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

29 March 2023

STATE OF TEXAS	§
	§
COUNTIES OF WILLIAMSON AND TRAVIS	§

The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 ("District"), of Williamson and Travis Counties, Texas, met in regular session, open to the public at 6:30 p.m. on March 29, 2023, 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.

David Flores	Vice President
Beth Jones	Secretary
Linda Fabre	Treasurer
Hanoi Avila	Director
(vacant)	Director

and all of said persons were present, thus constituting a quorum.

Also present in person were Chris Rocco, Carol Norrell, Angela Kellerman, residents of the District, Michael Boyd, a member of the Board of Directors of Lakeline Oaks Homeowners Association, Inc. ("Lakeline HOA"); Makenzi Scales and Stephanie Reese of Inframark, LLC ("Inframark"), the District's Operator; Herb Edmonson, Jr. of Gray Engineering, Inc. ("Gray"), the District's Engineer; and Cole Konopka of Coats Rose, P.C. ("Coats Rose").

Agenda Item No. 3: Receive Citizens' Communications

- Chris Rocco addressed the Board with a public comment. Mr. Rocco requested continued clean-up and debris removal in the District as he and his wife have both noted the presence of rodents in the area. He thanked the Board for continuing to post videos of the meetings online but requested that a more detailed summary of the motions, including voting information, be included in the meeting minutes.

- Carol Norrell addressed the Board with a public comment. Ms. Norrell briefly summarized her teaching career and qualities that she would bring to the Board of Directors, if nominated. She requested the Board's consideration of her appointment to the Board.

- Michael Boyd addressed the Board with public comment. Mr. Boyd said that approximately 400 households in the Lakeline HOA feel that the current Board is incompetent. Mr. Boyd expressed his concerns regarding communications to the residents of the District by the current Board and handling of the debris cleanup. He stated that the Lakeline HOA is considering applying $25,000 of their own funds to complete the unfinished debris removal project. He asked that the Board consider handling the remainder of the cleanup in an expedited manner.

- Angela Kellerman addressed the Board with public comment. Ms. Kellerman explained that she felt that the Board's communication with the public was lacking. She requested that crisis communications be distributed to residents in a timely manner. She discussed the continued areas of brush/vegetation in the detention pond area that are a growing concern for residents and she suggested that the Board consider a volunteer cleanup program for the District.

Agenda Item No. 4: Engineer's Report

(a) Hatch Lift Station Diagnostics
(b) Repair Status

- Mr. Edmonson discussed the hatch lift station diagnostics. He reported that Alterman Group, Inc. ("Alterman") is no longer handling mechanical work and said that he is meeting with representatives of Liberty Civil Construction ("Liberty") on Friday, March 31, 2023, to discuss alternative repair procedures. Mr. Edmonson said that he wanted to make sure that the Board is aware of the meeting with Liberty. The Board discussed with Mr. Edmonson the anticipated plan of repair to the District's lift station, the probable causes of the mechanical failure, the issues associated with the confined space entry, the procedures for pumping debris out of the dry pit, the estimated costs for labor (including time and materials) by Liberty, the expected exceedance of the $75,000.00 initial project costs, and whether advertisement for construction bids associated with the emergency repairs would be required under the rules of the Texas Commission on Environmental Quality (the "TCEQ").

- Mr. Edmonson said that Gray and Inframark are working together to complete the project in an expedited manner, but that Mr. Edmonson would lead the project with the Board's approval.

- **Motion:** **Gray Engineering, Inc. to take the lead and coordinate all efforts in completing all necessary repairs to the District's Lift Station.**

  Motion by: **Director Jones**
  Second by: **Director Flores**

  Ayes: **Director Jones**
  Director Fabre
  Director Flores
  Director Avila

Agenda Item No. 5: Request for Qualifications (RFQ) for a District Accountant

- Director Fabre said it is her understanding that Inframark will no longer provide accounting services to municipal utility districts ("MUDs") in the Austin area.

- Ms. Scales explained that because of recent staffing issues, Inframark's Austin-area contracts for bookkeeping services for MUDs will be terminated. Ms. Scales noted that letters of termination to those contract holders were mailed March 28, 2023. Director Flores acknowledged receipt of Inframark's termination letter. Ms. Scales said that Inframark has been solicitating area bookkeepers for the Board's consideration and plans to present proposals at the next regularly scheduled meeting. Director Fabre said that she drafted a Request for Qualification ("RFQ") for the Board's review, noting additional revisions that would need to be made following discussions at today's meeting.

