

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

May 15, 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 May 15, 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 6:07 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; Lt. Kevin Thomas of the Williamson County Constable's Office; and District residents Nancy Baker, Linda Fabre, David Flores, Sarah Price, Sarah Teale, and Sabrina Washburn.

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

Agenda Item 1: Receive Citizens' Communications

- Sarah Teale addressed the Board and submitted a statement regarding transparency and accountability of government officials.
- Linda Fabre addressed the Board and submitted a statement.
- David Flores addressed the Board concerning the safety of children walking home from Cypress Elementary School. He states that there is unsightly mud on both sides of the sidewalks and tree branches cover some streetlights. Dir. Zervigon detailed the tree-trimming program that is currently in place to take care of such issues, but because of oak wilt, is delayed until July.
- No action was taken on this item.

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

- Nancy Baker, Sarah Price, and Sabrina Washburn addressed the Board regarding a wall at Volente Hills. The original Builder constructed perimeter walls that are now falling down; the group would like to explore the option to deed those walls to the MUD, or work with the MUD to repair them.
- **Motion: Instruct attorney to prepare a legal study to submit to the Infrastructure Committee for replacement of the perimeter walls at Volente Hills.**

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

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

Not Present: Dir. Norton-Ramirez

- Dir. Franke asked about night tours; Ms. Washburn indicated that there had been confusion as to who was handling the day and night tours. Because the HOA has the authority to change deed restrictions, Dir. Zervigon suggested coordinating efforts between the HOA and the MUD attorney to determine what language is necessary so restrictions can be enforced.
- Dir. Zervigon commented on the delay in mobilizing and completing projects in Volente Hills. Ms. Baker said that residents only had questions regarding when the park would open and had expressed disappointment that the park was not ready yet. Dir. Zervigon said that the neighborhood had been presented with plans for the pond and no objections had been noted.

Agenda Item 3: Engineer and Landscape Contractor Reports

- Mr. Hurley updated the Board on the District's water accountability. He is working with the City of Cedar Park to review flows coming into the District. Ms. Hester indicated that the problem is likely a mechanical issue because ongoing accountability remains around 85%. The City will be asked to redirect flow from some of the other master meters coming into the District. The Infrastructure Committee will be updated as Inframark works through the issue.
- Mr. Hurley updated the Board on the traffic control speed study and will obtain the final numbers for the study instead of the summary and pictures originally sent.
- Mr. Hurley updated the Board of the status of the District tree-trimming. The final letter is ready and will be mailed out a couple weeks before trimming begins; additionally, the tree-trimming staff will inform homeowners in person.
- Mr. Hurley updated the Board on the electronic meter pilot program. The ten pilot meters have been installed and Beacon software had an overview training for Inframark employees so they can assist participants with the set-up process. The Board wants training scheduled so they can assist residents signing up. A Special Meeting will be tentatively scheduled for June 6, 2019 at 6:00 p.m. for training. Ms. Catlin will coordinate schedules with the remaining program participants.
- Mr. Edmonson updated the Board on Sun Chase Park bridge, which will be completed during the second or third week of June. It will be delivered at the end of June.
- Mr. Edmonson noted that repairs to the District walls had been completed as well as the final meeting with the structural engineer.

- **Motion: Recommend payment of \$40,118.00 to Beacon Construction.**

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

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

- **Motion: Recommend payment of \$2,000.00 to GeoSolutions.**

Motion by: Dir. Zervigon

Second by: Dir. Rocco

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

- Mr. Edmonson updated the Board on the status of Cashell Wood Pond and Vestavia Pond. Once certifications are received, he will be able to close out the permits with Travis County. Westar will be able to complete the sidewalk and deck afterwards. It will likely be after Memorial Day before approval from Travis County is provided and the ponds can be opened. While Westar is completing the work at the ponds, they will also complete the sidewalk repair on Hunters Creek.

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

- No action was taken on this item.

