

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

May 10, 2021

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Vista Oaks Municipal Utility District (the “*District*”) was held on May 10, 2021 via telephone conference call pursuant to Section 551.125 of the Texas Government Code, as modified temporarily by Governor Greg Abbott, and pursuant to the related guidance from the office of the Texas Attorney General, in connection with the Governor’s COVID-19 Disaster Proclamation, as extended. Notice of the meeting 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 meeting was open to the public via the toll-free dial-in telephone number provided in the meeting notice. An electronic agenda packet for the meeting was provided on-line via the link included in the meeting notice, the meeting was recorded, and the recording was made available at the same link after the meeting.

The telephone conference meeting was called to order at 12:04 p.m. and the roll of the members of the Board was called, as follows:

Mike Asbury	-	President
Heath Reed-Green	-	Vice President
Jacob Matto	-	Secretary
Leslie Alger	-	Assistant Secretary
Steve Garcia	-	Assistant Secretary

and all of the Directors were present, 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; Teresa Emerson, a resident of the District; and Jenn Scholl of Armbrust & Brown, PLLC, the District’s general counsel.

Director Asbury requested that Ms. Scholl lead the Board through the meeting agenda. Ms. Scholl stated that the Board would first receive citizens’ communications and Board member announcements. Ms. Emerson introduced herself to the Board and stated that she ran for a position on the Board of the Vista Oaks HOA because of the Vista Isle entrance. She stated that maintenance was not being completed in the area and noted that at least two-thirds of the vegetation was dead. She also noted an issue with a fire hydrant in the area. Ms. Torres stated that the fire hydrant was used as a temporary irrigation meter in the area to establish the vegetation but had been removed several weeks ago. Ms. Torres then stated that a lot of the dead vegetation was due to the severe winter snow storm and that contractors had recently visited the area to remove some of the dead plants. She then stated that pictures of the current status of the area had been included in the meeting packet, copies of which are attached as **Exhibit “B”**. Director Asbury recognized Ms. Emerson’s concerns and stated that the Board’s landscape subcommittee would work to keep in contact with the HOA on any maintenance-related issues in the area. Ms. Emerson requested that the Board keep in contact with the HOA on the status of all other entrances as well. Director Asbury stated that he would be happy to conduct a walk-through with the HOA and any additional District consultants to evaluate the entrances. Director Reed-Green then stated that he had seen multiple complaints regarding the schedule

for trash pick-ups, noting that Round Rock Refuse was contracted by both the City and the District for trash services, so many people might be confused on which scheduling applied. Director Asbury noted that he had seen some comments regarding trash as well and thought that additional customer education might be required in order to explain how to package trash and lawn waste. Ms. Torres recommended sending another email blast to residents with educational materials. Director Garcia then stated that he had been attending HOA meetings and noticed a bigger push to have District Board members attend HOA meetings. The Board agreed to have Board members attend HOA meetings on a rotating schedule, with Director Asbury attending the next HOA meeting and Director Reed-Green attending the meeting after the next HOA meeting.

There being no further citizens' communications or Board member announcements, Ms. Scholl stated that the Board would next consider the minutes of the February 8, 2021 Board meeting. After discussion, upon motion by Director Reed-Green and second by Director Alger, the Board voted unanimously to approve the minutes, as presented.

Ms. Scholl then stated that the Board would discuss wholesale water and wastewater service, including the City of Round Rock wholesale rate increases and rate appeal. She stated that the only thing she had to report is that the rate appeal was still pending with the Public Utility Commission due to some turnover after the winter storm, but the District's rate appeal attorney would be writing a letter to the Public Utility Commission requesting that the matter be taken up soon.

Ms. Scholl then called the Board's attention to the preliminary estimate of 2021 taxable value from Williamson Central Appraisal District attached as **Exhibit "C"**. She then reviewed the proposed schedule for adoption of the 2021-2022 budget and 2021 tax rate attached as **Exhibit "D"** with the Board and requested that the Board members confirm their attendance at the August and September Board meetings, noting that it was important that a quorum be present.

