

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

15 January 2025

STATE OF TEXAS

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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 6:30 p.m. on the 15th day of January 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 with the exception of Director Avila who attended by teleconference, thus constituting a quorum.

Also present in person were Linda Fabre, Tina Flores, Mike Gonzalez, Gabe Maurer and Jana Ramirez, residents of the District, and Deputy Stinson; Makenzi Scales and Stephanie Reese of Inframark, LLC ("Inframark"), the District's Operator; Jacob Valentien of Westwood Professional Services, Inc. ("Westwood"), the District's Engineer; Cole Konopka of Coats Rose, P.C. ("Coats Rose"), the District's Attorney. Attending the meeting by teleconference were Kymberlie Smith of Artesian Financial Services ("Artesian") and Tammi Nelson of Coats Rose.

**Agenda Item No. 1: Pledge of Allegiance and moment of silence.**

**Agenda Item No. 2: Comments and questions from District residents.**

- Ms. Linda Fabre addressed the Board with a public comment stating that the holiday lighting approval process was advanced without Board approval and outside the public meeting process. She then stated that lack of transparency, accountability and use of public funds for litigation stem from personal grievances rather than the District's interests. She further stated that public funds should serve the community and not private, personal agendas. She then urged the Board to prioritize transparency, accountability, and the responsible use of taxpayer dollars.
- Next, Tina Flores addressed the Board regarding the relentless defamation and untruths being spread against her husband, David Flores. She then stated that issues such as the failure of the Hatch Lift Station and the holiday lighting approval process still need to be

resolved. She further stated that the residents of the District deserve accountability, honesty, and leaders who prioritize residents over their own agendas.

- Next, Mr. Gonzalez stated that he is a resident of the District and that his business is tennis court resurfacing. He then stated that the Anderson Mill tennis courts need attention for safety reasons. He further stated that he is interested in submitting a bid to the District for the court resurfacing.
- Next, Mr. Mauer stated that he is a resident of the District and that he was seeking clarity on a deed restriction question involving the definition of minor emergency repair for vehicles. Director Rocco stated that the resident should inform Inframark of the repair and the length of time expected for the repair. Mr. Mauer further stated that he was interested in fiber internet services and inquired whether the District contracted with any internet service providers.
- Next, Ms. Ramirez stated that she wanted to thank the residents who donated to the park event held on 8 December 2024. She then stated that trash on Hatch Road was being mowed over. She further stated that several individuals were attempting to open car doors on Aster Pass and Old Mill Road. Ms. Ramirez then inquired regarding an update on the sign at 620 and El Salido.

**Agenda Item No. 3: Consent Agenda, including approval of minutes of 16 October 2024, 14 November 2024, 20 November 2024, and 18 December 2024.**

- Next, a Board discussion ensued regarding the approval of minutes of 16 October 2024, 14 November 2024, 20 November 2024 and 18 December 2024. Director Rocco stated that the approval of the minutes for 16 October 2024 be deferred because he and Director Norrell were not Directors at the time of the meeting. Director Flores then stated his approval of the minutes from the 14 November 2024 Board meeting. He then stated that he requested one change to the minutes from the 20 November 2024 Board meeting. Director Jones requested that the minutes from the 18 December 2024 Board meeting be deferred because she had not been able to review the minutes. A Board discussion ensued regarding minutes from the 18 December 2024 Board meeting that require clarity.

- **Motion: Approve the minutes of 14 November 2024 and 20 November 2024, contingent upon change provided by Director Flores.**

**Motion by: Director Norrell**

**Second by: Director Jones**

**Ayes: Director Norrell**

**Director Jones**

**Director Flores**

**Director Rocco**

**Agenda Item No. 4: Accountant's Report, including:**

- (a) payment of bills and invoices;
- (b) review of payments on current not-to-exceed expenditures;
- (c) status of unclaimed funds;
- (d) discuss amending the budget.