CONSTABLE AND MANAGER REPORTS

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*

- Lieutenant Kevin Thomas provided a security update to the Board.
- There has been a drop off in hours due to officer training over the past two weeks.
- No action was taken on this item.

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

- Mr. Hurley presented the general manager's report.
- Mr. Hurley stated that GEICO Insurance has issued a check for \$6,374.55 to reimburse the MUD for a fire hydrant damaged in a car accident.
- Mr. Hurley updated the Board on the status of the sunshades at Lakeline Oaks Park. The City of Cedar Park denied the permit for the sunshades because it is not their ETJ; Mr. Hurley is researching if a permit is necessary. Installation may be quicker if a permit is not necessary.
- Mr. Hurley updated the Board on the inventory of spare parts for District lift stations. This item will be brought to the Infrastructure Committee next month. The Hatch and Sun Chase lift stations will not require backup generators. Dir. Zervigon mentioned that a written confirmation from TCEQ would be necessary for compliance.
- Mr. Hurley updated the Board on the joint Girl Scout/Sunscape planting in Anderson Mill West Park; Dir. Franke mentioned that the date had been pushed back to Friday.
- Mr. Hurley updated the Board on the completed repairs by Barrier Fence. He has scheduled the installation of windscreens at the Anderson Mill West tennis courts for the May 30-31, 2019.

- Mr. Hurley updated the Board on the status of holiday lighting in the District; he will research some new quotes and options. Dir. Franke mentioned that the District owns the lights, so they will only need to be stored. She would prefer a more commercial installer to a residential installer.
- Mr. Hurley update the Board on the District stop sign and street sign survey; it is in progress
- Mr. Hurley updated the Board on the Hunters Glenn monument sign. He will provide the materials to the HOA for their staff to install and will need to ensure that the pricing of materials is separate from installation costs.
- Mr. Hurley updated the Board on the Roto Rooter bid for sink issues at Lakeline Oaks; additional work needs to be done that Roto Rooter is unable to provide. He will look to other vendors for estimates.

- **Motion: Recommend payment of \$1,674.09 Sunscape for landscaping in the Sun Chase easement.**

Motion by: Dir. Franke

Second by: Dir. Norton-Ramirez

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

Mr. Hurley will communicate to both homeowners when planting will begin in the Sun Chase easement.

- **Motion: Recommend payment of \$21,377.21 to TF Harper to replace 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

Not Present: Dir. Zervigon

Mr. Hurley will investigate warranty information.

- Mr. Hurley presented the Board with the 2018 Drinking Water Quality Report, noting that the District is in compliance on each level. Ms. Hester recommended approval of the report with a public link on the District website.

Motion: Approve Consumer Confidence Report on water quality.

Motion by: Dir. Franke

Second by: Dir. Medrano

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

Ms. Catlin will add the report to the District website.

- Dir. Norton-Ramirez and Dir. Medrano are investigating a security Dutch door for the Inframark office at the Lakeline Oaks building. Mr. Hurley added that he is looking at contractors, but they all have a 4-6-month delay on installation. A payment window in an alternate option to investigate.
- Ms. Hester suggested that the detailed invoice could be removed from the Board packet since it is reviewed by the Invoice and Billing Committee prior to the Board meeting.
- Ms. Adkins presented the financial packet.
- **Motion: Amend May 13, 2019 recommendation Anderson Mill West Neighborhood Association reimbursement from \$2,597.48 to \$2,327.48.**
 Motion by: Dir. Medrano
 Second by: Dir. Franke
 Aye: Dir. Franke
 Dir. Medrano
 Dir. Norton-Ramirez
 Dir. Rocco
 Dir. Zervigon
- **Motion: Approve payment of bills and invoices totaling \$366,897.54.**
 Motion by: Dir. Zervigon
 Second by: Dir. Medrano
 Aye: Dir. Franke
 Dir. Medrano
 Dir. Norton-Ramirez
 Dir. Rocco
 Dir. Zervigon
- **Motion: Accept investment reports from October 1 through December 31, 2018 and January 1 through March 31, 2019**
 Motion by: Dir. Zervigon
 Second by: Dir. Rocco
 Aye: Dir. Franke
 Dir. Medrano
 Dir. Norton-Ramirez
 Dir. Rocco
 Dir. Zervigon
- Ms. Adkins explained the Open Record Request report, detailing that the \$12,000 was a combination of attorney and engineer's time to complete requests. There are concerns regarding the Inframark contract because of the amount of time and resources staff have had to dedicate to Open Record Request.

