Williamson-Travis Counties Municipal Utility District #1

General Manager Report for the Month of November 2019

Board of Directors Meeting

December 18, 2019

WILLIAMSON-TRAVIS COUNTIES MUD #1

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2019 Calendar

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PUBLIC NOTICE OF REGULAR MEETING

TAKE NOTICE THAT A REGULAR MEETING OF
the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1
Will be held at the District Office at the Park at Lakeline Oaks
1000 Old Mill Road, Cedar Park, Texas 78613
commencing at 6:00 p.m. on Wednesday, December 18, 2019, to consider and act upon the following:

AMENDED AGENDA

1. Public Comments

   This is an opportunity for members of the public to address the Board of Directors concerning any issue that is not on the agenda. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issues is limited to a proposal to place it on the agenda for a later meeting. Each speaker offering public comment must sign an Attendance Sheet at or prior to commencement of the meeting and shall be limited to 2 minutes, unless the number of speaking segments is 10 or more (based on the number of persons who have signed the Attendance Sheet and the number of items for a request to speak has been indicated). In such case, speakers offering public comment shall be limited to 1 minute each.

   Note: Members of the public wishing to address the Board of Directors on specific agenda items will be required to sign an Attendance Sheet at or prior to commencement of the meeting indicating the agenda items on which they wish to speak. They will be given an opportunity to speak immediately following the Public Comments item on the agenda. Such comments shall be limited to 2 minutes per speaker for each agenda item unless the number of speaking segments is 10 or more (based on the number of persons who have signed the Attendance Sheet and the number of items for a request to speak has been indicated). In such case, all speakers shall be limited to 1 minute each per item per person.

2. Presentations by neighborhood associations and homeowners associations within the District
3. Presentation by Megan Dudo on Cypress Elementary School's Safe Routes to School Program
4. Presentation by Sarah Teale on the Protect Your Rights seminar by the Community Forum

ENGINEER AND LANDSCAPE CONTRACTOR REPORTS

5. Report from the District's Engineer
   a. Pond and Park Improvements
   b. Street light maintenance, repair and replacement; tree trimming in connection with street lights
   c. Review of projects for possible bond issue
6. Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements
   a. Second Amendment to Landscape Maintenance Agreement with Sunscape Landscaping, LLC; Price increase

CONSTABLE AND MANAGER REPORTS

7. Report on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables and Deputy Sheriffs; Employment of Off-Duty Deputy Constables and Deputy Sheriffs; MOU between the District and Williamson County and Sheriff's Office
8. Report from the District Manager and Affected Persons, including payment of bills and invoices and transfer of funds:
   a. review and discussion of pending Board directives to Manager, attorneys, Board members and sub-committees
   b. committee reports
   c. water and wastewater system report
   d. security measures for the water system
   e. review changes made to Standard Operating Procedures (SOP) Manual
   f. detention pond and related issues
   g. preventative maintenance program
   h. billing report; service cutoffs
   i. customer and resident complaints; billing adjustments and reimbursements to customers for repairs in meter box
   j. adjustment of delinquent accounts
   k. builder and aged receivables
   l. collection of delinquent property taxes
   m. quarterly investment reports
   n. bill payment report
   o. financials, transfer of funds
   p. solid waste collection and disposal service - recycling programs
   q. District patrols
   r. manhole cleanout/maintenance
   s. Stormwater Management Plan
   t. CMU wall repairs
   u. Rental of Speed Monitoring Trailer
   v. Online bill payment system for customers; fees
   w. Agreement for New District Depository; Bank Account(s); Signature Card
   x. District Insurance
   y. Street light maintenance, repair and replacement; tree trimming in connection with street lights
   z. Service Agreement; Form for requesting confidentiality of customer information
9. Outline of Concerns letter submitted by Sarah Teale on November 15, 2019
10. Resolution Setting Procedures for Submission of Open Records Requests
11. Legal action against persons who disrupt Board meetings or threaten Board Members or District consultants
12. District Records Retention Program
    a. Identify records for disposal subsequent to the expiration of the minimum retention period
13. Prior and pending Open Records Requests; costs incurred by the District and allowable costs to be charged to requestors
14. District Rate Order [S]
15. District Rules and Regulations; Appeals of Fines [S]
16. Review all committees and subcommittees and appoint members as needed

COMMITTEES

17. Report from the Parks Subcommittee
    a. Park improvements [S]; Disc golf course sponsorships
    b. Park and Pond Rules [S]
    c. All matters related to the District's parks, fields and office building [S]
    d. Contract with Water Conservation Consultant; Xeriscape and Drought tolerant plant demonstration and installation
    e. Parks and pond improvements/tree and plant replacements; plantings at street corners and right-of-way; new picket fence at the garden
18. Report from the Deed Restriction Committee
    a. Pending appeals of fines for violations of the District's Rules Governing Violations of Deed Restrictions and pending appeals of classifications of violations of those rules
    b. District's Rules Governing Violations of Deed Restrictions and the procedures and tasks associated with enforcement of those rules; billing and collection of fines [S]
    c. Approval of Minutes from prior DRC meetings [S]
    d. Report from DRC and act on restrictive covenant enforcement
    e. Lawsuit against owner of 1204 Boerne Drive, Lawsuit against owner of 2202 London Lane and other deed restriction enforcement actions pending with the District's attorney or requiring legal advice from the District's attorney
    f. Funding for and interaction with neighborhood associations and homeowners associations within the District to facilitate operation of the architectural control committees, deed restriction enforcement and other functions of such associations [S]
    g. Restrictive Covenant Management Agreement between the District and Sage Management Services
19. Report from the Investment Committee
    a. District Investments; Investment Policy and Procedures [S]
20. Report from the Audit Committee
    a. Arbitrage analysis by Arbitrage Compliance Specialists, Inc.
21. Report from the Bills & Invoices Committee
    a. Review of payments on current not-to-exceed expenditures authorized by Board
22. Report from the Budget Committee
23. Report from the Customer Care Committee
    a. Answers to prior questions from residents regarding District matters
24. Video recording of Board meetings by the District; Upgrades to equipment and technology at 1000 Old Mill to facilitate such video recordings; Additional services by Touchstone District Services in connection with video recordings at Board meetings
25. Report from the Information Management Committee
    a. District Website [S]
26. Report from the Infrastructure Committee
    a. Pond and Park Improvements
    b. Sidewalk Maintenance
    c. MS4 Permit Requirements and Renewal
    d. Water Conservation Measures [S]
    e. Street light maintenance, repair and replacement; tree trimming in connection with street lights
    f. Traffic study by Williamson County; Stop sign installation at intersection of Alexandra Lane and Old Mill Rd.
    g. Possible location of AT&T equipment on District light poles
    h. Proposals for cleaning and inspection of sanitary sewer system
27. Report from the Management Committee
    a. iPads/Notebooks for Directors
    b. Additional contract with Inframark for employment of part-time person to assist in processing open records requests

GENERAL

28. Service provider/vendor evaluations
29. Traffic hazards in District; Request to County to Restrict through-truck traffic
30. Corrections or clarifications to misstatements or inaccurate information disseminated by others on social media [S]
31. 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
32. Minutes from prior regular and special meetings; Reconsideration of Minutes previously approved with oral revisions
33. Adjournment

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

(SEAL)

Attorney for the District

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Tobin Hurley, Inframark LLC, Manager for the District, at 512-246-0498, for information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 512-272-9116, or may utilize the statewide Relay Texas program, 1-800-735-2988.

PUBLIC NOTICE OF SPECIAL MEETING

TAKE NOTICE THAT A SPECIAL MEETING OF
the Board of Directors of Williamson-Travis Counties
Municipal Utility District No. 1
Will be held at the District Office at the Park at Lakeline Oaks
1000 Old Mill Road, Cedar Park, Texas 78613
commencing at 5:30 p.m. on December 18, 2019, to consider and act upon the following:

SPECIAL MEETING AGENDA

1. MS4 Presentation; Yearly public meeting to discuss stormwater pollution concerns and the District's Stormwater Management Plan; Any member of the public may offer comments, recommendations for improvements or modifications to the existing Stormwater Management Plan, and the Board of Directors will all address all recommendations and vote on implementing the suggestions. Comments by members of the public will be limited to 2 minutes per speaker. Members of the public will be given an opportunity to speak immediately following the MS4 presentation.

2. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

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WILLIAMSON-TRAVIS COUNTIES M.U.D. #1
General Information

Created: May 1985

Tap Fees:

Sewer Tap	$650 per LUE
Water Tap	$650 (5/8" meter)
Park Development	$500 per connection

Security Deposit: $150 charged to residential owners

Trash & Recycling Collection Day: Monday
Large Item Collection Day: Tuesday

Base Fee: The monthly charge is $25.00. Residents aged 65 or older are charged $18.43.

Residential Water Rates		**Commercial Water Rates**
1-10,000 gallons	= $4.66 per 1,000 gallons	$25.00 per rate unit (minimum)
Next 5,000 gals	= $5.60 per 1,000 gallons	**plus** $4.66 per 1,000 gals.
Thereafter	= $6.71 per 1,000 gallons	

Sewer Rate $3.62/1,000 gallons

Meters Read	**Bills Out**	**Payments Due**
15th of month	25th of month	15th of month

Fire Protection Fee: $24.14 /month
Winter Averaging Period: December 15th thru March 15th (+/- 3 days depending on bill cycle)
Wastewater usage amounts are recalculated each year using the average water usage during the above time frame since there is typically less outdoor watering during this period. New residents with no usage history will be billed based on the current District winter average or actual water usage, whichever is less, until a winter average for their address is calculated.
Late Payment Penalty: A late charge of 5% of the unpaid balance will be due for any bill which is not paid on or before the due date.
An additional $150 deposit required for each service disconnected for non- payment. The total deposit amount will not exceed $600.

Total amount of bonds authorized by voters: $25,751,525
Total principal amount of bonds issued: $19,937,854

Tax Year	Assessed Value	Tax Rate	Debt Service	Operations & Maintenance
1990	$56,600,253	$1.1100	$1.0500	$0.0600
1991	$51,839,919	$1.1200	$1.0660	$0.0540
1992	$56,222,634	$1.1200	$1.0620	$0.0580
1993	$69,306,052	$1.0800	$1.0170	$0.0630
1994	$89,072,203	$0.9700	$0.8420	$0.1280
1995	$108,455,225	$0.9650	$0.8394	$0.1256
1996	$137,125,644	$0.9006	$0.7725	$0.1281
1997	$153,773,855	$0.8984	$0.7725	$0.1259
1998	$163,628,017	$0.8974	$0.7725	$0.1249
1999	$188,273,122	$0.8922	$0.7673	$0.1249
2000	$221,751,761	$0.8463	$0.7200	$0.1263
2001	$270,175,206	$0.8359	$0.6490	$0.1869
2002	$287,843,565	$0.7765	$0.4200	$0.3565
2003	$305,678,024	$0.7765	$0.5200	$0.2565
2004	$304,437,927	$0.7965	$0.6523	$0.1442
2005	$314,211,694	$0.7842	$0.6400	$0.1442
2006	$322,223,518	$0.7342	$0.6000	$0.1342
2007	$356,526,774	$0.7170	$0.5850	$0.1320
2008	$382,131,039	$0.7225	$0.5700	$0.1525
2009	$368,237,738	$0.7140	$0.5600	$0.1540
2010	$366,679,074	$0.6640	$0.5200	$0.1440
2011	$368,988,726	$0.6620	$0.2750	$0.3870
2012	$364,541,573	$0.6570	$0.2700	$0.3870
2013	$382,332,162	$0.6150	$0.2555	$0.3600
2014	$382,332,162	$0.5400	$0.2000	$0.3100
2015	$421,813,108	$0.5100	$0.2100	$0.3000
2016	$458,221,711	$0.4662	$0.2300	$0.2662
2017	$532,595,407	$0.4316	$0.1400	$0.2916
2018	$582,604,266	$0.4079	$0.1100	$0.2979

WTC MUD #1
Committees as of November 2019

Audit: Chris Rocco and Luis Zervigon
Billing and Invoice: Art Medrano and Jana Norton-Ramirez
Budget: Art Medrano and Chris Rocco
Customer Care: Catherine Franke and Luis Zervigon
Deed Restrictions: Catherine Franke and Luis Zervigon
Investment: Chris Rocco and Luis Zervigon
Open Records: Catherine Franke and Luis Zervigons

Information Management Committee consists of:

Jana Norton-Ramirez and Luis Zervigon for chairing

Website development and maintenance
Newsletter development and distribution

Infrastructure Committee consists of:

Art Medrano and Luis Zervigon for chairing

Infrastructure
Vulnerability

Parks Committee consists of:

Catherine Franke and Jana Ramirez for chairing

LLO Park Building
Parks

Management Committee consists of (two sub groups):

Art Medrano and Chris Rocco
Management
Insurance
Fire Protection

Jana Norton-Ramirez and Chris Rocco
Security

Waste Management Committee:

Art Medrano and Chris Rocco

WILLIAMSON-TRAVIS COUNTIES MUD #1 CONTACT LIST

Last	First	Company	Title	Work Address	Work #	E-mail	Fax #	Cell
Medrano	Art		Asst. Secretary		563-9107	amedrano@wtcmud1.org		
Franke	Catherine		President		997-5634	cfranke@wtcmud1.org		
Norton-Ramirez	Jana		Vice-President		563-9105	j.nortonramirez@wtcmud1.org		
Rocco	Chris		Secretary		587-0443	crocco@wtcmud1.org	428-6368	296-0081
Zervigon	Luis		Asst. Secretary		779-6662	lzervigon@wtcmud1.org	331-5593	799-0617
Flickinger	Bill	Willatt & Flickinger PLLC	Attorney	12912 Hill Country Blvd, Ste. F-232 Bee Cave, TX 78738	476-6604	bflickinger@wfaustin.com	469-9148	
Nix	Allison	Willatt & Flickinger PLLC	Legal Assistant	12912 Hill Country Blvd, Ste. F-232 Bee Cave, TX 78738	476-6604	anix@wfaustin.com	469-9148	
Edmonson	Herb	Gray Engineering, Inc.	Project Manager	8834 N. Cap. of TX Hwy., Suite 140 Austin, TX 78759	452-0371	hedmonson@grayengineeringinc.com		
Hurley	Tobin	Inframark	Account Manager	14050 Summit Drive, #103 Austin, TX 78728	820-5297	tobin.hurley@Inframark.com	716-0024	820-5297
Hester	Kristi	Inframark	Regional Manager	14050 Summit Drive, #103 Austin, TX 78728	844-1041	kristi.hester@Inframark.com	716-0024	844-1041
Adkins	Lisa	Inframark	Bookkeeper	14050 Summit Drive, #103 Austin, TX 78728	287-8011	lisa.adkins@Inframark.com	716-0024	
Catlin	Leigh	Inframark	Operations Support Coordinator	1000 Old Mill Road Cedar Park, TX 78613	844-1037	leigh.catlin@Inframark.com	716-0024	
Washburn	Sabrina	Connect Community Management	VH HOA Mgr.	1850 RR Ave, Bldg 1, #400 Round Rock, TX 78681	900-1788	sabrinawashburn@connectmanage.com		745-3648
Sagnes	Diana and James	Sage Management	Deed Restrictions		775-8932	wtc1@sagemanagement.services		
Vinella	Greg	Eco Systems	Landscaper	1700 Dungan Ln. Austin, TX 78754		gvinella@austineco.com		801-7216
Rodriguez	Ernesto	Revel Ad Agency	Web Designer	2600 Gracy Farms Ln., Apt. 1437 Austin Texas 78758	934-0222			
Patterson	Linda	Patterson & Associates	Investment Advisor	301 Congress, Suite 150 Austin, TX 78701	800-817-2442	linda@patterson.net		
Lane	Chris	Samco	Financial Advisor					
Martin	Ashlee	Maxwell Locke & Ritter	Auditor	401 Congress, Suite 1100 Austin, TX 78701	370--3265	amartin@mlrpc.com	370-3250	
Duagere	Paul	Waste Management	Trash & Recycling	9708 Giles Lane Austin, TX 78754	696-0363	pdaugere@wm.com	272-8960	
Gladney	Linda	Jani-King	Janitorial Services AMW	2523 South Lakeline Blvd. Cedar Park, TX 78613	335-9888	manager3@jkaustin.us		
Thomas	James	Williamson County Constable	Constable	350 Discovery Blvd., #205 Cedar Park, TX 78613	260-4278	jkthomas@wilco.org		

