

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

October 16, 2019

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

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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 October 16, 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 6:02 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; Matthew McPhail of Willatt & Flickinger; James and Diana Sagnes of Sage Management; Roosevelt Stinson and Robert Tijerina of the Williamson County Constable's Office; and District residents Linda Fabre, David Flores, Sarah Teale, and Matthew Whittington.

Dir. Franke acknowledged that the meeting was being livestreamed by parties other than MUD, and that any questions should be directed to www.wtcmud1.org.

Agenda Item 1: Receive Citizens' Communications

- Sarah Teale addressed the Board regarding the recent analysis of the Community Forum's neighborhood survey. She claims that Jay Jennings was pressured to alter his report to match the viewpoint of the Board. She finds it discouraging that members of the Board would go to such lengths to quash neighborhood input.
- Linda Fabre addressed the Board regarding legal issue pertaining to the Anderson Mill West Neighborhood Association and the ACC. Neighbors have not been alerted to the change in deed restriction enforcement on websites and social media sites, and those sites contain inaccurate information.

Ms. Fabre addressed the Board regarding Agenda Item 6(a), saying that there is rarely discussion by the Board of any items during the public meetings by Board, and wants to know when discussion about voting takes place.

Ms. Fabre addressed the Board regarding Agenda Item 6(p), saying that recyclable materials are being taken to the landfill and not being recycled appropriately.

Ms. Fabre addressed the Board regarding Agenda Item 8, saying that the Board has behaved irresponsibly by spending \$100,000 to thwart transparency. Money is spent to send records immediately to an attorney.

Ms. Fabre addressed the Board regarding Agenda Item 12. She noted that three months ago, the Parks Committee instructed Mr. Hurley to remove the rebar stakes at the Anderson Mill West horseshoe pits removed; the stakes are still there.

Ms. Fabre addressed the Board regarding Agenda Item 12(e). She disapproves of the Board spending additional funds in a memorial garden. Several people in her survey were interested in memorializing a loved one in the garden, but the Board has invested \$30,000 in appropriations in the memorial garden for one person and will not allow others into that space.

Ms. Fabre addressed the Board regarding Agenda Item 20(a). She says the District website needs to be updated to remove the ACC form that was combined to reflect ACC approval for Anderson Mill West and Hunters Glenn 2. Any misleading and inaccurate information on the website needs to be removed.

- David Flores addressed the Board regarding Agenda Item 3(c). He advises the Board not to go forward with any bonds since Gray Engineering makes so much money from them. He believes that the Board should investigate other engineering firms since Mr. Edmonson gets paid to look at MUD issues and this invalidates his opinions. He further advises that when Mr. Edmonson presents his bill that Board consider other options.

Mr. Flores addressed the Board regarding Agenda Item 5. He noted that the constables missed a report from the Williamson County sheriff's office. He wants the public to know that Dir. Zervigon contacted the police when he arrived at Dir. Zervigon's house and believes that he should be able to speak with an elected official when he wants to.

Mr. Flores addressed the Board regarding Agenda Item 8. He hopes that in the new fiscal year that the Board is fiscally responsible and will give people information they ask for, and not spend \$100,000 on legal fees. He believes the Board is hiding things. Mr. Flores has asked Ms. Teale and Ms. Fabre to submit open record requests on his behalf and believes the amount of money spent on record requests is ridiculous.

- Matthew Whittington updated the Board on the reverse-vending recycling machine at the Lakeline Oaks building; he would like to have it in place around November 1. Dir. Franke directed Ms. Catlin to publicize information about recycling program and the benefits that it brings to the community.
- 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: Report from the District's Engineer

- Ms. Edmonson informed the Board that the sidewalk repair at Anderson Mill West park has been completed.
- **Motion: Approve payment of the invoice from Westar Construction in the amount of \$3,900.00 for the Sidewalk and Drainage repair at the AMW park.**

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 irrigation at Anderson Mill Pond. Sunscape had to extend piping and control wires around the pond to provide drip irrigation to all existing trees located there. Dir. Zervigon noted that the cost of watering trees without drip irrigation is very expensive.
- **Motion: Approve proposal from Sunscape Landscaping in the amount of \$32,714.73 for installing a looped drip irrigation system at Anderson Mill pond.**

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

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

Dir. Rocco was not afforded time to vote but would have voted no on this item.

Dir. Franke asked about the timeline for installation; Mr. Edmonson replied that it could happen anytime the Board wanted to schedule it.

