

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

May 16, 2007

THE STATE OF TEXAS §
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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 May 16, 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; Don Bayes with Gray-Jansing & Associates; Greg Vinella with EcoSystems; and District residents Lila Lyckman, Julie Potts, and Tom Richter.

Director Rocco called the meeting to order at 6:00 p.m. and stated that the Board would first consider Agenda Item 1: Minutes from April 18, 2007 meeting. On a motion by Director Davies, seconded by Director Zervigon, the Board unanimously approved the minutes of April 18, 2007 with the following change:

- Page 4, Agenda Item 18: add “without consent” to the end of the next to last sentence, followed by “Complainant will be advised that it might impact handling the issue.”

Director Rocco then called for Agenda Item 2: Reconsideration of Minutes previously approved with oral revisions. On a motion by Director Zervigon, seconded by Director Davies, the Board unanimously approved reconsidered minutes with the following changes:

- Minutes of March 21, 2007: Attachment A should include a reference to Agenda Item 4.
- Minutes of November 15, 2006: The directives from the Infrastructure Committee meeting should be labeled as “Exhibit A”.

Director Hardin suggested uniquely numbering each attachment. The Management Committee will review how minutes should be taken and report back to the Board at the June meeting.

Director Zervigon moved, seconded by Director Hardin, to post approved minutes on the website after minor corrections have been made rather than send them back to the Board for reconsideration.

Director Rocco then called for Agenda Item 3: Report from the District’s engineer. Mr. Bayes reported he received a cost proposal of \$1,500 from the surveyor. This would include taking relative elevations and surveying the back yards with elevations all way to El Salido at 2810 Buckeye and the two adjoining lots.

On a motion by Director Davies, seconded by Director Zervigon, the Board voted unanimously to perform the surveys in order to gather data to determine if construction of the wall created the drainage problem at 2810 Buckeye.

Director Rocco then called for Agenda Item 18: Receive citizens’ communications. Ms. Potts discussed a drainage problem she and her neighbor are having because of a pool constructed behind them. The pool was approved by default.

The Board directed Mr. Flickinger to determine if approval of the pool by default or otherwise relieves the owner of maintaining drainage. Mr. Fry will check to see if Hunters Glenn has an attorney and if the issue is being reviewed in their ACC.

Ms. Lyckman asked if any information had been obtained on library fees. Director Rocco said a couple of districts have written into their fire prevention contracts a clause allowing district residents to receive city rates at the library. The Fire Protection Committee will review this and let her know.

Ms. Lyckman informed the Board that a retirement home is being built on a small strip of land on Lakeline Blvd. All homes on Woodridge Lane homes will be affected. Fencing is required, but the developer wants to know if the District would be interested in paying half the cost of a CMU wall. Ms. Lyckman was asked to have the developer make a formal request to the Infrastructure Committee. The request should include the total number of linear feet.

Director Rocco then called for Agenda Item 24: Report from the District’s landscape contractor and related action. Mr. Vinella will prepare a proposal for the fill-in landscaping needed on some of the corners.

Director Rocco then called for Agenda Item 5: Newsletter. Director Rocco said the Management Committee has selected a newsletter contractor but she has not been contacted yet. STES was asked to e-

mail each District HOA & ACC regarding the newsletter and asking them to provide information for future articles.

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 for deed restriction enforcement. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 8: Repairs to District's CMU fence. No repairs have been made.

Director Rocco then called for Agenda Item 9: District Website. On a motion by Director Zervigon, seconded by Director Rocco, the Board voted unanimously to authorize the Website Committee to negotiate with Donna Mace to convert the remaining restrictive covenant documents to Word for posting on the website, at a cost not to exceed \$500.

Director Davies reported he checked the cost of SIRE and found it to be exorbitant. Ms. Hester will continue searching for appropriate software and Director Davies said he would share his knowledge with her.

Director Rocco then called for Agenda Item 10: Fire Protection Services. STES was directed to make an open records request to obtain the fire protection contracts for Ranch at Cypress Creek MUD and Brushy Creek MUD because they have a clause regarding library fees.

Director Rocco then called for Agenda Item 11: Solid Waste Disposal Contract. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 12: District Depository, bank accounts. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 13: Electronic payment and credit card agreements for payments by customers. Ms. Hester will check to see why electronic payments are not accepted from MasterCard.

