

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

3 April 2024

STATE OF TEXAS

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COUNTIES OF WILLIAMSON AND TRAVIS

The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 (the "District"), of Williamson and Travis Counties, Texas, met in special session, open to the public at 6:30 p.m. on the 3rd day of April 2024, 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, and the roll was called of the duly constituted officers and members of the Board, to wit:

Linda Fabre	President / Treasurer
Hanoi Avila	Vice President
Kelley D. Masters	Secretary
David Flores	Assistant Secretary
Beth Jones	Director

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

Also present in person were Dylan Ensor and Nana Boahen, residents of the District; Beth Wright and Lonnie Wright of Municipal Operations & Consulting, LLC ("MOC"); Makenzi Scales, Elizabeth Reeves, Todd Burrer, Phil Henderson, Gerald Connell, and Missy Roberts of Inframark, LLC ("Inframark"), the District's Operator and General Manager; Jacob Valentien of Westwood Professional Services, Inc. ("Westwood"), the District's Engineer; and Cole Konopka of Coats Rose, P.C. ("Coats Rose"), the District's Attorney. Attending the meeting by teleconference was Tammi Nelson of Coats Rose.

Agenda Item No. 1: Comments and questions from District residents.

- First, Mr. Ensor addressed the Board to request an exception to an after-hours fee that was included on his water bill from a service call that was placed on 14 January 2024 to repair a frozen waterline at his residence. He noted that he was able to unfreeze the waterline prior to the arrival of an Inframark technician. Mr. Ensor then stated that the total amount that he was charged for the service call was \$194.09. Director Fabre then told Mr. Ensor that the Board would consider his request and that he would be notified regarding the Board's decision.

Agenda Item No. 2: Interview candidates for District Operator, including:

- (a) Inframark, LLC; and
- (b) Municipal Operations & Consulting, LLC.

- Next, Director Fabre thanked Inframark and MOC for submitting proposals in response to the Request for Proposal for an Operator for the District. She then discussed the needs and expectations of the position.
- Director Fabre then requested to begin the interview process with Inframark. Ms. Scales then answered various questions from Director Masters and Director Fabre regarding Inframark's services, operating procedures, rates, training capabilities, and current workload.
- The Board next interviewed Mr. and Ms. Wright of MOC, asking various questions regarding MOC's onboarding process, team members, operating procedures, rates, and services provided. Following a question by Director Flores, Mr. Wright then discussed the charitable work that MOC has participated in.
- The Board then concluded the interview process.

Agenda Item No. 3: New business, including:

- (a) discuss and consider publication of job vacancy for facility manager and administrative employee, and take necessary action; and
- (b) discuss appeal request from resident at 2306 Portwood Bend Cove.

- Director Fabre next discussed the Facility Manager and Administrative Employee positions for the District. She stated that she was in the process of drafting job vacancy notices for the two positions for the Board's consideration at the 17 April 2024 Board of Directors meeting. Mr. Konopka then discussed the insurance and contract requirements for the future employees. He requested that the Board allow him a minimum of 30 days to draft the employment contracts and to coordinate with the District's insurance company to add the necessary coverage for the employees.
- Next, Director Fabre discussed the appeal request from the resident at 2306 Portwood Bend Cove. She reported that the appeal request was due to the bill payment address change that occurred in June 2023, which resulted in the October, November, and December 2023 payments not arriving at the new payment address and the resident's water service being disconnected. Director Fabre then noted that the resident had placed an after-hours call to Inframark to have the water service restored and the account was charged the full amount of the work order service fee in the amount of \$165.57. She added that the account was not charged the \$40.00 reconnection fee but that the resident's water bill included a duplicate charge of \$165.57, which has since been reimbursed. Director Fabre proposed that the District waive the penalty charge on the account in the amount of \$19.77 and that the District not bill the account for the \$40.00 reconnection fee. A discussion then ensued.

- **Motion:** Deny the appeal request from the resident at 2306 Portwood Bend Cove and require that the resident pay all fees on the account.
- Motion by:** Director Avila
- Second by:** Director Flores
- Ayes:** Director Avila
Director Flores
Director Fabre
- Nos:** Director Masters

Agenda Item No. 4: Old business, including:

(a) review and approve Fire Protection Agreement with the City of Cedar Park.

- Mr. Konopka recalled that a Fire Protection Agreement (the "Agreement") between the District and the City of Cedar Park (the "City") was presented at the 20 March 2024 Board of Directors meeting and that the Board deferred approval of the Agreement to allow the Directors an opportunity to review.
- **Motion:** Approve the Fire Protection Agreement between the District and the City.
- Motion by:** Director Masters
- Second by:** Director Avila
- Ayes:** Director Masters
Director Avila
Director Fabre
Director Flores

Agenda Item No. 5: Convene in executive session.

- The Board convened in executive session at 7:39 p.m.

Agenda Item No. 6: Actions related to matters discussed during executive session.

- The Board reconvened in open session at 8:46 p.m.
- **Motion:** (1) Terminate Inframark as Operator and General Manager of the District and request a contract from MOC as the new Operator of the District; and (2) authorize the District's Attorney to send a termination letter to Inframark.
- Motion by:** Director Fabre
- Second by:** Director Flores

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

- The Board then thanked Inframark and Ms. Scales for their years of service to the District and stated that this decision was made in the best interest of the District.

Agenda Item No. 7: Such other matters as may come before the Board.

- Lastly, Director Fabre noted that the next Board of Directors meeting is scheduled for 17 April 2024. Director Flores then requested that the appeal request from the resident on Pepper Grass Cove be added to the next meeting agenda.

There being no further business to come before the Board, the meeting adjourned.



Secretary, Board of Directors

