

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

February 16, 2022

STATE OF TEXAS                   §  
  §  
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 February 16, 2022, 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.

Board President Catherine Franke called the meeting to order at 6:01 p.m. and a roll call of the Directors was taken. The Directors present were:

Catherine Franke	–	President
Art Medrano	–	Vice President
Linda Fabre	–	Secretary
Megan Dudo	–	Assistant Secretary/Treasurer
Beth Jones	–	Assistant Secretary/Treasurer

thus constituting a quorum. All Directors were present.

Also present were Makenzi Scales, Stephanie Reese and Michael Luft of Inframark; Herb Edmonson of Gray Engineering, Inc.; Bill Flickinger and Allison Nix of Willatt & Flickinger, PLLC; James and Diana Sagnes of Sage Management Services; and District residents Daniel and Shannon Baur, Gerald Burgess, Rose Green, and David and Tina Flores.

1.     PUBLIC COMMENTS

Daniel Baur made a public comment.

Gerald Burgess made a public comment.

Shannon Baur served each Director a letter of intent to make a claim on their public surety bond.

Tina Flores make a public comment.

David Flores made a public comment.

2.     REPORT FROM THE DISTRICT BOOKKEEPER, INCLUDING FINANCIALS, PAYMENT OF BILLS AND INVOICES AND TRANSFER OF FUNDS

Bookkeeper Michael Luft addressed Mr. Flores' questions on the January bills. The checks were prepared and reviewed by the Bills and Invoices Committee, released once approved, and then presented for formal approval today. Bill Flickinger clarified that the District has in place a Temporary Emergency Order giving authority for Dir. Franke to pay the bills if meetings are canceled due to COVID.

Mr. Luft discussed the January financials.

**Motion:**      **Approval of the January check register in the amount of \$365,945.43.**

Motion by:    Dir. Medrano  
Second by:    Dir. Dudo

Aye:            Dir. Dudo  
                  Dir. Franke  
                  Dir. Jones  
                  Dir. Medrano

No:             Dir. Fabre

Mr. Luft discussed the February payment register. .

**Motion:**      **Approval of the February check register in the amount of \$319,694.38.**

Motion by:    Dir. Franke  
Second by:    Dir. Dudo

Aye:            Dir. Dudo  
                  Dir. Franke  
                  Dir. Jones  
                  Dir. Medrano

No:             Dir. Fabre

Mr. Luft discussed transfers as included in the agenda package. There was discussion on amounts to pay off bonds. Mr. Luft will have the District's financial advisor review whether it is better to pay it off early.

**Motion:**      **Approval of the transfers and bond payment as included in the agenda packet.**

Motion by:    Dir. Fabre  
Second by:    Dir. Franke

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Mr. Luft said the open records requests are trailing off. They are monitoring the do-not-exceed amount for the park plan and implementation which includes a fee for large scale printing of maps. Dir. Fabre and Mr. Luft discussed in detail fiscal year 2022 not including anything from fiscal year 2021.

The Quarterly Investment Report was not included in the meeting packet, but it was given to the committee for review and provided to the Board at this meeting.

**Motion: Approval of the Quarterly Investment Report as presented and authorization to evaluate the benefits of paying off the last of the bonds.**

Motion by: Dir. Fabre  
Second by: Dir. Franke

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

3. REPORT FROM THE DISTRICT'S ENGINEER

Herb Edmonson noted Gray Engineering's final invoice for the speed sign project is still outstanding. The Board recalls approving it. Mr. Edmonson will resubmit it to Mr. Luft for payment.

Mr. Edmonson requested Board consideration to approve Gray Engineering to solicit bids for the Madeline Loop sidewalk improvements. TCEQ approval has already been received. Dir. Fabre asked if they should wait until community responses on the park plan are reviewed. The second survey ends on the 21<sup>st</sup>. Dir. Franke asked about supply cost increases. Mr. Edmonson said prices are already double to triple what they were last year. The original estimate provided was from one to one and a half years ago, so it may cost more.

**Motion: Wait until the park plan is presented and voted on to review the data to determine if residents want a trail improvement project.**

Motion by: Dir. Fabre  
Second by: Dir. Medrano

Aye: Dir. Dudo

Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Mr. Edmonson discussed Gray Engineering's proposal for engineering services for the Phase 6 sidewalk improvement project for maintenance, removal and replacement of sections in the District. Locations have been identified and a scope of work is done. A not-to-exceed amount of \$9,500 is requested for solicitation of proposals, construction oversight and completion of the work. The contractor would spend about two weeks on the project.