Revised 11/2019

GRAY ENGINEERING
O 512.452.0371 : F 512.454.9933
8834 North Capital of Texas Highway, Suite 140
Austin, Texas 78759 : www.grayengineeringinc.com
TBPE 2946

November 26, 2019

Email

Board of Directors
Williamson-Travis Counties Municipal Utility District No. 1
c/o Mr. Bill Flickinger
Willatt & Flickinger, PLLC
12912 Hill Country Blvd., Suite F-232
Austin, Texas 78738

Re: Williamson-Travis Counties Municipal Utility District No. 1
Cleaning and Inspection of Sanitary Sewer System – 2019
Explanation of Requirements
GEI Job No. 919-11371-54

Dear Board of Directors:

As requested at the November Board meeting, please let this letter serve as an explanation of the requirements for the above referenced project. Under the Texas Commission on Environmental Quality (TCEQ) rules, the District is required to adhere to those rules specific to the Edwards Aquifer Protection Program. Attached is a sketch taken from the TCEQ Edwards Aquifer online viewer which our office has modified to include the limits of Williamson-Travis Counties Municipal Utility District No. 1. Please note the highlighted sections identify the following for reference:

1) Edwards Aquifer Recharge Zone (Green)
2) Edwards Aquifer Contributing Zone (Blue)
3) Areas outside of the recorded Edwards Aquifer Zones (Yellow)

The TCEQ rules specific to the recommended project can be found in Chapter 213.5 (c)(3)(e)(i). To summarize, the District is required to test the existing sewage collection system every 5 years to determine if any type of structural damage or defect has occurred. Included in this rule is identification of the various types of testing that is acceptable. The recommended televising by Wastewater Transport Services will adhere to these rules allowing for color televising to identify defects in the piping system. Televising is the clearest form of inspection, allowing the reviewer to characterize and prioritize any defects that may be noted.

The purpose of televising a sewer line is to locate any system failures and identify areas of potential failure. The type of failures ranges from cracked pipe, root intrusion, deflected side walls, deteriorated concrete manhole walls and signs of infiltration. These failures are known to only be identified during a televising project or major failure of the sewer system resulting in either a sewer line blockage and/or probable seepage into the ground. As there are sections of the District's sewer system located within the Edwards Aquifer Recharge and Contributing Zone, a failure could also directly impact the Edwards Aquifer. Major sewer system failure over the Edwards Aquifer is typically required to be reported to the State and, depending on the findings of cause, fines to the District could be accessed by TCEQ. Outside

of TCEQ requirements, the information collected is an asset to help the District understand the integrity of the sewer system and plan for future repairs or modifications.

The above referenced information has been discussed in depth with the Management and Infrastructure Committees. The discussion resulted in the Management Committee recommending a specific line item within the budget for televising the sewer system on a five (5) year basis. Both Committees also recommended the addition of line items to address future maintenance and repairs that may be identified as a result of the referenced televising.

If you have any questions or would like additional information, please contact me at (512) 452-0371.

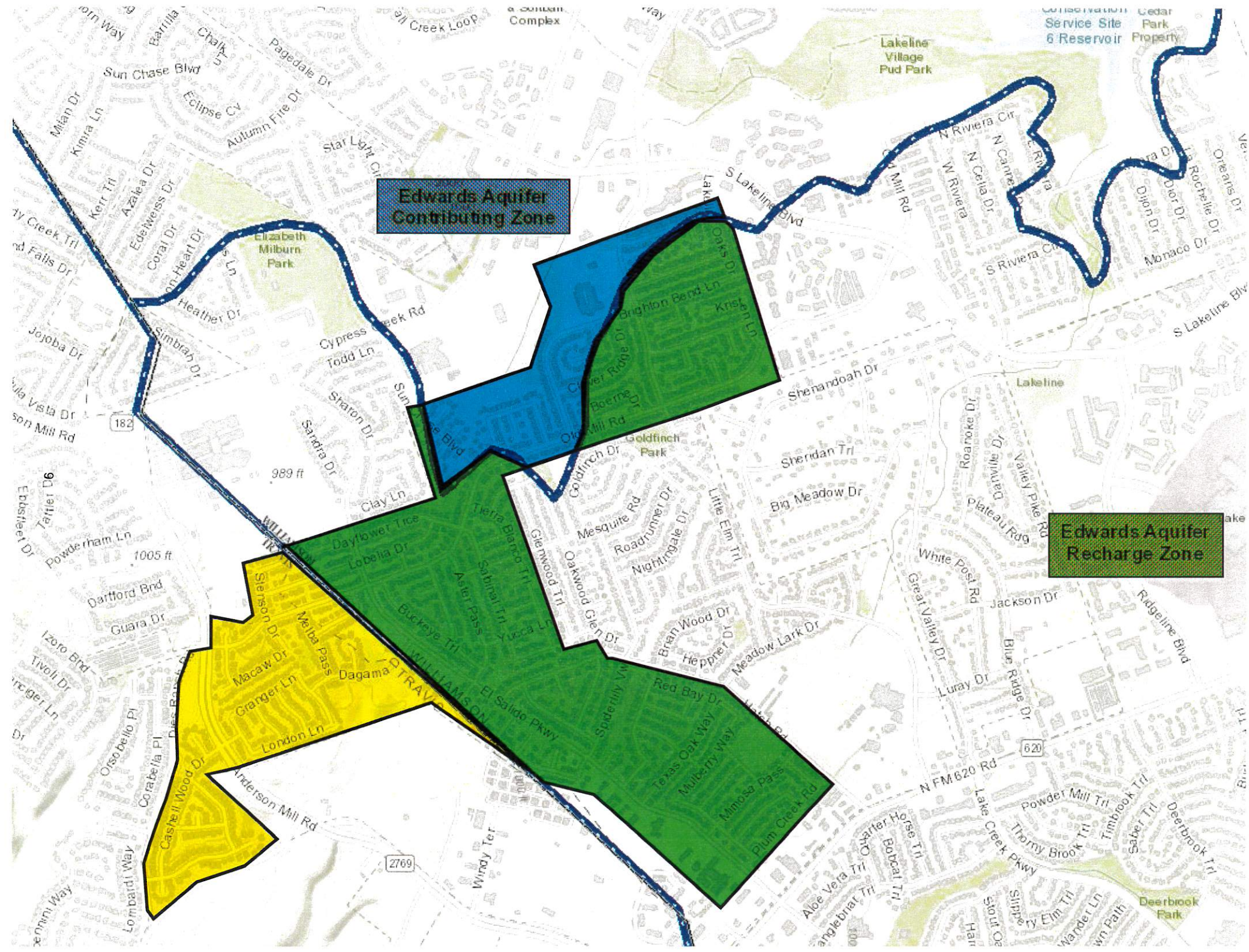
Sincerely,

GRAY ENGINEERING, INC.

