

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

May 13, 2019

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Vista Oaks Municipal Utility District was held on May 13, 2019, 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
Heath Reed-Green	-	Vice President
Carl R. Black	-	Secretary
Leslie Alger	-	Assistant Secretary
Jacob Matto	-	Assistant Secretary

and all of the Directors were present, except for Director Heath Reed-Green, who arrived later, and Director Leslie Alger, thus constituting a quorum. Also present at the meeting were Lisa Torres of Crossroads Utility Services LLC, the District's general manager and utility operator; Herb Edmonson of Gray Engineering, Inc., the District's engineer; Allen Douthitt of Bott & Douthitt, PLLC, the District's bookkeeper; Ben Bracher from Central Texas Refuse; Denise Gordon, a resident of the District; and Jenn Scholl of Armbrust & Brown, PLLC, the District's general counsel.

Director Asbury called the meeting to order at 12:03 p.m. and stated that the Board would first receive citizens' communications and Board member announcements. Director Black stated that his home was for sale and would likely be sold in July. Ms. Gordon introduced herself to the Board and requested that the information on the District's website be updated to include the most current information. She stated that the minutes that were posted on the website did not include the exhibits and she requested that the exhibits be included on the website as well. Director Reed-Green arrived at this time. Ms. Scholl stated that she and Ms. Torres would make sure that the website was current and check to see if it was possible to upload the exhibits to all of the minutes.

Director Asbury stated that the Board would next consider approving the minutes of the April 8, 2019 Board meeting. After discussion, upon motion by Director Reed-Green and second by Director Black, the Board voted 4-0 to approve the minutes.

Director Asbury then stated that the Board would next discuss wholesale water and wastewater service, including updates on City of Round Rock wholesale rate increases and rate appeal. Ms. Scholl recommended that the Board convene in executive session in order to receive legal advice on the matter and recommended that the executive session take place at the end of the meeting in order to allow consultants to give their reports and leave before the Board went into executive session.

Director Asbury next announced that the Board would consider taking action regarding budget and tax items. Ms. Scholl first reviewed the preliminary estimate of 2019 taxable value in the District from Williamson Central Appraisal District attached as **Exhibit "B"**. She noted that values were usually certified in late July and directed the Board's attention to the memorandum attached as **Exhibit "C"**, summarizing the schedule and process for adopting a budget and setting a tax rate. She noted that the process would be completed in September. Ms. Scholl asked the Board to calendar the August and September meetings for quorum purposes.

Director Asbury stated that the Board would receive the security report and consider taking related action. Ms. Torres reviewed the security report attached as **Exhibit "D"** with the Board, noting that February, March, and April had been included in the report.

Director Asbury then stated that the Board would receive a report from the District's engineer and recognized Mr. Edmonson. Mr. Edmonson presented his report, attached as **Exhibit "E"**, and reviewed it with the Board. Ms. Scholl presented the construction contract with Native Land Design, LLC for the beautification project, attached as **Exhibit F"**, and recommended approval. Ms. Torres then stated that she had provided all information that the County had requested for the license agreement for the project but had not had any luck getting in touch with the County to confirm the status. She noted that she would continue to reach out to the County. Mr. Edmonson stated that he would also follow up with the County regarding this item. After discussion, upon motion by Director Reed-Green and second by Director Black, the Board voted 4-0 to approve the construction contract.

Director Asbury next recognized Mr. Douthitt for purposes of receiving the bookkeeper's report. Mr. Douthitt presented the accounting report and updated cash activity report attached collectively as **Exhibit "G"** and reviewed them with the Board. He requested approval of a transfer in the amount of \$9,761.71 from the District's operating account to replenish the bookkeeper's account and a transfer in the amount of \$100,000 from the TexPool Operating Account to the operating account, as indicated on the first page of his report. Mr. Douthitt reviewed the financial statements, tax collection report, budget comparison, checks that had been written out of the bookkeeper's account since the last Board meeting, and the disbursements being presented for approval, noting that the per diem for Director Alger would need to be voided due to her absence. He pointed out that the District had a negative budget variance of \$3,278.74 and about 98.57% of the District's 2018 taxes had been collected. Upon motion by Director Black and second by Director Reed-Green, the Board voted 4-0 to approve the transfers, and payment of the bills and invoices, as presented, with the void noted.

