

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

December 19, 2007

[Attachments for December 19, 2008 Minutes](#)

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 December 19, 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 with the exception of Director Hardin, 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; Jennifer Key with RealManage; and District residents Robert Kenny, Silvia Villarreal, Beverly Zervigon, Betsy Harris, Tom Ingram, and Danny Ramos.

Director Rocco called the meeting to order at 6:08 p.m. and stated that the Board would first consider Agenda Item 1: Minutes from November 14, 2007 meeting. On a motion by Director Garrett, seconded by Director Davies, the Board unanimously approved the minutes of November 14, 2007, with the following changes:

- Page numbers should be added.
- Page 2, paragraph 2: The last sentence should read “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.”

Director Rocco then called for Agenda Item 2: Reconsideration of Minutes previously approved with oral revisions. Director Zervigon asked that the previously approved minutes of October 17, 2007, be amended as follows:

- Page 4, paragraph 3: The parenthetical phrase in the first sentence should read: “(see minutes of September 19, 2007, page 2, agenda item 24)”
- Page 4, paragraph 4: The action taken should read “Directors Zervigon and Rocco, as members of the DRC, approved both sets of minutes.”

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; Terriville 2 El Salido

Director Rocco said Mr. Bayes was out of town.

Director Rocco then returned to Agenda Item 16: Receive citizens’ communications. Based on Mr. Kenny’s earlier request to STES, a broom and dust pan have been moved from the locked closet to the unlocked room used for storing tables and chairs. ST was directed to purchase a cleaning product for use on counter tops and keep that in the storage room also.

Mr. Kenny also mentioned the problem encountered by HOAs in making regular building reservations due to the number of scout troops meeting at the building. Director Rocco told him the Board will work on the reservation policy and will request his input.

Director Rocco then called for Agenda Item 5: Presentation by City of Cedar Park staff. No staff member was in attendance.

Director Rocco then called for Agenda Item 6: Newsletter. Some articles have been completed and others are still under construction. Ms. Nugent would like the information as soon as possible and wants to have the draft ready by January 13.

Director Rocco then called for Agenda Item 7: District Management Agreement with Severn Trent Environmental Services, Inc. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 8: Repairs to District’s CMU fence. There were no fence repairs in November.

Director Rocco then called for Agenda Item 9: District Website. STES will prepare a redline revision of the building reservation procedure posted on the website for review by the Website Committee.

Director Rocco then called for Agenda Item 10: Fire Protection Services. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 11: Solid Waste Disposal Contract. After discussion of a resident complaint regarding a bulky item pick-up, Director Rocco asked STES to have the resident call him.

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: Proposal for Strategic planning services. The next meeting will held the last week in January and notice will be posted in the newsletter..

Director Rocco then called for Agenda Item 14: Crime Shield Policy. Ms. Hester received the information in the mail yesterday and will forwarded it the insurance company.

Director Rocco then called for Agenda Item 15: Rate Order. There was no discussion under this agenda item.

Director Rocco then returned to Agenda Item 16: Receive citizens' communications. Ms. Zervigon said a resident has complained about constables not stopping people for running stop signs. Possible revisions to security were then discussed.

Ms. Harris said she, Mr. Ingram, and Mr. Ramos were there to determine the possibility of getting a wall built on Wood Ridge behind the Senior Citizen Center. Director Rocco said before it could be considered the developer should put in writing to the Board the number of linear feet, what type of fence is being requested, and how much he would be willing to pay.

Director Rocco then called for Agenda Item 17: Report from the DRC and act on restrictive covenant enforcement. Director Zervigon introduced Ms. Key. Minutes of the DRC meetings will need to be created.

Director Zervigon reviewed the proposed revisions to the Rules Governing Violations of Restrictive Restrictions. On a motion by Director Garrett, seconded by Director Zervigon, the Board approved the revised rules with the following changes:

- All references to 12 months should be changed to 6 months
- All references to immediate fining should be changed to 10 days
- All references to a 15-day cure period should be changed to a 10-day cure period
- Any place it says "water service shall be terminated" should be changed to "water service may be terminated"

Mr. Flickinger will make the approved revisions and obtain signatures from Directors Rocco and Garrett. Mr. Flickinger said when rules are revised they must be published and then wait for five days

before going into effect.

