

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

June 15, 2022

The Board of Directors (the "**Board**") of the Williamson-Travis Counties Municipal Utility District No. 1 of Williamson and Travis Counties, Texas (the "**District**") met in **regular** session, open to the public at 6:30 p.m. on **June 15, 2022**, 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.

The roll was called of the following members of the Board to wit:

Catherine Franke	President
Art Medrano	Vice President
Linda Fabre	Secretary
Megan Dudo	Treasurer
Beth Jones	Assistant Secretary

and all Directors were present, thus a quorum was present.

Also present were Makenzi Scales, Stephanie Reese, and Michael Luft of Inframark ("**Inframark**"), the District's General Manager; Tim Wright and Marshall Hines of Verdunity ("**Verdunity**"); Herb Edmonson of Gray Engineering, Inc. ("**Gray**"), the District's Engineer; Diana and Jimmy Sagnes of Sage Management Services ("**Sage**"); the District's Deed Restriction Enforcement Company; and Zachariah T. Evans, Candy Limon, and Suzanne McCalla of ("**McGinnis**"), the District's Attorney. Several members of the public were also in attendance.

Director Franke called the meeting to order and noted that persons had signed up to address the Board during Citizen Communications. The Board then heard from all members of the public who signed up to speak. Attached hereto is a copy of the sign-in sheet for those persons addressing the Board.

Director Franke next read aloud A RESOLUTION OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; PROVIDING FOR CENSURE OF DIRECTOR LINDA FABRE; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING (the "**Censure Resolution**"), after which Director Fabre read statement in opposition. Director Dudo next read a statement in support of the Censure Resolution. After discussion, Director Franke motioned to approve the Censure Resolution, as presented. Director Dudo seconded the motion. The motion passed with Directors Dudo, Franke, and Jones voting in the affirmative, and Directors Fabre and Medrano voting in the negative.

Director Franke then motioned to exclude Director Fabre from all executive sessions involving deed restriction violations, and Director Jones seconded the motion. The motion passed with Directors Franke, Dudo, Jones, and Medrano voting to approve the motion, and Director Fabre voting against the motion.

Director Franke next motioned to reconstitute Board of Directors, and she presented a proposed slate of Directors and their associated offices. Director Medrano seconded the motion. After discussion, the Board voted to elect the Directors to the offices indicated below:

Catherine Franke	President
Art Medrano	Vice President
Beth Jones	Secretary
Megan Dudo	Treasurer
Linda Fabre	Director

The motion passed with Directors Franke, Dudo, Jones, and Medrano voting to approve the motion, and Director Fabre voting against the motion.

The next item of business before the Board was updating appointments to the District's committees. Director Franke reviewed a proposed list of committee members. She noted that a Storm Water Management Committee was added to the District's current committees to oversee the District's compliance with its stormwater permit. Upon a motion duly made by Director Medrano and seconded by Director Dudo, the Board voted to reappoint members to the District's committees as follows:

Audit Committee	Directors Dudo and Jones
Billing and Invoice Committee	Directors Dudo and Franke
Budget Committee	Directors Dudo and Franke
Customer Care Committee	Directors Franke and Jones
Deed Restriction Enforcement Committee	Directors Franke and Jones
Investment Committee	Directors Medrano and Jones
Open Records Committee	Directors Franke and Medrano
Information Management Committee	Directors Dudo and Jones
Infrastructure Committee	Directors Franke and Medrano
Parks Committee	Directors Dudo and Jones
Management Committee	Directors Franke and Medrano
Records Modernization Committee	Directors Dudo and Medrano
Security Committee	Directors Medrano and Franke
Waste Management Committee	Directors Jones and Medrano
Stormwater Management Committee	Directors Medrano and Dudo

The motion passed with Directors Franke, Dudo, Jones, and Medrano voting to approve the motion, and Director Fabre voting against the motion. The motion carried with it approval of a RESOLUTION OF THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1;

ESTABLISHING COMMITTEE POLICIES; ESTABLISHING COMMITTEES; APPOINTING MEMBERS TO SUCH COMMITTEES; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING (the "**Resolution**").

Mr. Wright next introduced himself and Mr. Hines to those present and explained that they were present to provide a presentation on the District's proposed park plan (the "**Park Plan**"). He explained that Verdunity had met with the District's Parks Committee and inspected all the parks within the District. He continued that a survey of District residents was taken to determine the park projects of most interest to the residents. After the presentation, Director Dudo explained that no action on the Park Plan was required at this time as the Parks Committee was allowing time for District residents to consider and respond to the proposed Park Plan. She added that the final Park Plan would be presented for Board approval at the District's next regular meeting. Director Fabre questioned the ongoing costs of maintenance for park projects included within the Park Plan, and Mr. Wright confirmed he would research ways to include the maintenance costs in a final presentation to the Board. Mr. Hines then explained ways to include ongoing maintenance costs into the Park Plan.

The next item before the Board was a review of Directors Fees of Office and Reimbursements. Director Franke reminded the Board that Mr. Evans had reviewed the fees of office of all Directors submitted over the previous 12 months and that as a result of the review, the Board had voted to withhold payment of Director's fees of office to Director Fabre for April and May 2022, with June's fees of office to be reviewed by the Management Committee. She continued that the Management Committee met and updated the form for submitting fees of office to reduce future issues. Director Dudo then reviewed with those present the new form. After consideration, upon a motion duly made by Director Dudo and seconded by Director Franke, the Board voted unanimously to approve the form as presented.

