

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

August 22, 2023

STATE OF TEXAS                                 §  
   §  
COUNTIES OF WILLIAMSON AND TRAVIS       §

The Board of Directors (the "Board") of Williamson-Travis Counties Municipal Utility District No. 1 (the "District"), of Williamson and Travis Counties, Texas, met in special session, open to the public at 6:30 p.m. on August 22, 2023, at The Park at Lakeline Oaks located at 1000 Old Mill Road, Cedar Park, Texas 78613, an official meeting place within the boundaries of the District, pursuant to notice duly given in accordance with the law.

Hanoi Avila	President
Linda Fabre	Vice President / Treasurer
Kelley D. Masters	Secretary
David Flores	Assistant Secretary
Beth Jones	Director

and all of said persons were present, thus constituting a quorum.

Also present in person were Stephanie Mrazek, Elizabeth Maze, Cynthia Kimble, Terrie Sharpe and Scotty Sharpe, residents of the District; Dustin Beber of ParkPro Tek; Herb Edmonson, Jr. of Gray Engineering, Inc. ("Gray"), the District's Engineer; Makenzi Scales and Stephanie Reese of Inframark, LLC ("Inframark"), the District's Operator; and Cole Konopka of Coats Rose, P.C. ("Coats Rose"), the District's Attorney. Present via telephone was Ashleigh Bass of Artesian Financial Services ("Artesian"), the District's Accountant and present via video conference was Rod Beber of ParkPro Tek.

Agenda Item No. 1: Comments and questions from District residents

- Stephanie Mrazek addressed the Board with a public comment, speaking on the Sun Chase Park playscape.
- Elizabeth Maze addressed the Board with a public comment, speaking on the Sun Chase Park playscape.
- Scotty Sharpe addressed the Board with a public comment, speaking on park rules and pickleball memberships.
- Cynthia Kimble addressed the Board with a public comment, speaking on the Sun Chase Park playscape.

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

- (a) status of Hatch Lift Station project;

- (b) status of District facilities;
- (c) status of Lead and Copper Rule project; and
- (d) 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 noted that the coating of the dry well is scheduled to be completed in August 2023 and that the project is estimated to be completed by January 2024. He then updated the Board on the Lead & Copper Rule Revisions project, stating that his team is in the process of collecting, reviewing, and processing data for the project. He reminded the Board that he was authorized not to exceed \$25,000 for the Lead & Copper Rule Revisions project.
- The Board discussed invoice no. 60441 from Gray in the amount of \$1,055.11. Mr. Edmonson noted that the invoice was for reviewing the Sun Chase Park playscape design plans. He then stated that he was previously authorized by the Board at the June 27, 2023 Board meeting to review the Sun Chase Park playscape plans in an amount not to exceed \$2,500. The Board noted that this authorization was not noted in the June 27, 2023 minutes and requested that the check be held until the Board confirms the authorization. The Board then requested that Mr. Edmonson cease work on all playscape related matters going forward.
- Mr. Edmonson then inquired about the Board's decision to submit a Request for Qualifications for an engineer for the District. Director Fabre responded stating that the Texas Commission on Environmental Quality recommends that all districts re-bid consultant services every five years.

Agenda Item No. 3: Consent Agenda, including approval of minutes of July 19, 2023 and July 25, 2023.

- The Board considered approving the minutes of the July 19, 2023 regular meeting, and the July 25, 2023 special meeting.
- **Motion: Approve the July 19, 2023 regular meeting minutes as revised, and approve the July 25, 2023 special meeting minutes as presented.**

**Motion by: Director Fabre**  
**Second by: Director Flores**

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

**Abstained: Director Jones**

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

- (a) review of payments on current not-to-exceed expenditures;

- (b) payment of bills and invoices;
- (c) review of Quarterly Investment Report;
- (d) draft budget for the fiscal year ending September 30, 2024;
- (e) adopt Resolution and approve Depository Pledge Agreement with NewFirst National Bank; and
- (f) adopt Resolution(s) for new policies as needed.

- Ms. Bass reviewed bank documents for the District's new bank account with NewFirst National Bank and the District's TexPool account to authorize Artesian to make debt service payments on behalf of the District. She then reviewed the Accountant's Report with the Board. Ms. Bass next reviewed a proposed budget for the fiscal year ending September 30, 2024. Director Masters then requested that Ms. Bass monitor the District's bank account with Cadence Bank to ensure that the account maintains a minimum balance of \$50,000. The Board then considered approving a Depository Pledge Agreement between the District and NewFirst National Bank and adopting a Resolution Authorizing Account at NewFirst National Bank.

- **Motion:** Pay the bills and invoices, approve the Depository Pledge Agreement between the District and NewFirst National Bank, and adopt the Resolution Authorizing Account at NewFirst National Bank as presented.

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

**Ayes:** Director Masters  
 Director Flores  
 Director Avila  
 Director Fabre  
 Director Jones

Agenda Item No. 5: General Manager / Operator's Report, including water restrictions.