- Mr. Konopka confirmed that he reviewed the draft RFQ and provided the contact information for several bookkeeping firms that the Board might consider to Ms. Scales. He briefly discussed the interview process with the Board and bookkeepers that were familiar with the Public Funds Investment Act and the laws that govern MUDs.

- Director Flores pointed out a few clerical errors in the draft RFQ. Director Fabre said that she would make the changes in the RFQ and finalize the document. The board briefly discussed the differences between a RFQ and a Request for Proposal ("RFP"). Director Fabre said that she would provide a listing of professional organizations for posting of the RFQ by Inframark. Director Jones said that she believed that the RFQ should also be posted to the District's website.

- **Motion:** **Release Request for Qualifications for Bookkeeping Services for the District with a response submittal by the end of business on April 17, 2023.**

  Motion by: **Director Fabre**
  Second by: **Director Flores**

  Ayes: **Director Fabre**
  Director Flores
  Director Avila

  No Vote: **Director Jones**

Agenda Item No. 6: Request for Proposal (RFP) for storm cleanup services

(a) Results of storm cleanup by Sunscape
(b) Purchasing method for services exceeding $75,000.00

- Director Jones briefly summarized the storm debris removal process by Sunscape Landings, LLC ("Sunscape"), including the unanticipated costs to be incurred associated with removal of heavy debris from residential areas and the order of debris removal in the District. She noted that as residents of the District, the Board is aware of the problems associated with the debris removal but that it is impossible to put a price-tag on the associated costs.

- Director Jones provided an update on completed debris removal to date, including those areas of Valente Hills, Park Forest, a portion of Aster Pass, and the Nommen side of Anderson Hill West. She said that currently it requires at least half a day of labor to remove the debris from each residence in the District. She said that Sunscape is estimating that it will require two crews at least 30 to 45 days to remove and transfer debris from Little Elm Detention Pond (the "Pond"). She noted that the costs per day for debris cleanup includes $1,800.00 for daily residential debris removal, including $2,200.00 per day for the chipper rental and chipping services (based on an eight-hour work day). Ms. Scales said, if approved by the Board, she would contact Waste Management regarding the costs for oversized dumpsters to transport the wood chippings from the debris cleanup.

- A discussion ensued regarding the bids received from Cruz Tree Services ("Cruz") in the amount of $70,000.00 for the Pond cleanup and residential street debris removal. Ms. Scales said that the bid received from Cruz also included a four-man crew that would work an eight-hour shift for street cleanup. She noted that the proposal from Cruz for the Pond debris removal was $32,500 and the residential street cleanup was $37,500.

- Ms. Scales said that a bid was also received from LandCare USA, LLC ("LandCare") in the amount of $24,000.00 for residential street cleanup (only). She noted that the costs included $4,000.00 per day for labor from 8:00 a.m. until 5:00 p.m. beginning Monday and ending on Saturday. Ms. Scales said that the LandCare representative explained that the proposal included five (5) laborer and two trucks (one with a chipper and one with a trailer). She said LandCare could either chip and haul the debris away from the District or place the chipped wood into an oversized dumpster. After a question from the Board, Ms. Scales said that the LandCare representative assured her that the project would be completed within six days from the start date. Ms. Scales said that LandCare planned to present a written proposal to her for the Little Elm Detention Pond debris removal on March 30, 2023.

- Mr. Edmondson said that the debris removal at the Pond should receive priority. He discussed the dangers and financial ramifications associated with not immediately removing the chipped material in from the Pond.

- Director Fabre discussed her concerns with Sunscape's services to date, as well as the District's Parks Committee's dissatisfaction with Sunscape's underperformance of duties. She summarized Sunscape's proposal with the District, which was $54,000.00 for 30-man hour days, as well as $36,000.00 to remove debris from the District's parks. She said that Sunscape cleaned up debris in 24 streets in 30-man hour days. She expressed her dissatisfaction with Sunscape's services to date, failure to adhere to the contract language, and failure to complete the project in a timely manner.

