

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

25 April 2023

STATE OF TEXAS	§
	§
COUNTIES OF WILLIAMSON AND TRAVIS	§

The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 ("District"), of Williamson and Travis Counties, Texas, met in special session, open to the public at 6:30 p.m. on 25 April 2023, 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.

Hanoi Avila	Vice President
Beth Jones	Secretary
Linda Fabre	Treasurer
David Flores	Director
(vacant)	Director

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

Also present in person were Christopher O'Toole, Rita Pelequin, Art Madrano, Chris Rocco, Savannah London, Susan London, Silvia Rocco, Jerry Anderson, Cynthia Kimble, Allen Kaplan, Carol Norrell, Mark Perry, Matthew Fabre, residents of the District; Kelley Masters, a property owner within the District, various other unknown members of the public; Sgt. Stinson and Cole Konopka of Coats Rose, P.C. ("Coats Rose").

Director Avila called the meeting to order and invited those present who signed up for public comment to address the Board under the two-minute time limit per speaker.

Agenda Item No. 1: Receive Citizens' Communications

- Christopher O'Toole addressed the Board with a public comment, speaking on deed restriction enforcement throughout the District.
- Rita Pelequin, Art Madrano, Chris Rocco, Savannah London, Susan London, Silvia Rocco, and Jerry Anderson addressed the Board with a public comment, noting their support for Carol Norrell to be appointed to the vacant director's seat.
- Cynthia Kimble and Allen Kaplan addressed the Board with a public comment, noting their interest to be appointed to the vacant director's seat.

Agenda Item No. 2. Discuss appointment of Director to fill vacant position, including:

- (a) approve statement and oath of appointed Director;
- (b) adopt Order Appointing Director;
- (c) authorize filing of oath of office with the Secretary of State;
- (d) discuss Open Government training requirements;
- (e) reconstitute the Board of Directors, pursuant to the requirement of Section 49.054(b), Texas Water Code;

(f) authorize filing of District Registration Form with the Texas Commission on Environmental Quality;

A discussion ensued regarding the best approach to interview and hear from each candidate. The Directors decided to interview each candidate alphabetically by first name, in conformity with how each candidates' letter of interest was saved in the Director Packets.

- Allen Kaplan interviewed first. He indicated that his strengths were in the financial arena and that he is interested in District communication. He was elected and served on the Austin Community College Board of Directors three times and was responsible for a number of policies. He has lived in the District for sixteen (16) plus years. He responded to all questions asked by the Directors and was thanked for participating and expressing interest in the vacant position.
- Carol Norrell interviewed second. She discussed how listening and communicating was vital to establishing relationships, building trust, and understanding differing opinions. She currently serves as a Board member for the Volente Hills HOA. She responded to all questions asked by the Directors and was thanked for participating and expressing interest in the vacant position.
- Cynthia Kimble interviewed third. She expressed interest in managing District information and believes that as owner of a digital marketing firm, has experience to provide more information to the public in a more efficient manner. She responded to all questions asked by the Directors and was thanked for participating and expressing interest in the vacant position.
- Kelley Masters interviewed fourth. She expressed interest in working with the current Directors to efficiently move District business forward. Although she does not live in the District, she owns land subject to taxation within the District and believes that it is her civic duty to serve and feels like she can work on behalf of and for all District residents. She responded to all questions asked by the Directors and was thanked for participating and expressing interest in the vacant position.
- Mark Perry interviewed fifth. He expressed interest in advising the Board on the District's infrastructure and parks. He says that he has the experience necessary to put together a five-year infrastructure plan. He responded to all questions asked by the Directors and was thanked for participating and expressing interest in the vacant position.

At this time, Director Fabre thanked all the candidates for their time and interest in serving the District. She stated that while all candidates are qualified to serve, her vote is for who she believes is best for the District. Director Flores stated that he believes the process was fair and that it was great to see such a variety of residents who are interested in serving the District. He suggested that the Directors write down their top three candidates and that the vacant position be awarded to the candidate receiving the highest point total.

- After tallying the votes, Cynthia Kimble received three (3) points; Mark Perry received five (5) points; Carol Norrell received six (6) points; and Kelley Masters received seven (7) points.
- **Motion: Appoint Kelley Masters to the Board to fill the current vacancy and to adopt the ORDER APPOINTING DIRECTOR.**
Motion by: Director Flores
Second by: Director Fabre
Ayes: Director Fabre

**Director Flores
Director Avila**

Abstained: Director Jones

Motion Passes

- Mr. Konopka explained that Ms. Masters would execute an Affidavit for Director certifying that she fulfills the qualifications for serving on the Board. He noted that Ms. Masters would also execute a Statement of Officer stating that she had not bribed anyone to vote for her appointment to the Board and an Oath of Office. Mr. Konopka explained that the Oath was the same oath taken by all persons elected to offices in the State of Texas, and he noted that the Oath would be filed with the Texas Secretary of State.
- Then Mr. Konopka reminded the Directors of the need to reconstitute the Board pursuant to the requirements of Section 49.054(b) of the Texas Water Code.

Motion: Elect the Directors to the offices indicated and to authorize filing of the District Registration Form with the Texas Commission on Environmental Quality.

**Motion by: Director Flores
Second by: Director Fabre**

**Ayes: Director Flores
Director Fabre
Director Avila**

Abstained: Director Jones

Motion Passes

- The Board next considered the outstanding invoices due to Sage Management ("Sage"). A lengthy discussion ensued regarding missing photographs, Sage's customary practices of notifying Inframark or the Deed Restriction Committee, and Sage's filed reports.
- **Motion: Void both checks owed to Sage, write a new check to Sage in the amount of \$2,679.53 for services rendered in January and February 2023, and if evidence is provided that Sage performed its second round of tours in February, the District will cut an additional check paying the remaining balance.**

**Motion by: Director Fabre
Second by: Director Jones**

**Ayes: Director Avila
Director Masters**

Abstained: Director Flores

Motion Passes

- Director Jones next discussed the outstanding RFP for deed enforcement management services and the comments to the RFP issued by Director Fabre. The Directors discussed how deed enforcement was handled previously and the changes that occurred over the past few years. Director Masters noted that she had just been appointed to the Board and would prefer to discuss the matter when she has had the ability to review additional information.

- **Motion:** **Defer discussion related to the deed restriction management RFP until Director Masters has had time to review such material.**

 Motion by: **Director Flores**

 Second by: **Director Fabre**

 Ayes: **Director Avila**

 Director Masters

 Nos: **Director Jones**

 Motion Passes

- **Motion:** **Defer all discussion related to committee assignments until the May meeting.**

 Motion by: **Director Flores**

 Second by: **Director Fabre**

 Ayes: **Director Avila**

 Director Masters

 Nos: **Director Jones**

 Motion Passes

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