Herb Edmonson, Jr.
Project Manager

HE:ad

cc: Board of Directors; Williamson-Travis Counties Municipal Utility District No. 1 (w/attachment)
Mr. Bill Flickinger; Willatt & Flickinger, PLLC (w/attachment)
Ms. Kristi Hester; Inframark (w/attachment)
Mr. Joey Gallegos, PE; Gray Engineering, Inc. (w/attachment)


Edwards Aquifer Contributing Zone
Edwards Aquifer Recharge Zone
Lakeline Village Pud Park
Elizabeth Milburn Park
Goldfinch Park
Deerbrook Park
Lakeline
Sun Chase Blvd
Heather Dr
Cypress Creek Rd
Todd Ln
Sharon Dr
Sandra Dr
Clay Ln
Shenandoah Dr
Sheridan Trl
Big Meadow Dr
Mesquite Rd
Roadrunner Dr
Nightingale Dr
Little Elm Trl
Glenwood Trl
Oakwood Glen Dr
Bham Wood Dr
Heppner Dr
Meadow Lark Dr
Jackson Dr
White Post Rd
Great Valley Dr
Luray Dr
Blue Ridge Dr
Ridgeline Blvd
Plateau Rdg
Valley Pike Rd
Roanoke Dr
Dayflower Trce
Lobelia Dr
Tierra Blanco Trl
Sabinal Trl
Aster Pass
Yucca Ln
Buckeye Trl
Stenson Dr
Melba Pass
Macaw Dr
Granger Ln
London Ln
Dagama Dr
Travis Williamson
El Salido Pkwy
Spoderlily Vw
Red Bay Dr
Texas Oak Way
Mulberry Way
Mimosa Pass
Plum Creek Rd
Cashell Wood Dr
Anderson Mill Rd
Corabella Pl
Ortobello Pl
Lombardi Way
Wingy Ter
2769
N FM 620 Rd
620
Lake Creek Pkwy
Thorny Brook Trl
Timbrook Trl
Powder Mill Trl
Saber Trl
Deerbrook Trl
Aloe Vera Trl
Quarter Horse Trl
Bobcat Trl
Slippery Elm Trl
Wander Ln
Stout Oak Path
Hanglebriar Trl
Oak Mill Rd
Old Mill Rd
Brighton Bend Ln
Kristen Ln
Clover Ridge Dr
Oaks Dr
Boerne
S Lakeline Blvd
N Riviera Cir
W Riviera
N Celia Dr
S Riviera Cir
Dijon Dr
Monaco Dr
La Rochelle Dr
Orleans Dr
Conservation Service Site 6 Reservoir
Cedar Park Property
Simbrah Dr
Jojoba Dr
Vista Dr
182
989 ft
1005 ft
Powderham Ln
Dartford Bnd
Guara Dr
Izoro Blvd
Tivoli Dr
Tattler Dr
Ebbsfleet Dr
Star Light Cir
Eclipse Cv
Autumn Fire Dr
Pagedale Dr
Milan Dr
Kimra Ln
Kerr Trl
Azalea Dr
Edelweiss Dr
Coral Dr
Falls Dr
Creek Trl

Inframark
MEETING DIRECTIVES
WTC MUD 1

Date of Meeting: 12-18-19

APPROVED ITEMS:

ITEM	WORK ORDER	AMOUNT

ACTION ITEMS:

	ASSIGNED TO	ACTION REQUIRED	STATUS
	Infrastructure Committee		
1	Inframark & Gray (Herb & Kristi)	Generate a memo to the Board regarding why we are doing the televising program on the sewer collection system	Complete – memo included in Meeting Packet
2	Inframark	Collection system televising is scheduled to begin in March	In Progress
3	Inframark	6" Sewer cleanout cap lodged in collection system at lift station No. 1 (see pic below)	Complete
4	Inframark	Requested the Beacon legal team to send agreement for District legal review for AMI implementation	In Progress
5	Inframark	1) MS4 Presentation held 5:30, 12.18.19 2) Coloring books have been received 3) Educational brochure mailed with November water bills	Complete
6	Inframark/COCP	Adjustments have been made to the Aster Pass meter by the City water gain is lower this month than previous months	In Progress
7	Inframark	Fire hydrant and valve survey will begin January. We will be using GIS locations that will convert to CAD files for future reference. (see example of survey template)	In Progress
8	Inframark	New fence at Sun Chase lift station is complete	Complete
9	Inframark	Graffiti at Madeline Loop scheduled to be cleaned this week	In Progress
10	Inframark - Leigh	Old Mill and Sun Chase light not working; PEC has been notified	In Progress
11	Inframark	M&C is scheduling light replacement pole and base @ 3315 El Salido	In Progress
12	Inframark	Removed silt fencing from London Lane Pond	Complete
	Parks Committee		
13	Inframark - Legal	Sunscape Contract Amendment sent on 12.12.19 to include a CPI, effective March	In progress
14	Inframark - Leigh	Status on additional camera for parking lot – Need to review at committee level, new estimate	In Progress
15	Inframark - Kristi	Volente entrance need lights - Emailed Shine no response	Complete
16	Inframark – Scott W	Tables at AMW tightened	Complete
17	Sunscape	Tree audit for parks and ponds	In Progress
18	Inframark - Scott	Move purple martin house (middle one) and make sure it's straight	Complete
19	Kristi -Inframark	File insurance claim on night-watchman light	In Progress
20	Inframark – Tobin	Pickleball nets	Complete
	General		
21	Inframark - Leigh	Update page 5 WTC board Members cell numbers	Complete
22	Inframark- Kristi	Crosswalk at LLO and Kristin request with the County	In Progress
23	Inframark - Leigh	Change page 4 information management committee remove Catherine add Luis – Management Committee remove Catherine add Chris	Complete
24	Inframark - Leigh	Waste Management follow-up on brochure	Complete will be in newsletter

	Information Committee		
25	**Inframark – Kristi**	**Review options for utilizing Google drive for reports**	**In Progress**
26	**Inframark - Leigh**	**Remove Hunters Glen 2 DRC website page**	**Complete**
27	**Inframark - Leigh**	**Quarterly Newsletter (refer to draft)**	**In Progress**

Lift Station No1 – Alarm call out afterhours 6" clean out blocked line at lift station. Inframark was able to remove pipe and reset pumps without overflow.

Williamson-Travis Counties Municipal Utility District No.1
General Manager Report for the month of
November 2019