- Ms. Smith next presented the Accountant's Report and reviewed the District's bills and invoices, including Summary of Funds, Cash Flow statements, Actual versus Budget report, and Quarterly Investment Report. She then stated that Artesian had requested holding checks for the upcoming month which were highlighted in green under disbursements.
- Director Flores then stated that the payment to Inframark included a base fee for August 2024. He then stated that Artesian had performed a review of the District's accounts and that every invoice had been matched with a check and that he was content with the result. He further stated that there were eight (8) work orders listed on the August 2024 invoice from Inframark that involved residences on Pepper Grass. Director Flores then stated that he would send the work orders to Ms. Scales for review and reconciliation.
- Director Avila then inquired how much of the payment to the District's attorney involved public information requests. Mr. Konopka then stated that the January invoice from Coats Rose related to public information requests was \$871.00. Director Flores then requested a separate line item in the bookkeepers report for open records requests. Director Avila then stated that Ms. Fabre continued to irreparably harm the District and continued to waste the public's money through public information requests without any limitation. He then stated that he would like Mr. Konopka to keep very strict records on how much money the District spends on open records requests. Mr. Konopka then stated that the District has an open records request spreadsheet that tracks every open records request on the Google Drive which contained a link to documents.
- Ms. Smith then stated that the entire process of unclaimed funds is two years lagging. A Board discussion ensued regarding amending the budget.

• **Motion: Authorize payment of the District's bills and invoices in the amount of \$366,817.78.**

**Motion by: Director Rocco**  
**Second by: Director Jones**

**Ayes: Director Rocco**  
**Director Jones**  
**Director Norrell**

**Noes: Director Flores**

Agenda Item No. 5: Engineer's Report, including:

- (a) status of Sanitary Sewer Cleaning & Televising project;
- (b) status of Lead and Copper Rule Revisions project;
- (c) update on other matters, as needed; and
- (d) Infrastructure Committee report.

- Mr. Valentien next reviewed the Engineer's Report with the Board. He then updated the Board on the status of the Sanitary Sewer Cleaning and Televising Project. He then stated that Westwood had completed the design process for the Sanitary Sewer Cleaning and Televising Project. He further stated that the contract documents were uploaded to the Google Drive, and that the contract documents will be used by contractors to formulate bids. Mr. Valentien then stated that he was requesting the Board's authorization for Westwood to advertise the project pending review by the District's attorney.
- **Motion: Authorize Westwood to advertise contract for Sanitary Sewer Cleaning and Televising Project pending Coats Rose review.**  
  
**Motion by: Director Rocco**  
**Second by: Director Norrell**  
  
**Ayes: Director Rocco**  
**Director Norrell**  
**Director Flores**  
**Director Jones**
- Mr. Valentien then updated the Board on the status of the Lead and Copper Rule Revisions project, and stated that Westwood had attended a webinar from the Texas Commission on Environmental Quality ("TCEQ") this past month for an update. He then stated that the District has until 1 November 2027 to formulate a plan for identifying unknown lines and then ten (10) years after that deadline to replace unknown lines. He further stated that Westwood had provided Inframark with the Unknown Service Lines FAQ document to post on the District's website. Mr. Valentien then stated that Westwood would be responding to resident inquiries.
- Mr. Valentien next updated the Board on the repair to the sidewalk on El Salido. He then presented two repair proposals. He then stated that the first proposal was for a concrete injection method of repair from Concrete Raising & Repair ("CRC") in the amount of \$2,830.67. He further stated that the second repair proposal was from Lucky's Concrete for a traditional demolition and rebuild method in the amount of \$13,750.00. Director Rocco then stated that he would like Westwood to obtain more proposals. Director Norrell then stated her concern with all the details contained in the proposal from CRC. Mr. Valentien then stated that he noted in the terms and conditions contained in the CRC proposal a litany of phrases that would protect CRC. He then stated that he would suggest that the District's attorney review the contract to ensure that the District is protected. A Board discussion ensued regarding the CRC contract, scope of the job and performing a sidewalk assessment in the District. Director Jones then requested that Westwood provide a cost

proposal at next month's Board meeting for Westwood to perform a District-wide sidewalk assessment. Mr. Valentien then stated that there was no Infrastructure Committee meeting this month due to scheduling complications.

**Agenda Item No. 6: General Manager / Operator's Report, including:**

- (a) report on operation of the District's facilities; and
- (b) discuss and authorize any repairs, maintenance items, or other work deemed necessary.

