

**MINUTES OF MEETING OF  
THE BOARD OF DIRECTORS OF  
VISTA OAKS MUNICIPAL UTILITY DISTRICT**

January 11, 2016

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Vista Oaks Municipal Utility District was held on January 11, 2016, at the offices of Gray Engineering, Inc., 8834 N. Capital of Texas Highway, Suite 140, Austin, Texas. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the notice is attached as **Exhibit “A”**.

The roll was called of the members of the Board:

Mike Asbury	-	President
Robert Wells	-	Vice President
Leslie Alger	-	Secretary
Heath Reed-Green	-	Assistant Secretary
Bowman Mires	-	Assistant Secretary

and all of the Directors were present, thus constituting a quorum. Also present at times during the meeting were Andrew Hunt of Crossroads Utility Services LLC, the District’s general manager and utility operator; Herb Edmonson of Gray Engineering, Inc., the District’s engineer; Keli Kirkley of Municipal Accounts & Consulting, L.P., the District’s bookkeeper; Josh Rambo of McCall Gibson Swedlund Barfoot, PLLC, the District’s auditor; and Jennifer Scholl of Armbrust & Brown, PLLC, the District’s general counsel.

Director Asbury called the meeting to order at 12:06 p.m. and stated that the Board would first receive citizens’ communications and Board member announcements. Mr. Hunt reported that there had been some delays in obtaining the street and trail lights.

There being no further citizens’ communications or Board member announcements, Director Asbury stated that the Board would next consider the audit of the District’s financial statements for the fiscal year ended September 30, 2015. Mr. Rambo directed the Board’s attention to the updated audit report attached as **Exhibit “B”**, including a summary of (i) the independent auditor’s report, which he explained contained an unqualified, “clean” opinion; (ii) the Management’s Discussion and Analysis, which he explained was a summary of District operations prepared by the District’s bookkeeper on behalf of District management in compliance with applicable governmental accounting standards; (iii) the basic financial statements and the notes thereto; (iv) the required supplementary information; and (v) the Texas supplementary information. Mr. Rambo also directed the Board’s attention to the Board representation letter attached as **Exhibit “C”**, and noted that this letter was required to be signed every year along with the audit report. Director Alger confirmed that the Audit Subcommittee had reviewed and approved the audit report. She then moved that the Board approve the audit report, the Board representation letter, and the filing of the audit report with the Texas Commission on Environmental Quality. Upon second by Director Wells, Reed-Green the Board voted unanimously to do so.

Director Asbury then stated that the Board would consider approving the minutes of the

December 14, 2015 Board meeting and renewal of the District's software license for the IRIS emergency alert system. Mr. Hunt stated that the software license agreement would renew the license for a term of two years, but noted that he had not received a Form 1295 from TechRadium, Inc., as required by Texas Government Code § 2252.908 ("§ 2252.908"), and recommended approval of the agreement subject to compliance with § 2252.908. Upon motion by Director Reed-Green and second by Director Mires, the Board voted unanimously to approve the minutes and the software license agreement with TechRadium, Inc, subject to compliance with § 2252.908.

Director Asbury then stated that the Board would consider the wall and fence projects, and recognized Mr. Edmonson. Mr. Edmonson first reported on the status of Phase 3 of the wall project. He stated that construction of the wall was complete and that the contractor would begin cleaning up the construction debris. He reported that, due to wet weather, the contractor had not been able to complete the outdoor lighting in the mailbox, but stated that this work would be completed as soon as possible. He then presented and recommended approval of pay estimate no. 5 for Phase 3 of the wall project, a copy of which is attached as **Exhibit "D"**, which he stated was in the amount of \$9,548.77, representing 90% of the contract, and reflected work through December. Upon motion by Director Alger and second by Director Mires, the Board voted unanimously to approve pay estimate no. 5, as presented.

Mr. Edmonson next reported on the status of Phase 4 of the wall project. He presented and recommended approval of Invoice No. 3863 from Baseline Land Surveyors, Inc., for the Phase 4 design survey of the wall project, a copy of which is attached as **Exhibit "E"**, in the amount of \$3,000, which was 50% of the work, and recommended approval. He then presented a proposal from his firm for preparation of project plans and specifications for Phase 4 of the fence project. He noted that he was still in the process of filing a Form 1295 in compliance with § 2252.908, and requested that the Board approve his proposal subject to compliance with § 2252.908. Upon motion by Director Reed-Green and second by Director Mires, the Board voted unanimously to approve the invoice and the proposal, subject to compliance with § 2252.908. Mr. Hunt stated that he and Mr. Bartram planned to attend a meeting with the City of Round Rock and Williamson County in order to obtain all required easements for Phase 4 of the fence project. Mr. Hunt stated that he would also meet with Mike Palmer to discuss how the District would be reimbursed by Mr. Palmer in the future for construction of the fence.

