

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1
HELD JOINTLY WITH A REGULAR MEETING
OF THE DEED RESTRICTION COMMITTEE
OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1

June 20, 2018

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 jointly with a regular meeting of the Deed Restriction Committee of Williamson-Travis Counties Municipal Utility District No. 1 at 6:00 p.m. on June 20, 2018, 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:

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

All Directors were present with the exception of Director Zervigon, thus constituting a quorum. Also attending the meeting were, Patricia Rybachek, Lisa Adkins and Misty Henderson with Inframark; Bill Flickinger with Willatt & Flickinger, PLLC; Herb Edmonson with Gray Engineering; and District residents Michelle Lyon and Linda Fabre.

Vice President Franke then called for Agenda Item 1: Citizens communication and communication from HOAs regarding restrictive covenant enforcement within the District.

Michelle Lyon asked what would be the process for cracked and lifting sidewalks in her neighborhood. Catherine Franke indicated that for those recently replaced experiencing this problem that they would be covered by warranty.

Linda Fabre addressed the DRC and board regarding process for dealing with unregistered or expired registrations on vehicles in the street. The committee indicated that the most effective process is to involve the DRE Manager to notify the sheriff's office for ticketing or removal. Constable Thomas indicated that they would sticker unregistered or inoperable vehicles for towing. Chris Rocco agreed to take a look at the vehicles that Ms. Fabre is reporting for further action.

Vice President Franke then called for Agenda Item 2: Management Report - Wendy Mueller presented the current violation report to the committee. Management recommended that three properties with a cumulative of four repeat violations be turned over to Willatt & Flickinger PLLC for further action. Management also recommended fines for 12 homes for recurring violations. Catherine Franke made a motion seconded by Jana Norton Ramirez for Inframark to add these fines to the respective accounts and to refer three properties to Willatt & Flickinger, PLLC for demand letters. Motion carried unanimously.

Vice President Franke then called for Agenda Item 3: Consider and Act on pending appeals of fines for violations of the District's Rules Governing Violations of Deed Restrictions and pending appeals of classification of violations of those rules: There was one appeal for the period. 2807 Primwood Path requested the waiving of \$300 for fines related to the temporary storage of a trailer in front of their home. Owner reported and proved that they have storage for the trailer, and that it will only be in front of the house when the husband returns very late. Catherine Franke made a motion seconded by Jana Norton Ramirez to waive the fine. Motion carried unanimously.

Vice President Franke then called for Agenda Item 4: District's Rules Governing Violations of Deed Restrictions and the procedure and tasks associated with the enforcement of those rules. As noted, RealManage will send the 12 fines to Inframark to be added to the appropriate accounts.

Vice President Franke then called for Agenda Item 5: Report from the DRC and act on restrictive covenant enforcement including possible lawsuits. The pending lawsuit against the owner of 1204 Boerne Drive was discussed. Bill Flickinger reported that the owner's legal counsel has resigned which will slow the process for resolution.

Vice President Franke then called for Agenda Item 6: Moratorium on enforcement of trash and recycling carts stored in view in violation of restrictions. Catherine Franke made a motion seconded by Chris Rocco to approve a moratorium on trash cart letters for one month on all recycle containers and trash carts visible on side of house with the exception that recycle containers or trash carts stored in the front yard shall be enforced. Motion carried unanimously.

Vice President Franke then called for Agenda Item 7: Approval of Minutes from prior DRC meetings. Approval of minutes was tabled pending Bill Flickinger's review.

Vice President Franke then called for Agenda Item 8: Reports from the neighborhood Architectural Control Committees. There were none.

Vice President Franke then called for Agenda Item 9: Funding for and interaction with homeowners associations within the District to facilitate operation of Architectural Control Committees and other HOA functions. This was tabled until the executive session.

Vice President Franke then called for Agenda Item 10: Coordination between RealManage and Inframark on fines: There was nothing new to report on this item.

Agenda Item 11: Citizens Communications

Ms. Lyon spoke about the unleveled sidewalk in front of her home. The Board asked for Ms. Lyon to send photos of the reported issue to Mrs. Henderson. Mr. Edmonson will investigate once photos are received.

Ms. Fabre requested for the Hunters Glenn HOA page be added to the website.

Ms. Fabre requested for the criteria for using the Lakeline Oaks Building free of charge to be put on the District website.

Ms. Fabre addressed the Board regarding marketing to the residents that the Memorial Garden at Anderson Mill West Park should be available to all residents who want to memorialize lost loved ones.

Ms. Fabre suggested that all homes belonging to Board Members should be examples of homes with no deed violations.

Agenda Item 12: Report from the District's Engineer

- a. Pond and Park improvements
- b. Signage in the District
- c. Cedar Park Senior Living Center

Mr. Edmonson and Ms. Rybachek discussed the meter replacement program.

Mr. Edmonson discussed the District wall proposals.

Director Medrano made a motion to accept the low bid for providing structural engineering services to address the repairs of the District CMU walls contingent upon Mr. Flickinger's review and recommendation. The motion was seconded by Director Franke and passed unanimously.

Director Medrano made a motion to approve that \$42,494.83 be paid to ECO for work done on the Phase III Pond Improvements. Director Franke seconded the motion and it passed unanimously.