Board Meeting December 18th, 2019

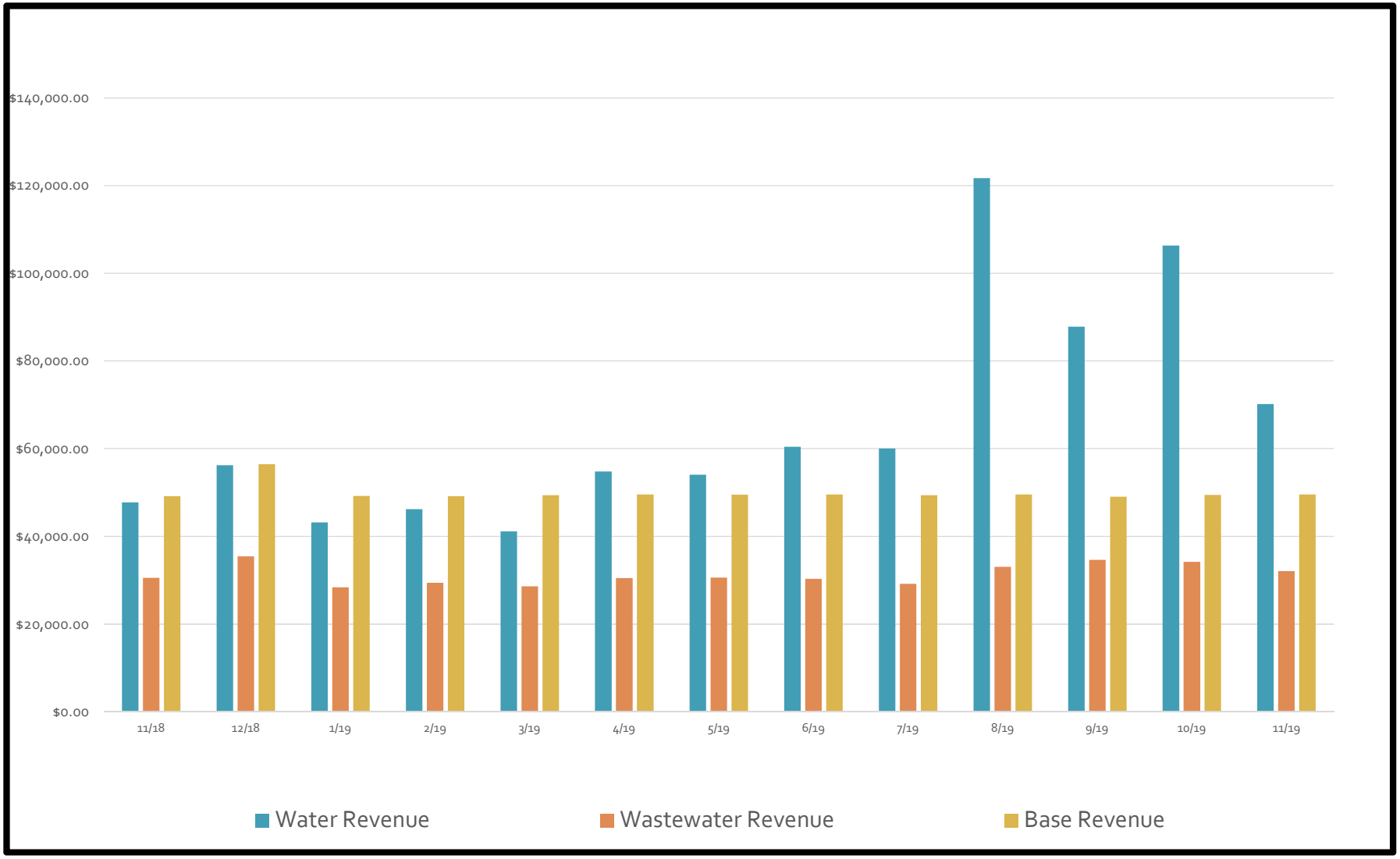
INFRAMARK
WATER & INFRASTRUCTURE SERVICES

Billing Summary

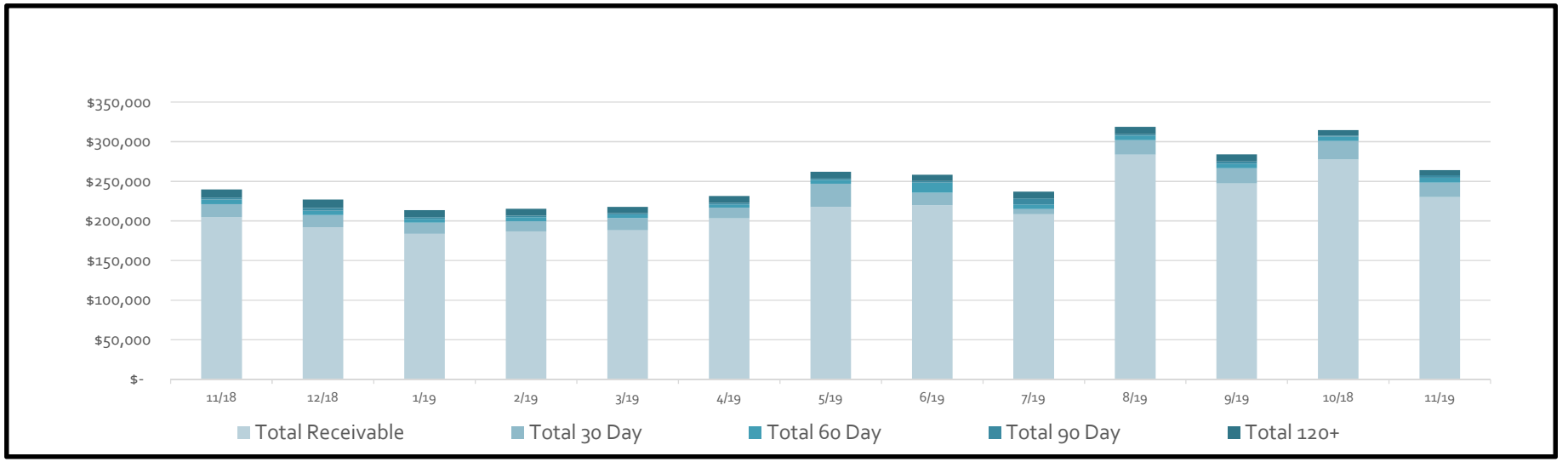
WTCMUD1

Description	Connections	
	Nov-18	Nov-19
Residential	1891	1891
Commercial	27	27
Hydrant	1	1
Tracking	9	9
Total Number of Accounts Billed	**1,928**	**1,928**
	Consumption	
Residential	9,294,000	12,972,000
Commercial	685,000	1,298,000
Hydrant	11,000	-
Tracking	89,000	759,000
No Bill	240,000	261,000
Total Gallons Consumed	**10,319,000**	**15,290,000**
	Average Consumption	
Residential	4,915	6,860
Commercial	25,370	48,074
Hydrant	11,000	-
Tracking	9,889	84,333
Avg Water Use for Accounts Billed	**5,352**	**7,930**
Total Billed	$ 176,380	$ 206,380
Total Aged Receivables	$ 21,212	$ 23,987
Total Receivables	$ 197,592	$ 230,367

12 Billing Month History Revenue by Category



12 Month Accounts Receivable and Collections Report



Date	Total Receivable	Total 30 Day	Total 60 Day	Total 90 Day	Total 120+
11/18	$ 204,830	$ 16,593	$ 5,717	$ 2,344	$ 10,340
12/18	$ 192,043	$ 15,548	$ 5,507	$ 3,252	$ 10,854
1/19	$ 183,916	$ 13,899	$ 4,962	$ 2,141	$ 8,834
2/19	$ 187,013	$ 12,783	$ 5,001	$ 2,182	$ 8,635
3/19	$ 188,434	$ 15,335	$ 4,547	$ 1,739	$ 7,947
4/19	$ 203,481	$ 13,199	$ 4,348	$ 2,003	$ 8,698
5/19	$ 217,827	$ 29,158	$ 4,840	$ 1,909	$ 8,339
6/19	$ 219,799	$ 15,975	$ 12,778	$ 1,916	$ 7,907
7/19	$ 208,454	$ 6,637	$ 5,857	$ 7,754	$ 8,420
8/19	$ 283,843	$ 18,367	$ 5,681	$ 1,811	$ 9,181
9/19	$ 247,431	$ 19,146	$ 5,919	$ 2,880	$ 8,723
10/18	$ 277,833	$ 23,365	$ 5,307	$ 1,585	$ 6,719
11/19	$ 230,367	$ 18,126	$ 6,244	$ 2,871	$ 6,836

Board Consideration to Write Off	$0.00
Board Consideration Collections	$0.00
Delinquent Letter Mailed	126
Delinquent Tags Hung	93
Disconnects for Non Payment	16

