenant Management Agreement between the District and Sage Management

Mr. Flickinger asked that item 16c be pushed to the end of the meeting for a closed session.

Agenda Item 17: Report from the Investment Committee

- a. District Investments; Investment Policy and Procedures (Standing Item)
- b. Resolution Regarding Annual Review of Investment Policy & Investment Strategy & Annual Designation of Authorized Broker/Dealers
- c. Resolution Appointing Investment Officer

Mr. Flickinger presented an updated Investment Policy prepared by Linda Patterson, a consultant, and reviewed by Mr. Flickinger after determining that certain changes to the policy were necessary. Dir. Zervigon moved to accept the revised policy; Dir. Medrano seconded. The motion passed unanimously [See attachment D].

Mr. Flickinger explained that there can be multiple investment officers on the Board; Dir. Rocco expressed interest in training to become an investment officer. He intends to complete training prior to becoming an officer. Dir. Rocco motioned to appoint Dir. Zervigon, seconded by Dir. Franke. The motion passed unanimously [See Attachment E].

Agenda Item 18: Report from the Audit Committee

- a. Arbitrage Analysis Proposals

Agenda Item 19: Report from the Bills & Invoices Committee

- a. Review of payments on current not to exceed expenditures authorized by Board.

Agenda Item 20: Report from the Budget Committee

Agenda Item 21: Report from the Customer Care Committee

- a. Access to the Anderson Mill Pools
- b. AMWNA request for release of new owner contact information to welcome new residents to the neighborhood.

Dir. Franke suggested removing item Agenda Item 21a as a standing item from the agenda. Mr. Flickinger will remove that item as well as Agenda Item 21b from the agenda.

Agenda Item 22: Report from the Information Management Committee

Agenda Item 23: Report from the Infrastructure Committee

- a. Pond and Park Improvements
- b. Sidewalk Maintenance
- c. MS4 Permit Requirements
- d. Water Conservation Measures

Agenda Item 24: Report from the Management Committee

- a. Use of Cedar Park Libraries and City Swimming Pool

Dir. Franke suggested removing Agenda Item 24a as a standing item from the agenda; Mr. Flickinger will remove the item.

GENERAL

Agenda Item 25: Interlocal Agreement with Williamson County for installation of solar speed signs

Agenda Item 26: Sale of District surplus office furniture

Ms. Rybachek has taken pictures of the surplus office furniture and will post ads to sell it on Craigslist later in November.

Agenda Item 27: Traffic hazards in District; Request to County to Restrict through truck traffic on Petunia; Traffic and noise from concrete plant and businesses on Anderson Mill Road

Agenda Item 28: Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park

Agenda Item 29: Strategic Planning and Annexation of District by City of Cedar Park

Agenda Item 30: Minutes from prior regular and special meetings

Dir. Norton-Ramirez asked whether we had received the DRC October 2018 minutes from Real Manage; Ms. Catlin advised that she had reached out to Real Manage but received no response.

Dir. Franke moved to approve minutes from October meeting; Dir. Norton seconded. The motion passed unanimously.

Agenda Item 31: Reconsideration of Minutes previously approved with oral revisions

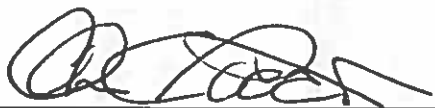
Ms. Fabre inquired about the legality of using tax dollars to purchase food for meetings. She had e-mailed Dir. Medrano but received no response. Mr. Flickinger was not prepared to discuss the issue at this meeting.

At 7:15 p.m. Dr. Franke announced that the Board of Directors would be going into closed session for consultation with the District's attorney pursuant to section 551.071 of the Texas Government Code regarding matters related to Agenda Item 16c.

The Board of Directors concluded its closed session at 8:15 p.m. and returned to the open meeting. No action was taken during the closed session [See attachment F].

Agenda Item 32: Adjournment

The meeting was adjourned at 8:16 p.m.



Board of Directors

Date: 12/19/2018