

**CERTIFICATE FOR ORDER OR RESOLUTION**

THE STATE OF TEXAS §  
COUNTIES OF WILLIAMSON AND TRAVIS §

The undersigned officers of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 of Williamson and Travis Counties, Texas (the "District") hereby certify as follows:

The Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 convened in **regular** session on the 16<sup>th</sup> day of March 2022, at The Park at Lakeline Oaks located at 1000 Old Mill Road, Cedar Park, Texas 78613, a location within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to wit:

- |                  |                           |
|------------------|---------------------------|
| Catherine Franke | President                 |
| Art Medrano      | Vice President            |
| Linda Fabre      | Secretary                 |
| Megan Dudo       | Asst. Secretary/Treasurer |
| Beth Jones       | Asst. Secretary/Treasurer |

and all of said persons were present, except for the following absentees: NONE, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

**ORDER OF THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS MUNICIPAL UTILITY DISTRICT NO. 1; ADOPTING RECORDS MANAGEMENT PLAN; APPOINTING RECORDS MANAGEMENT OFFICER; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order of Resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the Order or Resolution prevailed and carried by the following vote:

AYES: ALL PRESENT  
NOES:

That a true, full and correct copy of the aforesaid Order or Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; and that said Order or Resolution has been duly recorded in said Board's minutes of said meeting; that the persons named in the above and foregoing paragraph were duly chosen, qualified and acting officers and members of the Board as indicated therein, that each of the officers and members of said Board was duly and sufficiently notified officially and personally, in advance, to the holding of said meeting for such purpose; that said meeting was open to the public as required by law; that public notice of the time, place and subject of said meeting was given as required by the Texas Government Code, §551.043, as amended, and §49.063 of the Texas Water Code, as amended, and that the undersigned are the duly chosen, qualified and acting officers of the current Board of Directors.

SIGNED AND SEALED this 16th day of March 2022.

Linda Fabre  
Secretary, Board of Directors

Catherine Franke  
President, Board of Directors

[SEAL]  
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**ORDER OF THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS MUNICIPAL  
UTILITY DISTRICT NO. 1; ADOPTING RECORDS MANAGEMENT PLAN;  
APPOINTING RECORDS MANAGEMENT OFFICER; PROVIDING FINDINGS OF  
FACT; PROVIDING FOR OPEN MEETING**

THE STATE OF TEXAS §  
COUNTIES OF TRAVIS AND WILLIAMSON §  
WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1 §

**WHEREAS**, Title 6, Subtitle C, of the Local Government Code (the “**Local Government Records Act**”) provides that a municipal utility district must establish by order an active and continuing records management program to be administered by a Records Management Officer; and

**WHEREAS**, as part of the Officer’s duties, Section 203.041 of the Local Government Code requires the Officer to prepare a records control schedule listing all records created or received by the municipal utility district and the retention period for each record; and

**WHEREAS**, the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 (the “**District**”) desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS  
WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1 THAT:**

**Section 1. Findings of Fact.** The Board hereby finds that the above recitals are true and accurate legislative findings of fact.

**Section 2. Definition of Records.** For purposes of this Order, the definition of “local government record” shall be the definition established in Section 201.003(8) of the Local Government Code. Such definition is as follows:

“Local government record” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The term does not include:

- (A) extra identical copies of documents created only for convenience of reference or research by officers or employees of the local government;

- (B) notes, journals, diaries, and similar documents created by an officer or employee of the local government for the officer's or employee's personal convenience;
- (C) blank forms;
- (D) stocks of publications;
- (E) library and museum materials acquired solely for the purposes of reference or display; or
- (F) copies of documents in any media furnished to members of the public to which they are entitled under Chapter 552, Government Code, or other state law; or
- (G) any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

**Section 3. Records Declared Public Property.** All records as defined in Section 1 of this plan are hereby declared to be the property of the District. No official or employee of the District has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**Section 4. Designation of the Records Management Officer.** The legal assistant from time to time to the District's Attorney, McGinnis Lochridge, shall serve as Records Management Officer for the District. The District's Records Management Officer is authorized and directed to do any and all things necessary and proper to carry out this Order and any other duties required of the Records Management Officer under state law.

**Section 5. Records Control Schedules.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the District, as provided by law. Any destruction of records of the District will be in accordance with these schedules and the Local Government Records Act.

**Section 6. Order to be filed with Texas State Library and Archives Commission (the "Commission").** A certified copy of this Order shall constitute the District's Records Management Program and the designation of the legal assistant to the District's Attorney,

McGinnis Lochridge, as the District's Records Management Officer and will be filed with the Commission. The District's Records Management Program and designation of Records Management Officer are effective as of the date set forth below.

**Section 7. Previous Programs.** This Order voids and supersedes all previous Orders establishing a Records Management Program or designating a Records Management Officer.

**Section 8. Public Meeting.** The Board has considered this resolution during a duly noticed meeting that was open to the public, in compliance with Texas Government Code Chapter 551, the Texas Open Meetings Act.

**Section 9. Public Information Coordinator.** The legal assistant to the District's Attorney, McGinnis Lochridge will serve as public information coordinator for the purposes of Section 552.012 of the Texas Government Code.

**Section 10.** The District's officers, employees, and consultants are hereby authorized to take whatever actions are necessary to implement the policies set forth in this Order.

ADOPTED AND APPROVED this 16th day of March 2022

/s/Catherine Franke  
President, Board of Directors

ATTEST:

/s/Linda Fabre  
Secretary, Board of Directors