

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

October 18, 2017

STATE OF TEXAS §
COUNTIES OF WILLIAMSON AND TRAVIS §

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 October 18, 2017, 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, Misty Henderson, and Lisa Adkins with Severn Trent Services; Bill Flickinger with Willatt & Flickinger; and Herb Edmondson with Gray Engineering; District residents Megan Dudoie and Wafae Owen. Jesse Trevino and Scott Knussman of Sunscape Landscaping and Rich Caldwell with ECOSystems.

Agenda Item 1: Citizens Communications

President of The Anderson Mill West Neighborhood Association, Megan Dudoë, asked for the Board to increase the budget by \$2,152.34 for the Knox Memorial that is to be built at Anderson Mill West Park.

On a motion made by Director Franke to approve the bid for \$10,000 and increase it to \$12,1252.34. Director Norton-Ramirez seconded the motion, all were in favor except for Director Rocco who abstained.

Ms. Dudoe proposed to the Board that Anderson Mill West Neighborhood Association would like to use the \$1500.00 remaining in the beautification fund to add more Christmas lights to the trees in the park for the November 18th event, "Light Up The Park".

Director Franke moved to accept the Shine proposal totaling \$5000.00 for holiday lighting plus the \$1500.00 from the beatification fund. Director Norton-Ramirez seconded the motion, and it passed unanimously.

Ms. Wafae Owen of Lakeline Toastmasters asked the Board to have a permanent reservation in the Community Center on Friday nights from 7:00 p.m. until 9:00 p.m.

Director Franke motioned to make an exception to the park rules as follows: The Lakeline Toastmasters may be exempt from the ruling that states that all non-profit organizations may have no more than 12 meetings a year. The motion states that if the facility is available by the end of the day of the preceding Monday that the Toastmasters are automatically able to use the facility. The motion was seconded by Director Norton-Ramirez, and the motion passed unanimously. Director Rocco was not present at the time of the vote.

Agenda Item 2: *Report from the District's Engineer*

- a. Pond and Park improvements; Award of Contract for Phase 3 Improvements

Director Zervigon moved to approve the amount of \$308,352.81 for Cashell Wood Pond Improvements, Vestavia Pond Improvement and Little Elm Pond Improvements. This amount includes the four inch concrete sidewalk at Cashell Wood Pond as well as a Picnic Table. Director Medrano seconded the motion, and it passed unanimously.

- b. Signage in the District – no discussion
- c. Community Center Upgrades – no discussion
- d. Cedar Park Senior Living Center – no discussion

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

- a. Amendment to landscape maintenance contract.

The Landscaping AdHoc Committee requested the two selected Landscaping companies to attend the Board meeting to answer any questions that the members may have regarding the new contract. Jesse Trevino and Scott Knussman of Sunscape Landscaping answered questions and discussed their company in regards to the landscape maintenance contract.

Agenda Item 4: Proposals for landscape maintenance contract. See above

Agenda Item 5: Report on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables and Deputy Sheriffs; Employment of Off-Duty Deputy Constables and Deputy Sheriffs – no discussion

Agenda Item 6: 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)
- x. District Insurance

Ms. Adkins reviewed District financials for the month of September.

On a motion by Director Medrano seconded by Director Rocco, the Board voted unanimously to pay bills and invoices totaling \$329,978.74

Ms. Rybachek reviewed District operations and directives for the month of September.

Director Franke made a motion to accept the tennis resurfacing proposals from CourTex as presented. Director Medrano seconded the motion, and it passed unanimously.

Director Norton-Ramirez motion to accept the proposal from Texas Trees for Sun Chase Park. Director Franke seconded the motion, and it passed unanimously.

The Board discussed the Live Oak Unitarian leak adjustment.

Director Franke moved that we adjust the sewer usage on the bills from August and September of 2017 to reflect the sewer cost from August and September of 2016. The difference is to be credited on the account. If the adjustment is accepted, time payment is permitted. Director Medrano seconded the motion, and it passed unanimously.

Agenda Item 7: Conveyance of Director Lot Owned by Brian Hardin and other Director Lot to the District

Agenda Item 8: District Rate Order – no discussion

Agenda Item 9: Violations of District Rules and Regulations; Appeals of Fines – no discussion

Agenda Item 10: Report from the Parks subcommittee

- a. Park Improvements

The Board discussed the possibility of finding sponsors to sponsor some of the Disc Golf holes. The signs attached to the baskets will have the sponsor's name or logo on them.

- b. 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

Agenda Item 11: 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) – no discussion
- b. Approval of Minutes from prior DRC meetings (Standing Item) – no discussion
- c. Report from DRC and act on restrictive covenant enforcement

Ms. Hood of Real Manage has reported several tree canopies. The Board discussed possible ways to notify District Residents that it is time to trim the canopies.

- d. Funding for and interaction with homeowners associations within the District to facilitate operation of Architectural Control Committee and other HOA functions (Standing Item) – no discussion

Agenda Item 12: Report from the Investment Committee

- a. District Investments; Investment Policy and Procedures (Standing Item) – no discussion

Agenda Item 13: Report from the Audit Committee– no discussion

Agenda Item 14: Report from the Bills & Invoices Committee– no discussion

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

Agenda Item 15: Report from the Budget Committee

- a. Proposed Budget; Order Approving Budget – no discussion
- b. Order Setting the Proposed Tax Rate for 2017 and Providing for Publication of Notice Thereof

Agenda Item 16: Report from the Customer Care Committee

- a. Access to the Anderson Mill Pools – no discussion

Agenda Item 17: Report from the Information Management Committee

- a. District Website (Standing Item) – no discussion
- b. Online bill payment system for customers– no discussion

Agenda Item 18: Report from the Infrastructure Committee

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

Agenda Item 19: Report from the Management Committee

- a. Use of Cedar Park Libraries and City Swimming Pool
- b. Amendment to Solid Waste and Recycling Collection and Transportation Agreement between the District and Waste Management of Texas, Inc.
- c. Amended Management Services Agreement between the District and Severn Trent Environmental Services, Inc.

Agenda Item 20: Amended Information Form

Director Medrano approved the signage for the amended information form. Director Franke seconded the motion, and all Board members were in favor.

Agenda Item 21: 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 22: Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park

Director Zervigon motion to accept the final annexation report. Director Medrano seconded the motion, all were in favor.

Agenda Item 23: Strategic Planning and Annexation of District by City of Cedar Park Special Counsel for same

Agenda Item 24: Resolution Regarding Repair and Maintenance Obligations of Fences within the District.

Agenda Item 25: Minutes from the September Regular Meeting and any special meetings. On a motion by Director Medrano seconded by Director Franke the minutes were approved.

Agenda Item 26: Reconsideration of Minutes previously approved with oral revisions

Agenda Item 27: Adjournment. The meeting was adjourned at 9:40 p.m.

Board of Directors

Date: _____