

MINUTES OF MEETING OF THE BOARD OF
DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES
MUNICIPAL UTILITY DISTRICT NO. 1

March 21, 2007

THE STATE OF TEXAS §
§
COUNTIES OF WILLIAMSON AND TRAVIS §

[Attachments for the March 21, 2007 Minutes](#)

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 March 21, 2007, 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.

Director Rocco called the roll of the members of the Board:

Chris Rocco - President
Steve Davies - Vice President
Linda Garrett - Secretary
Brian T. Hardin - Treasurer
Luis Zervigon - Assistant Secretary/Treasurer

All the directors were present, thus constituting a quorum. Also present at the meeting were Bill Fry, Kristi Hester, and Becky Stathos with Severn Trent Services; Bill Flickinger with Willatt & Flickinger; and Don Bayes with Gray-Jansing & Associates; and District residents Lila Lyckman and James & Corinne Costabile.

Director Rocco called the meeting to order at 6:03 p.m. and stated that the Board would first consider Agenda Item 1: Minutes from February 21, 2007 meeting. On a motion by Director Hardin, seconded by Director Davies, the minutes from the February 21, 2007 meeting were approved with the following changes:

- Director Davies asked that Items 9 and 12 on page 5 be revised to indicate under which previous agenda item they were discussed.
- Director Zervigon asked that the 2nd paragraph on page 6 be revised to indicate that the Customer Rights Committee was established to review all policies and procedures relative to processing payments including how payments are applied in the event a resident chooses to postpone payment of a fine and requests his payments be applied only to his water bill.

- Director Hardin pointed out that the comments under Item 25 on page 6 should have been put under Item 9. This correction will replace Director Davies' revision to Item 9.

Director Rocco then called for Agenda Item 2: Reconsideration of Minutes previously approved with oral revisions. Director Zervigon said policies and documents that are the subject of motions have not been included in the minutes. He pointed out that the resolution referred to on page 2, paragraph 3 of the October 18, 2006 minutes should be attached to those minutes and that the exact verbiage of the motion under Agenda Item 26 was not included.

On a motion by Director Zervigon, seconded by Director Garrett, the procedure for taking minutes, once revised, will be referred for the Management Committee for consideration. Motion carried unanimously.

Director Rocco then called for Agenda Item 3: Report from the District's engineer. Mr. Bayes reported that responses to the RFQ sent to deed restriction management companies were hand delivered to members of the DRC.

Director Rocco then called for Agenda Item 17: Receive citizen's communications. Ms. Costabile addressed the Board requesting a lowering of her winter average.

Director Rocco then called for Agenda Item 4L: Customer and resident complaints. On a motion by Director Zervigon, seconded by Director Garrett, the Board voted unanimously to use 2,000 gallons as the winter average for 2402 Hunters Creek Cove.

Director Rocco then returned to Agenda Item 17: Receive citizen's communications. Ms. Lyckman reported that a District resident had tried to reserve Elizabeth Milburn pool for an event. The resident was told she would have to provide proof that she receives City of Cedar Park fire protection in order to receive a discount. STES will check with the City to see how District residents can obtain a discount.

Ms. Lyckman also reported that a lot of bulky items were not picked up by Waste Management this week in the Lakeline Oaks area. Ms. Stathos will check with WM.

Director Rocco then called for Agenda Item 24: Report from District's landscape contractor and related items. Director Zervigon said the B&I Committee had asked for detail on labor and materials and would like for a schedule of rates to be attached to the contract.

Director Rocco then called for Agenda Item 8: Repairs to District's CMU Fence. Director Rocco reported that Barbara Mayo attended the DRC meeting last week seeking relief from the drainage problem in her back yard. Mr. Bayes said L. Mike Williams told him additional drainage blocks were added to the fence because of her concerns. Her back yard is below the sidewalk on El Salido. According to the grading plan, that lot was to drain to the front, but elevations would have to be checked to see how it lot was graded. This issue was referred back to the DRC.

Director Rocco then called for Agenda Item 5: Newsletter. On a motion by Director Garrett, seconded by Director Zervigon, the Board authorized the Management Committee to review proposals received by the deadline and enter into a contract not to exceed one year and not to exceed \$400 per issue without

coming back to the full Board for approval.

Director Rocco then called for Agenda Item 6: Management Services Agreement and Deed Restriction Enforcement Management Services Agreement with Severn Trent Environmental Services, Inc. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 7: Request for Qualifications to Management Companies. As discussed under Agenda Item 3, Gray-Jansing provided the information received to the DRC. Director Zervigon moved to refer this matter to the DRC for analysis. Director Rocco seconded the motion, which passed unanimously. Director Rocco will provide Director Davies with a copy of the information.

Director Rocco then called for Agenda Item 9: District Website. The Board discussed authorizing the DRC to negotiate with Donna Mace to input restrictive covenants into Word documents, but no motion was made.

Director Rocco then called for Agenda Item 10: Fire Protection Services. Mr. Flickinger said Blockhouse MUD has come back to the City of Cedar Park for fire protection services. The contract is contingent upon being approved by TCEQ and by Blockhouse residents.

