

CERTIFICATE FOR ORDER OR RESOLUTION

THE STATE OF TEXAS §
COUNTIES OF WILLIAMSON AND TRAVIS §

The undersigned officers of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 of Williamson and Travis Counties, Texas (the "District") hereby certify as follows:

The Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 convened in regular session on the 15th day of JUNE 2022, at The Park at Lakeline Oaks located at 1000 Old Mill Road, Cedar Park, Texas 78613, a location within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to wit:

- Catherine Franke President
Art Medrano Vice President
Megan Dudo Treasurer
Beth Jones Secretary
Linda Fabre Director

and all of said persons were present, except for the following absentees: NONE, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; ESTABLISHING COMMITTEE POLICIES; ESTABLISHING COMMITTEES; APPOINTING MEMBERS TO SUCH COMMITTEES; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order of Resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the Order or Resolution prevailed and carried by the following vote:

AYES: Directors Medrano, Franke, Dudo, and Jones
NOES: Director Fabre

That a true, full and correct copy of the aforesaid Order or Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; and that said Order or Resolution has been duly recorded in said Board's minutes of said meeting; that the persons named in the above and foregoing paragraph were duly chosen, qualified and acting officers and members of the Board as indicated therein, that each of the officers and members of said Board was duly and sufficiently notified officially and personally, in advance, to the holding of said meeting for such purpose; that said meeting was open to the public as required by law; that public notice of the time, place and subject of said meeting was given as required by the Texas Government Code, §551.043, as amended, and §49.063 of the Texas Water Code, as amended, and that the undersigned are the duly chosen, qualified and acting officers of the current Board of Directors.

SIGNED AND SEALED this 15th day of June 2022.

[Signature]
Secretary, Board of Directors
[SEAL]

[Signature]
President, Board of Directors

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1; ESTABLISHING COMMITTEE POLICIES; ESTABLISHING COMMITTEES; APPOINTING MEMBERS TO SUCH COMMITTEES; PROVIDING FINDINGS OF FACT; PROVIDING FOR OPEN MEETING

**WHEREAS**, the Board of Directors (the “**Board**”) of the Williamson-Travis Counties Municipal Utility District No. 1 (the “**District**”) has previously established various committees to assist in carrying out the District’s duties (the “**Committee(s)**”); and

**WHEREAS**, the Board now wishes to create additional Committee(s), confirm certain existing Committee(s), and appoint new members to the Committee(s); and

**WHEREAS**, the Board also wishes to establish policies memorializing the membership, qualifications, duties, responsibilities, and other matters pertaining to the Committee(s); and

**WHEREAS**, the Board finds it to be in the best interest of the public to establish said policies and to create additional Committee(s), confirm certain existing Committee(s), and appoint new members to the Committee(s).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1, THAT:**

**SECTION 1.** The Board hereby finds that the above recitals are true and accurate legislative findings of fact.

**SECTION 2.** The Board hereby confirms the following policies for District Committees:

- 1.1. Membership:** Each District Committee shall be comprised of up to two (2) Board member, as appointed by a majority vote of the Board (“**Member(s)**”).
- 1.2 Purpose and Duties:** The purpose of each Committee is to advise the Board on matters relating to the stated purpose of the Committee as described in Exhibit “A”.
- 1.3 Meetings:** Committees shall meet at least annually and may meet more often, as may be authorized by the Board.
- 1.4 Terms:** The terms of office for each Member shall be two (2) years, terminating at the end of each election cycle. Members may be reappointed to subsequent terms.
- 1.5 Vacancies:** Any vacancy on a Committee shall be filled for the unexpired term by the Board in accordance with Section 1.1 of this Resolution.
- 1.6 Removal:** All Members serve at the will of the Board, and any Member may be removed by an affirmative vote of three (3) members of the Board.
- 1.7 Advisory Nature of the District Committees:** Committees are advisory in nature and shall be responsible to and report to the Board. District Committees and their Members have no authority to set policy, expend funds, contract, or assume

obligations on behalf of the Board and/or the District.

