

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

[Link to Attachments to these Minutes](#)

November 14, 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 November 14, 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; Rich Caldwell with Austin EcoSystems; and District residents Christina McMillan, Jon Smedley, David Ayers, and John Eaves.

Director Rocco called the meeting to order at 6:05 p.m. and stated that the Board would first consider Agenda Item 24: *Report from the District's landscape contractor and related action*. Mr. Caldwell presented proposals for cleaning up of the Cashell Wood and Vestavia Ridge ponds as well as installing a bed at the corner of Anderson Mill Road and Cashell Wood. No action will be taken on the ponds until information is

received back from Michael Murr of Houston. Mr. Caldwell will contact the resident at 2809 Primwood Path to obtain her input on what should be included in the bed.

Director Rocco then called for Agenda Item 17: *Receive citizens' communications*.

Mr. Smedley said the Volente Hills HOA is interested in annexing some property within the subdivision for use as a park, but found out they could not put swing sets in retention ponds. They have also looked at the area that runs behind homes on the left of the entrance into the subdivision. Director Hardin said the Parks Committee is concerned about parking. He will meet with Mr. Bayes to prepare a preliminary report which will hopefully be ready in a week or so.

The Infrastructure Committee will not consider installing a wall until the HOA makes a decision about the type of fencing. The Committee will look at the difference in cost when doing its due diligence on the issue.

Mr. Ayers said he wanted to discuss the tree behind 2809 Primwood Path. He requested that the tree be left as is and landscaping put in around it. Director Garrett said no further work will be done on the tree and EcoSystems will contact Mr. Ayers and his wife to decide how to move forward with the addition of landscaping under the tree.

Mr. Eades said his home on Little Elm Trail was broken into last Friday night and wondered if the MUD could help spread the word about the vandalism in hopes that the vandals will be caught. Director Rocco will talk to the constable about it.

Director Rocco then called for Agenda Item 1: *Minutes from October 17, 2007 meeting*. On a motion by Director Garrett, seconded by Director Zervigon the Board unanimously approved the minutes of October 17, 2007 with the following changes on Page 4:

- Paragraph 2 – Correct two typographical errors.
- Paragraph 3 – Should read “In response to the request for advice from Mr. Flickinger (see minutes of September 19, 2007), Mr. Flickinger advised that the nuisance provision . . .”

Director Rocco then called for Agenda Item 19: *Approval of DRC Minutes by Deed Restriction Committee Members*. Director Garrett will prepare minutes from the November 7 committee meeting and send them to Ms. Stathos for inclusion in the December packet.

Directors Rocco and Zervigon approved the DRC minutes of October 10, 2007, as the

sitting members of the committee at that time.

Director Rocco then called for Agenda Item 2: *Reconsideration of Minutes previously approved with oral revisions*. No additional changes were made to the Minutes of August 15, 2007, or September 19, 2007.

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) *New commercial development; Starfish; WCAD Reference No. R314445; Terrville 2 El Salido*

Mr. Bayes said he had not been contacted about any drainage problems.

The letter regarding Starfish, as approved by Mr. Flickinger, was mailed but no response has been received.

Director Rocco then called for Agenda Item 5: *Possible Annexation of District by City of Cedar Park*. Director Rocco reported that the City has not intention of annexing the District now. Sam Roberts told him it is on the back burner. This item should remain on the agenda.

Director Rocco then called for Agenda Item 6: *Newsletter*. Mr. Flickinger was asked to put together an article for the next newsletter about the upcoming director election.

Director Rocco then called for Agenda Item 7: *Management Services Agreement and Deed Restriction Enforcement Management Services Agreement with Severn Trent Environmental Services, Inc*. Mr. Fry reviewed the contract information in the packet. The new contract would start January 1, 2008. Once approved by the Infrastructure Committee, the contract will be presented to the full Board rather than going through the Management Committee.

