

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

May 16, 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 at 6:04 p.m. on May 16, 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 6:04 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, thus constituting a quorum. Also attending the meeting were, Patricia Rybachek, Lisa Adkins and Misty Henderson with Inframark; Bill Flickinger with Willatt & Flickinger; and Herb Edmonson with Gray Engineering; and District residents Nadia Ganser, Calvin Wong, Robert Baumgart, Megan Dudo and Linda Fabre.

Agenda Item 1: Citizens Communications

Calvin Wong of Toastmasters requested to utilize the Lakeline Oaks Building on Thursday nights to host a youth leadership program. The Board agreed to allow the Toastmasters to have the building on Tuesday nights. Toastmasters will be contacted 10 days in advance if there is a previous reservation.

The Toastmasters also requested to have a white board provided to them by the District.

Megan Dudo, the president of the Anderson Mill West Neighborhood Association, requested for the purchase of the arbor and the medal fox to be installed in the Memorial Garden at Anderson Mill West Park. Ms. Dudo also presented the Peace Pole concept which is a 4 X 4 fence post that is painted all the way around.

Robert Baumgart has requested that the Board have the piled brush removed from Sun Chase Park.

Mr. Baumgart requested for a member of the Board to walk Sun Chase Park with him so that he could point out all issues he has found. Director Franke volunteered to walk with Mr. Baumgart.

Ms. Fabre suggested that we ask Waste Management to leave brightly colored notes on trash and bulk that is not serviced asking residents to visit the District website to learn about the rules and guidelines associated with trash and bulk pick up.

Ms. Fabre suggested that one game camera be placed at the gazebo on Old Mill and another be placed at Aster Park so that the Board will know how often these locations are utilized.

Ms. Fabre requested that the District map on the District website be replaced, stating that it is difficult to read.

Ms. Fabre would also like the physical addresses of the parks added to their designated pages on the District website.

Ms. Fabre would like for the Anderson Mill West Park bathroom to be inspected by an Inframark employee after each cleaning.

No action was taken.

Agenda Item 2: 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 reviewed the water loss report.

Director Medrano made a motion to purchase and install C2 compound meter at Cypress Elementary. Director Zervigon seconded the motion and it passed unanimously.

Mr. Edmonson and Ms. Rybachek reviewed the Tree Trimming Report.

On a motion proposed by Director Medrano the Board accepts the change to Order Request Number One submitted by ECO in the amount of \$15,437.73 to amend the new contract. Director Zervigon seconded the motion and it passed unanimously.

Director Zervigon made a motion to pay Austin ECO \$98,017.20 for cost associated with Pay Estimate No. 3. The motion was seconded by Director Medrano, and passed unanimously.

Director Medrano proposed a motion to pay Westar Construction in the amount of \$4,510.00 for cost associated with Phase Four Sidewalk Improvements. Director Zervigon seconded the motion and it passed unanimously.

Director Medrano made a motion for the Board to accept water, wastewater and drainage improvements within the right-of-way from the Cedar Park Senior Living Center for operation and maintenance. Director Zervigon seconded the motion and it passed unanimously.

Agenda Item 3: Report from the District's landscape contractor on landscape maintenance and suggested landscape improvements

Agenda Item 4: Report from Constable on Security Patrols

The new radar speed signs ordered for the District will need a permit from the City of City Park.

Agenda Item 5: 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 April.

On a motion by Director Zervigon seconded by Director Norton Ramirez the Board voted unanimously to pay bills and invoices totaling \$450,011.58.

Director Franke moved that the Board find that enforcement of deed restrictions within the Anderson Mill West neighborhood is necessary to sustain taxable property values in the District, that the Board find that a distribution from the Anderson Mill West Neighborhood Association's share of the District's Beautification Fund in the amount of \$635.97 to that Association will facilitate enforcement of deed restrictions in the Anderson Mill West neighborhood and that the Board authorize the disbursement of \$635.97 to that Association from the District's Beautification Fund, provided a written accounting of how the funds are spent is sent by the Association to the District's General Manager within 30 days of each expenditure, and further provided that upon request the Association and/or its ACC shall assign to the District any rights that the Association and/or ACC may have to obtain reimbursement of such funds from another party. This reimbursement is for the AMWNA Easter Event and Kite Festival. Director Norton Ramirez seconded the motion and it passed unanimously.

