Williamson-Travis Counties Municipal Utility District #1

General Manager Report for the Month of July 2019

Board of Directors Meeting

August 21, 2019

WILLIAMSON-TRAVIS COUNTIES MUD #1

Table of Contents

Meeting Agenda ..... ……..1

General District Information ..... …3

Committee List ..... …4

Contact List ..... …5

General Manager's Report ..... ….6

August 2019 Board Directives ..... ….11

CubeSmart Rate Increase Notification ..... ……13

Jani-King Rate Increase Notification ..... ….14

Meeting Minutes

July 17, 2019 ..... ….15

2019 Calendar

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, August 21, 2019, to consider and act upon the following:

AMENDED AGENDA

CITIZEN'S COMMUNICATIONS

1. Receive public communications

   All comments by the public shall be made at this time. If such comments relate to subjects not listed on this agenda, the response of the Board, if any, is limited by law to making a statement of specific factual information or reciting existing policy and any Board deliberation of the subject is limited to a proposal to place it on the agenda for a later meeting. The Board is not required to respond to public comments and the Presiding Officer may place a time limit on all comments. No additional comments will be received from the public during discussion of the items listed below except as permitted by the Presiding Officer.

2. Presentations by neighborhood associations and homeowners associations within the District

ENGINEER AND LANDSCAPE CONTRACTOR REPORTS

3. 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. Gray Engineering, Inc. Engineering Services Proposal for $2,000,000 2020 Bond Issue Bond Application Report
4. Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements

CONSTABLE AND MANAGER REPORTS

5. 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
6. 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
   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
7. District Records Retention Program
   a. Identify records for disposal subsequent to the expiration of the minimum retention period
8. Prior and pending Open Records Requests; costs incurred by the District and allowable costs to be charged to requestors
9. District Rate Order [S]
10. Violations of District Rules and Regulations; Appeals of Fines [S]
11. Review all committees and subcommittees and appoint members as needed
12. Agreement with RVM Recycling, Inc. for reverse vending machine for recycling

COMMITTEES

13. 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
   f. Pickle ball event; Greater Pickle Ball of Austin
14. 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. Resolution Authorizing Distribution from Beautification Funds for Hunter's Glenn Sign Repairs

15. Report from the Investment Committee
    a. District Investments; Investment Policy and Procedures [S]
    b. Resolution Regarding Annual Review of Investment Policy and Investment Strategy and Annual Designation of Authorized Broker/Dealers
16. Report from the Audit Committee
    a. Arbitrage analysis proposals
17. Report from the Bills & Invoices Committee
    a. Review of payments on current not-to-exceed expenditures authorized by Board
18. Report from the Budget Committee
    a. Proposed Budget; Order Approving Budget
    b. Order Setting the Proposed Tax Rate for 2019 and Providing for Publication of Notice Thereof
19. Report from the Customer Care Committee
    a. Answers to prior questions from residents regarding District matters; Authority of Board to impose term limits
    b. Legislative Update
    c. Rules relating to new legislation; Resolution Adopting Rules Regarding Public's Right to Address the Board of Directors of the District
    d. National Neighborhood Night Out (October)
    e. Cedar Park enforcement of fireworks regulations in the District
20. Live video streaming and video recording of Board meetings by the District; Upgrades to equipment and technology at 1000 Old Mill to facilitate such video broadcasts and recordings
21. Report from the Information Management Committee
    a. District Website [S]
22. 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. Fencing around Volente Hills Community
    h. Possible location of AT&T equipment on District light poles
23. Report from the Management Committee

GENERAL

24. Corrections or clarifications to misstatements or inaccurate information disseminated by others on social media [S]
25. Analysis of resident survey by consultant Jay Jennings
26. Interlocal Agreements with Williamson and Travis Counties 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
27. Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park
28. Strategic Planning and Annexation of District by City of Cedar Park
29. Minutes from prior regular and special meetings
30. Reconsideration of Minutes previously approved with oral revisions
31. 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, Area 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.