- Next, Ms. Scales presented the General Manager/Operator's Report. She reported that a streetlight survey was conducted on 13 December 2024, and all streetlights were reported as working correctly. Ms. Scales reported that the pole at Hunters Creek and Hunters Creek Cove still had not come in. She then stated that there were no items for approval this month. She further stated that there was an issue with District sewer clean-out stacks not being visible from the road. Ms. Scales then stated that the technicians had been driving the District to put together a list of addresses where the sewer clean-outs need to be dug out. She then stated that there were a couple of repairs made to the toilets in the restrooms located at Lakeline Oaks. She further stated that there were some hydrants that were in need of isolation valves and that Inframark would be presenting a quote for that repair. A Board discussion ensued regarding a large PEC bill. Ms. Scales then stated that Inframark would look into the matter.
- Director Jones then stated that she would like to move up Agenda Items No. 8 and 9 and move Agenda Item 7 down.

**Agenda Item No. 8: New business, including:**

- (a) Discuss 65 and up water rates and possible credit to customer;
- (b) Adopt Resolution Providing for Public Information Act Policy;
- (c) adopt Resolution Adopting Policy Regarding Public Comment at Meetings of Board of Directors;
- (d) discuss options for counteracting potential misinformation concerning the District on social media or other media sources; and
- (e) discuss security roving patrol;
- (f) discuss retention of outside counsel; and discuss park and use of 1000
- Director Flores then stated that residents need to sign up when they turn 65 years of age. He further stated that he does not think that the resident should be reimbursed for back-charges. Director Rocco then stated his agreement with Director Flores. Director Norrell then stated that she did not see the notice of the senior discount on the District's website and requested that there be a bigger notice placed on the website. She then stated that the notice of the discount appears on the water bills.
- **Motion: Authorize notification to resident that he will not be reimbursed.**  
**Motion by: Director Norrell**

**Second by: Director Rocco**

**Ayes: Director Norrell  
Director Rocco  
Director Flores  
Director Jones**

- Director Avila then stated that the Resolution Providing for Public Information Act Policy was his resolution. He further stated that his reason for submitting the agenda item stems from his concern for the amount of taxpayer dollars that resident, Ms. Fabre, is costing the District each month. Director Avila then stated that there is a financial history that cannot be denied. He further stated that Ms. Fabre had previously mentioned that she intentionally wanted to destroy the District. Director Avila then stated his concern that Ms. Fabre is using the unlimited nature of open records requests to hurt the District financially and feed her website. He then stated that it is his hope that the District can somewhat limit the damage that Ms. Fabre continues to inflict on the District.
- Mr. Konopka then stated that the resolution presented by Director Avila mimics the Texas Government Code (the "Code") and that Coats Rose abides by the Code. He then stated that if a requestor had an allowance of 15 hours a month and a request comes in that would take over 15 hours that Coats Rose would fulfill the request up to 15 hours and then present an estimate for the remaining work to the requestor. He further stated that Coats Rose tracks expenses related to public information requests through a billing number and also on the District's public information request spreadsheet. The resolution that Director Avila is putting forward is simply putting the Code on paper and acknowledging that the Board follows the direction of the Code. A Board discussion ensued regarding communication among vendors on how much time is spent on open records requests. Mr. Konopka then stated that the resolution would contain both limits of not less than 36 hours for a requestor during a 12-month period and not less than 15 hours for a one-month period. Director Avila then stated his request for Coats Rose to itemize and keep track of the time spent on PIRs from all vendors. Director Flores then stated that the resolution should be amended to change Director Jones' name as President of the Board at the bottom of the page. He then stated that the resolution is personal with Director Avila against Ms. Fabre. Director Jones then stated that the reason Director Avila brought the issue before the Board is because Ms. Fabre had been very meticulous on accounting issues. She then stated that public information requests had cost the District a great deal of money. She further stated that the goal of the Resolution is to bring down the costs. Director Norrell then stated that the resolution is good to bring forward and to have in place.
- **Motion: Adopt Resolution Providing for Public Information Act Policy and tracking the cost of public information requests.**  
  