- Director Flores said that Sunscape has no incentive to complete the project timely.

- Director Avila said that he would like to see a contract in place and expressed his concerns regarding the timing of the project completion. Director Jones said that debris removal should not stop until completed. Director Avila suggested that Sunscape continue working until LandCare could begin debris removal on Monday (April 3, 2023). Director Fabre thinks that six days for LandCare to complete the project is unrealistic.

- The Board reviewed a map of outstanding streets that have not been cleared by Sunscape.

- The Board discussed having Sunscape transfer the chipped material from the Pond to the dumpsters. Director Fabre agreed.

- Ms. Scales reiterated that Sunscape was instructed on multiple occasions to not chip directly into the Pond. She will confirm with Waste Management as to the location where the chipped material from the dumpsters would be transported to.

- Director Jones noted that Sunscape continues to maintain the District's parks. She noted that the large trees in the parks will need to be removed by an arborist at some point. Director Fabre encouraged Director Jones to review the Sunscape proposal. Director Fabre said that the urgency is to remove the street debris, remove the wood chips from the Pond, and clean-up the Pond.

- Ms. Scales then presented for the Board's review the proposal from LandCare.

- Director Jones proposed that the District continue to pay Sunscape for four (4) days at $1,800.00 a day to complete their debris removal services. Director Avila agreed, but that Sunscape end all chipping activity immediately.

- Ms. Scales confirmed that the proposals from LandCare and Cruz included haul away of the debris from the District.

- A discussion ensued regarding the five assigned dumpsters from Waste Management. Ms. Scales explained that Sunscape was instructed to fill the existing District dumpsters and that Waste Management would replace the filled dumpster within 24 hours.

- A comment was made by Director Flores regarding the use of a BobCat® Skid Steer to move the chipped materials to Waste Management and requesting that Waste Management have dumpsters available during this process. The Board discussed the daily rental costs of $350.00 from The Home Depot for a BobCat®. Mr. Edmondson suggested paying Sunscape an hourly rate $225.00 for the debris removal and that Ms. Scales could witness the work being performed. The Board requested that Ms. Scales immediately request that Waste Management deliver three dumpsters for the chip materials as discussed.

- Director Fabre requested that Ms. Scales provide a daily update to her on those residential streets that have complete debris removal by Sunscape.

- Mr. Konopka said that Sunscape's priority should be the removal of the chipped wood from the Pond, but that representatives could continue into the neighborhood perform additional debris removal while they are waiting for extra dumpsters from Waste Management. Director Fabre said that Sunscape can no longer chip debris.

- **Motion:** **As priority, Sunscape is authorized to clean up the chipped debris material from the Little Elm Detention Pond for the next three days (Thursday, Friday, and Saturday) at cost of $1,800.00 per day, including the cost of BobCat® rental, dumping the chips into bins provided by Waste Management, and then continue street debris removal as they are awaiting dumpster delivery by Waste Management.**

  Motion by: **Director Fabre**
  Second by: **Director Jones**

  Ayes: **Director Fabre**
  Director Jones
  Director Flores
  Director Avila

- The Board returned to the discussion of the proposals received from LandCare and Cruz regarding residential debris removal.

- **Motion: Authorize the procurement of LandCare at cost of $24,000.00 for six days to continue debris removal for the remainder of the residential streets in the District.**

- A discussion ensued regarding LandCare's estimated timeframe for completion of the proposed work; a reasonable completion date; and a re-evaluation of performance completed.

Motion by: **Director Fabre**
Second by: **Director Flores**

Ayes: **Director Fabre**
Director Jones
Director Flores
Director Avila

- The Board returned to the discussion of the proposals received from LandCare and Cruz regarding debris and chipped materials from Little Elm Pond.

- **Motion:** **Accept LandCare's proposal for debris removal from the Little Elm Detention Pond with a not to exceed amount of $30,000.00.**

- Director Avila questioned the proposed amount and Director Fabre explained that it was an estimate based on the proposals received from Ms. Scales. Ms. Scales said that she did not anticipate LandCare submitting a proposal lower than $30,000.00.

Motion by: **Director Fabre**
Second by: **Director Jones**

Ayes: **Director Fabre**
Director Jones
Director Flores
Director Avila

- Director Fabre suggested that detailed information be immediately posted to the District's website regarding the plan of action for debris removal.

