

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

July 17, 2019

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

A regular meeting of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 was held at 6:00 p.m. on July 17, 2019 at the District office at The Park at Lakeline Oaks, 1000 Old Mill Road, Cedar Park, Texas 78613. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act.

The meeting was called to order at 6:03 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 Lisa Adkins, Kristi Hester, Tobin Hurley, and Leigh Catlin of Inframark; Herb Edmonson of Gray Engineering; Bill Flickinger of Willatt & Flickinger; James and Diana Sagnes of Sage Management; Kevin Thomas of the Williamson County Constable's Office; and District residents Lois Birdwell, Evangeland Dickson, Linda Fabre, David Flores, Rose Green, Maxine Kaplan, Marc Teale, and Matt Whittington.

Dir. Franke acknowledged that the meeting is being livestreamed by outside parties and that residents with questions should visit the official website at www.wtcmud1.org for answers.

Agenda Item 1: Receive Citizens' Communications

- Linda Fabre addressed the Board regarding the gifting of funds to Hunters Glenn 1 for their crawfish boil. She additionally stated that records she had requested from the District were incomplete and provided inaccurate information.
- Lois Birdwell addressed the Board, saying that she believes facts should be presented rather than accusations and insults.
- Maxine Kaplan addressed the Board regarding uniform planting at the corners of some District walls.
- David Flores addressed the Board regarding term limits and compensation of Board members as compared to City Council members in Cedar Park.
- Mr. Whittington presented the Board with information regarding a reverse vending machine, which takes take recyclables in exchange for points. He would like to install a machine at the Lakeline Oaks Community Center. Ms. Hester suggested submitting a proposal to the Waste Management Committee.
- No action was taken on this item.

Agenda Item 2: Presentations by neighborhood associations and homeowners associations within the District

- No action was taken on this item.

Agenda Item 3: Engineer and Landscape Contractor Reports

- Ms. Hester discussed the District's water accountability, which increased to 104%. She has been working with the City of Cedar Park and believes any issues with water loss were due to mechanical issues. This is the first billing cycle since the master meter at Aster Pass has been activated, and she believes that going forward, accountability will be in the 95%-98% range.
- Mr. Hurley updated the Board on traffic control at Dagama Court. He has spoken with a Travis County representative who has located areas where signs can be placed to make people more aware of the stop sign near the school. Signage should be completed prior to the start of the school year.
- Mr. Hurley updated the Board on the Williamson County speed study. The raw data was reviewed, and because 80% of vehicles were travelling at 30-35 mph, there is not leeway for recommendations beyond what is in place right now. Dir. Rocco would like to continue pursuing traffic easing and speed calming studies.
- Mr. Hurley said that the tree-trimming letters had been mailed out to the addresses where tree limbs were obstructing streetlights. If the authorization form is not returned, the trimmers are not considered authorized to go onto the property. Trimming is currently scheduled for August 7, 2019.
- Mr. Hurley updated the Board on the status of the Badger electronic meter program. An orientation meeting for the pilot program participants was held on June 18, 2019.
- Mr. Hurley updated the Board on the status of the District's MS4 permit; he will be working with District schools to complete it.
- Mr. Hurley updated the Board on the water meter relocation on Rainfall Trail; the meter was in the sidewalk. It is being relocated to the yard and the sidewalk will be repaired.
- Mr. Edmonson updated the Board on the existing Bond Authorization, mentioning that the Infrastructure Committee can meet with David Gray to further discuss the process and how the Board would like to proceed.
- **Motion: Authorize Gray Engineering, Inc. to identify projects to be considered along with the process of preparing report for bond application.**

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

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

- Mr. Edmonson updated the Board on the sidewalk repair at the northwest corner of Anderson Mill West; there is erosion. He anticipates being able to present a quote for repair at the next Board meeting.

- Mr. Edmonson updated the Board on the irrigation system at Anderson Mill Pond. Sunscape will re-evaluate to ensure their original proposal is still accurate. Ms. Adkins noted that there is \$30,000 in the budget for Anderson Mill Pond.
- Mr. Edmonson noted that there would be no action taken regarding the Williamson County Bond Election; by the time the letter had been received, the deadline for comments had passed.
- Mr. Edmonson said that the Sun Chase Bridge would be delivered at the end of July, but has no exact date yet.
- Mr. Edmonson updated the Board on the TNR Development Permit. Travis County has not closed the permit, and he recommends keeping the permit open until the deck at Cashell Wood is complete.
- Mr. Edmonson is working with Best Buy to obtain data for recording and livestreaming meetings, but has no additional update.

Agenda Item 4: *Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements*

- No action was taken on this item.