Director Franke then stated her belief that Director Fabre should reimburse the District for the 22 fees of office payments she received over the past 12 months that were not in compliance with Texas Water Code, Section 49.030. Director Fabre requested to see documentation on the improperly submitted fees requests, and Mr. Evans emphasized that the Texas Water Code is clear and states that "routine or ministerial activities such as the execution of documents, self-preparation for meetings, or other activities requiring a minimal amount of time" do not qualify for a fee office. A lengthy discussion ensued. Director Franke then motioned, and Director Jones seconded, to apply Director Fabre's next 22 properly submitted fees of office towards the previous 22 unqualified submissions for fees of office. After additional discussion, Director Franke withdrew her motion.

Next, the Board considered approval of the monthly consent agenda containing the minutes of the May 18, 2022, regular Board of Directors meeting; payment of bills and invoices; payment of transfers; pay requests; change orders; and customer charge write-offs. After a brief discussion, upon a motion duly made by Director Dudo and seconded by Director Franke, the Board voted to approve the Consent Agenda,

including the May 18, 2022, regular meeting minutes, as written. The motion passed with Directors Jones, Dudo, Franke, and Medrano voting in favor, and Director Fabre abstaining.

Mr. Luft reviewed the Finance Report with the Board. He reviewed the income for the District and summarized the activity in each of the District's accounts. Mr. Luft then reviewed the Cash Balance Report and noted that the total amount of the checks prepared for payment of bills and invoices to the District was \$355,688.36.

Mr. Luft next questioned if he could release the previously held fee of offices checks for Director Fabre. After discussion, upon a motion duly made by Director Franke and seconded by Director Medrano, the Board voted to approve all past fees of office to Director Fabre. The motion passed with Directors Jones, Dudo, Franke, and Medrano voting in favor, and Director Fabre abstaining.

Next, Mr. Evans discussed the status of the Board's compliance with cyber security training requirements, and he reminded the Board about the importance of taking the training online and completing a state-approved cyber security training. Ms. McCalla noted that the District only lacked one certification at this time, after receipt of which she would certify with the Department of Information Resources of the District's compliance, as required.

Mr. Luft then reported that the draft budget for the fiscal year ending September 30, 2023, was still in progress and would be presented for review at the District's next regular meeting.

The Board next discussed the District's contract with Sage. Director Franke reviewed proposed changes to the District's current contract with Sage. Director Franke then motioned to approve the proposed contract as presented, and Director Jones seconded the motion. Director Fabre stated her belief that the proposed contract reduced the scope of services provided by Sage while increasing overall costs. Mr. Evans explained that, under pertinent procurement laws, the District would need to publicly advertise and solicit bids for the enforcement of deed restrictions within the District, if the service contract would exceed \$75,000.00. Director Franke withdrew her motion. Director Fabre next motioned, and Director Medrano seconded, to authorize the preparation and publication of a Request for Proposals. The motion failed with Directors Fabre and Medrano voting in favor, and Directors Dudo, Jones, and Franke voting against the motion. Director Franke then motioned to authorize the Deed Restriction Enforcement Committee to work with the District's Attorney to properly publish a notice soliciting bids for deed restriction enforcement within the District. The motion passed with Directors Dudo, Franke, Fabre, and Medrano voting for the motion, and Director Jones voting against the motion.

Next, upon a motion duly made by Director Franke and seconded by Director Medrano, the Board voted unanimously to authorize the District's Attorney to file a

revised District Registration Form with the Texas Commission on Environmental Quality, as required.

Mr. Edmonson next presented the Engineer's Report. He stated that the commercial water meter calibrations within the District were complete and that three meters were determined to need replacing. Ms. Scales then presented proposals totaling \$15,710.00 from Southern Flowmeter, Inc., ("**SoFlow**") for the replacement of two commercial water meters. She noted that the third commercial water meter would be replaced by Inframark. After consideration, upon a motion duly made by Director Medrano and seconded by Director Franke, the Board voted unanimously to approve the proposals from SoFlow for the replacement of two commercial meters at a total cost to the District of \$15,710.00.

Mr. Edmonson then confirmed that the District's newly formed Stormwater Management Committee would meet on September 13, 2022.

Next, Ms. Scales reviewed the General Manager's Report with the Board. She requested authorization to replace the failing air conditioning unit at the District's meeting building. Upon a motion duly made by Director Fabre and seconded by Director Franke, the Board voted unanimously to approve the replacement of the air conditioning unit at the District's meeting location for a total cost not to exceed \$13,000.00.

Continuing her report, Ms. Scales stated that the fence repair along Vestavia Ridge was taking longer than anticipated due to "backlogs" on the building materials required to complete the fencing as well as contractor staffing issues.

Director Fabre next remarked that she had received comments from residents regarding the "great" customer service provided by Mr. Luft, and she commended Mr. Luft on his service.

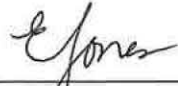
Director Franke then motioned, and Director Dudo seconded, to authorize the District's Information Management Committee to add all the resolutions approved this date to the District's website. The motion passed with Directors Jones, Dudo, Franke, and Medrano voting for the motion, and Director Fabre voting against the motion.

Director Fabre then updated the Board on recent changes to the security services provided within the District by the Williamson County Constable's Office and U.S. Domestic and Foreign Protection Services, LLC. No action was taken on this item.

Mr. Evans next summarized the status of various deed restriction enforcement lawsuits. He also requested that the item regarding trash cans in the street be removed from under the Deed Restriction Committee Report, and more appropriately placed under New Business for review by the Board at the District's next regularly scheduled meeting.

Next, Director Franke reminded the Board that the District no longer included deed restriction enforcement fines on the District's utility billing and that Inframark would be handling all future fines using Quickbooks software.

There being nothing further to come before the Board, the Board confirmed the District's next meeting date of July 20, 2022, and the meeting was adjourned.



Secretary, Board of Directors
Williamson-Travis Counties
Municipal Utility District No. 1

