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

April 1, 2019

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 6:00 p.m. on April 1, 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 6:06 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, Teresa Martin, and Leigh Catlin of Inframark; Herb Edmonson of Gray Engineering; Bill Flickinger of Willatt & Flickinger; C. Robert Heath of Bickerstaff Heath Delgado Acosta, LLP; Lt. Kevin Thomas of the Williamson County Constable's Office; and District residents Evangeland Dickson, Megan Dudo, Linda Fabre, Rose Green, and Sarah Teale.

Agenda Item 8: *Anderson Mill West Neighborhood Association Spring Event; Professional petting zoo*

Dir. Franke began the meeting with Agenda Item 8. Megan Dudo of the Anderson Mill West Neighborhood Association is preparing for a spring event at Anderson Mill West Park and wants to bring in a professional mobile petting zoo (two miniature goats, chickens, bunnies, ducks, etc.). She would like the Board's approval to have the petting zoo onsite at the park. Mr. Flickinger noted that proof of insurance would be required, and Ms. Dudo responded that she has a copy and will send it to him. Dir. Franke motioned to approve that the Anderson Mill West Neighborhood Association be allowed to have a professional petting zoo at their Spring Event, seconded by Dir. Zervigon. The motion passed unanimously.

Agenda Item 1: *Live video streaming and video recording of Board meetings by the District; Upgrades to equipment and technology at 1000 Old Mill to facilitate such video broadcasts and recordings.*

Dir. Zervigon has been assembling information on the hardware and software required to set up livestreaming for District meetings. Mr. Edmonson received a late response from a vendor and had some follow-up questions that have not been answered. Dir. Zervigon would like to approve a not-to-exceed amount and add an agenda item regarding the livestreaming to the DRC

meeting agenda. Mr. Flickinger will add the item to both the April 10 and April 17 meeting agendas.

Agenda Item 2: *Engagement of consultant for analysis of surveys and procedures for surveys.*

Dir. Zervigon has reached out to the School of Communications at the University of Texas and found two post-doctoral candidates to work as consultants on a survey that was presented to the Board. It will cost $500.00-$750.00 to complete the study. Dir. Zervigon proposed an amount not to exceed $1000.00 to analyze the survey and its appropriateness for the Board to use; Dir. Franke seconded. The motion passed unanimously.

Agenda Item 7: *Report on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables and Deputy Sheriffs; Employment of Off-Duty Deputy Constables and Deputy Sheriffs.*

Mr. Flickinger noted that there had been increased criminal activity in the District. Dir. Norton - Ramirez wants to add additional hours for the constables to work in the District. Lt. Thomas detailed issues with cars being broken into in nearby areas, noting that it is largely gang activity where they look through unlocked cars, working very quickly. The sheriff's department has additionally ordered a directed patrol because of recent church vandalism. Dir. Norton-Ramirez also mentioned people speeding in school zones. Dir. Zervigon asked Lt. Thomas if he thought increased hours would be effective; Lt. Thomas responded that an increased police presence always discourages activity. Dir. Rocco suggested adding 20 hours per month for April and May, and keeping June, July, and August at 100 hours per month. Dir. Rocco motioned to add the additional 20 hours, seconded by Dir. Norton-Ramirez. The motion passed unanimously.

Agenda Item 3: *Engagement of Special Counsel to assist in connection with Open Records Requests and related issues.*

Mr. Flickinger informed the Board that there had been several open record requests as well as requests that may or not be considered open record requests. Dir. Franke established the Open Records Committee consisting of herself and Dir. Zervigon. They asked Mr. Flickinger to seek out special counsel experienced in open government issues, and he found Mr. Heath, who works as a senior partner at Bickerstaff Heath Delgado Acosta, LLP and whose primary focus is open record requests, appeals, etc., and setting up record-keeping to better respond to open record requests. Mr. Flickinger showed the Board an engagement agreement that Mr. Heath provided; the District will be billed for services hourly and can stop service at any time. Dir. Zervigon asked if Mr. Heath would be able to guide the Board in how to provide information in readily accessible forms that would diminish the motivation for seeking information through open record requests, and if there is a system to put in place to make information available. Mr. Heath responded that he could, and that transparency is a benefit to both the public and the government entity. Dir. Zervigon stated his desire to be open but that the District may need help to be so. Dir. Medrano asked about Mr. Heath's experience with other MUDs to which Mr. Heath responded that he had worked with other MUDs as well cities ranging from Cedar Park to Houston. Dir. Zervigon motioned to retain services of Mr. Heath of Bickerstaff Heath Delgado Acosta, LLP, to be directed by and through Mr. Flickinger. Dir. Franke seconded the motion and it passed unanimously.

Agenda Item 4: *Prior and pending Open Records Requests; costs incurred by the District and allowable costs to be charged to requestors; Recent Attorney General decision and appeal of same.*

Agenda Item 5: *Open Records Act; Processing of Open Records Requests and questions from residents*

Agenda Item 6: *Cell phones for Board Members*

Dir. Franke moved the meeting into an executive session regarding Agenda Items 4, 5, and 6.

The Board concluded the closed session at 7:47 p.m.; no action was taken during the closed session.

Dir. Zervigon motioned to authorize the MUD attorneys to appeal the attorney general's decision in conjunction with the Open Records Committee. Dir. Medrano seconded, and all voted in favor.

Dir. Zervigon motioned to authorize the attorneys and Inframark to create a database spreadsheet relating to open records requests with details that would be determined by the Open Records Committee as to how the requests are made, what the requests are, all costs including legal costs and separate direct costs from indirect costs (e.g. costs related to general legal advice relative to open records). The details of this database will be finalized in conjunction with the Open Records Committee. Dir. Medrano seconded the motion, and it passed unanimously.

Agenda Item 9: *Adjournment*

The meeting was adjourned at 7:50 p.m.

Catherine Franke

Board of Directors

4/17/2019

Date