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 August 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 Chris Rocco
Investment: Chris Rocco and Luis Zervigon
Open Records: Catherine Franke and Luis Zervigon

Information Management Committee consists of:

Catherine Franke and Jana Norton-Ramirez 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):

Catherine Franke and Art Medrano
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	Home Address	Home #	Fax #	Other #
Medrano	Art		Asst. Secretary	2705 Cashell Wood Cove Cedar Park, TX 78613	349-6539	amedrano@wtcmud1.org	2705 Cashell Wood Cove Cedar Park, TX 78613	249-7369		
Franke	Catherine		President	1703 Yucca Lane Cedar Park, TX 78613		cfranke@wtcmud1.org	1703 Yucca Lane Cedar Park, TX 78613	297-5751		
Norton-Ramirez	Jana		Vice-President		918-9186	j.nortonramirez@wtcmud1.org	3003 Cottonweed Trail, Cedar Park TX 78613			
Rocco	Chris		Secretary		424-4107	crocco@wtcmud1.org	1803 Lobelia Drive Cedar Park, TX 78613	258-5637	428-6368	296-0081 cell
Zervigon	Luis		Asst. Secretary	2609 Beechnut Trace Cedar Park, TX 78613	331-5593	lzervigon@wtcmud1.org	2609 Beechnut Trace Cedar Park, TX 78613	331-5593	331-5593	799-6017 cell
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	
Hester	Kristi	Inframark	Branch Manager	14051 Summit Drive, #103 Austin, TX 78728	844-1041	kristi.hester@Inframark.com			716-0024	844-1041 cell
Adkins	Lisa	Inframark	Bookkeeper	14052 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 cell
Sagnes	Diana and James	Sage Management	Deed Restrictions		512-775-8932	wtc1@sagemanagement.services				
Vinella	Greg	Eco Systems	Landscaper	1700 Dungan Ln. Austin, TX 78754		gvinella@austineco.com				801-7216 cell
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	
Kjar	Jason	Waste Management	Trash & Recycling	9708 Giles Lane Austin, TX 78754	272-6232	jkjar@wm.com			272-8960	
	Silvia	Jani-King	Janitorial Services AMW	2523 South Lakeline Blvd. Cedar Park, TX 78613	512-586-4261	redmooncleaning@yahoo.com				
Thomas	James	Williamson County Constable	Constable	350 Discovery Blvd., #205 Cedar Park, TX 78613	260-4278	jkthomas@wilco.org				

