

Sunscape Landscaping to collect the piles of limbs that were left behind throughout Sun Chase Park and Anderson Mill West Park. She stated that the request has been completed and recommended approval of the invoice from Sunscape Landscaping. Ms. Scales then reviewed a proposal from CourTex Construction, Inc. to repair the basketball court at Anderson Mill West Park in the amount of \$6,500, and to repair the two tennis courts at Anderson Mill West Park in the amount of \$13,500, with the option to add pickleball striping to the tennis courts in the amount of \$500, per court.

- Ms. Scales noted that Inframark received a leak adjustment request from Unitarian Church on El Salido Parkway. She stated that Inframark has verified that there was a leak and recommended approval of the leak adjustment.

- **Motion: Approve the leak adjustment for Unitarian Church in the amount of \$551.31.**

Motion by: Director Fabre
Second by: Director Flores

Ayes: Director Fabre
Director Flores
Director Masters

- The Board then discussed Ms. Frost's delinquent account.

- **Motion: Authorize Inframark to use funds from Ms. Frost's \$1,400 deposit to pay for her water bill for the months of July and August.**

Motion by: Director Masters
Second by: Director Fabre

Motion withdrawn by Masters.

- The Board then discussed amending the District's Rate Order to reflect a set deposit amount and requested that a line item to discuss the District's Rate Order be added to the July agenda.

Agenda Item No. 2: Engineer's Report, including:

- (a) Status of Hatch Lift Station project;
- (b) Status of District facilities; and
- (c) Update on other matters as needed.

- Mr. Edmonson reviewed the Engineer's Report and updated the Board on the status of the Hatch Lift Station. He stated that all conduits had been installed and the majority of the electrical submittals had been approved. He then reported on District facilities, noting that the detention ponds are getting a little high, likely due to rainfall, and stated that the grass will need to be cut down once the detention ponds reach 12-18 inches in height.
- Mr. Edmonson then reviewed a memorandum regarding the Lead and Copper Rule Revisions ("LCRR"). He noted that the LCRR states that each Public Water System must comply with the new requirements by October 16, 2024. The Board discussed including a line item on the District's 2024 Budget for this project.

- **Motion: Authorize Gray to begin the LCRR Project.**

Motion by: Director Flores
Second by: Director Masters

Ayes: Director Flores
Director Masters
Director Fabre

Agenda Item No. 6: Committee Assignments and Reports, including:

- (a) Parks Committee, including discuss revisions to Park Rules and replacement of swings at Anderson Mill Park.

- Director Masters updated the Board on the status of revisions to the District's Park and Pond Rules and Regulations.

- The Board then discussed the three missing swings at Anderson Mill Park.

- **Motion: Authorize Inframark to contact a qualified vendor to replace the three missing swings in an amount not to exceed \$500.**

Motion by: Director Masters
Second by: Director Flores

Ayes: Director Masters
Director Flores
Director Fabre

- Ms. Reese then updated the Board on the graffiti removal from the culvert at Madeline Pond.

- Director Masters then expressed her concerns regarding the treehouse at Sun Chase Park. Discussion ensued.

- **Motion: Authorize the Parks Committee to hire Safe-to-Play to perform a safety inspection of the playground equipment at Sun Chase Park in an amount not to exceed \$600.**

Motion by: Director Masters
Second by: Director Flores

Ayes: Director Masters
Director Flores
Director Fabre

Agenda Item No. 3: Consent Agenda, including approval of minutes of May 17, 2023.

- The Board considered approving the minutes of the May 17, 2023 regular meeting.
- **Motion: Approve the May 17, 2023 regular meeting minutes, as presented.**
Motion by: Director Flores
Second by: Director Masters

Ayes: Director Flores
Director Masters
Director Fabre

Agenda Item No. 4: Bookkeeper's Report, including:

- (a) Review of payment on current not-to-exceed expenditures;
 - (b) Payment of bills and invoices;
 - (c) Review of Quarterly Investment Report; and
 - (d) Authorization to escheat unclaimed funds to the Texas Comptroller.
- Director Fabre and Director Masters reviewed the District's bills and invoices. Director Fabre stated that she asked Ms. Scales to work with Stephen Bloom of Inframark to waive the District's payment for accounting services for the month of June 2023. Director Fabre stated that Inframark will be issuing a credit memo to the District in the amount of \$1,064.02 for incorrect invoices. Director Fabre then noted that the District will void check no. 5877 to Badger Meter in the amount of \$1,830 for three purchases that were not authorized by the Board. She stated that the District will hold check no. 5822 to McGinnis Lochridge in the amount of \$13,775.35, pending verification of the invoice. Director Fabre stated that check no. 5883 to Sunscape Landscaping included a base fee for landscaping for the month of June 2023 that needs to be voided. She noted that the District will reissue a check to Sunscape Landscaping in the amount of \$36,000 for the storm debris cleanup. Director Fabre stated that the District will void check no. 5892 to Inframark in the amount of \$2,698.88 for accounting services for the month of June 2023. Director Fabre then stated that the District will hold check no. 5897 to Inframark for repairs and maintenance until the District receives the credit memo in the amount of \$1,064.02.
 - **Motion: Pay the bills and invoices totaling \$353,339.13.**