STES was directed to prepare an SOP for taking delinquent accounts to the DRC for consideration before turning off the water due to non-payment of a fine. After review, the DRC would then make a recommendation to the Board.

On a motion by Director Davies, seconded by Director Rocco, the Board voted unanimously to authorize the DRC to work with RealManage to finalize the violation letters.

Director Zervigon moved, Director Davies seconded, and the Board voted unanimously to authorize Mr. Flickinger to send a letter to the resident at 1705 Hatch Road demanding he clear up the deed restriction violation (parking a large commercial truck on his property or in the street) within 10 days or the District will file suit.

Director Rocco then called for Agenda Item 18: Approval of DRC Minutes by Deed Restriction Committee Members. Directors Zervigon and Garrett, as members of the DRC, approved the November 14, 2007 minutes.

Director Rocco then called for Agenda Item 19: Report from ACCs. Mr. Flickinger was directed to send copies of the revised rules to officers of each ACC and HOA within the District. STES will furnish him with a contact list. Board members would like to use the DRC meeting as a sounding board for HOA and ACC officers each month. Mr. Flickinger will begin sending them a copy of Board and DRC agendas.

Director Rocco then called for Agenda Item 20: Authorization for filing of Lawsuit against Brandon Finnegan for deed restriction violations including automotive repair and auto body business operations at 2800 Buckeye Trail. This item will remain on the agenda.

Director Rocco then called for Agenda Item 21: Pending Lawsuit against Wes Hardman. On a motion by Director Davies, seconded by Director Garrett, the Board voted unanimously to direct Mr. Flickinger to withdraw the lawsuit regarding parking a boat in the driveway at 2809 Cortez.

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. This item was discussed under Agenda Item 17.

Director Rocco then called for Agenda Item 24: Amendment to District's Landscape Contract. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 25: Report from the District's landscape contractor and related action. Director Rocco said he will call ECOSystems tomorrow about landscaping under the tree on Anderson Mill Road. The proposal for cleaning out detention ponds will be kept on hold until

Volente Hills makes a decision regarding a park.

Director Rocco then called for Agenda Item 26: Report from the Park Subcommittee regarding park improvements. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 27: 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 28: 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 briefly reviewed the management packet and distributed copies of the Water & Wastewater Report.

Directives were reviewed and are attached.

Ms. Hester explained that the recent audit showed Lakeline Animal Hospital was billed the incorrect base amount for two years, resulting in an under-billing of approximately \$1,000. On a motion by Director Zervigon, seconded by Director Garrett, STES was directed to write a letter of explanation to Lakeline Animal Hospital in an effort to collect the money due.

Two complaints have been received from residents:

- A neighbor's sewer stack is located in her yard. During a recent dig the stack was raised and she was very upset. It has now been lowered to about two inches. This issue was referred to the Infrastructure Committee to work with STES to determine a uniform long-range solution.
- Roots from a neighbor's crepe myrtles are getting in her lines and she can't find a plumber to warranty work on her lines as long as trees are there. STES will notify her it is not a deed restriction violation and advise her she should be able to find a plumber who will warranty the work.

The Bills & Invoices Committee agreed not to pay check #8270 to United Rentals due to a charge of \$130 to repair flats several days after the equipment was returned. STES has sent a letter to United Rentals.

On a motion by Director Zervigon, seconded by Director Garrett, the Board unanimously approved payment of invoices totaling \$171,502.88.

STES was directed to get laminated copies of a District map for each director and one for Mr. Flickinger

The Infrastructure Committee needs to meet before the next Board meeting, and possibly the Insurance Committee also.

Director Rocco then called for Agenda Item 29: Adjournment. The meeting was adjourned at 8:52 p.m.

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Linda Garrett, Secretary  
Board of Directors

Date: \_\_\_\_\_

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