Revised 02/2019

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

Board Meeting August 21st, 2019

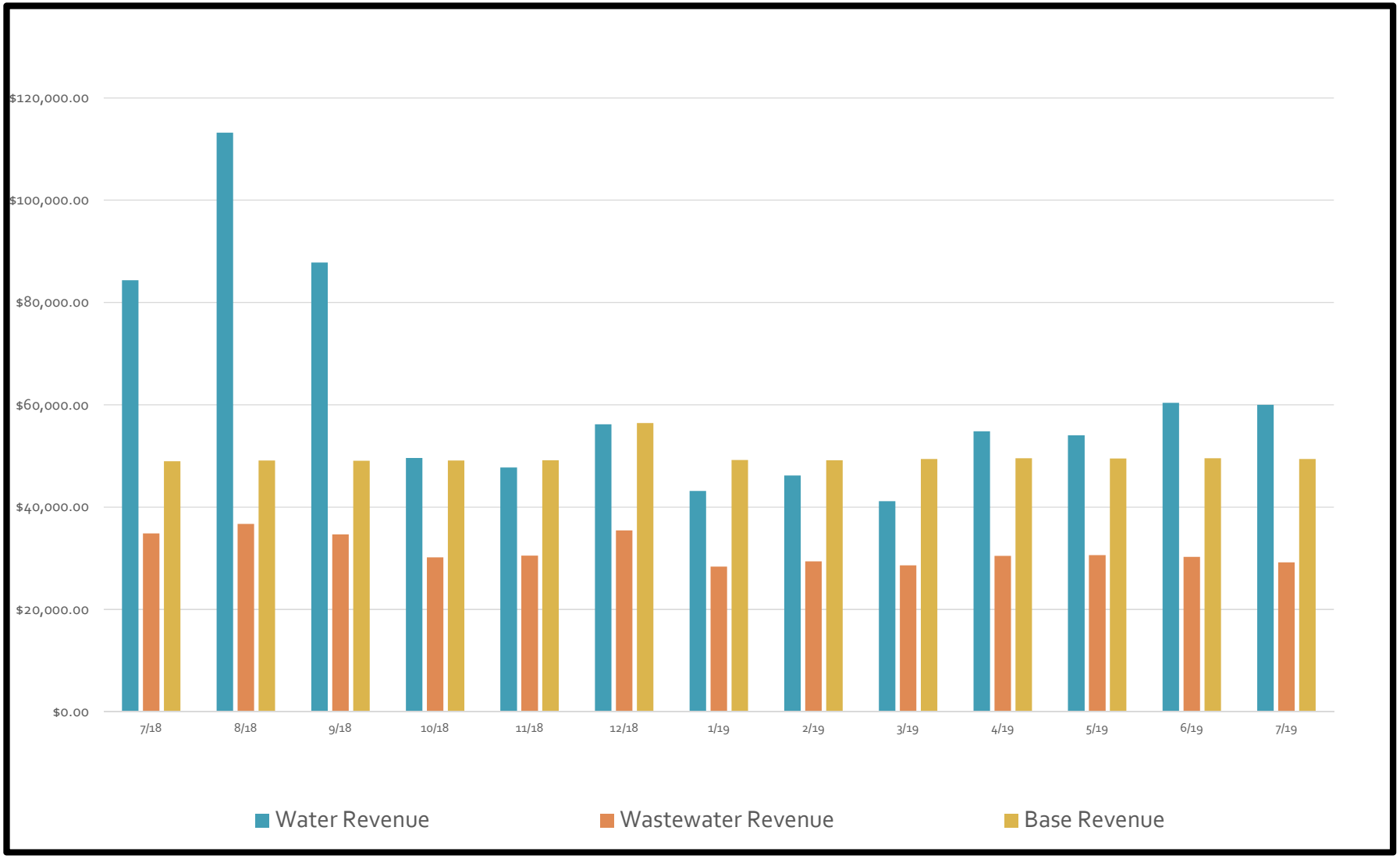
INFRAMARK
WATER & INFRASTRUCTURE SERVICES