Agenda Item 5: *Report on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables & Deputy Sheriffs; Employment of Off-Duty Deputy Constables & Deputy Sheriffs*

- Lt. Thomas presented the constable's report to the Board.

Agenda Item 6: *Report from District Manager and Affected Persons, including Payment of Bills and Invoices and Transfer of Funds:*

- Ms. Hester presented the general manager's report.
- Mr. Hurley presented the Board directives. He noted that the insurance claim for the damaged stone columns at Anderson Mill West had been processed, and that the District will retain Shine for its Christmas lights.
- **Motion: Accept proposal of \$1,795.00 from Texas Tree Service to raise the canopy at Sun Chase Park.**

Motion by: Dir. Franke
Second by: Dir. Norton-Ramirez

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

Dir. Rocco asked who else proposed a bid for this project; Mr. Hurley responded that the pricing was cheapest and it is with the same company who will work on the District street lights.

- **Motion: Accept proposal of \$1,275.00 from Texas Tree Service for work at Lakeline Oaks Park.**

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

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

- **Motion: Accept proposal of \$1,700.00 from Everything Under the Sun to complete plumbing repairs at the Lakeline Oaks Community Center.**

Motion by: Dir. Norton-Ramirez
Second by: Dir. Franke

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

- **Motion: Accept proposal of \$1,285.45 from TF Harper for an ADA compliant table at Anderson Mill West Park.**

Motion by: Dir. Franke
Second by: Dir. Norton-Ramirez

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

Mr. Hurley will investigate insurance options due to vandalism necessitating the replacement.

- **Motion: Accept proposal of \$9,688.79 from TF Harper to replace the remaining benches and tables at Anderson Mill West Park.**

Motion by: Dir. Franke
Second by: Dir. Norton-Ramirez

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

- **Motion: Accept proposal of \$59,965.00 from TF Harper to add a sunshade over the playground at Volente Hills.**

Motion by: Dir. Franke
Second by: Dir. Norton-Ramirez

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

Nay: Dir. Rocco

- Mr. Hurley updated the Board on the damage to the pour-in-place at Anderson Mill West park. The installation company will repair the areas in August or September. They will cut out the section and refill it with a different color so it does not resemble a patch.
- Dir. Franke noted that two additional areas of the pour-in-place will need repair at the same time as the larger sections.
- Mr. Hurley noted that the quote for the repair of the Anderson Mill West sunshade due to a hole was actually to replace the entire shade.
- **Motion: Accept proposal of \$4,412.62 from TF Harper to replace the large sunshade at Anderson Mill West Park.**

Motion by: Dir. Franke

Second by: Dir. Norton-Ramirez

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

- Mr. Hurley updated the Board on the pricing of purple martin houses; Dir. Franke would prefer the item to be in next year's budget and can be discussed at that time.
- Dir. Rocco mentioned that horseshow posts were sticking out of the ground at Sun Chase Park and asked that they be removed. Mr. Hurley will add this item to the list of repairs.
- Ms. Adkins presented the financial report to the Board.
- **Motion: Pay bills and invoices totaling \$274,597.66.**

Motion by: Dir. Zervigon

Second by: Dir. Medrano

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

- Ms. Adkins detailed the missing responses for Open Records Request spreadsheet that will be posted to the District website. Once those documents are available, the sheet can be posted. Mr. Flickinger noted that his office should be able to make significant progress collecting those documents by next month's meeting.
- Dir. Rocco proposed a motion to organize records to minimize the cost of providing information. He would also like to arrange records in the future to make them more accessible.
- Dir. Zervigon asked that the redacted Board and Financial packets be posted to the District website once sent out to the Directors.

Agenda Item 7: District Records Retention Program

- No action was taken on this item.

Agenda Item 8: *Prior and pending Open Records Requests; costs incurred by the District and allowable costs to be charged to requestors*

- No action was taken on this item.

Agenda Item 9: *District Rate Order [S]*

- No action was taken on this item.

Agenda Item 10: *Violations of District Rules and Regulations; Appeals of Fines*

- No action was taken on this item.

Agenda Item 11: *Review all committees and subcommittees and appoint members as needed*

- No action was taken on this item.

Agenda Item 12: *Report from the Parks Subcommittee*

- No action was taken on this item.

Agenda Item 13: *Report from the Deed Restriction Committee*

- Dir. Franke read a letter from the ACC recommending changes to RV and camper parking for certain sections of AMW.
- Dir. Norton-Ramirez left the meeting at 8:11 p.m.
- The Board engaged in a discussion of whether the MUD could or would use its authority to change how deed restrictions for that specific issue are enforced. Additionally, the Board discussed the blocking of sidewalks and on-street parking throughout the District.
- Mr. Flickinger noted that a resident on London Lane has been repeatedly committing deed violations and was being fined for them; he recommended authorization of a lawsuit against the resident.
- **Motion: Authorize the Law Firm of Willatt & Flickinger, PLLC to take all necessary legal action including the filing of suit against...to enforce such restrictions due to the prior and current violations...and to collect all amounts owed to the District including fines for deed restriction violations.**

Motion by: Dir. Franke

Second by: Dir. Zervigon

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

Not Present: Dir. Norton-Ramirez

Agenda Item 14: *Report from the Investment Committee*

- No action was taken on this item.