Month	Read Date	Number of Connections	Master Meters	Billed Use	Flushing/ Other	Gal.s Loss (-)	Accounted For %	Annual Running Avg
Nov-17	11/13/2017	1931	15,852	14,089	50	(1,755)	89%	89.1%
Dec-17	12/13/2017	1931	17,098	11,700	50	(5,315)	69%	87.5%
Jan-18	1/12/2018	1931	15,376	10,199	25	(5,128)	67%	85.9%
Feb-18	2/14/2018	1932	15,825	10,595	50	(3,418)	78%	84.5%
Mar-18	3/14/2018	1932	12,168	9,274	21	(1,082)	91%	83.8%
Apr-18	4/13/2018	1932	14,108	12,078	62	(1,980)	86%	83.0%
May-18	5/15/2018	1936	16,074	18,491	108	2,525	116%	84.9%
Jun-18	6/13/2018	1936	16,103	17,067	108	1,195	107%	86.2%
Jul-18	7/13/2018	1936	18,934	17,312	60	(1,562)	92%	86.6%
Aug-18	8/14/2018	1936	24,425	22,785	60	(1,580)	94%	86.9%
Sep-18	9/13/2018	1936	20,632	18,226	60	(2,346)	89%	87.1%
Oct-18	10/13/2018	1936	10,885	12,166	60	1,341	112%	88.5%
Nov-18	11/13/2018	1936	12,715	10,379	60	(2,276)	82%	88.0%
Dec-18	12/12/2018	1936	11,099	9,512	60	1,527	86%	89.6%
Jan-19	1/11/2019	1936	11,117	9,389	60	(1,668)	85%	91.3%
Feb-19	2/12/2019	1936	11,831	10,095	55	(1,681)	86%	93.0%
Mar-19	3/12/2019	1936	10,599	9,045	10	(1,544)	85%	93.7%
Apr-19	4/12/2019	1936	13,926	11,702	12	(2,212)	84%	92.6%
May-19	5/15/2019	1936	12,975	11,692	11	(1,271)	90%	90.3%
Jun-19	6/13/2019	1936	12,285	12,802	11	528	104%	90.8%
Jul-19	7/12/2019	1936	12,047	12,728	11	692	106%	91.8%
Aug-19	8/14/2019	1936	21,132	23,963	12	2,844	114%	94.3%
Sep-19	9/13/2019	1936	24,606	26,641	12	2,047	108%	97.1%
Oct-19	10/11/2019	1936	16,761	21,753	12	5,004	130%	99.4%
Nov-19	11/13/2019	1936	13,623	15,327	17	1,721	113%	101.7%

INFRAMARK

Fire Hydrant Survey

District	Paseo Del Este No. 10
Subdivision	Emerald Park U1
Technician Name	Linville / Stephens
Employee Number	605364 / 606120
Date	7/22/2019
Hydrant Number	1
Address	13428 Emerald Manor Dr
Brand	Mueller
Year Manuf.	2003

Landscaping / Surrounding Area (Y/N)	Y
Bolts in good condition (Y/N)	Y
Paint in good condition (Y/N)	Y
Hydrant accessible for water supply (Y/N)	Y
Does hydrant need to be raised or lowered (Y/N)	N
Is hydrant alignment good (Y/N)	Y
Are discharge areas accessible (Y/N)	Y
Are all caps present (Y/N)	Y
Are cap threads in good condition (Y/N)	Y
Are threads lubricated in food grade Grease (Y/N)	Y
Does hydrant open properly when turned (Y/N)	Y
Caps are on only hand tight (Y/N)	Y
Does water leak from caps (Y/N)	N
Does water leak from top of hydrant (Y/N)	N
Does hydrant close properly at stem (Y/N)	Y
Does hydrant drain properly (Y/N)	Y
Number of hydrant markers needed	0

Comments: No Issues Noted

Static - PSI Before Flow	72
Residual - PSI While Flowing	45
Pilot Gage Reading (Flow PSI)	45
Diameter - Size of opening test	2.5"
GPM of test outlet	1130
Flush time in minutes	2 Min
Flush Volume	2260
Isolation valve operates properly	Y
Isolation valve open / closed	Open/ L
Valve Depth	43"
Stack Alignment	Good

Fire Hydrant Survey

Williamson-Travis Counties MUD No. 1
2020 Recycling Guide

Trash and Recycling are collected on Monday.
Anything outside the trash and recycling containers is considered bulk trash and will be collected on Tuesday.

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Please contact Inframark at Garbage-Recycling@Inframark.com with any questions or concerns.

Recycling Week A	Recycling Week B
Anderson Mill	Alexandra
Aster Pass	Boerne
Beechnut	Brighton Bend
Birch	Briona Wood
Black Cherry	Casey
Blazing Star	Cashell Wood
Buckeye	Clover Ridge
Butternut	Courtney
Cat Claw	Cranberry
Copper Lilly	Dayflower
Cortez	Hackberry
Cottonweed	Hunters Creek
Dagama	Kristen
El Salido	Lakeline Oaks
Granger	Little Creek
Grist	Lobelia
Hannah Kay	Mackenzie
Hawthorn	Madeline
Hickory	Oakshire
Honeyweed	Portwood Bend
Lantana	Robby
Larkspur	Shannon Meadow
Lauretta Wood	Stenson
Locust	Vestavia Ridge
London Lane	Wanakah Ridge
Macaw	Windy Oaks
Melba	Wood Ridge
Old Mill (from Anderson Mill to Tierra Blanco, EVEN addresses only)	Old Mill (from Tierra Blanco to Kristen WHOLE STREET, and Anderson Mill to Tierra Blanco ODD addresses only)
Mexican Plum	
Mimosa	
Mulberrry	
Palmetto	
Pepper Grass	
Persimmon	
Petunia	
Piney Creek	
Plum Creek	
Primwood Path	
Rainfall	
Rathlin	
Red Bay	
Sabinal	
Sweetgum	
Sycamore	
Texas Oak	
Tierra Blanco	
Yucca	

Legend: Week A—Yellow
Week B—Green
Holiday—Red

Williamson-Travis Counties MUD No. 1
2020 Recycling Guide

When is my collection day?

Please see reverse side for collection schedule.

What can I recycle?

Metal

Tin Cans

Aluminum Cans

Aluminum Foil –
No food contamination

Please rinse

Paper

Newspaper
Office Paper
Junk Mail
Phone Books
Brown Paper Bags
Magazines
Cereal Boxes
Cardboard – Flatten
(Must be kept dry)

Plastic

Soft Drink, Water, and Other Beverage Bottles
Detergent Bottles
Cleaning Containers
Milk and Water Jugs
Detergent Bottles
Shampoo Bottles
Yogurt Containers
Baby Bottles
Clouded Plastic Containers
5-Gallon Water Bottles
Non-Battery Toys
Plastic Buckets and Tubs
Please rinse and remove lids

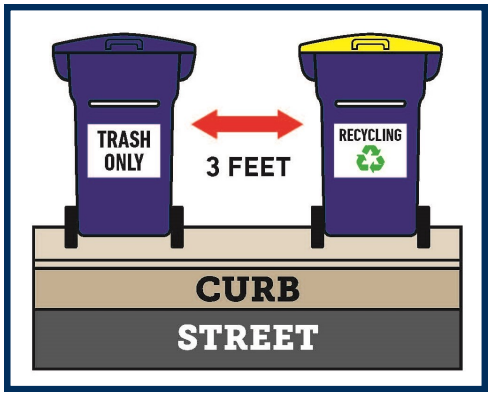
Glass

Clear
Brown
Green

Please rinse and remove lids

Cart Placement:

Carts should be placed at the curb or edge of the street with the **wheels and handle facing away from the street**. There should be a minimum clearance of five (5) feet on all sides of the cart, including mailboxes, tree limbs, cars, etc. Trash and recycling carts also need to be placed three (3) feet away from each other. Make sure your carts are out by **6:00 a.m. on Monday**.



Broken or damaged carts?

Contact Inframark at **garbage-recycling@inframark.com** with your address and pictures of damage if available. Waste Management will replace carts on your collection day (Monday), so make sure your container is at the curb for exchange. It's all right to still have trash or recyclables in your damaged cart when it's switched out.

Waste Management Holiday Pick-Up

Although Waste Management will run a modified holiday schedule during the upcoming holidays, your service days will not be impacted! Trash and recycling pick-ups will still be on Monday. Bulk collection will be on Tuesday to pick up the overflow from those holiday goodies!

Christmas trees may be placed on the curb with bulk trash on Tuesdays. Boy Scout Troop 233 will offer Christmas tree recycling beginning on January 4, 2020. More information is available at https://www.troop233leander.org/christmas-tree-recycling.

