

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

August 17, 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 **August 17, 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
Beth Jones	Secretary
Megan Dudo	Treasurer
Linda Fabre	

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, Inc. ("**Verdunity**"); Herb Edmonson of Gray Engineering, Inc. ("**Gray**"), the District's Engineer; Diana and Jimmy Sages of Sage Management Services ("**Sage**"); the District's Deed Restriction Enforcement Company; and Zachariah T. Evans, Suzanne McCalla, and Pennie Blake 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 discussed A RESOLUTION OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; ADOPTING THE SECOND AMENDED AND RESTATED RULES OF ORDER OF THE BOARD OF DIRECTORS; ESTABLISHING RULES FOR CONDUCTING BOARD MEETINGS; PROHIBITING DIRECTORS FROM ABSTAINING ON VOTES FOR ANY REASON OTHER THAN LEGAL CONFLICTS OF INTEREST; IMPLEMENTING PROVISIONS FOR ADDITIONAL TIME FOR THE BOARD TO DELIBERATE UNDER CERTAIN CIRCUMSTANCES; PROVIDING FINDINGS OF FACT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR OPEN MEETING (the "**Amended Rules Resolution**"). Mr. Evans reviewed requested revisions to the Amended Rules Resolution. Director Franke motioned to approve the Amended Rules Resolution, as presented. Director Dudo 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.

The next item before the Board was a review of Directors Fees of Office and Reimbursements. No action was taken.

Next, the Board considered approval of the monthly consent. After a brief discussion, upon a motion duly made by Director Dudo and seconded by Director Medrano, the Board voted to approve the Consent Agenda. The motion passed with Directors Jones, Dudo, Franke, and Medrano voting in favor, and Director Fabre voting against.

Mr. Luft then reviewed the Finance Reports with the Board. He reviewed the income for the District and summarized the activity in each of the District's accounts. He reviewed the Cash Balance Report and noted that the total amount of the checks prepared for payment of bills and invoices to the District for July and August was \$310,180.93 and \$400,847.90, respectively. He noted that the debt service payment on the District's bonds was due September 1, 2022, and would be paid timely.

The Board next discussed the requirement that local government officials and employees annually complete a state-approved cybersecurity training course. Ms. McCalla stated that the District was in full compliance with all training requirements, and she added that she would certify the District's compliance with the Department of Information Resources, as required.

The Board next considered the draft budget for the fiscal year ending September 30, 2023. Mr. Luft detailed items within the proposed budget and noted that the budget was not required to be adopted until next month.

Mr. Luft then reviewed with the Board the proposed tax rate recommendation for the 2022 tax year as prepared by Chris Lane of SAMCO Capital, the District Financial Advisor. After consideration, upon a motion duly made by Director Fabre and seconded by Director Franke, the Board voted unanimously to: (1) approve the proposed tax rate of \$0.2943 per \$100 of assessed valuation for maintenance and operation expenses; and (2) approve the proposed tax rate of \$0.0078 per \$100 of assessed valuation for debt service, for a total tax rate of \$0.3021 per \$100 of assessed valuation. Director Dudo then motioned to call a public hearing on the proposed tax rate for September 12, 2022, at 12:00 p.m. and to authorize publication of the Notice of Tax Rate Hearing in the Hill Country News, as in years past. Director Jones seconded the motion, which motion passed with all Directors voting in favor of the motion.

The Board next considered A RESOLUTION OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; REQUIRING USERS OF DISTRICT SOLID WASTE REMOVAL SERVICES TO STORE TRASH CARTS OUT OF PUBLIC THOROUGHFARES, SIDEWALKS, ROADWAYS, PARKS, OTHER COMMON AREAS; PROVIDING PENALTIES; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING (the "**Trash Carts Resolution**"). Mr. Evans detailed the Trash Cart Resolution with the Board. Upon a motion duly made by Director Jones and seconded by Director Franke, the Board voted to approve the Trash Carts Resolution, as presented. The motion passed with Directors Franke, Dudo, Jones, and Medrano voting in favor of the motion, and Director Fabre voting against the motion.

The next item of business before the Board was a proposal from Maxwell, Locke & Ritter, LLP, ("**Maxwell**"), the District's Auditor, for audit services for the fiscal year ending September 30, 2022. After discussion, upon a motion duly made by Director Franke and seconded by Director Medrano, the Board voted unanimously to approve the proposal from Maxwell, as presented.