- Mr. Edmonson updated the Board on the completed sidewalk repair on Hunters Creek.
- **Motion: Approve payment of the invoice from Westar Construction in the amount of \$2,850.00 for the sidewalk repair at Hunters Creek.**

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

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

- Mr. Edmonson updated the Board on the audio/video improvement proposals from Touchstone District Services. He would like to time the equipment installation so Touchstone can provide instruction and troubleshooting during a Board meeting. Dir. Zervigon noted the separate bid from M&C electric to run wiring for the equipment; it is an additional and separate proposal. Dir. Franke noted that the equipment would be recording but not livestreaming. The system will be separate from the security camera system and recorded to the MUD's equipment. Mr. McPhail added that some small changes (address) were made to the Touchstone consultant agreement. Dir. Norton-Ramirez asked about who would be handling the recording and posting of the video; Dir. Zervigon said Touchstone staff will be on hand to perform the summary and timestamping so the Board can decide how to proceed. Ms. Catlin will load the videos to the website and someone will need to run the iPad to direct the video equipment. Mr. Edmonson recommended Package Option 2 from Touchstone, with a NTE of \$21,000.00 including the M&C Electric proposal. Mr. McPhail instructed the Board to motion for two separate NTE amounts.
- **Motion: Accept proposal from Touchstone District Services in an amount not-to-exceed \$18,000.00 to include the video-audio equipment and tablet as noted in the proposal for Hardware Package Option 2.**

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

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

- **Motion: Accept proposal from M&C Electric in the amount of \$2,120.00 for the installation of electrical equipment for the operation of the video-audio equipment.**

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

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

Dir. Franke asked if the installers would be able to stay to tutor the Board and admins on using the system if they installed the equipment on the day of the meeting. Dir. Zervigon responded that they would stay and at the same time do a review and time stamp of the meeting.

- Mr. Edmonson updated the Board on the 2020 Bond Issue Application Report. Inframark is currently surveying fire hydrants and valves. Additionally, he has confirmed that approximately $\frac{3}{4}$ of the District in Edwards Aquifer Recharge and Contributing Zones. Because this has been clarified, televising the wastewater system will be mandatory; Mr. Edmonson will begin collecting information to evaluate and come up with a cost estimate that he hopes to present in November or December. He recommended televising this year and performing maintenance next year.
- Mr. Edmonson discussed the request from Hunters Glenn that the MUD connect the sidewalk and trails from Madeline Loop to Sun Chase. Dir. Zervigon indicated this would be an issue for next fiscal year.

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*

- Officers Tijerina and Stinson mentioned that coyotes and/or foxes had been seen at Anderson Mill West.
- Mr. McPhail presented a Memorandum of Understanding for Patrol Services within the District.
- **Motion: Approve the Memorandum of Understanding for Patrol Services within Williamson-Travis Counties Municipal Utility District No. 1.**

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

Aye: Dir. Franke

Dir. Medrano
Dir. Norton-Ramirez
Dir. Rocco
Dir. Zervigon

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

- Ms. Adkins received five requests for reimbursements that were added to the check register and NNO reimbursements.
- **Motion: Approve reimbursement of \$330.44 to AMWNA for school safety zone sign for use by Cypress Elementary School.**

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

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

- **Motion: Approve reimbursement of \$149.76 to AMWNA for fence for the Garden of the Wild Things.**

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

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

- **Motion: Approve reimbursement of \$249.00 to AMWNA for attorney fees.**

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

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

- **Motion: Approve reimbursement of \$9.85 to AMWNA for Attorney General postage expense.**

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

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

- **Motion: Approve reimbursement of \$373.05 to the Hunters Glenn Neighborhood Association for the crawfish boil.**

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

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

- **Motion: Pay bills and invoices totaling \$362,289.08.**

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

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

- Ms. Adkins presented the financial report for September 2019. The profit and loss have not been adjusted yet, so those numbers can and will change. Final numbers will likely be presented at the audit. She expects a swing toward the deficit.
- Ms. Adkins presented the cap tracker for the year to date. The \$45,000 allocated for replacement meters is not yet included.
- Ms. Adkins discussed open record requests with Dir. Zervigon. He requested additional specific information on attorney and Inframark costs for completing these requests.
- Ms. Adkins presented the quarterly investment report.
- **Motion: Accept the quarterly investment report as shown on page 31 of the financial report.**

Motion by: Dir. Zervigon
Second by: Dir. Rocco

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

- Ms. Adkins presented the utility usage tracking sheet. She will update it monthly as it can help track fluctuations.
- Ms. Hester presented the manager's report for September 2019.
- Ms. Hester is reviewing eight months of City of Cedar Park water bills to find discrepancies that would explain the water accountability rates. The increase began when the meter at Aster Pass was replaced.