Agenda Item No. 6: Request for Proposal (RFP) for storm cleanup services

(a) Purchasing method for services exceeding $75,000.00

- Ms. Scales then requested that the Board return to discussion under Agenda Item No. 6 (b) purchasing method for services exceeding $75,000.00. Director Fabre questioned whether goods or services over $75,000.00 needed to be bid by contractors. Mr. Konopka summarized the exemption under the Texas Water Code provision regarding smart meter purchases. He noted that the Board is not in violation of any regulation for purchasing the smart meters in excess of $75,000.00.

- A discussion ensued regarding health and public concerns associated with emergency purchases and correspondence to the TCEQ requesting emergency approval (associated with the January 2023 storm conditions).

- **Motion:** **Authorize Coats Rose to prepare correspondence to the Texas Commission on Environmental Quality requesting authorization for**

District purchases and/or contracts in excess of $75,000.00 associated with the emergency removal of debris in the District.

Motion by: **Director Fabre**
Second by: **Director Flores**

Ayes: **Director Fabre**
Director Flores
Director Jones
Director Avila

Agenda Item No. 7: Request for Proposal (RFP) for a District Landscaper

(a) Sunscape contract termination notice

● Director Fabre said that the Board previously discussed terminating the contract with Sunscape due to poor performance. She said that she would like to publish the RFP immediately. She noted that this was an opportune time to seek out a landscaper contractor that can be available as debris and brush are cleared from the District and that they and can manage services needed to take care of trees and parks, public spaces, and rights of ways.

● **Motion:** **Authorize Gray Engineering to release the RFP for a District landscaper to attend a mandatory pre-bid conference on April 4, 2023 and to issue a closing date of April 14, 2023.**

Motion by: **Director Fabre**
Second by: **Director Avila**

Ayes: **Director Fabre**
Director Jones
Director Avila

No Vote: **Director Jones**

● A discussion ensued regarding when previous discussions occurred as to when the Board agreed to terminate Sunscape. Director Fabre said that the Board discussed at their January 2023 meeting to terminate Sunscape because of non-performance and opportunities to cure their non-performance was not met. Director Fabre said that she was assured by the District's previous attorney that Sunscape was given formal written notice and received many emails regarding the Board's dissatisfaction with their services. Director Fabre said that Sunbelt would continue working for the District until a new landscape contractor was hired.

● Mr. Edmonson discussed the RFP process and the contract termination notice timeline.

● Mr. Konopka noted that the contract term with Sunscape is March 1, 2018 through February 1, 2019. He noted that if the contract was not terminated prior to February 1, 2019, the contract would automatically renew for a two-year period. However, he noted that the contract can be extended into two-year renewals. Director Jones said that the contact has not been renewed since 2019. He recommended that the Board provide 30 days' written notice and discuss opportunities with Sunscape to cure any defaults in that time frame and to authorize Mr. Konopka to review the District records regarding possible correspondence extending the contract date.

- Mr. Edmonson discussed possible breaches of the contract by Sunscape and the 30-day termination period. He suggested that the Board delay termination of Sunscape until the RFP's are reviewed and a new contractor is selected.

- A discussion ensued regarding the termination date to Sunscape and the start-date for any newly hired contractors.

Agenda Item No. 8: Request for Proposal (RFP) for a Deed Enforcement Contractor

- Director Fabre explained that the RFP was pulled from bidding as the proposal had not been reviewed by legal counsel.

- Mr. Konopka explained that he reviewed the RFP prepared for Sage Management Services ("Sage") on behalf of the District, but not as counsel for the District. He presented a memorandum summarizing his findings, identifying those activities that are included in the monthly base fee, additional services by Sage, the termination clause, and District recourse in obtaining all District records.

- Director Fabre said that she was informed that all records previously held by Sage were destroyed. The Board discussed whether all District records were uploaded, destroyed or retained on the District's google drive and communications with McGinnis Lochridge to obtain the District's files.

- Director Fabre said that she does not support the RFP as presented. She reminded those present that the enforcer and a two-member committee are given authority to make decisions about the alleged violations of the deed, including levying fines. She noted that the RFP was presented is written for an enforcer to work with the committee to make decisions about residents. She discussed the regulations associated with open meetings and allowing residents to defend any alleged deed restriction violations. Without the records, the Board cannot defend the violation notice.