**Motion: Approval of Gray Engineering's Proposal 22013 for engagement of engineering services related to the sidewalk project.**

Motion by: Dir. Franke  
Second by: Dir. Medrano

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Dir. Dudo asked about the issue behind London Lane Pond. Mr. Edmonson said the developer has gone through the City of Cedar Park for approval of its construction plan and tree clearing. Some trees will remain. By the end of the job, an eight-foot fence-crete wall along the boundary of a lot of the pond will be installed, and office buildings will be built on the other side. Mr. Edmonson said some kind of vegetation may be able to be planted along the wall. Fences typically go in toward the end of projects.

Mr. Edmonson reported they are still gathering information from Cedar Park for the Emergency Preparedness Plan. The Board or Infrastructure Committee should review it and provide approval prior to filing with the TCEQ. The plan is to determine what is in place to maintain 20 psi in the water system in the event of an extended power outage. The District depends on Cedar Park's plant and water pressure. Mr. Edmonson is 98% done and will need to file the plan or request an extension by March 1<sup>st</sup>.

**Motion: Authorization for the Infrastructure Committee to work with Gray Engineering to complete the Emergency Preparedness Plan for filing by March 1<sup>st</sup> or apply for an extension if necessary.**

Motion by: Dir. Franke  
Second by: Dir. Medrano

Aye: Dir. Dudo  
Dir. Fabre

Dir. Franke  
Dir. Jones  
Dir. Medrano

Mr. Edmonson will meet with the Infrastructure Committee on the 24<sup>th</sup>.

4. REPORT FROM THE INFRASTRUCTURE COMMITTEE

Dir. Fabre commented that repairs to the Hatch Pond Lift Station in one month cost enough money to buy a new pump. She asked Makenzi Scales for records of repair costs for the lift station from 2020 to current to be sent to the full Board. Dir. Fabre said it is the most vital part of the sanitary sewer system and fixing it should be the District's highest priority.

**Motion: Authorization for the Infrastructure Committee to prepare an RFP for the design and construction of all repairs necessary for the Hatch Pond Lift Station to be fully functional and reliable.**

Motion by: Dir. Fabre  
Second by: Dir. Franke

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Mr. Edmonson said the majority of the issues are electrical and control related. The prior estimate was \$750,000. Dir. Jones said Dir. Fabre previously said not to buy a new pump when the other Directors wanted it, and Dir. Fabre said she did not want a pump to sit on a shelf. Mr. Edmonson said to get everything done would cost well over \$1,000,000. Dir. Fabre will have Mr. Edmonson review the history to give his professional opinion and provide a proposal. Dir. Franke said it may need a bond issuance, and Dir. Fabre said the District already has the money. Mr. Luft discussed monies in reserve.

5. REPORT FROM THE DISTRICT MANAGER

Makenzi Scales presented the Amended and Restated Operation and Maintenance Agreement. The redline shows that anything related to the maintenance cap was removed. Accounting references should have been removed when a separate accounting agreement was entered into, so that was taken out as well. Bill Flickinger stated he reviewed the redline and noted Section 4.1 should be clarified to address the base fee charged at the original effective date and the new base fee starting this year, as well as the calculation on page 21. Ms. Scales will get a credit memo on amounts in the maintenance cap already paid for. Mr. Luft said a \$45,440 credit will be applied when the contract is signed. Mr. Flickinger added that new general counsel should be listed for notices.

**Motion: Approval of the Amended and Restated Operation and Maintenance Agreement with Inframark subject to applying the revisions as discussed.**

Motion by: Dir. Franke  
Second by: Dir. Fabre  
Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Ms. Scales discussed the MS4 community outreach program. A company provides educational tools for purchase to distribute to schools, scouts and others. They have only provided items to elementary schools in the past. Dir. Fabre said the adults need the most education and cause the most damage. Ms. Scales added the District's first order was so many coloring books that they have continued to distribute them throughout the years. Dir. Dudo does not want to buy junk that will just end up in the landfill. Ms. Scales discussed options, and the Board liked "The Surprising Story of Storm Water" for elementary schools. Ms. Scales will reach out to the elementary schools for amounts needed and will bring back to the Board for approval. After discussion, the Board is interested in additionally installing signage to educate the community. Ms. Scales will look into sign options and will reach out to schools for ideas as well.

Ms. Scales discussed the proposal for purchase of endpoints and meters for a cost of \$88,128. \$100,000 is budgeted. The remainder will be spent on poly lids and boxes because endpoints cannot be installed under a metal lid. It will be a minimum of four months before they are received. The Board discussed the meter replacement program in detail. Dir. Fabre noted 186 of the meters already replaced had not yet met their useful life.