Director Rocco then called for Agenda Item 8: *Agreement for Deed Restriction Enforcement Services*. Mr. Flickinger said he has finalized the RealManage contract with an effective date November 15, 2007. Director Zervigon moved to approve signing the contract as presented. Director Davies seconded the motion, which passed unanimously.

Director Rocco then called for Agenda Item 9: *Repairs to District's CMU fence*. Mr. Fry reported that a small crack had been repaired in the footing for cosmetic purposes only.

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*. Mr. Flickinger sent a follow-up letter to the City attorney

Director Rocco then called for Agenda Item 12: *Solid Waste Disposal Contract*. Director Rocco was Mr. Harrison was supposed to furnish him a detailed list of what can be recycled and what can be put on the curb that is not hazardous. He has contacted Director Rocco to let him know he is still working on the list.

Director Rocco then called for Agenda Item 13: *District Depository, bank accounts*. Mr. Flickinger sent the application to directors this afternoon for review. Once it has been signed and sent in, the Insurance Committee will meet to review the coverage. No matter what, the District will be covered for \$4 million.

Director Rocco then called for Agenda Item 14: *Proposal for Strategic planning services*. Director Rocco reported that not many people attended the planning session on November 12, but a lot of good information was captured. Another meeting will be held in mid to late January.

Director Rocco then called for Agenda Item 15: *Crime Shield Policy*. This item was discussed under Agenda Item 13.

Director Rocco then called for Agenda Item 16: *Rate Order*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 18: *Report from the DRC and act on restrictive covenant enforcement*. Director Zervigon said there were no residents in attendance at the committee meeting. On a motion by Director Zervigon, seconded by Director Rocco, the Board voted unanimously to work with the DRC to determine if any further action is required on the two dog issues, one on Old Mill Road and one on Granger.

Director Rocco then called for Agenda Item 20: *Report from ACC*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 21: *Authorization for filing of Lawsuit against Brandon Finnegan for deed restriction violations including automotive repair and auto body business operations at 2800 Buckeye Trail*. 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*. No action was taken 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*. There was no discussion under this agenda item.

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 27: *Proposal by Volente Hills HOA for conveyance of land to District and construction of park facilities*. 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) District patrols*

Mr. Fry reviewed the information contained in the packet. He will draft a memo of the pros and cons of the security letter for review by the Infrastructure Committee.

The Directives were reviewed and are attached.

Director Rocco will e-mail his directives to law enforcement to Ms. Stathos, who will send them to the Board.

When alcohol is going to be served at a party being held at the building, the resident must pay the constable by the end of the party.

Director Zervigon gave Ms. Stathos four directives that need to be added.

A blurb about winter averaging should be added to the bottom of the next bill.

Ms. Hester then reviewed the financial transactions of the District during October.

Ms. Hester discussed incorrectly billed accounts. She will verify when the error occurred on the Animal clinic and bring it back to the Board. All other incorrectly billed accounts will be credited or billed as appropriate.

STES was directed to get an estimate from two ceiling maintenance companies to replace the damaged tiles in the meeting room.

On a motion by Director Zervigon seconded by Director Rocco, the Board unanimously approved payment of invoices totaling \$170,496.70 and ratified bills paid out of the Manager's Account.

The DRC will get with RealManage to get them started as soon as possible. The transition will be coordinated through Ms. Stathos at STES.

Director Hardin will e-mail Director Zervigon to agree when they will talk. Meetings were scheduled as follows:

Date	Committee	Members	Location	Time
11/28	Infrastructure	Hardin/Zervigon	STES	Noon
12/14	DRC	Garrett/Zervigon	LLO	7:00
12/17	B&I	Hardin/Zervigon	Jim's	8:00 a.m.
12/19	Board meeting	All	LLO	6:00

Director Rocco then called for Agenda Item 28: Adjournment. The meeting was adjourned at 8:00 p.m.

Linda Garrett, Secretary

Board of Directors

Date: _____

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