

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

21 May 2025

STATE OF TEXAS	§
	§
COUNTIES OF WILLIAMSON AND TRAVIS	§

The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 (the "District"), of Williamson and Travis Counties, Texas, met in regular session, open to the public at 5:30 p.m. on the 21st day of May 2025, 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, and the roll was called of the duly constituted officers and members of the Board, to wit:

Beth Jones	President
Hanoi Avila	Vice President/Treasurer
Christopher Rocco	Secretary
David Flores	Assistant Secretary
Carrol Norrell	Assistant Secretary

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

Also present in person were Linda Fabre, Tina Flores, and Renae Marze, residents of the District; Lucas Brum of LandCare; three law enforcement officials, including, Nicasio Martinez of the Llano County Sheriff's Office, and Darrius Holland of the Williamson County Sheriff's Office; ElizaBeth Reeves, Stephanie Reese, and Darald Berger of Inframark, LLC ("Inframark"), the District's Operator; Jacob Valentien of Westwood Professional Services, Inc. ("Westwood"), the District's Engineer; and Cole Konopka of Coats Rose, P.C. ("Coats Rose"), the District's Attorney. Attending the meeting by teleconference was Lisa Rickert of Artesian Financial Services ("Artesian").

Agenda Item No. 1: Roll call for Board of Directors.

Agenda Item No. 2: Pledge of Allegiance and moment of silence.

Agenda Item No. 3: Comments and questions from District residents.

- Ms. Fabre then addressed the Board and stated that the Board has a long, well-documented history of using legal threats to silence and intimidate the public. She then stated that she will not be silenced nor bullied and will not retreat from telling the truth.
- Ms. Marze then addressed the Board and stated that she is interested in learning how extraneous fees were added to the water bill. She then stated that she had requested an audit from the Texas Commission on Environment Quality ("TCEQ") on the District's financial records.

Agenda Item No. 4: Consent Agenda, including:

- (a) approval of Minutes of 16 April 2025, 1 May 2025, 6 May 2025, and Certified Agenda of Executive Session of 1 May 2025; and
- (b) approval of payment of bills and invoices;

- Director Flores stated that he was made aware of the Special Meeting held on 1 May 2025 by a resident and he requested more transparency. Director Avila stated that the Agenda was posted, and notice given according to law.
- The Board then reviewed the items reflected on the Consent Agenda and the Board considered approving: (1) the minutes of the meetings of 16 April 2025, 1 May 2025, 6 May 2025 and Certified Agenda of Executive Session of 1 May 2025; and (2) the Bookkeeper's Report. After review, upon a motion duly made and seconded, the Board voted unanimously to approve: (1) the minutes of the meetings of 16 April 2025, 1 May 2025, 6 May 2025 and Certified Agenda of Executive Session of 1 May 2025, as written; and (2) the Bookkeeper's Report, including the payment of invoices submitted.

Agenda Item No. 5: Deed Restriction Committee, including:

- (a) Discuss deeds.

- Director Jones then stated that deed restrictions are being enforced and for residents to check the District's website if they have questions about their respective deeds.

Agenda Item No. 6: Engineer's Report, including:

- (a) discuss status of Sanitary Sewer Cleaning and Televising Project;
- (b) discuss status of Lead and Copper Rule Revision Project;
- (c) discuss proposal for the Dagama and Sun Chase Park Lift Station Rehabilitations Project;
- (d) update on sidewalk resolution and El Salido sidewalk repair;
- (e) Infrastructure Committee report; and
- (f) update on other matters, as needed.

- Mr. Valentien next updated the Board on the status of the Sanitary Sewer Cleaning and Televising Project. He further stated that contract documents were being presented to Director Jones for signature. Mr. Valentien reported that he would coordinate with the Contractor to set up a pre-construction meeting and issue a notice to proceed.
- Mr. Valentien then reported on the status of the Lead and Copper Rule Revision ("LCRR") Project and stated that a draft of the LCRR service line identification plan is attached to the Engineer's report. He then stated that money would be budgeted in the next two fiscal years for the investigation into the service line material. He further stated that the LCRR Project will continue to be discussed at the Infrastructure Committee meetings.
- Mr. Valentine next reported on the status of the Dagama and Sun Chase Park Lift Station Rehabilitation Project (the "Project"), and he stated that a site visit to both lift stations was

conducted in the past month with Inframark. He then stated that the scope of the Project was discussed with Inframark, and that Westwood had started the design phase of the Project.