Billing Summary

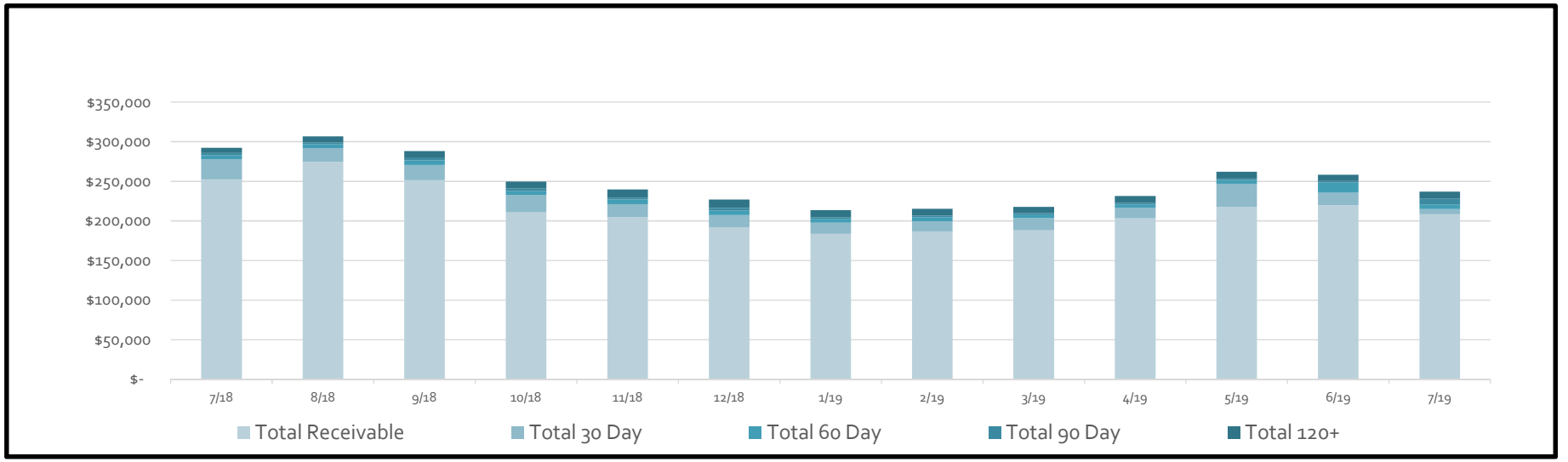
WTCMUD1

Description	Connections	
	Jul-18	Jul-19
Residential	1891	1891
Commercial	27	27
Hydrant	1	1
Tracking	9	9
Total Number of Accounts Billed	**1,928**	**1,928**
	Consumption	
Residential	16,061,000	11,624,000
Commercial	671,000	633,000
Hydrant	1,000	-
Tracking	384,000	107,000
No Bill	195,000	289,000
Total Gallons Consumed	**17,312,000**	**12,653,000**
	Average Consumption	
Residential	8,493	6,147
Commercial	24,852	23,444
Hydrant	1,000	-
Tracking	42,667	11,889
Avg Water Use for Accounts Billed	**8,979**	**6,563**
Total Billed	$ 218,784	$ 194,432
Total Aged Receivables	$ 29,155	$ 14,022
Total Receivables	$ 247,939	$ 208,454

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+
7/18	$ 252,503	$ 25,587	$ 5,233	$ 2,445	$ 6,693
8/18	$ 274,586	$ 17,559	$ 4,893	$ 2,326	$ 7,505
9/18	$ 251,510	$ 19,146	$ 5,919	$ 2,880	$ 8,723
10/18	$ 211,000	$ 21,852	$ 5,017	$ 3,380	$ 8,633
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

Board Consideration to Write Off	$0.00
Board Consideration Collections	$0.00
Delinquent Letter Mailed	136
Delinquent Tags Hung	88
Disconnects for Non Payment	15

Month	Read Date	Number of Connections	Master Meters	Billed Use	Flushing/ Other	Gal.s Loss (-)	Accounted For %	Annual Running Avg
Jul-17	7/13/2017	1931	23,235	20,905	50	(3,002)	90%	90.8%
Aug-17	8/11/2017	1931	20,407	18,433	50	(1,835)	91%	89.8%
Sep-17	9/13/2017	1931	21,070	19,150	50	(2,742)	91%	90.1%
Oct-17	10/13/2017	1931	17,504	15,213	50	(2,241)	87%	89.6%
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%

Inframark
MEETING DIRECTIVES / STATUS & PROJECT TIMELINE
WTC MUD 1

Date of Meeting: _08-21-2019_____

APPROVED ITEMS:

ITEM	WORK ORDER	AMOUNT

ACTION ITEMS:

ASSIGNED TO	COMMITTEE	ACTION REQUIRED/STATUS RESPONSES IN RED
Tobin	Parks	Stone Planters at WTC Office were damaged. Insurance claim filed and repairs to be done soon.
Tobin/Kristi	Infrastructure	(Gain of 692 for July. Fluid Meter found a low pressure reader that was malfunctioning at the Brighton Bend meter, and they have completed the repair so we are waiting for the next month's readings to see the changes)
Leigh	Infrastructure	Street Light Tree Trimming began August 7th. Will continue through August 28th.
Tobin, Teri	Parks	Lakeline Oaks Shade Install: WeBuildFun completed the install.
Leigh/Tobin	Parks	Parks Committee decided to stay with SHINE to provide Christmas Lighting for 2019
Tobin/Teri	Parks	Barrier Fence completed fence repairs, wind shades will be installed at the AMW tennis courts. Benches and tables being installed at AMW.
Tobin	Parks	Purple Martin Houses ordered for Madeline Loop /Sun Chase Lift Station Fence to be replaced.
Tobin	Infrastructure	ii. Travis County Traffic Control a) Status of additional controls review by Travis County for Dagama Drive at Dagama Court (Brian Burk with County Roads went out and located some areas that he would suggest placing stop ahead signs. The problem is that there is no regulation currently in place to make the sign enforceable, so they are doing a study to create the regulation. Their goal is to have this completed before school starts)
Tobin/Teri	Infrastructure	STOP and street sign survey will be completed by Inframark and reported to the City for replacement on damaged and faded signs
Tobin	Infrastructure	Follow up with traffic study / Inframark is addressing speed issues along Old Mill with Williamson County Road and Bridge Division. Raw Data was received from Williamson County. County found that 80% of drivers travelled at 30-35 MPH, they made no further recommendation based on

		these findings from the Raw data.

