

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

January 15, 2020

STATE OF TEXAS §
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 January 15, 2020 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 6:03 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 Kristi Hester, Makenzi Scales, and Leigh Catlin of Inframark; Herb Edmonson and Joey Gallegos of Gray Engineering; Bill Flickinger of Willatt & Flickinger; James and Diana Sagnes of Sage Management; Kevin Thomas of the Williamson County Constable's Office; and District residents Megan Dudo, Linda Fabre, David Flores, and Sarah Teale.

- Dir. Franke acknowledged that the meeting was being recorded by the MUD and that the recording and agenda with links would be made available on the MUD's website at www.wtcmud1.org. Any questions or comments should be directed to the official website.

Agenda Item 1: Receive Citizens' Communications

- Linda Fabre addressed the Board. She indicated that the Community Forum provides assistance only to people who reach out to her directly or people she knows who have had their rights violated.

Ms. Fabre addressed the Board regarding Agenda Item 11 and described issues regarding a specific request for tree-trimming information including delays in receipt of the information and a complaint filed with the Attorney General. Ms. Fabre says that the Open Records Committee opts to work through attorneys instead of giving out information.

Ms. Fabre addressed the Board regarding Agenda Item 16, saying that a handout from Mr. Flickinger at the Monday meeting was incomplete, as were as the public comment portions of the DRC minutes. Additionally, she says that Dir. Franke, as treasurer of the AMWNA, submitted receipts under the pretext that the Neighborhood Association was involved in the Light up the Park event, and that she set up a fictitious ACC through that organization, and that Dir. Franke and Dir. Zervigon are using DRC fines for personal benefit. Ms. Fabre addressed the Board regarding Sage Management and has sent a letter to Dir. Medrano and Dir. Rocco discussing violations of the contract.

Ms. Fabre addressed the Board regarding Agenda Item 21 and says that questions put forth in public comments are not being answered by the Customer Care Committee.

Ms. Fabre addressed the Board regarding Agenda Item 24, saying that some crosswalks have become slippery, so she has contacted the Williamson County Road and Bridge department about them. Ms. Fabre additionally questioned how the Badger meter program progressed from ten homes in the pilot program to the purchase of 50 meters in 2019 without discussing the program results in public meeting. She wants to see information on tests and meters and wants to know if the project required a bidding process.

- Sarah Teale addressed the Board. She had asked for a place on the agenda at a prior meeting but was told by the Board that a committee would review a letter she submitted and address her concerns during the meeting tonight. Ms. Teale then read her outline of concerns.
- David Flores addressed the Board. He thanked Ms. Teale for her work and commented on Dir. Zervigon's contributions to the MUD.
- Dir. Franke closed the public comment portion of the meeting.
- 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: Presentation by Megan Dudo on Cypress Elementary School's Safe Routes to School Program

- Megan Dudo presented information on the Safe Routes to School program for Cypress Elementary School. She offered information and then answered questions from the Board.
- No action was taken on this item.

Agenda Item 4: Report from the District's Engineer

- The Board discussed the Badger electronic meter program.
- **Motion: Direct Mr. Flickinger to review the contract for the Badger meter software.**

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

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

- Herb Edmonson discussed sidewalk improvements in the District.
- **Motion: Payment of invoice to Westar Construction in the amount of \$33,500 for a sidewalk connection Anderson Mill Pond and Cashell Wood pond.**

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

Aye: Dir. Franke
Dir. Medrano

Dir. Norton Ramirez
Dir. Rocco
Dir. Zervigon

- **Motion: Payment of invoice to Westar Construction in the amount of \$13,650 for the completion of the piers, TNR permit, and engineering of the deck design at Cashell Wood pond.**

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

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

- Dir. Zervigon indicated that the HOAs should be asked to query their members on any sidewalk repairs; Mr. Edmonson will provide language to Dir. Norton Ramirez. Mr. Edmonson said it would be next month before the project begins.
- **Motion: Payment of all Gray Engineering, Inc. invoices for the current month.**

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

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

- Mr. Edmonson noted that there was no specific item in the budget to address a sidewalk connection between Sun Chase/ Park and Madeline Loop Pond. The Infrastructure Committee will review the budget to see if any monies are available for this project, and Gray Engineering will investigate a cost estimate.

