

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

May 8, 2017

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Vista Oaks Municipal Utility District was held on May 8, 2017, 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
Carl R. Black	-	Assistant Secretary

and all of the Directors were present, except for Director Alger, who arrived later, 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; Mike Williams of Gray Engineering, Inc., the District's engineer; Keli Kirkley of Municipal Accounts & Consulting, L.P., the District's bookkeeper; and Jenn Scholl of Armbrust & Brown, PLLC, the District's general counsel.

Director Asbury called the meeting to order at 12:10 p.m. and stated that the Board would first receive citizens' communications and Board member announcements. There being none, Director Asbury then stated that the Board would consider the following consent items on the Board's meeting agenda: the minutes of the April 10, 2017 Board meeting. Upon motion by Director Wells and second by Director Reed-Green, the Board voted unanimously to approve the minutes.

Director Asbury then stated that the Board would consider the District's fence enhancement projects, and recognized Mr. Hunt. Mr. Hunt stated that the project was complete, with the exception of any warranty items that may arise, and that he had forwarded an invoice for approximately \$57,000 to Williamson County for reimbursement in accordance with the cost-sharing agreement.

Director Asbury then stated that the Board would receive an update on the Arterial H Phase 1 road construction and recognized Mr. Williams. Mr. Williams stated that he had not seen any movement on Arterial H Phase 1 road construction. He then reported that the Arterial H pond was pending approval by the City of Round Rock.

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 stated that he had contacted John Peters with TXDOT to express the District's interest in the project and that Mr. Peters was going to

investigate whether or not TXDOT could call for a re-vote and if TXDOT could be released from the legal obligation to construct the sound wall if the majority of affected homeowners voted against the sound wall in a re-vote. He reported that three new homeowners had moved into the affected area and explained that, if an additional public meeting is held, TXDOT could explain how conditions had changed and present an alternative design proposed by the District. Mr. Hunt suggested that the District's subcommittee meet to discuss a plan of action if TXDOT determines that a re-vote is a possibility and stated that he would reach out to Commissioner Covey to encourage TXDOT to set a meeting.

Director Asbury then stated that the Board would receive an update on the Round Rock-Leander 138-kV transmission line. Mr. Hunt reviewed the handout attached as **Exhibit "B"** with the Board and stated that it appeared that the Public Utility Commission (the "**PUC**") was in favor of route 31, but noted that there was one alternative route still under consideration that would run down Ronald Reagan Boulevard. He stated that the PUC would hold a second hearing on the matter on May 18<sup>th</sup>, but noted that it was unlikely that the lines would be installed for several years due to the number of easements required for installation. Director Alger arrived at this time. Mr. Hunt explained that his only concern with the favored route was that the transmission line would cross near the District's meter and that he would specifically monitor how the line might affect the District's facilities. He stated that he would send a letter to the PUC on the District's behalf explaining that the LCRA had not contacted the District for the District's input on the potential effects of the alignment and stating that the District was in favor of alternative alignments.

Director Asbury then stated that the Board would receive the security report and consider taking related action. Mr. Hunt directed the Board's attention to the security report attached as **Exhibit "C"** and stated that he was not aware of any significant issues. He stated that there had been some issues with residents claiming they owned the "parking knuckles" adjacent to their homes and that the HOA might post signs clarifying that the areas are actually public parking spaces. Director Reed-Green stated that there had been an abduction attempt near the District in the Stone Oak neighborhood. Mr. Hunt stated that he would notify the security officers and determine if patrols should be increased in the area.

Director Asbury then stated that the Board would receive a report from the District's engineer and recognized Mr. Williams. Mr. Williams presented his report attached as **Exhibit "D"**. He reported that he was almost finished reviewing the videos and reports for the 5-year televising project and that a full report of the project should be presented at the next Board meeting. He stated that the contractor had not identified anything of concern. He then presented Pay Estimate No. 1 in the amount of \$59,726.71 attached as **Exhibit "E"**, and recommended approval, noting that he anticipated an additional change order to be presented for approval at the next Board meeting. After discussion, upon motion by Director Reed-Green and second by Director Wells, the Board voted unanimously to approve the Pay Estimate.

Director Asbury then stated that the Board would receive a report from the District's bookkeeper and recognized Ms. Kirkley. Ms. Kirkley presented the bookkeeper's report attached as **Exhibit "F"** and 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 recommended approval of the bills and invoices and the transfers. Ms. Kirkley then presented the Bookkeeping Services Agreement attached as **Exhibit "G"** and requested approval, noting that the hourly rate would increase from \$100 to \$125 and the monthly rate would increase from \$1,800 to \$2,000. After discussion, upon motion by Director Alger and second by Director Black, the

Board voted unanimously to approve the bills, invoices, and transfers as presented and to approve the agreement.

Director Asbury then stated that the Board would receive a report from the District's general manager and utility operator. Mr. Hunt reported that water loss was around -2% for the year. He stated that he was troubleshooting several issues with the power and lift station, which were common problems that arise after storms. He reported that the utility system was generally operating well, the billing report was healthy with no write-offs, Round Rock was under voluntary restrictions, there had been no solid waste/recycling collection complaints, and the latest monthly recycling rebate was \$171.07. He then stated that he had investigated the possibility of adding new street and security lighting near the mailboxes on Vista Isle. He explained that the procedure in the past has been to find out if the nearby homeowners wanted the lights and to contact the PEC to determine if the PEC would be able to supply enough power for new lights. He stated that, even though the District would need to hire its own electrical contractor to install electrical lines from the transformer to the pole base, the PEC would actually provide the light pole and supply energy. Director Wells expressed an interest in having two lights illuminate the kiosk areas and Mr. Hunt added that it might be possible to have trail lights that could provide light to the kiosk areas. Mr. Hunt stated that he would meet with an electrical contractor and the PEC to come up with a plan, coordinate with the District's community projects subcommittee, and bring the matter to the Board's consideration at the next Board meeting. He then asked Mr. Williams if the District would need to do anything to protect the District's facilities from the installation of the LCRA Transmission Line. Mr. Williams responded that there would be an electromagnetic field created by the line. Mr. Hunt stated that he could begin testing how aggressive the water is now, which he explained would show if the water was corrosive or electrolysis had occurred, and that he could continue taking samples in case the District needed to prove that the water became more aggressive after the transmission line is installed. After discussion, the Board directed Mr. Hunt to begin taking periodic samples of the water and to monitor the potential impact of the transmission line on the District's facilities. Mr. Hunt noted that he would point out that the District was concerned with the close proximity of the pedestal and the effects of the electrical field on the District's water line in his letter to the PUC. He then stated that the consumer confidence report annual water quality report would be released soon and that it could be printed and mailed with customer's bills or sent out as a PDF attachment to an email. Mr. Hunt then stated that the committee had a meeting regarding the District's MS4 permit and that they were working on public marketing materials that would be made available to the public.


Director Wells then recognized Ms. Scholl for purposes of receiving a report from the District's attorney. Ms. Scholl reviewed the consultant directives report and noted that all prior directives were either complete or in process.

Director Wells next announced that the Board would consider its future meeting schedule and agenda items.

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



Date: June 22, 2017

  
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Carl R. Black, Assistant Secretary  
Board of Directors