ITEMS THAT NEED TO BE COMMUNICATED:

AFFIX POSTAGE
HERE
Post Office will not
deliver without
proper postage

0748 CUBESMART TX AUSTIN RR 620N
12006 Ranch Rd 620 N
Austin, TX
78750

. . .
CubeSmart
12006 Ranch Rd 620 N
Austin, Texas 78750-1077

Rate Change Notice

July 24, 2019

Dear Patricia Rybachek,

Thank you for choosing us for your self storage needs. This notification is to inform you of a rent increase on your leased space 098 at 12006 Ranch Rd 620 N, Austin, TX 78750, effective as of the date shown below. All other terms of our rental agreement continue to remain in effect.

We value your business and appreciate your continued patronage.

Effective Date:	August 26, 2019
New Monthly Rent:	$170.00
Rent:	$143.00
Tax:	$0.00
Monthly Insurance:	$12.00
Total Monthly Payment:	$170.00

Sincerely,
0748 CUBESMART TX AUSTIN RR 620N

Jani-King
The King of Clean
COMMERCIAL CLEANING SERVICES

Jani-King of Austin
2523 S. Lakeline Blvd.
Cedar Park, TX 78613
(512) 335-9888
Fax: (512) 335-1918

United States
Albuquerque • Alexandria
Atlanta • Augusta
Austin • Baltimore
Baton Rouge • Birmingham
Charleston • Charlotte
Chattanooga • Chicago
Cincinnati • Cleveland • Colton
Columbia • Columbus
Dallas • Dayton
Denver • Detroit • Fort Myers
Fort Worth • Greensboro
Greenville/Spartanburg
Hampton Roads
Hartford • Hawaii
Houston • Huntsville
Indianapolis • Jacksonville
Kansas City • Knoxville
Lafayette/Lake Charles
Las Vegas • Lexington
Little Rock • Los Angeles
Louisville • Madison
MaconMemphis • Miami
Milwaukee • Minneapolis
Mississippi Coast • Mobile
Montgomery • Monroe
Myrtle Beach
Nashville • New Jersey
New Orleans • New York
Oakland • Oklahoma City
Omaha • Orlando
Pensacola • Philadelphia
Phoenix • Pittsburgh
Portland • Raleigh/Durham
Reno • Rhode Island
Richmond • Roanoke/Lynchburg
Sacramento • Salt Lake City
San Antonio • San Diego
San Francisco • Savannah
Seattle • SE Mississippi
Shreveport • Springfield
St. Louis • Tri-Cities
Tampa Bay • Tucson • Tulsa
Washington, D.C. • Wichita

International
Australia
Bahrain
Belgium
Brazil
Canada
France
Great Britain
Greece
Hong Kong
Mexico
New Zealand
Portugal
Russia
South Korea
Spain
Taiwan
Toronto/Windsor

Dear Valued Client,

Jani-King of Austin is proud of the fact that we have serviced many of you for a number of years; some for 20+. However, we have discovered a problem in some instances, in that we are servicing Clients sometimes at a pricing that is years or even decades old. Our costs have increased 50-100% in that same time frame.

