

Williamson-Travis Counties Municipal Utility District No. 1
Park Plan Advisory Committee Charter

Purpose

The Park Plan Advisory Committee (Advisory Committee) was established on December 16th, 2020 by the Williamson-Travis Counties MUD No. 1 (the District) Board of Directors to work with the District's Parks Committee and the District's park planning consultant on the preparation of a 5-year park plan and to provide recommendations to the Board of Directors related to this process. The Advisory Committee will perform its duties through the completion and adoption of the Park Plan or until the Board of Directors elects to disband the Advisory Committee.

Responsibilities

- Meet with the District's planning consultant as outlined in the contract between the District and the consultant. The dates and times of such meetings will be established by the Advisory Committee to suit the convenience of its members.
- Assist the District and the consultant with the following:
 - Engaging the community in the planning process;
 - Conducting public outreach;
 - Building interest in and awareness of the planning process and its goals;
 - Interfacing with stakeholders and the public.
- Ensure the process is proceeding on schedule.
- Assist the consultant in collecting accurate data about the District's park system.
- Review and provide input on draft materials presented by the planning consultant.
- The Chair of the Advisory Committee will attend a monthly meeting of the Board of Directors to provide an update on the planning process.
- Any other tasks necessary to support and advance the planning process, as defined in the contract between the District and the consultant.
- Advise the Board of Directors on the adoption of the Park Plan.
- The Advisory Committee does not have the authority to make decisions regarding public business, District policies, or actions that may follow as a result of the planning process or the recommendations in the plan.

Membership

- The Advisory Committee will be composed of up to 8 people and will include one or both members of the District Parks Committee and at least one representative from each of the District's four neighborhoods (Volente Hills, Anderson Mill West, Hunters Glenn, and Lakeline Oaks)
- Members shall be appointed at the discretion of the District Parks Committee in accordance with the membership qualifications listed in this charter.
- Members may be removed by a majority vote of the Advisory Committee or the Board of Directors for violating membership qualifications, as outlined in this charter. Vacancies may be filled at the discretion of the Parks Committee.
- A member of the District Parks Committee will serve as Chair of the Advisory Committee. At its first meeting, the Advisory Committee shall elect its own Vice-Chair and Secretary. The Secretary will be responsible for taking minutes of the meetings and for arranging meeting dates, times, and locations.

Membership Qualifications

As representatives of the District, the Advisory Committee members shall meet (and continue to maintain for the duration of their service) the following qualifications:

- Must be a registered voter of the District;
- Must have resided in the District for at least 12 months prior to appointment;
- Must demonstrate an ability and willingness to work in a team environment, be open-minded, and able to work collaboratively with others;
- Must exhibit a positive and constructive attitude;
- Must seek to promote cooperation between the District and all residents, community groups, and interested parties;
- Must act in a professional, respectful, and confidential manner;
- Must commit to upholding the responsibilities of the Advisory Committee, as outlined in this charter;
- A background in parks, engineering, landscaping architecture, planning, community engagement, meeting facilitation, or other relevant skills are not required, but will be considered valuable in evaluating potential members.

Meetings

As an Advisory Committee to the Board of Directors, meetings are not required to be open to the public pursuant to the Open Meetings Act. The Advisory Committee may have private meetings or meetings open to the public as it deems appropriate.