

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

July 18, 2007

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

[Attachments to the Minutes for this meeting \(pdf\)](#)

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 18, 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 District residents Gaylon & Michelle Lyon, Maxine Robinette, John Finley, and Beverly Zervigon

Director Rocco called the meeting to order at 6:02 p.m. and stated that the Board would first consider Agenda Item 1: Minutes from June 13, 2007 meeting. On a motion by Director Davies, seconded by Director Hardin, the Board unanimously approved the minutes of June 13, 2007 with the following correction:

Page 5, paragraph 3: The last sentence should read "Director Davies said Jason is going to start initialing all invoices to indicate he has reviewed them."

Director Zervigon reserved the right to come back to the June 13, 2007 minutes at another meeting.

Director Rocco then called for Agenda Item 2: Reconsideration of Minutes previously approved with oral revisions. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 3: Report from the District's engineer.

- a) Complaints by residents regarding drainage problems and the impact of District's CMU fence on such areas
- b) Procedures for addressing drainage complaints
- c) New commercial development; Starfish; WCAD Reference No. R314445; Terriville 2 El Salido

In Mr. Bayes' absence, Director Rocco reported that the letter Mr. Bayes drafted regarding drainage problems on Buckeye had been signed and mailed.

Director Rocco then called for Agenda Item 18: Receive citizens' communications. Mr. and Mrs. Lyon, Mrs. Robinette, and Mr. Finley addressed the Board regarding two issues on Hatch Road.

- 1705 Hatch – resident is on call 24/7 and keeps a large service truck for heavy equipment parked at his home. Director Zervigon moved to send a second violation notice tomorrow and asked Ms. Stathos to discuss with the homeowner the possibility of helping him by sending a copy of the letter to the truck owner and informing him of the sentiment of the Board. Director Garrett seconded the motion, which passed unanimously. Ms. Lyon will report back to Ms. Stathos every day until the vehicle has been moved.
- 1706 Hatch – the backyard is badly overgrown. Ms. Stathos was directed to issue the second violation letter on July 20. Ms. Lyon said Animal Control has been contacted regarding a dog in the house and is coming out tomorrow.

Director Rocco then called for Agenda Item 26: Report from the District's landscape contractor and related action. Mr. Vinella presented a proposal for additional plantings needed at entryway and intersection beds and in parks for a total of \$5,155. Director Hardin moved to have EcoSystems redo the proposal to include four new beds for Anderson Mill Road (two at Old Mill Road and two at the entrance into Park Forest from Cashell Wood) and remove Item #7 for additional Asian Jasmine in Anderson Mill West Park and to authorize the Parks Committee to approve the updated proposal at a cost not to exceed \$6,700. Director Zervigon seconded the motion, which passed unanimously.

A proposal to mulch every tree and bed in the District at a cost of \$2,550 will be postponed until there is less flooding.

The Board postponed consideration of the proposal to redo the trails at a cost of \$15,427.80 (plus \$4,520 if Portland is added) and asked Mr. Vinella to obtain a price per foot for exposed aggregate.

Director Zervigon said the proposal for maintenance of the PEC utility easement was submitted for informational purposes at his request and is not ready to be considered at this time. He does, however, want to keep it on the agenda.

Director Rocco then called for Agenda Item 5: Newsletter. Ms. Stathos proofed the newsletter and is having a couple of changes made. She said it looks very good overall.

Director Rocco then called for joint consideration of Agenda Item 6: Management Services Agreement and Deed Restriction Enforcement Management Services Agreement with Severn Trent Environmental Services, Inc.; Agenda Item 7: Agreement for Deed Restriction Enforcement Services; and Agenda Item 8: Request for qualifications and request for proposals to management companies for deed restriction enforcement. Director Rocco explained that STES gave 30-days notice at the July DRC meeting and agreed to assist in the transition process. At Director Rocco's request, STES has agreed to stay until August 31 and do whatever is needed to ensure a smooth transition.

Director Zervigon said the Board received four responses to the RFQ, all of which have been evaluated. Mr. Bayes was authorized to go back to those companies that did not respond, which resulted on one more set of qualifications. Director Zervigon sent a packet of material to each company. He has also prepared a preliminary draft RFP. He suggested requesting proposals from the qualified companies and narrowing the field to the best two or three before interviewing.

Following a discussion, Director Zervigon moved to authorize Mr. Flickinger to work with the Management Committee to suggest some mechanisms for deed restriction enforcement alternative to what is now being used. Director Hardin seconded, which passed unanimously.

Director Zervigon moved to authorize Gray-Jansing & Associates, through the services of a subcontractor if necessary, and Willatt & Flickinger to develop, issue, and manage an RFP for contracting deed restriction enforcement services in conjunction and with the approval of the Management Committee. Director Garrett seconded the motion, which passed unanimously.

Director Rocco then called for Agenda Item 9: Repairs to District's CMU fence. There have not been any recent repairs to the CMU fence.