- Ms. Scales reviewed the General Manager / Operator's Report with the Board and reported on the number of terminations associated with failure to pay for water services by the due date.
- Ms. Scales updated the Board on ongoing and future park projects. She stated that she received a proposal from LandCare to convert the planter boxes at Lakeline Oaks into xeriscaping in the amount of \$3,779. Ms. Scales then reminded the Board of LandCare's recommendation to replace the irrigation heads in the planter boxes and stated that she will request a proposal from LandCare for replacement of the irrigation heads. Ms. Scales next reported that she received proposals from Kuts & Kleans, Inc. and ParkPro Tek for removal of the Sun Chase Park playscape. Ms. Scales then updated the Board on the repairs to the monument sign at El Salido Parkway. She stated that the company that originally installed the sign recommended a full replacement of the sign in the amount of \$2,000. Ms. Scales then reported that the three missing swings at Anderson Mill Park have been replaced by ParkPro Tek. She stated that during the swing replacement ParkPro Tek

discovered that the majority of the District's swing sets are out of compliance and provided a proposal to replace of all of the swings in the amount of \$4,135.

- **Motion: Approve the proposal from ParkPro Tek to replace of all of the swings in the amount of \$4,135.**

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

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

- Ms. Scales then reported that someone from Spectrum Retirement Communities contacted her to request that a streetlight be installed at their driveway at the Enclave on El Salido Parkway. Director Fabre noted that the streetlight on Little Elm Trail needs to be replaced and she requested that Ms. Scales solicit proposals for both streetlights.
- The Board then discussed the request for a payment plan extension from the resident on Birch Drive.
- Ms. Scales updated the Board regarding the leak on Kristen Lane. She stated that repairs were made on August 21, 2023 in the amount of \$3,750. Ms. Scales then updated the Board regarding the leak on Sun Chase Boulevard. The Board requested that Ms. Scales solicit proposals to have the leak inspected.
- The Board then discussed matters regarding water restrictions for the District. Ms. Scales noted that the District is at Stage 3 and stated that a notice was put on the District's website and in the water bills, and that signs were placed in the District regarding the Stage 3 water restrictions.

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

- (a) Parks Committee, including status of purchase of new swings at Anderson Mill West Park and adopt Resolution for new policy.
- Mr. Beber provided the Board with a general overview of the condition of the District's playscapes, excluding Sun Chase Park. He recommended routine maintenance for the District's playscapes. Director Masters requested to have an annual maintenance program agreement with ParkPro Tek. Mr. Beber recommended a quarterly maintenance schedule and stated that he will prepare a proposal for the Board's review at the next meeting.
- The Board then reviewed and considered adopting a Resolution Adopting Playground Policy Guidelines.
- **Motion: Adopt the Resolution Adopting Playground Policy Guidelines as**

revised.

**Motion by:** Director Masters  
**Second by:** Director Avila

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

**Nos:** Director Jones

Agenda Item No. 7: Old business, including:

(a) discuss Sun Chase Park playscape.

- Mr. Beber then reviewed an inspection report prepared by ParkPro Tek on the Sun Chase Park playscape. The Board discussed the option to have Tiny Towns make the necessary repairs to the playscape. Mr. Konopka reported that he spoke with a representative from Tiny Towns who stated that he was unwilling to become IPEMA certified but was willing to inspect the Sun Chase Park playscape for any possible remedies under a new agreement with the District. A discussion ensued regarding warranty issues for the playscape equipment. Director Masters then stated that she received a written recommendation via email from ParkPro Tek that states that they inspected the Sun Chase Park playscape and came to the conclusion that the entire playscape is out of compliance with the American Society for Testing and Materials standards and the Consumer Product Safety Commission standards. She noted that ParkPro Tek also stated that the cost to repair the playscape would exceed the cost to completely remove and replace the playscape, and ParkPro Tek recommended that the playscape remained closed to the public until it can be removed. Director Fabre then reviewed a personal statement regarding the playscape.

- **Motion:** Accept the ParkPro Tek bid to remove the Sun Chase Park playscape in the amount of \$6,500.

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

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

**Nos:** Director Jones

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

(b) Deed Restriction Committee;  
(c) Infrastructure Committee;

- (d) Information Management Committee; and
- (e) Budget Committee.

- The Board discussed matters regarding deed violations at the property on Blazing Star Trail.

- **Motion: Authorize Coats Rose to send a Second Notice of Violation to the Owners and current residents of the property on Blazing Star Trail.**

**Motion by: Director Avila**  
**Second by: Director Masters**

**Ayes: Director Avila**  
**Director Masters**  
**Director Fabre**  
**Director Flores**  
**Director Jones**

- The Board then discussed matters regarding deed violations at the property on the corner of Beechnut Trace and Old Mill Road. Director Fabre requested that Ms. Scales prepare a history letter of the property to determine which stage of a notice violation is necessary.

- The Board next discussed matters regarding deed violations at the property on Birch Drive.

- **Motion: Authorize Coats Rose to submit an Appointment of Guardianship Application to Williamson County.**

**Motion by: Director Avila**  
**Second by: Director Fabre**

**Ayes: Director Avila**  
**Director Fabre**  
**Director Masters**  
**Director Flores**  
**Director Jones**

- Director Fabre reported that she met with Christopher O'Toole to discuss the District's 2023 tax rate and budget information. The Board then scheduled a special meeting to adopt the District's 2024 Budget on September 6, 2023.