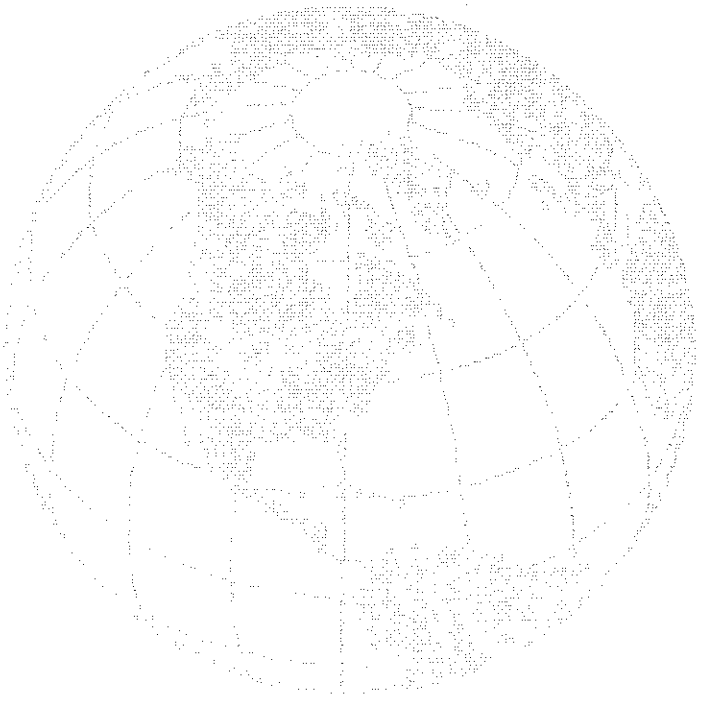
Therefore we are announcing a small systematic inflationary increase on the pricing for Clients that we have serviced since 2016 or before. This will NOT include Clients who have already been updated. This will be a 10% increase that you will see beginning with the August invoice.

Please also be aware that our contract now calls for a 3% inflationary increase after the second year of service. Beginning in 2020 each month will represent a contract renewal for a certain percentage of our Clients. If that month is your second renewal (the beginning of the 3rd year of service) the pricing will increase 3%. This small increase will capture contracts that were signed in 2018 and before.

If you need further clarification on this issue, please call Valerie or myself at 512-335-9888. Thank you for allowing us to be of service.

Sincerely,

Dennis Shortt
Regional Director
Jani-King of Austin



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

July 17, 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 July 17, 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 6:03 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 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 Lois Birdwell, Evangeland Dickson, Linda Fabre, David Flores, Rose Green, Maxine Kaplan, Marc Teale, and Matt Whittington.

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

Agenda Item 1: *Receive Citizens' Communications*

- Linda Fabre addressed the Board regarding the gifting of funds to Hunters Glenn 1 for their crawfish boil. She additionally stated that records she had requested from the District were incomplete and provided inaccurate information.

- Lois Birdwell addressed the Board, saying that she believes facts should be presented rather than accusations and insults.

- Maxine Kaplan addressed the Board regarding uniform planting at the corners of some District walls.

- David Flores addressed the Board regarding term limits and compensation of Board members as compared to City Council members in Cedar Park.

- Mr. Whittington presented the Board with information regarding a reverse vending machine, which takes take recyclables in exchange for points. He would like to install a machine at the Lakeline Oaks Community Center. Ms. Hester suggested submitting a proposal to the Waste Management Committee.

- 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: *Engineer and Landscape Contractor Reports*

- Ms. Hester discussed the District's water accountability, which increased to 104%. She has been working with the City of Cedar Park and believes any issues with water loss were due to mechanical issues. This is the first billing cycle since the master meter at Aster Pass has been activated, and she believes that going forward, accountability will be in the 95%-98% range.

- Mr. Hurley updated the Board on traffic control at Dagama Court. He has spoken with a Travis County representative who has located areas where signs can be placed to make people more aware of the stop sign near the school. Signage should be completed prior to the start of the school year.

- Mr. Hurley updated the Board on the Williamson County speed study. The raw data was reviewed, and because 80% of vehicles were travelling at 30-35 mph, there is not leeway for recommendations beyond what is in place right now. Dir. Rocco would like to continue pursuing traffic easing and speed calming studies.

- Mr. Hurley said that the tree-trimming letters had been mailed out to the addresses where tree limbs were obstructing streetlights. If the authorization form is not returned, the trimmers are not considered authorized to go onto the property. Trimming is currently scheduled for August 7, 2019.

- Mr. Hurley updated the Board on the status of the Badger electronic meter program. An orientation meeting for the pilot program participants was held on June 18, 2019.

- Mr. Hurley updated the Board on the status of the District's MS4 permit; he will be working with District schools to complete it.

- Mr. Hurley updated the Board on the water meter relocation on Rainfall Trail; the meter was in the sidewalk. It is being relocated to the yard and the sidewalk will be repaired.

- Mr. Edmonson updated the Board on the existing Bond Authorization, mentioning that the Infrastructure Committee can meet with David Gray to further discuss the process and how the Board would like to proceed.