Agenda Item 13: *Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements*

Agenda Item 14: *Report from Constable on Security Patrols*

The Constable suggested that the PDF form used by residents to request extra patrols on their homes be added to the website. The PDF will be sent to Ms. Rybachek and added to the District website.

President Medrano announced that the Board of Directors will now go into closed session for consultation with the District's attorney pursuant to the Section 551.071 of the Texas Government Code regarding matters related to Agenda Items Number 9 and 17. The Board went into executive session at 7:29 p.m.

The Board ended its executive session at 8:07 p.m. and returned to the open session. Board President Medrano announced that the Board of Directors has concluded its closed session and is returning to the open meeting. No action was taken during the closed session.

Agenda Item 15: *Report from 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 subcommittees
- 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 Cards
- x. District Insurance

Ms. Adkins reviewed District financials for the month of May.

On a motion by Director Medrano seconded by Director Rocco the Board voted unanimously to pay bills and invoices totaling \$327,191.37.

Ms. Rybachek reviewed District operations and directives for the month of May.

On a motion by Director Norton Ramirez which was seconded by Director Medrano, the Board voted unanimously to accept three proposals from Texas Tree to service Sun Chase Park, Anderson Mill West Park and Lakeline Oaks Park in the amount of \$6,345.

A Doggy Station will be installed in July off of El Salido Parkway.

The Board requested that a date be set for Fall Clean Up. A flyer will be made and put on the website.

Agenda Item 16: District Records Retention Program

- a. Identify records for disposal subsequent to the expiration of the minimum retention period

Agenda Item 17: Open Records Request; cost incurred by the District and allowable costs to be charged to requestors

Agenda Item 18: District Rate Order

Agenda Item 19: Violations of District Rules & Regulation; Appeals of Fines

Agenda Item 20: License Agreement with City of Cedar Park

Agenda Item 21: Directors Election

- a. Resolution Authorizing Secretary's Appointment of Agent to Perform Duties During Election Period
- b. Notice of Deadline to File Application for Place on Ballot

Director Norton Ramirez motioned to approve the resolution authorizing secretary's appointment of agent to perform duties during the election period as presented. Director Franke seconded the motion and it passed unanimously.

Agenda Item 21: Eleccion del Directores

- a. Resolucion para autorizar al secretario para designer a un agente para desempenar funciones durante el period electoral
- b. Aviso de fecha limite para presentar solicitudes de un lugar en la bolete de votacion.

Agenda Item 22: Report from the Parks subcommittee

- a. Park Improvements; Disc golf sponsorships
- b. Park Rules; Amendment to Park Rules
- c. All matters related to the District's parks, fields, & office building
- d. Contract with Water Conservation Consultant; Xeriscape & Drought-tolerant plant demonstration & installation

- e. Parks and pond improvements/tree and plant replacements; plantings at street corners and right-of-way

Agenda Item 23: Report from the Deed Restriction Committee

- a. Restrictive Covenant Management Agreement between the District and RealManage, LLC
- b. Request for Proposals on Restrictive Covenant Management Services

Agenda Item 24: Report from the Investment Committee

- a. District Investments; Investment Policy and Procedures (Standing Item)

Agenda Item 25: Report from the Audit Committee

- a. Arbitrage Analysis Proposal from Arbitrage Compliance Specialists, Inc.

Agenda Item 26: Report from the Bills & Invoices Committee

- a. Review of payments on current not to exceed expenditures authorized by Board.

Agenda Item 27: Report from the Budget Committee

- a. Order Approving Amended Budget

Agenda Item 28: Report from the Customer Care Committee

- a. Access to the Anderson Mill Pools
- b. AMWNA request for release of new owner contact information to welcome new residents to neighborhood

Director Franke suggests that the MUD sponsor Neighborhood Night Out next fall. This will give residents a chance to interact with residents from all sections of the District. Director Franke suggests that this event take place on the first Tuesday in October.

Agenda Item 29: Report from the Information Management Committee

- a. District Website
- b. Online bill payment system for customers

Agenda Item 30: Report from the Infrastructure Committee

- a. Pond and Park Improvements
- b. Sidewalk Maintenance
- c. MS4 Permit Requirements
- d. Water Conservation Measures

Agenda Item 31: Report from the Management Committee

- a. Use of Cedar Park Libraries and City Swimming Pool
- b. Amended Management Services Agreement between the District and INFRAMARK LLC

Agenda Item 32: Traffic Hazards in District; Request to County to Restrict through Truck Traffic on Petunia; Traffic and Noise from Concrete Plant and Businesses on Anderson Mill Road

Agenda Item 33: *Sale of vehicle speed trailer as surplus property*

Agenda Item 34: *Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park*

Agenda Item 35: *Strategic Planning and Annexation of District by City of Cedar Park*

Agenda Item 36: *Minutes from the Regular Meetings and any special meetings.*

On a motion by Director Rocco seconded by Director Norton Ramirez the Minutes were approved as corrected.

Agenda Item 37: *Reconsideration of Minutes previously approved with oral revisions*

Agenda Item 38: *Adjournment.*

The meeting was adjourned at 9:19 p.m.

Board of Directors

Date: _____