- Mr. Konopka discussed subcommittees created by the District and the functions of the Board under their bylaws. Generally, he said that a subcommittee brings their findings to the full Board for a decision and vote.

- Director Jones said she has not reviewed the current RFP with Director Fabre's edits and suggested that the agenda item be tabled due to the pending litigation and until a new Board member is appointed. Mr. Konopka suggested that the director involved in the litigation abstain from any votes that involve litigation.

- Director Flores agreed that the agenda item should be tabled at this time. Director Avila said that he believes the RFP should be refined and a decision made at a later date.

- **Motion:** **Authorize the Board that until the District can hire a deed restriction enforcer, that the Board address and enforce all complaint-based deed violations.**

  Motion by: **Director Fabre**
  Second by: **None**

- Director Jones discussed her concerns with the pending litigation by a Board member and whether the Board can proceed legally with decisions regarding deed restrictions in the District.

- Mr. Konopka said that because of the conflict of interest, he would recommend that the director involved in the litigation abstain from the vote. He noted that the various homeowner associations still have the ability to enforce deed restrictions.

- Director Fabre said that the Board has the authority to not enforce the deed restrictions and that it is a choice by the Board to govern any authority over deed violations.

(Revised Motion)

- **Motion:** **Defer posting to the District's website the RFP for the Deed Enforcement Contactor until the District's next regularly scheduled meeting**

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

  Ayes:

- Ms. Scales recommended that prior to the next meeting that the Board review the current RFP with Director Fabre's revisions and provide any comments/revisions directly to Mr. Konopka. Mr. Edmondson said that proposals defer among the various contractors. Director Fabre discussed the various scoring criteria that should be included in considering any RFPs.

(NO VOTE ON THIS MOTION)

Agenda Item No. 9: Attorney Report

(a) Coats Rose contract, transition plan, administrative matters
(b) Public Information Requests (PIR)
(c) Sage Management Contract
(d) Pending Litigation

- Mr. Konopka presented an engagement letter on behalf of Coats Rose. He invited the Board to present any questions regarding the contents of the engagement letter. Director Fabre said that her goal was to reduce the legal expenses in the District and use the attorney for legal opinions and advice and not have the attorney engaged in all matters of the District's business. She said that currently, the attorney needs to be present in the meetings to establish relationships and knowledge of the District, but that future meetings should be in held in a manner in that all legal matters are discussed at the beginning of the meeting at which time the attorney can depart the meeting. She agreed that someone needs to be present for minute taking. Director Fabre recommended that Ms. Scales prepare the District's administrative items. Ms. Scales said that Inframark's contract does not include handling the District's administrative items.

- Director Fabre asked if a transition plan had been established in obtaining those District records currently held by McGinnis Lochridge. Mr. Konopka said that he has been coordinating with Ms. Scales who will provide records relating to urgent matters.

Ms. Scales said that McGinnis Lochridge recently transferred all papers documents to digital format and that they will provide the electronic files to the District and Coats Rose. Mr. Konopka said that Coats Rose would prefer to receive all paper documents as well.

- Regarding Agenda Item No. 9 (b) – Public Information Requests (PIR), Mr. Konopka and Ms. Scales discussed the electronic mail conversion process. Ms. Scales said that there were currently three emails in the District's Google Drive, including meeting minutes that need to be completed, a campaign finance report request, and another request regarding video. Ms. Scales said that she would coordinate with Mr. Konopka regarding the requests. A discussion ensued regarding Inframark's responses to PIR's relating only to in-house information held by Inframark. Director Fabre requested that Mr. Konopka review the Inframark contract regarding PIRs. Mr. Konopka said that historically Coats Rose responds to all District PIRs on behalf of a MUD. He said that perhaps a separate billing matter can be set up specific to PIRs handled by Coats Rose so that the Board is aware how much time is billed for those matters.

- At Director Flores' request, Mr. Konopka explained why legal counsel generally handles PIR requests.

- Director Fabre said that the District's previous attorney would determine whether to release information requested under a PIR, noting that Attorney General opinions were routinely requested. She recommended that the PIRs and responses be included on the District's website. Mr. Konopka agreed that he could forward any PIRs received by Coats Rose directly to the Board for their review/response.