- **Motion: Authorize Gray Engineering, Inc. to identify projects to be considered along with the process of preparing report for bond application.**

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

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

- Mr. Edmonson updated the Board on the sidewalk repair at the northwest corner of Anderson Mill West; there is erosion. He anticipates being able to present a quote for repair at the next Board meeting.

- Mr. Edmonson updated the Board on the irrigation system at Anderson Mill Pond. Sunscape will re-evaluate to ensure their original proposal is still accurate. Ms. Adkins noted that there is $30,000 in the budget for Anderson Mill Pond.

- Mr. Edmonson noted that there would be no action taken regarding the Williamson County Bond Election; by the time the letter had been received, the deadline for comments had passed.

- Mr. Edmonson said that the Sun Chase Bridge would be delivered at the end of July, but has no exact date yet.

- Mr. Edmonson updated the Board on the TNR Development Permit. Travis County has not closed the permit, and he recommends keeping the permit open until the deck at Cashell Wood is complete.

- Mr. Edmonson is working with Best Buy to obtain data for recording and livestreaming meetings, but has no additional update.

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

- No action was taken on this item.

Agenda Item 5: *Report on Security Patrols; Increase/Decrease in Hours for Patrols; Contracts with Williamson County for Use of Vehicles by Off-Duty Deputy Constables & Deputy Sheriffs; Employment of Off-Duty Deputy Constables & Deputy Sheriffs*

- Lt. Thomas presented the constable's report to the Board.

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

- Ms. Hester presented the general manager's report.

- Mr. Hurley presented the Board directives. He noted that the insurance claim for the damaged stone columns at Anderson Mill West had been processed, and that the District will retain Shine for its Christmas lights.

- **Motion: Accept proposal of $1,795.00 from Texas Tree Service to raise the canopy at Sun Chase Park.**

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

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

  Dir. Rocco asked who else proposed a bid for this project; Mr. Hurley responded that the pricing was cheapest and it is with the same company who will work on the District street lights.

- **Motion: Accept proposal of $1,275.00 from Texas Tree Service for work at Lakeline Oaks Park.**

  Motion by: Dir. Franke
  Second by: Dir. Rocco

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

- **Motion: Accept proposal of $1,700.00 from Everything Under the Son to complete plumbing repairs at the Lakeline Oaks Community Center.**

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

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

- **Motion: Accept proposal of $1,285.45 from TF Harper for an ADA compliant table at Anderson Mill West Park.**

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

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

Mr. Hurley will investigate insurance options due to vandalism necessitating the replacement.

- **Motion: Accept proposal of $9,688.79 from TF Harper to replace the remaining 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
  Dir. Zervigon

- **Motion: Accept proposal of $59,965.00 from TF Harper to add a sunshade over the playground at Volente Hills.**

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

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

  Nay: Dir. Rocco

- Mr. Hurley updated the Board on the damage to the pour-in-place at Anderson Mill West park. The installation company will repair the areas in August or September. They will cut out the section and refill it with a different color so it does not resemble a patch.

- Dir. Franke noted that two additional areas of the pour-in-place will need repair at the same time as the larger sections.

- Mr. Hurley noted that the quote for the repair of the Anderson Mill West sunshade due to a hole was actually to replace the entire shade.

- **Motion: Accept proposal of $4,412.62 from TF Harper to replace the large sunshade at Anderson Mill West Park.**

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

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

- Mr. Hurley updated the Board on the pricing of purple martin houses; Dir. Franke would prefer the item to be in next year's budget and can be discussed at that time.

- Dir. Rocco mentioned that horseshow posts were sticking out of the ground at Sun Chase Park and asked that they be removed. Mr. Hurley will add this item to the list of repairs.

- Ms. Adkins presented the financial report to the Board.

- **Motion: Pay bills and invoices totaling $274,597.66.**

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

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

- Ms. Adkins detailed the missing responses for Open Records Request spreadsheet that will be posted to the District website. Once those documents are available, the sheet can be posted. Mr. Flickinger noted that his office should be able to make significant progress collecting those documents by next month's meeting.

- Dir. Rocco proposed a motion to organize records to minimize the cost of providing information. He would also like to arrange records in the future to make them more accessible.