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

On a motion by Director Franke which was seconded by Director Rocco, the Board voted unanimously to approve the bid from Tennis Supply for \$5,518 to replace the Windscreens at both Tennis Courts.

Director Franke made a motion to accept the proposal from SunScape Landscaping to fertilize and treat Crepe Myrtles for \$502.50. Director Medrano seconded the motion and all were in favor.

Agenda Item 6: District Records Retention Program

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

Agenda Item 7: Open Records Request; cost incurred by the District and allowable costs to be charged to requestors

The Board of Directors will now 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 Number 7.

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 8: District Rate Order

Agenda Item 9: Violations of District Rules & Regulation; Appeals of Fines

Agenda Item 10: Amendment to license Agreement with Williamson County; possibly License Agreement with City of Cedar Park

Agenda Item 11: CASE Conference; expenses

Agenda Item 12: Dates of June DRC and Regular Board Meetings

It has been decided that the June DRC and Regular Board Meetings will be held on June 20, 2018.

Agenda Item 13: Report from the Parks subcommittee

- a. Park Improvements; Disc golf sponsorships

Director Franke made a motion to authorize the amount not to exceed \$2,000 for the purchase of the arbor and the instillation of the Peace Pole, as well as the instillation of the fox statue and the water proofing of the swing in Anderson Mill West Park. This amount will be debited from of the Anderson Mill West Beatification Fund. The motion was seconded by Director Norton Ramirez and passed unanimously.

On a motion by Director Zervigon, the Board authorizes Inframark not to exceed \$1,500 to be administered by the Parks Committee to provide cleanup for existing brush in Sun Chase Park on the basis of comparing prices from Inframark and SunScapes. The motion was seconded by Director Franke, and passed unanimously.

- b. Park Rules; Amendment to Park Rules
- c. All matters related to the District's parks, fields, & office building

Director Franke made a motion for the Parks Committee to oversee the purchase of the white board on wheels for the Toastmasters not to exceed \$500. Director Norton Ramirez seconded the motion and it passed unanimously.

- 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 14: Report from the Deed Restriction Committee

- a. District's Rules Governing Violations of Deed Restrictions and the procedures and tasks associated with enforcement of those Rules (Standing Item)
- b. Approval of Minutes from prior DRC meetings (Standing Item)
- c. Report from DRC and act on restrictive covenant enforcement; Possible settlement of pending lawsuit against owner of 1204 Boerne Drive
- d. Funding for and interaction with homeowner's associations within the District to facilitate operation of Architectural Control Committee and other HOA functions (Standing Item)
- e. Restrictive Covenant Management Agreement between the District and RealManage, LLC
- f. Request for Proposals on Restrictive Covenant Management Services
- g. Appointment of DRC member to replace Chris Rocco whose term expires May 9, 2018

Agenda Item 15: Report from the Investment Committee

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

Agenda Item 16: Report from the Audit Committee

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

Agenda Item 17: Report from the Bills & Invoices Committee

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

Agenda Item 18: Report from the Budget Committee

- a. Order Approving Amended Budget

Agenda Item 19: 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

Agenda Item 20: Report from the Information Management Committee

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

Agenda Item 21: Report from the Infrastructure Committee

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

Agenda Item 22: 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 23: 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 24: Sale of vehicle speed trailer as surplus property

Agenda Item 25: Service Plan Updates in Connection with Possible Annexation of District by City of Cedar Park

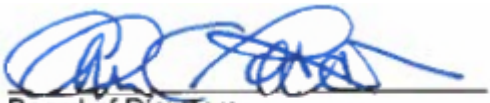
Agenda Item 26: Strategic Planning and Annexation of District by City of Cedar Park

Agenda Item 27: Minutes from the Regular Meetings and any special meetings.

On a motion by Director Zervigon seconded by Director Medrano the minutes were approved with changes.

Agenda Item 28: Reconsideration of Minutes previously approved with oral revisions

Agenda Item 29: Adjournment. The meeting was adjourned at 9:27 p.m.


Board of Directors
Date: 6-20-18