Waste Management Recycling Guidelines

Waste Management provides biweekly recycling pickups for the entire District. To determine when your address receives pick-up, visit our website at https://www.wtcmud1.org/trash-recycling.

All residents should have their recycling carts **at the curb by 6:00 a.m. on Monday**. Recyclable materials include **CLEAN** steel, tin, and aluminum cans, plastic bottles and containers, junk mail, newspapers, paper bags, flattened cardboard, and glass bottles. Plastic bags (e.g. grocery bags) are **NOT** recyclable, nor are materials with food or grease on them (e.g. pizza boxes).

Please do **NOT** put trash or other waste in your recycling cart; it is for recyclables only and non-recyclable items can contaminate an entire truckload.

Is your trash cart broken, damaged, or missing?
Contact garbage-recycling@inframark.com to arrange for a replacement!
Make sure to leave your old container at the curb for exchange as necessary.

Moratorium on Overnight Parking

The MUD Board and Sage Management have coordinated to offer a moratorium on overnight parking violations starting now and lasting through January 20, 2020. This is to allow students, family, and friends to visit without imposing any penalties. If you have questions regarding deed restrictions or fines, please contact Sage Management at 512-775-8932 or wtc1@sagemanagement.services. They're always happy to chat with residents!

Please be sure to follow the rules of the road; for example, parking within 30 feet of a fire hydrant or curb is still prohibited by state law.

Tennis and Pickleball Membership SALE!

Tennis and pickleball memberships will be 50% off during January and February. Memberships include access to the courts at Anderson Mill West Park and Lakeline Oaks Park, including the new pickleball courts at Lakeline Oaks! Memberships last for a year and will be $37.50 for residents and $75.00 for non-residents. Reserve your playtimes today! For more information, visit https://www.wtcmud1.org/tennis.

Streetlight Outage Reporting

Is there a rave at the end of your street, or is it just that streetlight burning out? Let us know! Contact CSAUS@inframark.com to report any streetlight outages. Your request is sent to PEC who will schedule a repair. Although lights are typically fixed within 10-14 days, there can be delays, especially around the holidays. If you can, send the number of the light (#000xxx) for faster service.

A Message from Vice-President Jana Norton Ramirez

Have you visited our Little Free Libraries? There are four located within the District: one at Sun Chase Park, one at the Old Mill Gazebo, one in Volente Hills, and one at Hatch Pond. Books are always free to borrow or keep! As the holidays approach and you make room for new books on your shelves, please consider donating your old books to the Libraries. We will also add MS4 coloring books and packs of crayons to encourage our young residents to increase their environmental awareness. Spread some holiday cheer and encourage the power of reading by sharing your books at a Little Free Library near you!

We are here for you!

If you need additional information or have any questions, don't hesitate to contact our District staff at the Inframark office located at the Lakeline Oaks Community Center. Office hours are Monday through Friday, 8:00am to 5:00pm. You can also email us at CSAUS@Inframark.com or call 512-246-0498.

The Inframark office will be closed on Christmas Eve, Christmas Day, and New Year's Day.

Board Meeting Information

All homeowners, residents and interested parties are cordially invited to attend the monthly District Board Meetings. Meeting dates and Agendas are posted on the District's website.

Regular meeting dates and times are shown below.

Meeting dates are subject to change.

WTC MUD No. 1 DRC Meetings

3nd Monday of the Month ▪ 6:30pm ▪ Lakeline Oaks Community Center ▪ 1000 Old Mill Road

WTC MUD No. 1 Board Meetings

3rd Wednesday of the Month ▪ 6:00pm ▪ Lakeline Oaks Community Center ▪ 1000 Old Mill Roads

WTC MUD No. 1 Board of Directors

Catherine Franke.....President
Jana Norton Ramirez.....Vice President
Chris Rocco.....Secretary
Art Medrano.....Asst. Secretary/Treasurer
Luis Zervigon.....Asst. Secretary/Treasurer

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

November 20, 2019

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 November 20, 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 6:01 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. Dir. Norton Ramirez arrived at 6:29 p.m., prior to any motions. 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; Kevin Thomas of the Williamson County Constable's Office; and District residents Linda Fabre, David Flores, Rose Green, and Sarah Teale.

- 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.

- Dir. Franke said that a letter had been received from District resident Sarah Teale on Friday, November 15, but it was not received in time to be able to add the item to this meeting's agenda. She will create an ad hoc committee consisting of Dir. Medrano and Dir. Norton Ramirez to review her e-mail and concerns with the District attorney, and that committee will present their recommendations at the January Board meeting.

Agenda Item 1: *Receive Citizens' Communications*

- Sarah Teale addressed the Board, saying that she has attended meetings regularly for a year and has educated herself on governmental issues, but she does not believe her work has encouraged the Board to make significant changes. She believes that change is necessary for growth and to combat corruption in a stagnant system. She sent a letter to the Board last Friday reflecting those concerns but was only contacted by Dir. Rocco. She will post her information to Facebook and other sites but believes that most sites are actively suppressing information and it is likely that her information will be removed.

- Linda Fabre addressed the Board after inspecting the monthly billing invoices from the legal counsels, stating that both firms were billing for even the simplest record requests. She also noted that the agendas rarely changed, but hours had been billed to create them.

  Ms. Fabre addressed the Board regarding Agenda Item 13(h), raising concerns about the appointment of Sage Management for deed restrictions and whether they are meeting their

requirements per their contract with the District. Ms. Fabre would like to inspect all RFP records and GPS tracking data from the month of August 2019 to determine if Sage is meeting certain requirements. She additionally stated that she is asking for public records without confidentiality at no cost to the District, and the Board needs to make better choices.

- David Flores addressed the Board, saying that Dir. Zervigon was not fit to serve and did not talk to residents of the District. After inappropriate language in his comments, Mr. Flores was removed from the meeting by the District's constable.

- Dir. Franke closed the public comment portion of meeting.

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. Hester is continuing to work with the City of Cedar Park to resolve the meter reading issue; she believes that the Aster Pass meter that was installed a couple months ago is causing water gain. Cedar Park is retesting their meters as well.

- Ms. Hester updated the Board on the electronic meter pilot program; the District has received $48,000 of meters and boxes. These materials have been stored and will now be installed for the meter replacement program going forward.

- Ms. Hester said that the MS4 presentation will take place prior to the regular December meeting. For the educational portion of the MS4 permit, coloring books will be handed out at the elementary schools.

- Mr. Edmonson will submit sealed irrigation plan to Williamson County for the irrigation at Anderson Mill pond.

- Mr. Edmonson addressed the drainage issue at Sun Chase park; when the contractor gets there to install the bridge, that concern will be addressed. However, there is date on the bridge from the vendor.

- Mr. Edmonson discussed the TNR permit: the irrigation plan needs to be added to the existing work for Cashell Wood, and the silt fence at London Lane pond needs to be removed; Ms. Hester said that work was completed today, so Mr. Edmonson will forward that evidence to the County so the permit can be closed.

- Mr. Edmonson updated the Board on the Phase III pond improvements; materials have been ordered and work will begin in early December.

- Mr. Edmonson discussed the video and audio improvements in the Lakeline Oaks building. The summary and timestamp documents were just provided earlier in the day, so Dir. Zervigon suggested referring the Touchstone proposal back to the Infrastructure Committee for evaluation. There will be time between now and the next meeting for the community to see the video and offer commentary on it so a decision can be made regarding the timestamping and summary documents.

- Mr. Edmonson updated the Board on the Bond Application; a meeting with GEI and Inframark to review the scope of fire hydrant/valve survey information, mapping data, how to make adjustments, etc. is scheduled for December with work slated to begin in January 2020.