Director Rocco then called for Agenda Item 11: Solid Waste Disposal Contract. Mr. Fry received an e-mail from TDS agreeing to provide emergency pick-up at a price to be determined. STES will put a note on the bottom of the bill about Spring clean-up being available on a weekly basis.

STES was asked to send a letter to the apartments asking that they find a less obvious place than curbside to put the belongings of residents who are evicted. It creates an eyesore entering the District from Cypress Creek Boulevard.

The Solid Waste Committee will meet with Mr. Flickinger.

There was a discussion on curbside mulching, but no action was taken.

Director Rocco then called for Agenda Item 12: District Depository, Bank Accounts. Ms. Hester prepared a worksheet for Wachovia Bank and sent it to Director Hardin for review.

Director Rocco then called for Agenda Item 13: Electronic payment and credit card agreements for payments by customers. This probably will not go into effect until April or May. The next bill will have information on large item pick-up and the one after that on credit cards.

Director Rocco then called for Agenda Item 14: Proposal for strategic planning process. Mr. Flickinger was asked to help the committee decide what should be covered.

Director Rocco then called for Agenda Item 15: Emergency Response Plan and Vulnerability Assessment and compliance with statutory and regulatory requirements in connection with same. Director Zervigon made a motion to approve the VA with the addition of labeling information on each

photograph and integration of the reference into the text. Director Garrett seconded the motion. Motion carried with Directors Hardin and Davies voting “No”.

Director Rocco then called for Agenda Item 16: CASE Conference – June 2007. On a motion by Director Zervigon, seconded by Director Hardin, the Board voted unanimously to approve covering the cost of directors wanting to attend the CASE conference with a limit of \$150 per night for the cost of housing.

On a motion by Director Zervigon, seconded by Director Rocco, the Board voted unanimously to approve covering the cost of directors wanting to attend the AWBD conference with a limit of \$150 per night for the cost of housing.

Director Rocco then called for Agenda Item 18: Report from DRC and act on restrictive covenant enforcement. STES was directed to break down the DR summary by subdivision. Director Davies asked that STES send him electronic copies of the DR SOPs, indicating if any procedure is for Anderson Mill West only.

Director Rocco then called for Agenda Item 19: Authorization for Lawsuit against Brandon Finnegan for deed restriction violations at 2800 Buckeye Trail. There was no action taken, and this item will be removed from the agenda.

Director Rocco then called for Agenda Item 20: Approval of DRC Minutes. The full board will not vote on approval of the DRC minutes since only committee members were present. On a motion by Director Garrett, seconded by Director Rocco, the DRC Committee approved the minutes from the March 14 meeting.

Director Rocco then called for Agenda Item 21: Report from ACC. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 22: Funding for and Interaction with Homeowners Associations within the District to facilitate operation of Architectural Control Committee and other HOA functions. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 23: Rules for enforcement of restrictive covenants that include fines and termination of services. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 25: Report from Parks Subcommittee regarding park improvements. The tire swing has been removed, and a tension bolt was put on the kiddy merry-go-round. However when Director Hardin checked tonight, the merry-go-round was swinging again. STES will remove the merry-go-round if it can't be made safe. Ms. Hester said she is still waiting on proposals for making Anderson Mill West Park ADA compliant.

Director Rocco then called for Agenda Item 26: All matters related to the District's parks, fields, and office building. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 4: Report from District's 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) water and wastewater system report
- c) billing report and financials
- d) security issues and vandalism
- e) security measures for the water system
- f) builder and aged receivables
- g) detention pond and related issues
- h) fire hydrant survey
- i) RBC Dain Rauscher
- j) solid waste collection and disposal service
- k) marquees
- l) customer and resident complaints
- m) adjustment of delinquent accounts
- n) review changes made to Standard Operating Procedures (SOP) Manual
- o) collection of delinquent property taxes
- p) preventative maintenance program
- q) quarterly investment reports
- r) committee reports

Director Rocco said he notified the security guards to concentrate on traffic. There will be a presentation at the next board meeting regarding a District police district.

Ms. Hester distributed subcommittee reports and directives of the Infrastructure Committee and the Customer Care (formerly Customer Rights) Committee. See Attachment A.

The Infrastructure Committee met on March 2nd and Ms. Hester distributed a copy of the directives arising from that meeting. Mr. Fry explained that residents won't sign the sewer stoppage letter.

Directives were reviewed as shown on the Attachment B.

The STES security letter was referred to the Infrastructure Committee first and will then be referred to the Vulnerability Assessment Committee.

STES was directed to obtain prices from several graffiti removal firms and forward them to the Parks Committee for approval. The graffiti needs to be removed as soon as possible.

On a motion by Director Garrett, seconded by Director Rocco, the Board unanimously approved payment of Checks #7867 – #7913, totaling \$155,473.39.

Director Rocco then called for Agenda Item 27: Adjournment. The meeting was adjourned at 10:13 p.m.

Linda Garrett, Secretary
Board of Directors

Date: _____

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