- Mr. Valentien then reported that he had worked with the District's Attorney on a sidewalk resolution and that the resolution was on the Google Drive. He further stated that the resolution documented the process for maintaining the sidewalks located within the District. A Board discussion ensued regarding liability and responsibility. He then reported that CRC Concrete Raising & Repair commenced and finished repairs to the El Salado sidewalk on 1 May 2024, and attached to the Engineer's report is a Memorandum concerning the repair. He further reported that after the repair there were sharp edges noted as well as need for turf replenishment to protect against erosion. A Board discussion ensued.
- Mr. Valentien then stated that he had met with the Infrastructure Committee on 2 May 2025 and meeting minutes were included with the Engineer's report. He then gave an update to the 2012 Lakeline Oaks CMU Wall and stated that a quarterly inspection occurred on 7 May 2025 and attached to the Engineer's report is an updated review.
- Mr. Konopka next reported that there were three tracts of land that are owned by DR Horton and that are District facilities. He further reported that the three tracts include a detention pond on London Lane, the Dagama Lift Station and an access easement to Aster Pass Park. He then stated that DR Horton desired to deed the three tracks to the District and that DR Horton will provide conveyance agreements in the next month.

Agenda Item No. 10: Committee Assignments and Reports, including

- (a) Parks Committee, including discuss replacing plans and grills, and proposal for lights for memorial garden; and
- (b) Information Management Committee, Waste Management Committee, Open Records Committee, Security Committee and Budget Committee; take action as needed.

- Next, Mr. Brum from LandCare reported that he had met with the Parks Committee and the Committee had requested a quote for underbrush cleanup of the native areas at Anderson Mill Park. He then stated that he had prepared a proposal for the underbrush cleanup at Anderson Mill Park and that work would begin on 27 May 2025. Director Jones then stated that the Parks Committee is requesting replacement of a large grill. A Board discussion ensued and the discussion regarding moving grills and lights for the memorial garden were tabled until next month.

- **Motion: Approve LandCare Landscape Enhancement Proposal in the amount of \$4,275.32 for underbrush cleanup at Anderson Mill Park.**

Motion by: Director Norrell
Second by: Director Rocco

Ayes: Director Norrell
Director Rocco

**Director Flores
Director Jones
Director Avila**

- Director Rocco of the Information Management Committee then reported that the Committee had met and discussed the work that needed to be done. Director Norrell then stated that she had talked with Mr. Berger regarding removing the Oak Wilt notice at the end of June 2025. She then stated that a search box should be on the home page of the District's website to make it easier for the residents to find information.
- Director Norrell then reported on Open Records Committee. She then reported that the District in the current fiscal year had spent \$18,249.00 on open records requests and that the budgeted amount was \$2,000.00. A Board discussion ensued.
- Director Jones then appointed a new Inframark Contract Advisor Committee consisting of Directors Avila and Rocco.
- Director Rocco then reported on the Budget Committee and stated that the first of July is typically when the Budget Committee begins to work on next year's fiscal budget, and he is not comfortable setting next year's tax rate and that a financial advisor was needed. Mr. Konopka then stated that he was going to reach out to some financial firms and would try and have proposals at next month's Board meeting.

Agenda Item No. 8: New business, including:

- (a) discuss proposal from Ranger Guard;
- (b) discuss proposal with U.S. Domestic and Foreign Protection Services LLC

- Director Jones then stated that when Officer Monroe passed away that the District hired U.S. Domestic and Foreign Protection Services LLC ("USDFPS"). Mr. Konopka then stated that an updated proposal from USDFPS would need to be sent because the hourly rates had changed. The armed security rate was changed to \$35/hour and the rate for off duty police officer was changed to \$60/hour with a 12-hour minimum. He then stated that the Board needed to approve the newly proposed contract. A Board discussion ensued.