Agenda Item No. 7: Old business, including:

- (b) discuss District's Communications Policy; and
- (c) discuss and amend Rate Order.

- Discussion ensued regarding the District's Communications Policy.

- **Motion: Abolish the District's Communication Policy.**

**Motion by: Director Fabre**  
**Second by: Director Flores**

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

**Nos: Director Jones**

**Abstained: Director Avila**

- Next, the Board considered amending the District's Rate Order. A discussion ensued.

- **Motion: Adopt the Amended Rate Order as discussed, effective August 22, 2023.**

**Motion by: Director Fabre**  
**Second by: Director Masters**

**Ayes: Director Fabre**  
**Director Masters**  
**Director Avila**  
**Director Flores**  
**Director Jones**

- The Board then discussed the delinquent account of the resident on Birch Drive. Ms. Scales noted that the resident's water bill is \$735.91, which includes an additional deposit and reconnection fee. She noted that the resident's deposit is currently \$875.

- **Motion: Authorize Inframark to apply \$675 from the resident's current deposit amount towards her outstanding water bill of \$735.91 and to allow the resident until September 2, 2023 to pay the remaining \$60.91 of her water bill.**

**Motion by: Director Fabre**  
**Second by: Director Flores**

**Ayes: Director Fabre**  
**Director Flores**  
**Director Avila**  
**Director Masters**  
**Director Jones**

Agenda Item No. 8: New business, including:

- (a) consider Resolution declaring development status of the District for the tax year 2023;
- (b) consider report from the District's Financial Advisor on the proposed 2023 tax rate;
- (c) record vote on proposed 2023 tax rate;
- (d) call public hearing for the proposed 2023 tax rate;
- (e) authorize publication of notice of hearing on proposed 2023 tax rate;
- (f) release a Request for Qualifications (RFQ) for an engineer for the District; and
- (g) abolish/rescind the Beautification Funds Resolution.

- Mr. Konopka informed the Board that pursuant to Section 49.236 of the Texas Water Code as amended by Senate Bill 2 ("SB 2") adopted by the 86th Texas Legislature (Regular Session – 2019), the District must determine whether it is a "developed district" or a "developing district" with regard to the Truth-In-Taxation requirements promulgated by SB 2. He stated that the District was a developed district because the District has financed, completed, and issued bonds to pay for all land, works improvements, and appliances necessary to serve at least 95% of the projected build-out of the District. Mr. Konopka then reviewed a Resolution Declaring Development Status of the District for the 2023 Tax Year. He explained that the Resolution states that the Board has declared the District to be a developed district as defined by Section 49.23602 of the Texas Water Code for the 2023 tax year.

- **Motion: Adopt the Resolution Declaring Development Status of the District for the 2023 Tax Year as presented.**

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

**Ayes: Director Masters**  
**Director Flores**  
**Director Avila**  
**Director Fabre**  
**Director Jones**

- Mr. Konopka discussed the procedures for setting the District's 2023 tax rate. A discussion ensued regarding the proposed 2023 tax rate. The Board then scheduled the public hearing on the tax rate for September 13, 2023 at 6:30 p.m.

- **Motion: Authorize Coats Rose to publish the Notice of Public Hearing on Tax Rate reflecting a proposed total tax rate of \$0.2881 per \$100 of assessed valuation for the 2023 tax year.**

**Motion by: Director Fabre**  
**Second by: Director Avila**

**Ayes: Director Fabre**  
**Director Avila**  
**Director Masters**  
**Director Flores**  
**Director Jones**



- Director Fabre then discussed her request to distribute a Request for Qualifications (“RFQ”) for an engineer for the District.

- **Motion: Distribute an RFQ for an engineer for the District.**

**Motion by: Director Fabre**  
**Second by: Director Flores**

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

**Nos: Director Jones**

- A discussion ensued regarding the District’s Beautification Fund Resolution.

- **Motion: Abolish the District’s Beautification Fund Resolution that gives money to private social clubs.**

**Motion by: Director Fabre**  
**Second by: Director Masters**

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

**Nos: Director Jones**

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

- (a) Ratify acceptance of Resolution Regarding Fees of Office.

- Mr. Konopka reminded the Board that they adopted a Resolution Regarding Fees of Office (the “Resolution”) at the July 19, 2023 Board meeting, which allows the Directors of the District to be paid a fee of office in an amount equal to the amount set by the Texas Ethics Commission for members of the Texas Legislature, which is currently \$221 per day. He noted that the Resolution was not on the July 19, 2023 meeting agenda and requested that the Board ratify acceptance of the Resolution.

- **Motion: Ratify acceptance of the Resolution Regarding Fees of Office.**

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

**Ayes:            Director Masters  
                     Director Flores  
                     Director Avila  
                     Director Fabre  
                     Director Jones**

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 did not convene in executive session.

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

- The Board did not convene in executive session.

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.

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

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Secretary, Board of Directors

(SEAL)