Director Fabre then read a statement accusing other Directors of committing fraud. A discussion ensued. Director Dudo motioned to warn Director Fabre that she had violated the District's Amended Rules Resolution. Director Franke seconded the motion, which motion passed with Directors Franke, Dudo, Jones, and Medrano voting to approve the motion, and Director Fabre voting against the motion. Mr. Evans noted that, pursuant to the Amended Rules Resolution, a second infraction by Director Fabre during the meeting would allow the Board to vote to remove her from the meeting.

The Board next took up the item regarding review of billing by Sage. Director Fabre read a statement regarding Sage's billing practices and stated her belief that, based upon her review of 18 months of invoices from Sage, Sage's billing practices were fraudulent. She then asked if the Board or a Director is notified of fraud and takes no action, are they culpable. Director Jones then motioned to remove Director Fabre from the Board meeting for failure to adhere to the Amended Rules Resolution. Director Franke seconded the motion, which motion passed with Directors Franke, Dudo, Jones, and Medrano voting to approve the motion, and Director Fabre voting against the motion. At this point Director Fabre left the meeting.

The next item of business before the Board was an amended ORDER ESTABLISHING WATER AND WASTEWATER SERVICE RATES, CHARGES AND TAP FEES, AND ADOPTING GENERAL POLICIES WITH RESPECT TO THE DISTRICT'S WATER, WASTEWATER AND DRAINAGE SYSTEMS (the "**Rate Order**"). Mr. Evans reviewed proposed changes in the Rate Order with the Board. After discussion, upon a motion duly made by Director Fabre and seconded by Director Medrano, the Board voted unanimously to approve the amended Rate Order, as presented.

The Board then discussed the November 8, 2022, Directors Election (the "**Election**"). Mr. Evans reviewed AN ORDER BY THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1 CALLING A DIRECTORS ELECTION TO BE HELD WITHIN SAID DISTRICT; PROVIDING FOR THE CONDUCT AND THE GIVING OF NOTICE OF SAID ELECTION; AND CONTAINING PROVISIONS NECESSARY AND INCIDENTAL TO THE PURPOSES HEREOF; PROVIDING VOTING DATES, TIMES, AND LOCATIONS; PROVIDING FOR CANCELLATION OF THE ELECTION UNDER CERTAIN CIRCUMSTANCES; PROVIDING FOR AN OPEN MEETING; PROVIDING FINDINGS OF FACT (the "**Election Order**"). Ms. McCalla explained that the deadline for submission of an application for a position on the District's ballot was 5:00 p.m. on August 26, 2022, and that three positions were up for reelection. She continued that if the District did not receive more than three applications for the Election, then the Board could cancel the Election at its September Board meeting. After consideration, upon a motion duly made by Director Medrano and seconded by Director Franke, the Board voted unanimously to adopt the Election Order, subject to any revisions to the polling locations made by Travis or Williamson Counties.

The Board then reviewed the contracts for election services and joint election agreements with Williamson and Travis Counties (collectively the "**Election Agreements**"). Ms. McCalla highlighted provisions in the Election Agreements and reminded the Board that with a joint election, the counties would essentially be conducting the Election on behalf of District. Director Franke then motioned, and Director Medrano seconded to approve the Election Agreements with both Williamson and Travis Counties, as presented. The motion passed unanimously.

Ms. McCalla next explained that pursuant to Section 31.123, Texas Election Code, the District was authorized to appoint an authorized agent for all purposes of the Election. She explained that the District's Agent was: (1) responsible to maintain and make available for inspection all Election documents received during the Election; and (2) required to be available for election duties for at least three hours each day, during regular office hours, on regular business days, beginning on September 19, 2022, and ending no earlier than December 18, 2022. Ms. McCalla continued that McGinnis, as the District's agent for the Election, would maintain the mandatory office hours for the District. After a brief discussion, upon a motion duly made by Director Dudo and seconded by Director Franke, the Board voted unanimously to designate McGinnis as the District's Agent for the Election.

Mr. Edmonson next presented the Engineer's Report. He stated that Gray had solicited three proposals for maintenance of the decomposed granite trail at the Hatch detention pond and the London Lane detention pond and was recommending approval of the proposal from the low bidder, Westar Construction, Inc. ("**Westar**"), in the amount of \$39,615.00. After consideration, Upon a motion duly made by Director Medrano and seconded by Director Franke, the Board voted unanimously to approve the proposal from Westar, as presented.

Mr. Edmonson then reported that areas of sidewalk along Macaw Drive have shifted due to tree roots. He suggested engaging an arborist to review the impact, if any, to the trees in the area. After discussion, upon a motion duly made by Director Franke and seconded by Director Medrano, the Board voted unanimously to engage an arborist as recommended by the District's Engineer at a total cost to the District not to exceed \$1,500.00.