- Mr. Edmonson said that Inframark has solicited three different vendors for the cleaning and inspection of the Sanitary Sewer System. Ms. Hester noted that the lowest bidder, Wastewater Transport, charged $1.75 per linear foot for an estimated 85,000 linear feet of sewer lines in the District. The total cost with Wastewater Transport would be approximately $148,750.00. The next lowest bid option cost $1.85 per linear foot, while a third costs $3.00 per linear foot. Ms. Hester said that Wastewater Transport was also familiar with the District as they have done work here in the past. Dir. Zervigon said that this is a project that will be prepatory to the bond issue, and the cost could be reimbursed from the proceeds of the bond. Ms. Hester said that $200,000.00 had been budgeted for the project.

- Dir. Norton Ramirez arrived at 6:29pm.

- Dir. Franke asked how long the cleaning and inspection of the Sanitary Sewer System would take; Ms. Hester said that it could take a month or two, but weather can also be a factor.

- Dir. Rocco wanted to know why this project was being scheduled now; Mr. Edmonson responded that under the Edwards Aquifer protection program, this work is required ever five years. Dir. Rocco wants to see a formal document discussing why this work is being undertaken now, and Mr. Edmonson will prepare a justification letter for it.

- **Motion: Approval of Wastewater Transport Systems proposal for Sanitary Sewer System cleaning and inspection and scheduling once community is informed.**

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

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

  Dir. Rocco wanted to know if this item had been budgeted for, and Dir. Franke responded that it had been, and that this proposal fell $52,000 under budget.

- **Motion: Accept proposal from Gray Engineering, Inc. from November 13 not-to-exceed $10,000 for the scope of work involving the Cleaning and Inspection of the Sanitary Sewer System.**

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

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

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*

- Lt. Thomas presented the quarterly report from July-September. If 50 service calls total, 25 comprised of an offense report. The rest were 13 CPS cases and 12 were information reports. Five reports were for the burglary spree on vehicles on Sabinal and Tierra Blanco earlier in the year.

- Dir. Zervigon asked about a child who was bullied while walking through Madeline Loop; Lt. Thomas said no official report was filed with the police.

- Ms. Adkins informed the Board that there are 90 constable hours most months, except for March, June, July, and August which have 110. Dir. Franke asked about a one-time 10-hour addition, and Lt. Thomas said he will send a deputy to Madeline Loop when school lets out.

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

- Ms. Hester noted that Sunscape has a 2% increase in their contract. She suggested adding a CPI provision so there will be an index, but in the meantime, moving forward with this contract and later meeting with Sunscape to add the CPI provision for the future.

- **Motion: Direct Inframark and Mr. Flickinger's office to amend the Sunscape contract to incorporate a 2% increase starting next March and, moving forward, have a CPI built into the contract.**

  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. Hester reviewed the billing summary.

- Ms. Hester noted that the Sun Chase park and Anderson Mill West park drains had been cleaned out.

- Shine has installed Christmas lights throughout the District. Dir. Franke mentioned that there are no lights at the Volente Hills entrance, and Ms. Hester will consult with Shine about those lights.

- The additional security camera overlooking the parking lot has been installed, but it is not compatible with the District's current system and will need to be replaced.

- Several repairs were completed at Anderson Mill West Park: the damaged Pour and Place has been repaired at Anderson Mill West park; the entire swing set area was replaced. Wind shades have been installed at the tennis courts. Benches and tables have been installed at the park. The rebar at horseshoe pits has been removed.

- Dir. Franke noted that some of the benches and tables at the Anderson Mill West pavilion were wobbling and their bolts need to be tightened.

- Ms. Hester presented a proposal from Viking Fence for replacement of the fencing around the Sun Chase lift station.

- **Motion: Accept proposal from Viking Fence of $4,644.00 for a new fence at the Sun Chase lift station.**

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

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

  Dir. Franke asked about the time frame for replacement; Ms. Hester said that she would coordinate with Viking tomorrow, and that their turn around is typically fast so the replacement should be completed by next meeting.

- The purple martin houses have been installed, but one will be moved to a wetter location on Friday.

- Ms. Hester noted that Sunscape is monitoring tree health and will replaces trees that do not survive. They are currently auditing all trees at the parks and ponds.

- Ms. Hester said that a fire hydrant survey will begin in January 2020. Staff will GPS each location, take a photo, and complete a form (manufacturer, date installed, condition, flow, psi, etc.) for each fire hydrant so any priority repairs can be set. The same procedure will happen with District valves.

- Ms. Hester said that the District has received 260 meters and 154 meter boxes and will begin the electronic meter replacement program.

- Ms. Hester noted that the MS4 flier will be included with the next water bill.

- Ms. Hester told the Board that Inframark has partnered with Toys for Tots and coordinated with the Parks Committee to use the Lakeline Oaks building as a donation location. Signs will be put out tomorrow to advertise, and a Toys for Tots box will be in place so residents can donate toys.

- The Board discussed the stop sign at Dagama; it is not in the County's database, so it is currently not enforceable.

- Ms. Adkins presented the financial report, noting that the first month of the new fiscal year was over/under in a good way. She also noted that the maintenance cap needed to be adjusted for meter expenses.

- **Motion: Reimburse Lakeline Oaks HOA in the amount of $1,929.55 for Light Up the Park expenses.**

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

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

Dir. Zervigon

- **Motion: Pay bills and invoices totaling $325,455.23.**

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

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

- Dir. Franke asked for an update on the Open Records Request spreadsheet and the progress that had been made to post it to the website. Ms. Adkins responded that a meeting was scheduled for Monday to go over that information.

- Dir. Franke requested that the new Board cell phone numbers be added to the contact list.

- Dir. Franke removed herself from the Information Management Committee to add Dir. Zervigon in her stead.

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*

- A meeting will be held on Monday to discuss open records with the attorney's office.

- No action was taken on this item.

Agenda Item 9: *District Rate Order [S]*

- No action was taken on this item.

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. Norton Ramirez discussed a request from the Infrastructure Committee to spread wildflower seeds at Cashell Wood pond. Once the seeds are purchased, she and Dir. Franke can distribute them.

- No action was taken on this item.

Agenda Item 13: *Report from the Deed Restriction Committee*

- Ms. Sagnes asked about changing the date of next month's DRC meeting, combining it with the regular meeting on the 18th. Dir. Franke directed that the DRC meeting for December be moved to December 9th.

- 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 is beginning the arbitrage process.
- 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 said that the cost for the digital marquee sign was too high, and since there are no upcoming events right now, directed Mr. Flickinger to remove the item from the agenda.
- 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. Zervigon instructed Mr. Flickinger to remove the item regarding cell phones for Directors.
- No action was taken on this item.

Agenda Item 23: *Service provider/vendor evaluations*

- Dir. Franke asked Mr. Flickinger to compile a matrix of all the District's contracts so that committees have a clear indication of the vendors they work with. She will send that information to the Management Committee to coordinate the information.
- Dir. Rocco said that to his understanding, Inframark manages all contracts except for the constable's, DRC, and the Inframark contracts.

- Ms. Hester said that Inframark has a list of all documents and contracts and recommends discussing use of the Google Drive at the Information Committee meeting so that those contracts can be made readily accessible.

Agenda Item 24: *Traffic hazards in District; Request to County to Restrict through-truck traffic*

- No action was taken on this item.

Agenda Item 25: *Corrections of clarifications to misstatement or inaccurate information disseminated by others on social media*

- No action was taken on this item.

Agenda Item 26: *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. Flickinger discussed the license agreement with Williamson County, saying that the locations of the signs were the only thing that needed to be added. He will discuss the stop sign in Travis County being mounted on the side of the street rather than in the middle of the street since the County will not allow it. He will additionally investigate additional signage, flashing lights, etc. for that area.

- No action was taken on this item.

Agenda Item 27: *Minutes from prior regular and special meetings; Reconsideration of Minutes previously approved with oral revisions*

- **Motion: Approve minutes from the October 16, 2019 meeting.**

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

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

Agenda Item 27: *Adjournment*

- **Motion: Adjournment of meeting at 8:12 p.m.**

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

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

2019

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2020

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