- **Motion: Approve Contract with U.S. Domestic and Foreign Protection Services LLC, as presented.**

**Motion by: Director Avila
Second by: Director Rocco**

**Ayes: Director Avila
Director Rocco
Director Jones**

Abstain: Director Norrell

Noes: Director Flores

- Director Flores then stated that he does not believe that USDFPS should be paid for May since they had not been engaged until today.
- **Motion: U.S. Domestic and Foreign Protection Services LLC be paid for work performed in May 2025 through date of meeting.**

Motion by: Director Avila
Second by: Director Rocco

Ayes: Director Avila
Director Rocco
Director Jones
Director Norrell

Noes: Director Flores

Agenda Item No. 9: General Manager / Operator's Report, including:

- (a) report on operation of the District's facilities;
- (b) discuss amending Rate Order to include pass through rates plus 10% for fire protection from the City of Cedar Park and trash and waste collection from Waste Management;
- (c) discuss the 2024 Drinking Water Quality Report;
- (d) discuss contract with Badger Meter;
- (e) discuss Inframark contract renewal;
- (f) approve power washing; and
- (g) discuss and authorize any repairs, maintenance items, or other work deemed necessary.

- Next, Ms. Reeves presented the General Manager/Operator's Report. She reported that the streetlight survey was conducted on 10 April 2025, and no outages were reported. She further reported that water accountability for March was eighty-four percent (84%). Ms. Reeves reported that the men's outdoor bathroom at Lakeline Oaks was repaired. She then stated that current items for Board consideration included two estimates for the power washing of the concrete masonry unit ("CMU") walls located in the District. A Board discussion ensued. Director Rocco then asked Inframark to obtain more bids, pictures, references and research the chemicals which are used. The matter was tabled until next month's Board meeting. She then reported that there were three estimates for work to be performed by Inframark to clear the sediment and vegetation in the amount of \$816.99, install six (6) signs in the District in the amount of \$2,952.00, and to hire Waste Water Transport Services to offload wastewater when cleaning Dagama Lift Station in the amount of \$2,212.80. She further presented an estimate to repair the men's outdoor restroom in the amount of \$947.50 and two quotes for meter testing.
- **Motion: Authorize the repair items outlined in the Manager's Report for a total cost of \$9,788.30.**

Motion by: Director Avila
Second by: Director Jones

Ayes: Director Avila
Director Jones
Director Flores
Director Rocco
Director Norrell

- Next, Ms. Reeves reported on amending the Rate Order to include pass-through language for City of Cedar Park Fire Protection fees which will appear on next month's water bill. She then reported that she had received an annual Consumer Price Index ("CPI") rate adjustment letter from Waste Management which will also be included on the water bill as a pass-through charge. She further stated that the new cost will be \$24.23 for the regular residential rate and the senior rate is going to \$21.68. Mr. Konopka recommended that the rate order be amended to reflect pass-through language.
- Ms. Reeves then presented the draft Water Quality Report which is required by the TCEQ and stated that all items are in compliance.
- Lastly, Ms. Reeves then stated there are new hours for Ms. Reese which are Monday and Tuesday 12:00 p.m. to 4:00 p.m., Wednesday 7:00 a.m. to 4:00 p.m. with a lunch hour. She further stated that on meeting days and on disconnect days she will be in the office, and on Thursday 7:00 a.m. to Noon and on Friday Ms. Reese will work remotely.

- **Motion:** Authorize new office hours for Ms. Reese.

Motion by: Director Avila
Second by: Director Jones

Ayes: Director Avila
Director Jones
Director Rocco
Director Norrell

Abstain: Director Flores

Agenda Item No. 11: Old Business;

- Nothing to report.

Agenda Item No. 12: Attorney's Report;

- Mr. Konopka then stated that matters were already discussed in the meeting.

Agenda Item No. 13: Convene in executive session pursuant to Texas Government Code, Chapter 551, to discuss matters only relating to pending or contemplated litigation, personnel matters, real estate transactions, or security, if necessary;

- The Board convene in executive session at 7:24 p.m.
- The Board reconvened in open session at 7:32 p.m.

Agenda Item No. 12: Actions related to matters discussed during executive session;

- No actions were taken during executive session.

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

(SEAL)



Secretary, Board of Directors