- Dir. Zervigon asked that the redacted Board and Financial packets be posted to the District website once sent out to the Directors.

Agenda Item 7: *District Records Retention Program*

- No action was taken on this item.

Agenda Item 8: *Prior and pending Open Records Requests; costs incurred by the District and allowable costs to be charged to requestors*

- No action was taken on this item.

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

- 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*

- No action was taken on this item.

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

- Dir. Franke read a letter from the ACC recommending changes to RV and camper parking for certain sections of AMW.

- Dir. Norton-Ramirez left the meeting at 8:11 p.m.

- The Board engaged in a discussion of whether the MUD could or would use its authority to change how deed restrictions for that specific issue are enforced. Additionally, the Board discussed the blocking of sidewalks and on-street parking throughout the District.

- Mr. Flickinger noted that a resident on London Lane has been repeatedly committing deed violations and was being fined for them; he recommended authorization of a lawsuit against the resident.

- **Motion: Authorize the Law Firm of Willatt & Flickinger, PLLC to take all necessary legal action including the filing of suit against…to enforce such restrictions due to the prior and current violations…and to collect all amounts owed to the District including fines for deed restriction violations.**

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

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

  Not Present: Dir. Norton-Ramirez

Agenda Item 14: *Report from the Investment Committee*

- No action was taken on this item.

Agenda Item 15: *Report from the Audit Committee*

- Mr. Flickinger presented the Board with an engagement letter from the auditing firm Maxwell, Locke & Ritter, noting a fee increase of $500.00.

- **Motion: Approve the engagement of Maxwell, Locke & Ritter**

  Motion by: Dir. Rocco
  Second by: Dir. Medrano

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

  Not Present: Dir. Norton-Ramirez

- Dirs. Rocco and Zervigon will discuss arbitrage proposals to bring before the Board at a later date.

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 the Budget Committee needs to review a draft budget. She set a meeting for July 20, 2019 to meet with Dirs. Medrano and Rocco. A full budget meeting should be possible in August.

- 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. Franke noted that enhancements to the website based on legislative updates will be occurring.

- No action was taken on this item.

Agenda Item 21: *Report from the Infrastructure Committee*

- No action was taken on this item.

Agenda Item 22: *Report from the Management Committee*

- Dir. Franke recommended that the Board investigate MUD specific phones as a budget item for next fiscal year, about $100.00 per phone and $15.00-$20.00 per line per month. Ms. Adkins will add the item to the budget.

- No action was taken on this item.

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

- 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: *Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park*

- No action was taken on this item.

Agenda Item 27: *Strategic Planning and Annexation of District by City of Cedar Park*

- No action was taken on this item.

Agenda Item 28: *Format and contents of Board and Deed Restriction Committee meeting minutes*

- After discussion, the Board decided to continue with the current format for minutes. Dir. Franke noted that Item 13 from the May 15, 2019 needed to be amended to add the votes of Dirs. Medrano and Norton-Ramirez.

- **Motion: Accept the minutes of May 15, 2019 with the aforementioned change.**

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

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

  Not Present: Dir. Norton-Ramirez

- Dir. Zervigon suggested deferring the decision on whether to include attachments as part of the minutes.

Agenda Item 29: *Minutes from prior regular and special meetings*

- Dir. Franke suggested amending the citizen communication section of the minutes to read "submitted a statement."

- **Motion: Accept the minutes of June 17, 2019 with the aforementioned change.**

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

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

Not Present: Dir. Norton-Ramirez

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

- No action was taken on this item.

Agenda Item 18: *Report from the Customer Care Committee*

- Director Franke announced that the Board of Directors will go into closed session for consultation with the District's attorney pursuant to Section 551.071 of the Texas Government Code regarding matters related to Agenda Item Nos. 18(b) and 18(c). The Board went into closed session at 8:57 p.m.

- At 9:24 p.m., Dir. Franke announced the Board of Directors had concluded its closed session and was returning to open meeting.

- No action was taken during the closed session.

Agenda Item 31: *Adjournment*

- The meeting was adjourned at 9:28 p.m.

2019

January

S	M	T	W	T	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

S	M	T	W	T	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		

March

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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

S	M	T	W	T	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				