Ms. Scales next presented the General Manager's Report. Ms. Scales stated that the Dagama lift station generator is in need of repairs and explained that the costs to repair the transfer switch and fault micro switch were \$4,294.00. She continued that one of the fans at the Anderson Mill West pavilion is broken and after examination by electricians, the electricians determined that due to a ribbon caught around the shaft, the motor had failed. Ms. Scales added that maintenance was also performed on the fan switches which were not working as intended. She then presented a proposal from M&C Electric, Inc. ("**M&C**"), for repair and maintenance of the fans at a total cost to the District of \$1,172.00.

Ms. Scales then reported that the 12 Google user licenses the Board pays for through Onix Networking Corp. were scheduled to be renewed, at a total cost of \$864.00.

Continuing her report, Ms. Scales reviewed the Consumer Confidence Report ("**CCR**") that is required to be completed and provided to all District customers. She noted that there were no anomalies within the CCR.

After discussion, upon a motion duly made by Director Dudo and seconded by Director Franke, the Board voted unanimously to approve: (1) the proposal of \$4,294.00 for repair of the Dagama lift station generator; (2) the proposal of \$1,172.00 to repair the fans at the Anderson Mill West pavilion; (3) the renewal of 12 Google user licenses through Onix; and (4) the CCR as presented.

Director Dudo next presented the Parks Committee Report. Director Dudo detailed the 2022 Park Plan, and she introduced Carol Norrell with the Park Planning Advisory Committee. Ms. Norrell updated the Board on the changes made to the Park Plan based on community feedback and noted that preparation of the Park Plan took 18 months. After consideration by the Board, Director Dudo motioned to adopt the 2022 Park Plan, as presented. Director Jones seconded the motion, which passed unanimously.

Director Dudo next presented a proposal of \$6,291.20 from Open Air Cinema to purchase the equipment to host "Movies in the Park" events, as part of the District's newly adopted Park Plan. Upon a motion duly made by Director Dudo and seconded by Director Jones, the Board voted unanimously to approve the proposal from Open Air Cinema to host a "Movies in the Park" event.

Next, Director Dudo presented two proposals to resurface the playscape area in Sun Chase Park. She reviewed the proposals and stated that the Parks Committee was recommending approval of the proposal from Fun Abounds, Inc., in the amount of \$13,700.00. After consideration, Director Dudo motioned to approve the proposal from Fun Abounds, Inc., as presented, and Director Jones seconded the motion. The motion passed unanimously.

Next, Director Dudo stated that the Lakeline Oaks Homeowner's Association (the "HOA") was requesting the use of the District's parks to advertise HOA meetings. She explained that the HOA used light emitting diode [LED] signs to advertise their annual meetings, which signs would be removed by the HOA after the meetings. After discussion, upon a motion duly made by Director Franke and seconded by Director Dudo, the Board voted unanimously to allow the HOA to place the signs in the District's Park in coordination with the District's General Manager.

Director Dudo then reviewed proposed amendments to the District's Park and Pond Rules and Regulations (the "**Park Rules**"). She explained that the changes to the Park Rules addressed the issue of non-profit organizations requesting the use of the District's facilities for extended periods of time. After review, upon a motion duly made by Director Franke and seconded by Director Jones, the Board voted unanimously to approve the amended Park Rules, as presented.

Director Dudo then reported that the Parks Committee was recommending the hosting of tree care workshops in collaboration with the Texas A&M Community Forestry Service. Upon a motion duly made by Director Dudo and seconded by Director Jones, the Board voted unanimously to approve the hosting of the tree care workshops as detailed above.

The next item of business before the Board was consideration of an increase in the hourly rate for off-duty officers pursuant to the District's Interlocal Agreement for Law Enforcement Services between Williamson County and the District. Upon a motion duly made by Director Franke and seconded by Director Medrano, the Board voted unanimously to

increase the rate of pay for the off-duty officer to \$65.00 per hour, the same rate of pay per hour as the District currently pays for security services to the U.S. Domestic and Foreign Protection Services, LLC. ("USDFPS"), with said payments to the officers to be paid retroactively as of the date the USDFPS was hired.

The Board then entered into executive session at 9:00 p.m., pursuant to V.T.C.A. Government Code, Chapter 551.071, to consider Mr. Evans' advice on Item 13 as listed on the agenda. The Board reconvened in open session at 9:14 p.m. Director Franke reported that no decisions were made and no votes taken on any of the items discussed in executive session.

Mr. Evans next summarized the status of various deed restriction enforcement lawsuits and requested he be contacted directly with questions regarding the lawsuits.

There being nothing further to come before the Board, the Board confirmed the District's next meeting date of September 12, 2022, at 6:00 p.m., and the meeting was adjourned.





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