Ms. Scholl stated that the Board would receive the security report and consider taking related action. Ms. Torres presented the security report for the month of March attached as **Exhibit "E"** and reviewed it with the Board. She stated that Sgt. Breeder reminded residents to keep garage doors and gates closed and to lock vehicles.

Ms. Scholl 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 "F"**, and stated that there were not any engineering related items within the District this month.

Ms. Scholl 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 the transfers indicated on the first page of his report. He 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. He pointed out that the District had a positive budget variance of \$83,655.35 and about 98.56% of the District's 2020 taxes had been collected. Ms. Torres then stated that the District had received notice of annual consumer price index ("CPI") rate adjustment under the District's Contract with Central Texas Refuse ("CTR"). She stated that the adjustment was in accordance with the contract and that the rate would be increasing to \$19.12. She stated that she recommended that the District wait to pass the increase through to residents until it was determined whether or not there would also be changes to the water and wastewater rates.

Upon motion by Director Reed-Green and second by Director Alger, the Board voted unanimously to approve the transfers, payment of the bills and invoices, and the CPI adjustment, as presented.

Ms. Scholl 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"** and reviewed her directives from the prior Board meeting. Ms. Torres then reported that water loss was at $\pm 4.2\%$ for the prior month. She confirmed that all lab results were satisfactory, there were no issues with water quality, and the utility facilities were generally operating well. Ms. Torres reviewed the investigation report from Fazzone Construction regarding the fallen column and stated that the repairs had been completed. She reported that the District was under voluntary watering restrictions and she did not have any write-offs to present. Ms. Torres reported that a fire hydrant on Vista Hills had been hit by a car and had since been replaced. She reported that a pipe that previously served the temporary fire hydrant that had been removed from the Vista Isle entrance area would be removed soon. She then stated that she would confirm the pickup schedule and obtain educational materials from Round Rock Refuse. She stated that there had been reports of residents with sewer backups but it was determined that the residents' plumber did not realize what a District-wide sewer cleanup looked like and everything had been worked out now. She stated that the new Crossroads billing system had been finalized and she would send information out to residents for the new payment portals. Director Reed-Green asked if the new billing system had been evaluated for cybersecurity issues. Ms. Torres stated that it had and noted that all of Crossroad's computer systems had been evaluated as well and that all were state of the art. The Board then discussed the status of the Vista Isle landscaping beautification project. Ms. Torres stated that a walk-through had been conducted with Director Garcia and Director Matto and that much of the xeriscape vegetation that had been installed did not survive the winter snow storm. Ms. Torres stated that the HOA's landscape consultant had reached out to provide input and recommendations for the area. Director Reed-Green recommended that a walk-through meeting with the HOA's landscape consultant be held with the HOA's landscape consultant for continuity. Upon motion by Director Asbury and second by Director Garcia, the Board authorized Director Reed-Green and Director Matto to meet with the HOA's landscape consultant to conduct a walk-through in the area. Ms. Scholl then stated that the Board would consider website development and maintenance, including proposed website redesign, and recognized Director Garcia. Director Garcia stated that the proposed redesigned website was functional and that all content from the current website appeared on the redesigned website, but he noted that there were still a few things he needed to work out, such as confirming required legal posting requirements and working out how street light outages will be reported, so the website was not yet finalized. He stated that, once everything was finalized, he would replace the existing website with this new redesigned website. The Board then agreed that the District's website should include a direct link to the HOA's website.

Ms. Scholl 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 prior directives were either complete or in process.

Ms. Scholl stated that the Board would consider future agenda items and meeting schedule. The Board discussed the frequency of meetings and decided that future meetings would continue to be held on a quarterly basis, with the next Board meeting scheduled for Monday, August 9, 2021, but with the understanding that the Board would meet more frequently on an as-needed basis if the need arose in the future.

There being no further business to come before the Board, the meeting was adjourned at 1:28 p.m.

[Signature Page Follows.]

Date: May 10, 2021

(SEAL)



Jacob Matto

Jacob Matto, Secretary
Board of Directors