Director Rocco then called for Agenda Item 10: District Website. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 11: Fire Protection Services. On a motion by Director Hardin, seconded by Director Zervigon, the Board voted unanimously to authorize Mr. Flickinger to work with the Fire Protection Committee in an effort to incorporate the favorable terms of other MUD contracts relative to library services. Ms. Stathos will pdf the other MUD contracts to Mr. Flickinger.

Director Rocco then called for Agenda Item 12: Solid Waste Disposal Contract. On a motion by Director Davies, seconded by Director Garrett, the Board unanimously approved the 9.5% CPI increase for Waste Management retroactive to June 1, 2007. This raises the rate to \$9.68 per month, \$9.24 for seniors.

Director Rocco then called for Agenda Item 13: District Depository, bank accounts. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 14: Proposal for Strategic planning services. No action has been taken on this agenda item.

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 needs to get back with STES to finalize the ERP.

Director Rocco then called for Agenda Item 16: Amendments to District's Rules and Regulations. The Infrastructure Committee recommended amending the District's Rules and Regulations so that property owners are required to repair broken sewer lines on their side of the wye within 72 hours after receiving written notice from the District. On a motion by Director Hardin, seconded by Director Zervigon, the Board unanimously approved the amendment.

Director Rocco then called for Agenda Item 17: Annexation of the District by the City of Cedar Park. There was no action necessary under this agenda item.

Director Rocco then called for Agenda Item 19: Report from the DRC and act on restrictive covenant enforcement. The proposal from the DRC regarding anonymous complaints was sent back to the committee for additional review.

Director Rocco then called for Agenda Item 20: Approval of DRC Minutes by Deed Restriction Committee Members. On a motion by Director Zervigon, seconded by Director Rocco, the DRC unanimously approved the minutes from the July 11, 2007 Committee meeting. The minutes for June 20, 2007, will be handled separately by the Committee.

Director Rocco then called for Agenda Item 21: Appointment of Member of Deed Restriction Committee to replace Chris Rocco whose term expires July 18, 2007. Director Rocco will serve another term on the Committee ending January 16, 2008.

Director Rocco then called for Agenda Item 22: Report from ACC. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 23: 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 on this agenda item.

Director Rocco then called for Agenda Item 24: Rules for enforcement of restrictive covenants that include fines and termination of services. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 25: Maintenance of PEC easement areas. This item was discussed previously under Agenda Item 26 regarding landscaping.

Director Rocco then called for Agenda Item 27: Report from the Park Subcommittee regarding park improvements. Director Hardin said there are no items requiring emergency attention. Decisions need to be made about what to do and put it out for bid.

Director Rocco then called for Agenda Item 28: All matters related to the District's parks, fields and office building. STES was asked to obtain a price for cut limestone to be put on the Yegua Creek side of

the Hatch Road detention pond . Mowers need to be able to get in.

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) District patrols

Mr. Fry reviewed District maintenance and operations during June.

Directives were reviewed and are attached hereto.

Volente Hills HOA submitted a letter requesting that the Board consider installing a CMU wall along Anderson Mill Road. Mr. Fry will request detailed information and forward it to the Infrastructure Committee.

The Infrastructure Committee will also review Volente Hills' request for an additional street light in the area of Vestavia Ridge and Dies Ranch Road.

The letter also informed the Board of Volente Hills' intention to have PCMI perform their monthly inspections effective August 1, 2007.

Director Hardin reminded Ms. Hester that all security invoices should be going through the Bills & Invoices Committee.

Mr. Fry distributed legislative summaries provided by AWBD and TML a well as a summary of bills

affecting homeowner associations. He was asked to pull together information on passed legislation that would directly affect the District.

Ms. Hester reviewed June financials. On a motion by Director Zervigon, seconded by Director Garrett, the Board unanimously approved payment of checks totaling \$154,251.16.

On a motion by Director Hardin, seconded by Director Garrett, the Board voted unanimously to authorize Walk to Action to utilize, at no charge, the Anderson Mill West park and pavilion as a rest area for its charity walk on November 3, 2007.

Committee meetings were scheduled as follows:

JULY:

July 23 – Audit Committee (Hardin/Rocco) – 4:30 @ STES

July 25 – Parks Committee (Hardin/Garrett) – 4:30 @ Lakeline Oaks
(include drive to see Volente Hills wall site and landscape areas)

August:

August 1 – Infrastructure Committee (Hardin/Zervigon) – 2:00 @ STES

August 1 – VA/ERP (Rocco/Zervigon) – 4:30 @ STES

August 8 – Deed Restrictions Committee (Davies/Zervigon) – MUD office
@ 7:00 p.m.

August 13 – Bills & Invoices Committee (Hardin/Zervigon) – Jim's @ 8:00
a.m.

August 15 – Board meeting – MUD office @ 6:00 p.m.

Additional Meetings to be Scheduled:

Solid Waste Committee (Rocco/Davies) – STES will schedule (include Kirk Harrison)

Management Committee (Rocco/Davies) – STES will schedule (minute-taking software)

Management Committee (Rocco/Davies) – Mr. Flickinger will schedule (DRE)

Director Rocco then called for Agenda Item 29: Adjournment. The meeting was adjourned at 9:56 p.m.

Linda Garrett, Secretary
Board of Directors

Date: _____