Agenda Item 18: Report from the Customer Care Committee

- Dir. Franke and Dir. Zervigon completed a set of answers to questions from residents; this information was posted on the website today.
- No action was taken on this item.

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

- Dir. Zervigon discussed a continuous stream of misstatements and misrepresentations of the District in statements presented during the Citizen Communication portion of meetings as well as on social media.
- No action was taken on this item.

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

- The Board entered executive session to discuss this item. Open session resumed at 8:50 p.m.
- 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

- The Parks Committee discussed a dead tree at Sun Chase Park that will need to be replaced.
- No action was taken on this item.

Agenda Item 13: Report from the Deed Restriction Committee

- Mr. Hurley received a request from the Lakeline Oaks HOA regarding a home with a yard that has not been mowed and has extremely high grass. They are requesting that the MUD assists with deed restriction enforcement. Mr. Flickinger noted that the Board does not enforce in Lakeline Oaks; their Board of Directors can send a request in writing to enforce restrictions in the entire Lakeline Oaks area, but he does not recommend it for one property. Mr. Hurley said they are asking for the Board to send letters to the address in question as well, but Mr. Flickinger did not recommend that action.
- **Motion: Approval of minutes from the April 10, 2019 DRC meeting.**
 Motion by: Dir. Medrano
 Second by: Dir. Norton-Ramirez
 Aye: Dir. Franke
 Dir. Medrano
 Dir. Norton-Ramirez
 Dir. Rocco
 Dir. Zervigon

Agenda Item 14: Report from the Investment Committee

- No action was taken on this item.

Agenda Item 15: Report from the Audit Committee

- 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

- Ms. Adkins recommended that all committees prepare their budgets at their next meetings.
- 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

- No action was taken on this item.

Agenda Item 21: Report from the Infrastructure Committee

- A motion regarding fencing at Volente Hills was made under Agenda Item 2.

Agenda Item 22: Report from the Management Committee

- Dir. Medrano and Dir. Rocco will tentatively meet with Waste Management next Thursday to present some issues that have been present in the District. Ms. Catlin will collect a list of recent problems.
- 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: Sale of District surplus office furniture

- **Motion: Donate surplus furniture to St. Vincent de Paul thrift store.**

Motion by: Dir. Medrano

Second by: Dir. Norton-Ramirez

Aye: Dir. Franke

Dir. Medrano

Dir. Norton-Ramirez

Dir. Rocco

Not Present: Dir. Zervigon

Agenda Item 27: Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park

- No action was taken on this item.

Agenda Item 28: Strategic Planning and Annexation of District by City of Cedar Park

- No action was taken on this item.

Agenda Item 29: Minutes from prior regular and special meetings

- **Motion: Approval of minutes from the regular Board meeting on April 17, 2019.**

Motion by: Dir. Franke

Second by: Dir. Medrano

Aye: Dir. Franke

Dir. Medrano

Dir. Norton-Ramirez

Dir. Rocco

Not Present: Dir. Zervigon

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

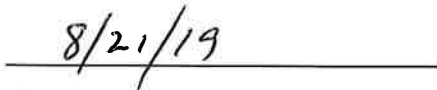
- No action was taken on this item.

Agenda Item 31: Adjournment

- The meeting was adjourned at 9:06 p.m.



Board of Directors



Date