**Motion by: Director Norrell**  
**Second by: Director Rocco**  
  
**Ayes: Director Norrell**

**Director Rocco**  
**Director Jones**

**Noes: Director Flores**

- Director Jones then addressed the Resolution Adopting Policy Regarding Public Comment at Meetings of Board of Directors. Mr. Konopka then stated that the resolution had been on the agenda for a while and that he did not find a policy relating to the issue in the District's records. He then stated that when a District or Board puts a time limit on the agenda then it is assumed that the District has a policy in place regarding time limits. He further stated that the resolution states that public comments would be limited to three (3) minutes and for a total of thirty (30) minutes for the public comment portion of the meeting. Mr. Konopka stated that the language of the resolution follows the Code. He then stated that the resolution puts in writing the policy that the District has been enforcing regarding time limits on public comments. Director Flores then stated his concerns as to who would be the arbiter and decide whether an issue had been sufficiently discussed. He then stated that there could be different opinions among Board members whether an issue had been sufficiently discussed. Director Norrell then stated that she had a problem when speakers become hostile in their speech and become aggressive in their language and tone. Mr. Konopka then stated the Board has the right to stop speakers who are unruly and abusive. He then stated that it was up to Board to decide to stop speakers. A Board discussion ensued. Director Avila then stated that the resolution is not intended in any way to silence anyone from free speech. He further stated that there should be rules in place to keep decorum and civility. Director Jones then stated that the Resolution Adopting Policy Regarding Public Comment at Meetings be deferred until next month's agenda.
- **Motion: I move that the Board meeting be extended by twenty (20) minutes.**  
**Motion by: Director Jones**  
**Second by: Director Rocco**  
  
**Ayes: Director Jones**  
**Director Rocco**  
**Director Norrell**  
  
**Noes: Director Flores**
- Director Flores next discussed security roving patrol and stated that he would like the Board to look into the roving patrols. He then stated that he does not believe that the District is getting their money out of the roving patrols. He further stated that the roving patrols make two trips per evening and then leave. Director Flores then stated that he believed that the intention was for the patrol to stay in the District for the whole time during their patrol. Director Norrell then stated that the security committee could review the contract and investigate and then bring their report to the Board. Director Jones then stated that she and Director Avila could investigate the issue at their next committee meeting.



- Director Jones then stated that discussion of outside counsel would be discussed in execution session. She then stated that the discussion of parks and the use of 1000 Old Mill be deferred until next month's Board meeting.

**Agenda Item No. 9: Attorney's Report, including:**

- (a) discuss annual review of the District's Investment Policy and Investment Strategies, including list of authorized brokers; adopt Resolution Evidencing Review of Investment Policy and Investment Strategies;
- (b) status of eminent domain reporting to the Texas Comptroller (deadline is 1 February 2025).
- Mr. Konopka then stated that there were two items on the Agenda Item No. 9. He then stated that the first item involved the District's Investment Policy and Investment Strategies. He then stated that the list of authorized brokers changes from year-to-year. He further stated that he is presenting a resolution with an updated list of brokers for the Board to approve. Mr. Konopka then stated that the other item related to the eminent domain report that is due to be filed with the Texas Comptroller on 1 February 2025. He then stated that the eminent domain report was filed with the Texas Comptroller on 3 January 2025.

- **Motion: Adopt Resolution Evidencing Review of Investment Policy and updated list of brokers.**

**Motion by: Director Norrell**  
**Second by: Director Rocco**

**Ayes: Director Norrell**  
**Director Rocco**  
**Director Jones**  
**Director Flores**

**Agenda Item No. 10: Convene in executive session.**

- The Board convened in executive session at 8:40 p.m.
- Open session at 9:10 p.m.

**Agenda Item No. 11: Actions related to matters discussed during executive session.**

- No actions were taken during executive session.
- **Motion: Adjourn the Board Meeting.**

**Motion by: Director Rocco**  
**Second by: Director Jones**



**Ayes:            Director Rocco  
                      Director Jones  
                      Director Norrell  
                      Director Flores**

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

(SEAL)



Secretary, Board of Directors