**Motion: Accept the Infrastructure Committee's recommendation to approve payment of \$88,128 on 600 endpoints, 36 meters, and the remainder of the \$100,000 budgeted for poly lids and boxes as needed.**

Motion by: Dir. Franke  
Second by: Dir. Medrano  
Aye: Dir. Dudo  
Dir. Franke  
Dir. Jones  
Dir. Medrano

No: Dir. Fabre

Ms. Scales provided a handout to the Board on Inframark's billing. Dir. Fabre asked for the agenda item. The document lists work orders and credit memos over 13 months. 19 credit memos were issued on 1,843 work orders.

M&C Electric provided a proposal to replace three ballasts in the tennis court lights and wiring between two poles. It is estimated to cost \$3,850.

**Motion: Approval of M&C Electric's proposal in the amount of \$3,850 to replace wiring and three ballasts for the tennis courts at Lakeline Oaks.**

Motion by: Dir. Franke

Second by: Dir. Jones

Aye: Dir. Dudo  
Dir. Franke  
Dir. Jones  
Dir. Medrano

No: Dir. Fabre

Power was lost near the Dagama Lift Station and the generator did not transfer power to it. The generator is bad. Two quotes were obtained for repair to two portions. One is \$1,973 for the drift voltage switch replacement and the other is to replace the cam, for a total cost of \$3,463.15.

**Motion: Approval of proposals in the total amount of \$3,463.15 for repairs to the generator at the Dagama Lift Station.**

Motion by: Dir. Franke

Second by: Dir. Jones

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Water accountability is at 78% this month. Ms. Scales talked to several people about the issue and no one had any advice on how to address it without a large meter survey. They are not sure where the District is losing water. All repairs have been done as recommended from the leak detection survey. She is waiting to hear back from another contact who walks areas to look for visible water and had success locating a large main line leak in a different community. Dir. Fabre and Ms. Scales discussed a resident's issues with readings on their new meter.

Legacy Arbor provided a proposal to complete the pruning at the Old Mill gazebo for a cost of \$1,786.13. All other District pruning is complete, and this proposal is for dead limbs, not broken limbs. All agreed they did a good job everywhere else.

**Motion: Approval of Legacy Arbor's proposal for Old Mill gazebo pruning for a cost of \$1,786.13.**

Motion by: Dir. Dudo  
Second by: Dir. Jones

Aye: Dir. Dudo  
Dir. Fabre  
Dir. Franke  
Dir. Jones  
Dir. Medrano

Dir. Fabre she has been trying to reconcile water accounts with deed restriction violation fines and came across an account coded as having special needs. The customer has made no water payments since October, \$400 in fines has been added every month and they have not been disconnected. Ms. Scales explained the process for noting an account as special needs. Dir. Fabre said it should be included in the manager report every month. Dir. Fabre added that the Birch Drive resident with a Board-approved emotional support animal should also be flagged as special needs.

Dir. Fabre asked about the TCEQ enforcement action, and Ms. Scales said that will be tabled until next month.

6. REPORT FROM THE PARKS COMMITTEE

Dir. Dudo discussed the park use applications related to the Park Rules adopted in November. The Park Rules legally went into effect yesterday, and the website has been updated with the new rules and applications. The webpage has been revamped and rates were updated on the reservation system. The Board discussed in detail the specifics of the applications and Dir. Fabre provided suggested revisions to same.

Dir. Dudo announced that the second parks survey is open until the 21<sup>st</sup>. She encouraged participation. Results will be distributed to the Board when received from Verdunity. Ms. Scales said there is a message about the survey on customer water bills, but they will not be sent out until the 20<sup>th</sup>. After discussion, Dir. Dudo said the survey will be extended by a week and the language on the water bills will be updated.

7. REPORT FROM THE INFORMATION MANAGEMENT COMMITTEE

Dir. Dudo discussed updates to the District website. The Documents and Board Meetings page was revamped and split into two webpages. The Committees and Vendors pages were updated. Dir. Dudo is trying to do a little at a time not to exceed their preauthorized cost limit for tasks between meetings and may need to obtain a proposal for a project to get more done at once. Dirs. Dudo and Jones will work with Touchstone and Ms. Scales to come up with a plan.


8. ADJOURNMENT



**Motion:      Adjournment of meeting at 9:40 p.m.**

Motion by:    Dir. Medrano  
Second by:    Dir. Franke


Aye:            Dir. Dudo  
                    Dir. Fabre  
                    Dir. Franke  
                    Dir. Jones  
                    Dir. Medrano



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President, Board of Directors  
Williamson-Travis Counties Municipal  
Utility District No. 1

ATTEST:



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Secretary, Board of Directors  
Williamson-Travis Counties Municipal  
Utility District No. 1

[DISTRICT SEAL]