Director Asbury then stated that the Board would receive a report from the District's general manager and utility operator. Ms. Torres presented the operations report attached as **Exhibit "H"**. She stated that she was in the process of notifying the adjacent homeowners that the mailbox kiosk lot wall project was postponed. She noted that she had obtained all required easements except for one and she would continue to work with Ms. Scholl to obtain the last easement. She then presented the proposal from SunTech for the installation of three lights on Royal Vista Drive, attached as **Exhibit "I"**, and reviewed it with the Board. She stated that she would have an additional proposal for the installation of lights on Vista Isle Drive at the next Board meeting. She stated that power for the lights will be obtained by trenching under the street and the County will take over maintenance of the street lights once they were installed. Director Matto asked if there would be issues with light flooding the nearby back yards. Ms. Torres stated that the lights would be directed towards the streets and would not result in a significant change to the privacy or lightings of the nearby back yards. After discussion, upon motion by Director Black and second by Director Reed-Green, the Board voted 4-0 to approve the proposal. Ms. Torres then reported that water loss was at  $\pm 24.26\%$  for the month of April,

noting that the source of water loss was likely due to another administrative error so she would look into the cause and report to the Board. She confirmed that all test results were satisfactory, there were no issues with water quality, and the utility system was generally operating well. Ms. Torres reported that the District was under voluntary watering restrictions, she did not have any write-offs to present, and there were no issues with the website, noting that she and Ms. Scholl would confirm that all information was current. She then introduced Mr. Bracher from Central Texas Refuse. Mr. Bracher introduced himself to the Board and thanked the Board for the opportunity to provide service to the District. He stated that he planned to attend Board meetings on a more frequent basis so that any issues could be addressed. Director Asbury stated that he wanted to know what the plan of action was when there were missed collection days. Mr. Bracher stated that the trucks contained GPS tracking systems that allowed him to tell if a truck skipped a stop and that missed pick-ups would be corrected within 24 hours. Mr. Douthitt stated that many of the missed collection issues impacted entire streets and not just one or two individual customers. Mr. Bracher confirmed that any reports of missed pick-ups were investigated immediately and he would make sure that they were corrected within the next day. Director Asbury stated that on at least three or four different occasions there were large areas of the District that had missed pick-ups and this was not corrected within 24 hours even though it had been reported. Mr. Bracher stated that he would work to make sure this was not an issue in the future. He also recommended that he be granted access to the Nextdoor app or the neighborhood Facebook group so that residents could be made aware of the fact that there was a missed pickup and tell residents when the next pick up would occur. Ms. Torres stated that residents typically had more bags than normal that needed to be collected in the spring and fall for things like bags of leaves or lawn clippings and she requested that a one-time allowance be made for these items so that customers would still have room for the regular garbage collection items. Mr. Bracher confirmed that he would make sure additional resources were available in the spring or fall when there might be additional collections required, noting that he was aware there had been more leaves and greenage that would need to be collected due to the fact that there had been more rain in recent years. Ms. Torres then reported that the CMU wall repairs had not been completed because most masons were too busy to complete the repairs, noting that the repairs were very small. She stated that she would continue to try to find a mason that could complete the repairs. Mr. Edmonson recommended that a structural engineer inspect the damage to determine that there wasn't any issues with the footing and he stated that he could assist in coordinating the inspection. He and Ms. Torres stated that they anticipated having proposals for a structural engineer to inspect the wall and for a mason to complete the repairs at the next Board meeting.

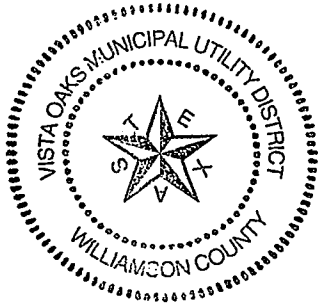
Director Asbury then stated that the Board would receive the attorney's report and recognized Ms. Scholl. Ms. Scholl reviewed the consultant directives report and noted that all directives were either completed or in process.

At 12:33 p.m., Director Asbury stated that the Board would next consider matters related to wholesale water and wastewater service and would convene in executive session in order to receive legal advice regarding the City of Round Rock's wholesale rate increases and possible rate appeal, as permitted by Section 551.071 of the Texas Government Code. At 12:36 p.m., the Board reconvened in open session and Director Asbury announced that no action had been taken in executive session.

There being no further business to come before the Board, the meeting was adjourned at 12:36 p.m.

Date: June 10, 2019

(SEAL)



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Carl R. Black, Secretary  
Board of Directors