**1.8 Board Reports:** Committees shall report on their activities to the Board at least annually, and more often if needed or requested by the Board (the “**Report**”). The Report can be either oral or written and shall include a description of the Committee’s activities for the preceding period and any on-going or outstanding activities or tasks.

**SECTION 3.** The Board hereby creates new Committee(s) and affirms existing Committees, including appointment of Committee members, all as shown on Exhibit “A”.

**SECTION 4.** The Committees, their respective members, and the ending dates of the members’ current terms are shown on Exhibit “A”. Upon the expiration of each of their current terms, new Members shall be appointed or reappointed consistent with Section 1.1 of this Resolution.

**SECTION 5.** This Resolution supersedes and replaces all previous resolutions and policies relating to the subject matter hereof.

**SECTION 6.** The Board has considered this resolution during a duly noticed meeting that was open to the public, in compliance with Texas Government Code Chapter 551, the Texas Open Meetings Act.

PASSED AND APPROVED this 15th day of June 2022.

/s/ Catherine Franke  
President, Board of Directors

ATTEST:

/s/ Linda Fabre  
Secretary, Board of Directors

(SEAL)

Proposed - Exhibit A

Committee Name	Members	Purpose	Term Begins	Term Ends
<b>Audit Committee</b>	Directors Dudo and Jones	Review Annual Audit Report	6/21/2022	11/2022
<b>Billing and Invoice Committee</b>	Directors Dudo and Franke	Review monthly bills, invoices, and payments	6/21/2022	11/2022
<b>Budget Committee</b>	Directors Dudo and Franke	Oversee the District's annual budgeting process	6/21/2022	11/2022
<b>Customer Care Committee</b>	Directors Franke and Jones	Handle questions and concerns from District residents that do not otherwise fall under another Committee	6/21/2022	11/2022
<b>Deed Restriction Enforcement Committee</b>	Directors Franke and Jones	Manage contract with Deed Enforcement Company; review deed restriction policies and notices of violations as received to determine which violations to escalate to legal for further action	6/21/2022	11/2022
<b>Investment Committee</b>	Directors Medrano and Jones	Oversee the District's financial investments	6/21/2022	11/2022
<b>Open Records Committee</b>	Directors Franke and Medrano	Oversee public information requests and associated policies and processes	6/21/2022	11/2022
<b>Information Management Committee</b>	Directors Dudo and Jones	Website management and handling of general communications with the public	6/21/2022	11/2022
<b>Infrastructure Committee</b>	Directors Franke and Medrano	Oversee water and wastewater systems, sidewalks and streets, and parks and ponds infrastructure (e.g. bridges and trails)	6/21/2022	11/2022
<b>Parks Committee</b>	Directors Dudo and Jones	Oversee parks and public spaces, facility rentals, District landscaping, and District beautification	6/21/2022	11/2022
<b>Management Committee</b>	Directors Franke and Medrano	Oversee and manage District contracts (high-level District oversight)	6/21/2022	11/2022

<b>Records Modernization Committee</b>	Directors Dudo and Medrano	Oversee digitizing of District records and establishing cloud-based storage solutions	<b>6/21/2022</b>	<b>11/2022</b>
<b>Security Committee</b>	Directors Medrano and Franke	Oversee security contracts, security within the District, and resident safety	<b>6/21/2022</b>	<b>11/2022</b>
<b>Waste Management Committee</b>	Directors Jones and Medrano	Oversee solid waste collection and disposal services	<b>6/21/2022</b>	<b>11/2022</b>
<b>Stormwater Management Committee</b>	Directors Medrano and Dudo	Oversees work on District stormwater facilities as well as ensures compliance with the District's stormwater permit	<b>6/21/2022</b>	<b>11/2022</b>