

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

October 10, 2016

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Vista Oaks Municipal Utility District was held on October 10, 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
Carl R. Black	-	Assistant Secretary

and all of the Directors were present, thus constituting a quorum. Also present at times during the meeting were Gary Spoons of Crossroads Utility Services LLC, the District's general manager and utility operator; Don Bayes of Gray Engineering, Inc., the District's engineer; Keli Kirkley of Municipal Accounts & Consulting, L.P., the District's bookkeeper; Sergeant Glen Breder of the Williamson County Sheriff's Office; 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 stated that the Board would then receive the security report and consider taking related action. Sgt. Breder introduced himself to the Board and stated he was the security patrol coordinator for the District. He then presented the security report attached as **Exhibit "B"** and reviewed it with the Board. He stated that there was a report of a child abduction in the District, but explained that upon further investigation, it was determined that no children had been reported missing in the District or surrounding areas. He explained that the individual that reported the incident likely witnessed a disabled child being placed into a car by the child's parents and stated that he did not feel any additional investigation into the matter was required. He then reported that a number of cars had been stopped for running the stop sign at Vista Isle and Royal Vista and that coyotes and wild hogs had been more active in the District than normal due to Arterial H construction activity. Sgt. Breder then asked if the Board had any questions or comments. Director Wells inquired about a deceleration / turn lane at the intersection of RM 1431 and Vista Oaks Boulevard, and Sgt. Breder confirmed that a dedicated turn lane would be installed at the intersection. Director Black asked if it was permissible for District residents to walk on the trail system at night. Sgt. Breder responded that the park officially closes at sundown and that, although use of the trails was allowed after sundown, it was his policy to question any individuals on the trail after sundown to determine where the individuals are going and why. Sgt. Breder stated that he would schedule multiple officers for Halloween and the weekend before Halloween. He then stated and that he was working day patrol now and would be available to attend future Board meetings if needed.

Director Asbury then stated that the Board would consider approving the minutes of the September 12, 2016 Board meeting. Upon motion by Director Wells and second by Director Reed-Green, the minutes were approved unanimously.

Director Asbury then stated that the Board would consider fence enhancement projects, and recognized Mr. Bayes. Mr. Bayes first reported on the status of Phase 4. He stated that notice to proceed had been issued in September, the contractor had received the materials, and about 250 feet of the fence had been constructed. He stated that the survey work along the property line to determine the lot corners had been completed and that, although the existing fence was not exactly on the property line, he recommended that the contractor construct the new fence along the same lines as the existing fence due to the fact that there was a license agreement in place. He next reported that the clearing work along the Arterial H segment had been completed, with the exception of several additional clean-up items. He presented the invoice attached as **Exhibit "C"** and requested that the Board authorize payment of the invoice subject to verification that the clean-up items have been completed. Upon motion by Director Alger and second by Director Wells, the Board voted unanimously to approve payment of the invoice and to withhold payment until the clean-up items had been completed.

Mr. Bayes then concluded the fence report with an update on Arterial H road construction. He stated that the Texas Commission on Environmental Quality (the "TCEQ") was required to approve a water pollution abatement plan for the project (the "WPAP") and that a WPAP for the project had not yet been approved. He stated that the contractor had completed as much of the work as was permissible without obtaining TCEQ approval, but noted that he did not have any estimate of when the WPAP would be approved.

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. Spoons stated that Mr. Hunt had requested but had not yet received any update from TXDOT.

Director Asbury then stated that the Board would receive an update on the Round Rock-Leander 138-kV transmission line. Mr. Spoons stated that he did not have an update for the Board.

Director Asbury then stated that the Board would receive a report from the District's engineer and recognized Mr. Bayes. Mr. Bayes reported that he had begun work on a proposal for the preparation of bid specifications for the District's five-year regulatory wastewater collection system televising and cleaning requirement and anticipated that he would have bids to present at the next Board meeting.

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 "D"** 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; the monthly transfers; and the latest quarterly investment report. She pointed out that approximately 99.59% of the District's 2015 tax levy had been collected. Upon motion by Director Alger and second by Director Black, 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. Spoons first presented the operations report attached as **Exhibit "E"**. He reported that water loss was 1.69% for the month, water quality

was satisfactory, and things had been very quiet with respect to system operation and maintenance. He then reviewed the District's billing report recommended that two write-offs in the amount of \$73.81 and \$39.61 be referred to collections. He stated that there were no solid waste collection complaints and that the latest monthly recycling rebate was \$15.41. He reported that there were no website issues of concern and noted that Mr. Hunt had updated several of the website pages. He reported that the TCEQ would be conducting its annual MS4 permit inspections later in the week and that a report noting any deficiencies would be provided to the District within 30-45 days after the inspection. Upon motion by Director Black and second by Director Wells, the write-offs were approved unanimously.


Director Asbury then recognized Ms. Scholl for purposes of receiving a report from the District's attorney. Ms. Scholl stated that the IRS had recently relaxed its rules relating to management contracts and that, because the District's management agreement with Crossroads Utility Services complied with the old rules, no amendment would be required to the existing agreement.

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 on November 14, 2016.

There being no further business to come before the Board, the meeting was adjourned at 12:45 p.m.

*(Signature page follows.)*



  
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Leslie Alger, Secretary  
Board of Directors

Date: November 14, 2016