Agenda Item 5: *Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements*

- No action was taken on this item.

Agenda Item 6: *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*

- Lt. Kevin Thomas presented the District incident report.
- No action was taken on this item.

Agenda Item 7: *Report from District Manager and Affected Persons, including Payment of Bills and Invoices and Transfer of Funds.*

- Kristi Hester presented a new format for Board directives.
- Dir. Franke explained the Sunscape line item in the directive for replacing dead trees. The Parks committee had met with Sunscape regarding the new trees at the last meeting and decided to

create more shade at Lakeline Oaks Park, add privacy and greenery to Volente Hills Park, and replace trees that had died at several parks. Dir. Zervigon recommended that the Budget Committee should create an item to add irrigation; Ms. Hester indicated that it is Sunscape's responsibility to irrigate, and they have surveyed irrigation areas. Sunscape is additionally taking responsibility for replacing trees that had died. Dir. Zervigon asked for a monthly report from Sunscape regarding irrigation use.

- **Motion: Approve proposal from Sunscape in the amount of \$10,657.03 for tree replacement.**

Motion by: Dir. Franke

Second by: Dir. Norton Ramirez

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

- Dir. Franke discussed some live oaks at Anderson Mill West park that are in distress; Sunscape is performing soil testing and there is concern that something had been dumped since the trees are not drought- or heat-stressed. Sunscape representatives were not optimistic that the trees could recover.
- Ms. Hester informed the Board that the meter changeout process was beginning; AMI meters will be used but the endpoints will not be installed right now.
- Ms. Hester updated the Board on the valve survey; it was briefly delayed to select which GPS tool would perform best.
- Dir. Zervigon asked about the meter changeout program; Ms. Hester responded that meters are currently being changed out in the same process that has been done in the past.
- Ms. Hester noted that water accountability was back up to 97%.
- Ms. Hester noted that televising of the sanitary sewer system was still on schedule for March but could occur earlier; residents will be notified when the televising begins.
- Ms. Hester discussed a stormwater lid that had been pulled off at Cashell Wood and Wanakah Ridge; it will be sealed with a tack weld to prevent entry.
- Ms. Hester updated the Board on the Parks Committee meeting:

The Sun Chase park playscape will be dismantled and donated to a local school. Dir. Franke envisions a new design for the space.

Ms. Hester discussing the punching bag toy at Anderson Mill West park that is damaged; the clasp replacement is expensive so Inframark is trying to determine an alternative.

Ms. Hester updated the Board on the distressed trees at Anderson Mill West park; any that may need to be cut down will be potentially repurposed into seating or sculptures.

The snail equipment at Anderson Mill West is broken and currently a sturdier alternative is being investigated.

The disc golf tee at Anderson Mill Pond has been replaced.

- Ms. Hester discussed scheduling a special meeting to review the annual audit. The deadline to submit the audit is February 13th, and she suggested a date of February 5 at 6:00 p.m.
- Ms. Hester presented the billing summary.
- Ms. Hester mentioned that a formula error for running annual average had been found, so those numbers were not included in this packet but would be in next month's packet.
- Ms. Hester presented the financial report.
- **Motion: Approve payment of bills and invoices totaling \$318,815.70.**

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

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

- Ms. Hester discussed the open records request total, which is \$160,271.17 since October 2017.

Agenda Item 8: *Outline of Concerns letter submitted by Sarah Teale on November 15, 2019*

- Dir. Medrano presented a response from the *ad hoc* committee to the outline of concerns by Sarah Teale for the first three items of concern.
- Dir. Norton Ramirez presented a response from the *ad hoc* committee to the outline of concerns by Sarah Teale for Items 4 and 5 and the additional letter of concern.
- Mr. Flickinger noted that one recommendation is to include a budget item to organize and digitalize District records. Although it is a large undertaking, it could lead to greater accessibility of records and that key records like minutes, etc. from prior years could be scanned and kept digitally. Dir. Zervigon agreed that this could make records easier to provide.
- Dir. Franke created an *ad hoc* committee of Dir. Norton Ramirez and Dir. Rocco to address modernization of District records.
- Mr. Flickinger presented a document regarding prohibited communications for Board members regarding rolling quorums and answered questions from the Board regarding the law.