Agenda Item 15: *Report from the Audit Committee*

- Mr. Flickinger presented the Board with an engagement letter from the auditing firm Maxwell, Locke & Ritter, noting a fee increase of \$500.00.

- **Motion: Approve the engagement of Maxwell, Locke & Ritter**

Motion by: Dir. Rocco
Second by: Dir. Medrano

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

Not Present: Dir. Norton-Ramirez

- Dirs. Rocco and Zervigon will discuss arbitration proposals to bring before the Board at a later date.

Agenda Item 16: Report from the Bills & Invoices Committee

- No action was taken on this item.

Agenda Item 17: Report from the Budget Committee

- Ms. Adkins recommended that the Budget Committee needs to review a draft budget. She set a meeting for July 20, 2019 to meet with Dirs. Medrano and Rocco. A full budget meeting should be possible in August.
- No action was taken on this item.

Agenda Item 18: Report from the Customer Care Committee

- No action was taken on this item.

Agenda Item 19: Live video streaming of Board meetings by the District; Upgrades to equipment and technology at 1000 Old Mill to facilitate such video broadcasts

- No action was taken on this item.

Agenda Item 20: Report from the Information Management Committee

- Dir. Franke noted that enhancements to the website based on legislative updates will be occurring.
- No action was taken on this item.

Agenda Item 21: Report from the Infrastructure Committee

- No action was taken on this item.

Agenda Item 22: Report from the Management Committee

- Dir. Franke recommended that the Board investigate MUD specific phones as a budget item for next fiscal year, about \$100.00 per phone and \$15.00-\$20.00 per line per month. Ms. Adkins will add the item to the budget.
- No action was taken on this item.

Agenda Item 23: Corrections of clarifications to misstatement or inaccurate information disseminated by others on social media

- No action was taken on this item.

Agenda Item 24: Status of review of resident survey by consultant Jay Jennings

- No action was taken on this item.

Agenda Item 25: Interlocal Agreement with Williamson County for installation of solar speed signs; License Agreements with Williamson and Travis Counties for solar speed signs; Traffic study by Williamson County; Stop sign installation at intersection of Alexandra Lane and Old Mill Road

- No action was taken on this item.

Agenda Item 26: Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park

- No action was taken on this item.

Agenda Item 27: Strategic Planning and Annexation of District by City of Cedar Park

- No action was taken on this item.

Agenda Item 28: Format and contents of Board and Deed Restriction Committee meeting minutes

- After discussion, the Board decided to continue with the current format for minutes. Dir. Franke noted that Item 13 from the May 15, 2019 needed to be amended to add the votes of Dirs. Medrano and Norton-Ramirez.
- **Motion: Accept the minutes of May 15, 2019 with the aforementioned change.**

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

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

Not Present: Dir. Norton-Ramirez

- Dir. Zervigon suggested deferring the decision on whether to include attachments as part of the minutes.

Agenda Item 29: Minutes from prior regular and special meetings

- Dir. Franke suggested amending the citizen communication section of the minutes to read "submitted a statement."
- **Motion: Accept the minutes of June 17, 2019 with the aforementioned change.**

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

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

Not Present: Dir. Norton-Ramirez

Agenda Item 30: Reconsideration of Minutes previously approved with oral revisions

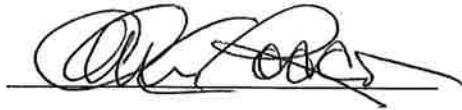
- No action was taken on this item.

Agenda Item 18: Report from the Customer Care Committee

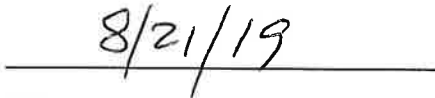
- Director Franke announced that the Board of Directors will go into closed session for consultation with the District's attorney pursuant to Section 551.071 of the Texas Government Code regarding matters related to Agenda Item Nos. 18(b) and 18(c). The Board went into closed session at 8:57 p.m.
- At 9:24 p.m., Dir. Franke announced the Board of Directors had concluded its closed session and was returning to open meeting.
- No action was taken during the closed session.

Agenda Item 31: Adjournment

- The meeting was adjourned at 9:28 p.m.



Board of Directors



Date