- Ms. Hester presented the Board directives, including several items to discuss at the upcoming Parks Committee meeting. Additionally, the wind shades at the tennis court at Anderson Mill West are scheduled to be installed tomorrow.
- Ms. Hester said that the purple martin houses are scheduled to be installed this month.
- Ms. Hester updated the Board on the street/stop sign survey. It was completed and repair requests sent to the respective counties. She will follow up to make sure that repairs are completed.
- Dir. Zervigon asked about additional water access for wildlife in the parks and ponds; Ms. Hester will add this item to the Parks Committee meeting agenda.
- Ms. Hester mentioned the grand opening of the pickleball courts at Lakeline Oaks; Dir. Franke noted that people from every neighborhood attended the event.
- Ms. Hester noted that the grill at the Lakeline Oaks pavilion has been replaced.
- Ms. Hester is working with Sunscape on irrigation issues at Little Elm and Madeline Loop. There is an increase on the Sunscape contract that will need to be discussed as well.
- Ms. Hester presented a proposal to install a new security camera in the Lakeline Oaks building parking lot.
- **Motion: Accept the Dyezz Surveillance bid of \$726.34 to install a security camera at the Lakeline Oaks building parking lot.**

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

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

- Ms. Hester discussed replacement of the chain link fence at the Sun Chase lift station. She has received a bid from Barrier Fence for about \$6,000 but thinks she can find a better estimate. TCEQ also requires certain items regarding the fencing as far as height and/or barbed wire at the top.
- Ms. Hester discussed with the Board a street light at 3315 El Salido Parkway that needs to be replaced after it was hit by a car. Dir. Franke said that it could be claimed on insurance.
- **Motion: Accept the M&C Electric bid for \$5,600.00 to replace the light pole at 3315 El Salido Parkway.**

Motion by: Dir. Franke
Second by: Dir. Medrano

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

Ms. Hester will put in a claim to insurance regarding the pole.

Agenda Item 26: Minutes from prior regular and special meetings

- **Motion: Approve minutes from the September 11, 2019 special meeting.**

Motion by: Dir. Zervigon

Second by: Dir. Franke

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

- **Motion: Approve minutes from the September 18, 2019 meeting.**

Motion by: Dir. Norton-Ramirez

Second by: Dir. Medrano

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

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]

- Dir. Franke expressed her intent to ensure that there is consistency in terms of late fees, payment plans, etc. between the customer service center and onsite staff. Ms. Hester offered to meet with the Customer Care Committee to discuss details and procedures. Mr. McPhail stated that no amendment to the rate order would be necessary to ensure this consistency.
- No action was taken on this item.
- Dir. Medrano left the meeting at 8:00 p.m.

Agenda Item 10: 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

- Dir. Franke updated the Board on the status of the picket fence at the Garden of the Wild Things. To complete installation under the new park rules, permission must be received from the Board.

Ms. Hester added that Inframark could perform locates to determine where irrigation lines run in the area so they are not impacted.

- **Motion: Authorize the Anderson Mill West Neighborhood Association to install the neighborhood-designed picket fence around the Garden of the Wild Things.**

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

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

Not Present: Dir. Medrano

- Dir. Frank said that tennis memberships will be discounted by 50% in January and February of 2020.

Agenda Item 13: Report from the Deed Restriction Committee

- Mr. McPhail discussed an address with a home-based business that was disrupting parking on the street. Dir. Franke added that employee meetings at the address often led to about a dozen cars blocking the street.
- No action was taken on this item.

Agenda Item 14: Report from the Investment Committee

- No action was taken on this item.

Agenda Item 15: Report from the Audit Committee

- Ms. Adkins stated that the arbitrage process had started.
- No action was taken on this item.

Agenda Item 16: Report from the Bills & Invoices Committee

- No action was taken on this item.

Agenda Item 17: Report from the Budget Committee

- 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. Norton-Ramirez stated the rental of the digital marquee sign is expensive, but the owner could be invited to the Parks committee meeting to discuss pricing.

- 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 presented a spreadsheet comparing cell phones and cell phone plans to the Board. She suggested selecting a Tello plan and a refurbished smart phone.
- **Motion: Select the Tello \$14/month plan and authorize Inframark to purchase refurbished smartphones NTE \$200.00, set up the phones, and distribute the phones.**

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

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

Not Present: Dir. Medrano

- Dir. Franke wants these plans in place by the end of the month.

Agenda Item 23: Traffic hazards in District; Request to County to Restrict through-truck traffic

- Dir. Norton-Ramirez updated the Board on a detour from RR620 on Monday; a power line went down, and drivers were detoured down Hatch and ended up going down Mimosa as well. The traffic was backed up quite a bit because of this.
- No action was taken on this item.

Agenda Item 24: Corrections of clarifications to misstatement or inaccurate information disseminated by others on social media

- 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

- Mr. McPhail has completed the license agreement with Travis County; the Board can let Ms. Nix know their chosen locations so she can provide information to the County.

Agenda Item 27: Adjournment

- **Motion: Adjournment of meeting at 8:19 p.m.**

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

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

Not Present: Dir. Medrano

Catherine Shanks

Board of Directors

11/20/2019

Date