Director Rocco then called for Agenda Item 14: Proposal for Strategic planning services. Directors Hardin and Rocco will develop a list of strategic planning issues, circulate it to other Board members to come up with a workable list by the first of September.

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. The Committee is still working on this issue.

Director Rocco then called for Agenda Item 16: Amendments to District's Rules and Regulations. There

was no discussion under this agenda item.

Director Rocco then called for Agenda Item 17: Threatened litigation by Shaun Lynch. Mr. Flickinger recommended taking no action on this issue unless additional correspondence is received from Mr. Lynch's attorney. The item will be removed from the agenda.

Director Rocco then called for Agenda Item 19: Report from the DRC and act on restrictive covenant enforcement. Director Rocco reported that residents on Lantana and Piney Creek attended the meeting to discuss their concerns about a home on Lantana. A rye grass issue on Dayflower and a trash cart issue on Cat Claw Cove have been turned over to the Anderson Mill West ACC for review. The Committee met with a resident on Primwood Path regarding a drainage issue in his back yard. The resident inquired about landscaping at the corner of Cashell Wood and the extension of Anderson Mill Road and was asked to send in a petition from neighbors together with a landscaping proposal.

Director Rocco then called for Agenda Item 20: Approval of DRC Minutes by Deed Restriction Committee Members. Director Zervigon explained the decision tree attached to the DRC minutes. On a motion by Director Zervigon, seconded by Director Rocco, the Committee approved the May 9, 2007 DRC minutes.

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 the Park Subcommittee regarding park improvements. Director Hardin reported that all critical issues had been taken care of. Ms. Hester is waiting for bids on the other issues.

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 subcommittees
- 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
- s) 2006 Drinking Water Quality Report
- t) District patrols

Ms. Hester explained that STES is attempting to obtain a status update to the directives prior to the packet going out and asked for any input from the Board.

Mr. Fry said the water gain was directly affected by incorrect meter readings. An STES meter reader has been dismissed. Mr. Fry said the City of Cedar Park is notified if there is a water gain.

The Infrastructure Committee is concerned about the number of maintenance issues having to do with stacks not being visible. The Committee would like Board authorization for STES to conduct an inventory to determine how many stacks are visible and their location in order to analyze the situation. On a motion by Director Zervigon, seconded by Director Hardin, the Board unanimously authorized STES to perform an inventory of visible stacks at a cost not to exceed \$3,000.

Ms. Hester reviewed financial transactions of the district during April. STES was directed to obtain a rate sheet for Utility Specialists.

On a motion by Director Garrett, seconded by Director Hardin, the Board voted unanimously to approve all checks presented, totaling \$144,588.02.

Director Davies requested that STES copy him on all deed restriction documentation each month and also send him detail of security activity. He and Director Rocco will meet with Deputy Doyer next Tuesday.

On a motion by Director Zervigon, seconded by Director Rocco, the Board voted unanimously to approve the Consumer Confidence Report with the addition of a definition regarding the range detected.

The following meetings were scheduled:

May 21st – VA/ERP Committee (Rocco/Zervigon) at STES at Noon
May 23rd – Solid Waste Committee (Rocco/Davies) at Willatt & Flickinger at 11:30 a.m.
May 24th – Management Committee (Rocco/Davies) at STES at 11:30 a.m. (to discuss procedures for taking minutes)
May 30th – Insurance Committee (Rocco/Hardin) at STES at Noon (STES will invite TML representative)
May 31st – Infrastructure Committee (Hardin/Zervigon) at STES at Noon (STES will invite Mr. Bayes)
June 11th – Bills & Invoices Committee (Hardin/Zervigon) at Jim’s at 8:00 a.m.
June 13th – Regular Board meeting at 6:00 p.m.
June 20th – Deed Restriction Committee (Rocco/Zervigon) at 7:00 p.m.

STES will e-mail a list of meeting dates to the Board.

Ms. Hester will notify the Parks Committee to set up a meeting as soon as additional bids are received.

Director Rocco then called for Agenda Item 26: Adjournment. The meeting was adjourned at 9:37 p.m.

Linda Garrett, Secretary
Board of Directors

Date: _____