Agenda Item 9: *Legal action against persons who disrupt Board meetings or threaten Board Members or District consultants*

- No action was taken on this item.

Agenda Item 10: *District Records Retention Program*

- Mr. Flickinger asked about records that could be destroyed that might not have been scanned into an electronic system.
- Ms. Hester explained the document retention policy; when Inframark moved to a new office, most paper records were scanned electronically into their system. These documents need to be organized, and most documents pertaining to the retention policy are scanned and saved in the Inframark system.

Agenda Item 11: *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 12: *District Rate Order [S]*

- No action was taken on this item.

Agenda Item 13: *District Rules and Regulations; Appeals of Fines*

- No action was taken on this item.

Agenda Item 14: *Review all committees and subcommittees and appoint members as needed*

- Dir. Franke directed Mr. Flickinger to remove this item from the agenda.
- No action was taken on this item.

Agenda Item 15: *Report from the Parks Subcommittee*

- No action was taken on this item.

Agenda Item 16: *Report from the Deed Restriction Committee*

- No action was taken on this item.

Agenda Item 17: *Report from the Investment Committee*

- No action was taken on this item.

Agenda Item 18: *Report from the Audit Committee*

- Mr. Flickinger noted that this item had been moved to the Special Meeting agenda.
- No action was taken on this item.

Agenda Item 19: *Report from the Bills & Invoices Committee*

- No action was taken on this item.

Agenda Item 20: *Report from the Budget Committee*

- No action was taken on this item.

Agenda Item 21: *Report from the Customer Care Committee*

- No action was taken on this item.

Agenda Item 22: *Video recording of Board meetings by the District*

- No action was taken on this item.

Agenda Item 23: *Report from the Information Management Committee*

- Ms. Hester asked that Item 23a be moved to the *ad hoc* committee because it involves the organization of District files.
- No action was taken on this item.

Agenda Item 24: Report from the Infrastructure Committee

- No action was taken on this item.

Agenda Item 25: Report from the Management Committee

- Ms. Hester discussed hiring an employee at an administrative level who can organize digital files, understand what the files are, and is knowledgeable as to where the files are located and how they are organized. Dir. Medrano asked if a contract amendment would be necessary; Mr. Flickinger responded that an addendum could be drawn up for the Board to review.
- Ms. Hester will meet with the committee to draft an amendment or supplement for consideration for this position and scope for the new position.
- No action was taken on this item.

Agenda Item 26: Report from the Solid Waste Committee

- Mr. Rocco planned to ask Waste Management to pick up both recycling schedules on Monday.
- The mobile sign will be placed at Anderson Mill West park to indicate which recycling schedule it is.
- Mr. Flickinger received an e-mail from Matthew Whittington regarding ad space on the RVM reverse vending machine; there is ad space for 60 seconds and ads for alcohol, tobacco, and elections are not allowed.
- Ms. Hester presented the Board with a check from RVM Recycling, Inc. for \$5.77.
- No action was taken on this item.

Agenda Item 27: Service provider/vendor evaluations

- Mr. Flickinger has not yet received the provider matrix from Inframark.
- Dir. Franke asked that each committee be aware which contracts are under their purview so they can be reviewed.
- No action was taken on this item.

Agenda Item 28: Traffic hazards in District; Request to County to Restrict through-truck traffic

- No action was taken on this item.

Agenda Item 29: Corrections of clarifications to misstatement or inaccurate information disseminated by others on social media

- No action was taken on this item.

Agenda Item 30: 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. Flickinger indicated that he was not actively working on licensing agreements with Williamson County, but is finalizing the solar signs with Travis County. A sign mounted in the street had been vetoed by the County, so he is exploring other options.

- No action was taken on this item.

Agenda Item 31: Minutes from prior regular and special meetings; Reconsideration of Minutes previously approved with oral revisions

- **Motion: Approval of minutes from the December 18, 2020 meeting.**

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

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

Agenda Item 32: Adjournment

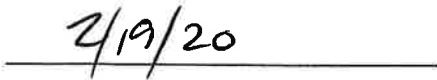
- **Motion: Adjournment of meeting at 9:31 p.m.**

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

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



Board of Directors



Date