- A discussion ensued regarding confirmation of receipt of all District records by Coats Rose.

- Regarding Agenda Item No. 9 (c) – Sage Management Contract, Mr. Konopka said that the Sage Management Contract was previously discussed outside the order of the meeting agenda. Director Fabre said that the Board did not approve Sage's February 2023 invoices and checks at the last meeting because Sage was not billing according to their contact: a base fee of $4,287.25 to perform two (2) day security tours and two (2) night tours. She said that there were no records to indicate that Sage performed two (2) night tours under their recent invoice. Mr. Konopka suggested that correspondence be submitted to Sage regarding Director Fabre's findings. Director Jones said that Sage has always performed their night tours. Director Fabre surmised that the second check was for additional services that should have been covered inside the terms of the contract. Mr. Konopka briefly summarized the terms under the contract as to additional committee meetings that are charged as additional services. Mr. Konopka said he was happy to communicate with Sage for clarity of the invoices submitted.

- **Motion:** **Authorize Coats Rose to contact representatives of Sage Management to request records of their February 2023 night tours and request for clarification on additional services billed under invoices and check Nos. 5820 and 5819, including records to substantiate the night tours in February 2023, and all records requested by Director Avila.**

  Motion by: **Director Fabre**
  Second by: **Director Avila**

Ayes: **Director Fabre**
Director Avila
Director Flores
Director Jones

- Regarding Agenda Item No. 9 (d) – Pending Litigation, Mr. Konopka said that he has not received any information to date. Ms. Scales said that she sent an additional follow-up request to McGinnis Lochridge.

Agenda Item No. 10: Fiscal Year 2023 Budget Review

- Director Fabre said that because of the District's increased expenses associated with the Lift Station repairs and the recent storm debris clean-up, she reviewed the District's Fiscal Year 2023 Budget, noting those items that were non-essential (including meeting expenses, conference expenses, park improvements). She said that approximately $100,000 of those non-essential expenses can be used for Lift Station repairs. She asked that the Lift Station repair costs be invoiced by Gray and Inframark to the District after the 2023 District taxes be received. She discussed her summary of estimated costs for District operations, including the Lift Station repairs and debris removal, and recommendations to the Fiscal Year 2023 Budget. She discussed the District's financial standing and suggested various expense items that could be discontinued temporarily.

- Director Fabre suggested that the Board review her comments to the Budget and defer any action until the next regularly scheduled meeting.

Agenda Item No. 11: Confirm next meeting date

- Director Fabre confirmed the next meeting date of April 19, 2023

Agenda Item No. 12: Future Agenda Items

- Director Jones requested that the April 19, 2023 meeting agenda include language that a director be appointed, a timeline of the meetings be prepared and discussed, and that discussion regarding parks be included on the meeting agenda.

- Director Flores also requested the April 19, 2023 meeting agenda include items for discussion regarding annexation into the City of Cedar Park. Mr. Konopka said that he recently spoke with the City Attorney for the City of Cedar Park and that the City has no plans to annex the District at this time. The Board agreed that discussion should be included on the April 19, 2023 meeting agenda.

- Director Fabre said that she would prefer to prepare the agenda on behalf of the District. A discussion ensued regarding the costs and preference of agenda preparation. Director Avila said that he believed that the agenda should be created by a non-Board member. Director Jones agreed that Coats Rose should prepare the agenda until further notice.

- Mr. Konopka then discussed with the Board his willingness to have open communications with the Board, including items of discussion that should be included on the meeting agenda. Director Jones said that the District's rules and regulations allow each Director to request two agenda items a month to be included for discussion.

- Mr. Konopka also discussed the Board's preferred method of meeting minute preparation. The Board requested that the minutes be prepared in a bullet type format, including the Director names for all motions, who seconded the motion, and how each Director voted. Director Fabre suggested that Coats Rose review those minutes prepared on behalf of the in 2020 as a reference. She said that motions should be bolded and that any dollar amounts discussed be included in the minutes.

Agenda Item No. 13: Adjourn

- **Motion: Motion to Adjourn at 9:31 p.m.**

Motion by: Director Flores
Second by: Director Fabre

Ayes: Director Flores
Director Fabre
Director Jones
Director Avila