

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
OF WILLIAMSON-TRAVIS COUNTIES
MUNICIPAL UTILITY DISTRICT #1

March 20, 2020

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

A special meeting of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 was held at 6:30 p.m. on March 20, 2020 by remote access only in accordance with the March 16, 2020 Order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act and as modified by the Governor's Order.

The meeting was called to order at 6:37 p.m. and roll was called of the members of the Board, to-wit:

Catherine Franke	-	President
Jana Norton-Ramirez	-	Vice President
Chris Rocco	-	Secretary
Art Medrano	-	Assistant Secretary/Treasurer
Luis Zervigon	-	Assistant Secretary/Treasurer

All Directors were present, thus constituting a quorum. Also attending the meeting were Kristi Hester, Makenzi Scales, and Leigh Catlin of Inframark; Bill Flickinger of Willatt & Flickinger; James and Diana Sagnes of Sage Management; and District residents Hanoi Avila, Linda Fabre, and Sarah Teale.

Agenda Item 1: Receive Citizens' Communications

- Sarah Teale addressed the Board to discuss inaccurate information regarding closing of the District parks. She wants more specific information to be posted.
- Linda Fabre addressed the Board and said that there was a lack of clear information being presented to District residents.

Ms. Fabre addressed the Board regarding Agenda Item 2. She said disconnects occurred after covid-19 was declared a pandemic and that was not compassionate.

Ms. Fabre addressed the Board regarding Agenda Item 3. She said families should be allowed the opportunity to participate in payment plans instead of it being planned for them.

Ms. Fabre addressed the Board regarding Agenda Item 4, suggesting that all deed enforcements should be suspended and the money saved used to pay resident bills.

- Dir. Franke closed the public comment session.
- No action was taken on this item.

Agenda Item 2: Temporary Moratorium on Disconnection of Water Service During COVID-19 Virus Crisis

- **Motion: Approve a moratorium on disconnects for non-payment for as long as the government-defined (federal, state, and/or local) emergency is in effect.**

Motion by: Dir. Zervigon

Second by: Dir. Norton Ramirez

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

Agenda Item 3: Payment Plans for District Customers During COVID-19 Virus Crisis

- Mr. Flickinger said that the managers could provide up to a provide six-month payment plan; Dir. Franke asked what we would do that is above and beyond that. Mr. Flickinger said longer payment plans could be an option, and Ms. Hester thinks that the resolution would give managers the authority to offer payment plans on a case-by-case basis. Residents need to understand that they will not be disconnected, but they will still see what balance they owe. However, service will not be suspended or disconnected during this time.
- **Motion: Allow payment plans to remain unmodified.**

Motion by: Dir. Zervigon
Second by: Dir. Franke

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

Agenda Item 4: Temporary Moratorium on Enforcement of Certain Deed Restrictions During COVID-19 Virus Crisis

- Ms. Sagnes said it is too early to determine if a moratorium on overnight parking is necessary; to date she has only been contacted by one resident regarding overnight parking and at-home students.
- Dir. Zervigon suggested that the existing deed restrictions be left in place and any changes could be applied via the emergency order.
- **Motion: Leave existing deed restriction enforcement process in place.**

Motion by: Dir. Zervigon
Second by: Dir. Medrano

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

Agenda Item 5: Temporary Emergency Order Delegating Authority to the Board President to Approve Certain Actions Needed to Continue Functioning of the District During COVID-19 Virus Crisis Including Authorization for the Board Vice President to Act if the Board President is Unavailable or Unable to Act

- Dir. Franke read the text of the Temporary Emergency Order Delegating Authority to the Board President to Approve Certain Actions Needed to Continue Functioning of the District During Covid-

19 Virus Crisis Including Authorization for the Board Vice President to Act if the Board President is Unavailable or Unable to Act.

- Mr. Flickinger noted an issue with generating physical checks that require three signatures; Ms. Hester had contacted the bank and only one signature will be required once a new signature card is confirmed. The Finance Committee, consisting of Dir. Medrano and Dir. Norton Ramirez will review the invoices and checks and sign at separate times; a third signature will be needed this month, but the card can be changed so only one signature will be required next month.
- Dir. Zervigon suggested amending Section 7 to add a third person to the list of those authorized to act if the Board president is unable to. Mr. Flickinger suggested that the secretary as next in line would be most appropriate and will insert that language into the final version of the order.
- Dir. Zervigon suggested that the expiration date in Section 8 be changed to when the order is dissolved by the Board.
- Mr. Flickinger will amend the order to include adding authorization of the Board Secretary to section 7 and amending the date in Section 8.
- **Motion: Accept the Emergency Order with the changes as stated by Mr. Flickinger.**

Motion by: Dir. Medrano

Second by: Dir. Rocco

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

- Ms. Hester addressed Agenda Item 2, asking if late fees were to be suspended as well. Dir. Franke did not indicate that the District intended to waive those fees as everything else was to proceed as usual; Ms. Hester noted that a majority of Inframark Districts were not adding late or disconnect fees, but it was at the Board's discretion whether late fees would be applied to delinquent customers. Dir. Zervigon suggested waiving all late fees to which Dir. Medrano and Dir. Rocco agreed.
- **Motion: Temporarily waive all late fees for all accounts.**

Motion by: Dir. Rocco

Second by: Dir. Zervigon

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

- Ms. Hester made a statement regarding water safety: water quality is being tested daily at multiple locations to ensure it is clean and safe to drink; no problems have been noted to date.
- Dir. Rocco suggested that the Budget Committee meet to reassess the budget for the remainder of the fiscal year since there will be no income from late fees.
- Dir. Zervigon suggested pausing major projects because the District's reserve could be jeopardized by current events.

- Dir. Zervigon addressed park signage as some residents have said that the signs are unclear. Ms. Hester said it is the same language that is being used in other Districts; residents are asked to maintain social distance, but areas where people tend to congregate (parks, basketball courts, tennis courts, etc.) are closed. People will still want to go outside and walk their neighborhoods, but they must do so safely. Dir. Zervigon invited any residents with questions to submit them on the MUD website. Ms. Hester additionally noted that the signs have the Inframark e-mail address if residents have questions.

Agenda Item 6: Adjournment

- **Motion: Adjourn meeting at 7:44 p.m.**

Motion by: Dir. Rocco
Second by: Dir. Franke

Aye: Dir. Franke
Dir. Medrano
Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon



Board of Directors



Date