Motion by: Director Masters
Second by: Director Fabre

Ayes: Director Masters
Director Fabre
Director Flores

Agenda Item No. 6: Committee Assignments and Reports, including:

- (b) Deed Restriction Committee;
- (c) Open Records Committee;
- (d) Infrastructure Committee; and
- (e) Information Management Committee

- Director Masters reported that the Deed Restriction Committee is looking at the various deed restrictions and how they are being enforced in the District. She then requested to postpone further discussion on this agenda item until all directors are present.
- Director Flores reported that the Infrastructure Committee did not meet in June.
- Director Fabre stated that the members of the Information Management Committee were not present during the meeting. Discussion ensued regarding District website matters.
- **Motion: Direct Inframark to ensure that Touchstone District Services posts meeting agendas online no later than 5:00 p.m. on the Friday before each Board meeting.**

Motion by: Director Masters
Second by: Director Flores

Ayes: Director Masters
Director Flores
Director Fabre

Agenda Item No. 7: Old business, including

- (a) Status of Annual Audit Report for the District for the fiscal year ended September 30, 2022, including authorize filing of Annual Audit Report with the Texas Commission on Environmental Quality and other agencies, as required;
 - (b) Status of Request for Qualifications (RFQ) for a District Accountant;
 - (c) Request for Proposal (RFP) for a Deed Enforcement Management contractor; and
 - (d) Consider legal action against Sage Management.
- The Board discussed scheduling a special meeting to review the District's Annual Audit Report with the District's auditor.
 - The Board then considered two proposals for bookkeeping services: (1) a proposal from Artesian Financial Services for \$2,200 per month, plus an additional \$140 a month for third-party payroll processing; and (2) a proposal from L&S District Services for \$2,800 per month, which includes the payroll processing fee.
 - **Motion: Approve the contract with Artesian Financial Services, subject to a five-day review period.**

Motion by: Director Flores

Second by: Director Masters

**Ayes: Director Flores
Director Masters
Director Fabre**

Agenda Item No. 8: New business, including:

- (a) Discuss active litigation; and
- (b) Discuss District's Communications Policy.

- Discussion ensued regarding the District's Communications Policy. The Board then concurred to postpone further discussion on this agenda item until all directors are present.

Agenda Item No. 9: Attorney's Report, including:

- (a) Discuss Public Information Requests (PIR);
- (b) Discuss transfer of records from McGinnis Lochridge; and
- (c) Legislative update.

- Mr. Konopka reported that he has been tracking the District's Public Information Requests and providing information to the requestors.
- Mr. Konopka updated the Board on the transfer of records from McGinnis Lochridge stating that Coats Rose was still organizing electronic files, but all files seem to have been delivered as required.
- Mr. Konopka then reported on legislative matters.

Agenda Item No. 10: Convene in executive session pursuant to Texas Government Code, Chapter 551, to discuss matters only relating to pending or contemplated litigation, personnel matters, real estate transactions, or security, if necessary.

- The Board entered into an executive session at 8:37 p.m., pursuant to V.T.C.A. Government Code, Chapter 551, to discuss potential litigation. All streaming recording devices were disabled at this time. The Board reconvened in open session at 9:31 p.m.

Agenda Item No. 11: Actions related to matters discussed during executive session.

- **Motion: Authorize Coats Rose to contact the attorney for Richard and Judy Talbot (Cause No. 22-2214-c26) to advise them that there is still an expired registration of a vehicle in the driveway, and if they remedy the situation and provide proof, the District will nonsuit that cause.**

**Motion by: Director Masters
Second by: Director Flores**

**Ayes: Director Masters
Director Flores
Director Fabre**

Agenda Item No. 12: Such other matters as may come before the Board, including:

- (a) Discussion about items to be included on the agenda for future meetings; and
- (b) Schedule future meetings, as required.

- The Board discussed future meeting agenda items and the meeting schedule.

- **Motion: Motion to Adjourn.**

Motion by: Director Flores
Second by: Director Masters

Ayes: Director Flores
Director Masters
Director Fabre

There being no further business to come before the Board, the meeting adjourned.


Secretary, Board of Directors

(SEAL)