Director Asbury then stated that the Board would receive an update on the RM 1431 roadway widening project, the Texas Department of Transportation ("TXDOT") noise attenuation study, and related matters. Mr. Hunt reported that there were no substantive updates at this time. He stated he would contact TXDOT for an update later in the week.

Director Asbury then stated that the Board would receive the security report and consider taking related action. Mr. Hunt reported that he had not received the sheriff's report and stated that there was nothing to note.

Director Asbury then stated that the Board would receive a report from the District's engineer and recognized Mr. Edmonson. Mr. Edmonson directed the Board's attention to the engineering report attached **Exhibit "F"** and stated that he had nothing further to report at this time.

Director Asbury then stated that the Board would receive a report from the District's bookkeeper and recognized Ms. Kirkley. Ms. Kirkley first presented the bookkeeper's report and list of additional checks attached collectively as **Exhibit "G"**. She reviewed the bills and invoices and account activity for the District's operating, manager's, and lock box accounts; the account balances; the pledged securities reports; the budget comparison; the debt service

payment schedule; the balance sheet; the tax collection report; the recycling rebate report; and the monthly transfers. She stated that, to date, the District had collected \$34,608.13 in tax revenues, which amounted to approximately 3.87% of the District's 2015 tax levy. Upon motion by Director Wells and second by Director Mires, the Board voted unanimously to approve the bills, invoices, and transfers as presented.

Director Asbury then stated that the Board would receive a report from the District's general manager and utility operator. Mr. Hunt first presented the operations report attached as **Exhibit "H"** and reviewed his directives, which he stated were all in process. He next addressed water accountability, noting that there had been  $\pm 0.86\%$  water loss for the month. Mr. Hunt next reviewed the water report and confirmed that all test results were satisfactory. He stated that the flow meter at the District's wastewater lift station had been repaired and that the sewer stack at 4134 Summercrest Loop had been repaired. He stated that there were no major items to discuss about water system maintenance. He then reviewed the District's billing report, and recommended approval of one write-off. Upon motion by Director Wells and second by Director Mires, the Board voted unanimously to approve the write-off, as recommended.

Mr. Hunt next reported that there had been no issues with solid waste and that the latest monthly recycling rebate was \$17.28. He stated that the District was currently under voluntary water conservation restrictions and that he was working on filing the District's annual water use report with the Texas Water Development Board. Mr. Hunt reported several issues with street and trail lights and reported that the PEC was experiencing a delay in materials necessary to make the repairs. He stated that he did not have an update on the District's website and inquired if the Board had any feedback or suggestions for future website updates, noting that he would update the website with the winter average information. Director Alger asked if there was any information on the fence project on the website. Mr. Hunt stated that he would upload a map of the fence project on the website and update the website with the status.

Mr. Hunt next reported on the Palmer Tract and stated that the residential portion of the project would begin soon. He stated that there had been some issues with development of the roadway and that a detention pond would need to be constructed. Mr. Hunt stated that he anticipated the District would receive the second half of the \$105,000 payment in several weeks.

He noted that the District's current solid waste and recycling collection contract was scheduled to expire in January and that he was coordinating with Round Rock Refuse on renewal. He stated that he was working on setting up a meeting with Round Rock Refuse and anticipated having a renewal ready to present to the Board at the February Board meeting.

Director Asbury then recognized Ms. Scholl for purposes of receiving a report from the District's attorney. Ms. Scholl stated that there were no consultant directives currently outstanding.

Director Asbury next announced that the Board would consider its future meeting schedule and agenda items. After discussion, the Board confirmed that the next meeting would be held as scheduled at noon on February 8, 2016.

Director Asbury then asked if there was any further business to come before the Board. There being none, the meeting was adjourned at 12:41 p.m.

*(Signature page follows.)*



  
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Leslie Alger, Secretary  
Board of Directors

Date: February 8, 2016