

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF
THE MEADOWS AT CHANDLER CREEK
MUNICIPAL UTILITY DISTRICT
February 16, 2016

STATE OF TEXAS §
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COUNTY OF WILLIAMSON §

The Board of Directors of The Meadows at Chandler Creek Municipal Utility District met in a regular meeting, open to the public, on February 16, 2016, at the M. E. "Gene" Johnson Realty Building, 1901 E. Palm Valley Road, Round Rock, Texas, pursuant to notice duly given in accordance with law.

Agenda Item 1 – Board Convene. The meeting was called to order at 7:00 p.m. by Director Berry.

Agenda Item 2 – Roll Call of Directors. The roll was called of the members of the Board, to-wit:

Walter Berry	-	President
Robert Wohlford	-	Vice President
Shina Amachigh	-	Secretary
Shelley Janda	-	Treasurer
Adrian Bustillos	-	Assistant Treasurer

All directors were present, thus constituting a quorum. Also present at the meeting were Patricia Rybachek with Severn Trent Services; Morgan Johnson with McGinnis Lochridge; Don Bayes and Herb Edmonson with Gray Engineering; and Charles Evans with Eco Landscaping.

Agenda Item 3 – Citizens' Communications. No citizens in attendance.

Agenda Item 4 – Landscaping Report. Mr. Evans reported that he increased the irrigation in the park due to the dry weather. In March, Eco Systems will begin trimming, fertilizing, apply ant bait and begin the standard mowing program. Mr. Evens reviewed the following proposals:

- Mulching in the beds located in the island and along Agarita Trail – Mr. Evens presented a proposal for mulching the plant beds and tree rings with 372, two cubic feet bags at 1" depth annually. Director Berry requested that Mr. Evans review the landscaping contract to confirm that mulch replacement is not currently included. Director Janda motioned to approve the annual mulch proposal for \$1,860.00 which will be billed monthly, Director Bustillos seconded and the motion passed unanimously.
- Color planting in existing color beds – Mr. Evens presented a proposal for planting flowers three times a year in the existing color beds, around the fake rock and near the playscape. Director Janda motioned to approve the color planting proposal for \$1,521.00 which will be billed monthly, Director Amachigh seconded and the motion passed unanimously.
- Granite replacement for washed out areas – Mr. Evens presented a proposal for replacing fifteen cubic yards of compacted decomposed granite at nine specified locations. Director Janda motioned to approve the proposal for granite replacement for \$2,475.00, Director Amachigh seconded and the motion passed unanimously.
- Limestone blocks near pavilion – Director Wohlford requested Mr. Evens to submit a proposal to add limestone blocks to keep children from running over the flowering plants at the March Board meeting.

- Mr. Evens discussed several trees in the park that need to be trimmed or removed.
- Algae in creek bed – The Parks Committee brought to the Board’s attention that a large amount of algae is growing in the creek. After discussion, the Board determined there isn’t anything that can be done about the growth.

Agenda Item 5 – Minutes of the Regular Meetings held December 15, 2015 & January 19, 2016. On a motion by Director Wohlford, seconded by Director Janda, the Minutes of the December and January regular meetings were unanimously approved.

Agenda Item 6 – HOA Report. Director Janda reported that the HOA meeting is scheduled for the following week. If there is any critical information discussed at the HOA meeting, Director Janda will email Ms. Rybachek for distribution to the Board.

Agenda Item 7 –Pool House. Director Janda reported that the pool house construction was delayed and may not be completed until after the summer season.

Agenda Item 8 –Detention Pond cleanup. Ms. Rybachek reviewed the photos and proposed clean-up in the detention ponds. She will have pricing at the March Board meeting. Director Wohlford requested that the trickle channel near Buckeye be inspected.

Agenda Item 9 – Park directives and matters related to park and recreational facilities for the District
The following topics were discussed:

- Painting of the interior of the restrooms, green entrance gate and railing – Ms. Rybachek presented a proposal from Fazzone Construction to repainting of the listed areas in the restrooms. Director Wohlford motioned to approve the proposal from Fazzone for \$3,840.00, Director Amachigh seconded and the motion passed unanimously.
- Spring festival planning – Director Janda suggested a July 4th party instead of the Spring festival due to scheduling conflicts. She will coordinate with HOA to jointly fund the event.
- Feminine Hygiene dispenser – Director Wohlford asked if the janitorial service is collecting the coins from the machine. Ms. Rybachek will research the report back to the Parks Committee.

Agenda Item 10 – Capital improvement discussion. Nothing to report.

Agenda Item 11 – Engineer’s Report. Mr. Bayes reported that Mr. Thane, with the City of Round Rock, contacted him to discuss the District’s backflow prevention control program, which requires the District to annually certify high risk connections. High risk connections include larger, non-residential facilities within the District. This is also a state requirement. The City of Round Rock is adopting a new policy whereby homeowners will be required to have their flowback preventers certified once every seven years. Mr. Bayes has requested Mr. Haag and Ms. Johnson determine if the MUD needs to change its rules to comply with the City of Round Rock policy changes.

- Drainage easement located at Lot 1, Block A of the Park’s final plat.* Mr. Edmonson is awaiting the schedule for the work.
- Update on Tiger Trail sidewalk.* No update.
- Remove and replace exposed aggregate sidewalk* – Mr. Edmonson presented the removal 410 feet of existing sidewalk and replace with exposed aggregate. Westar provided a proposal totaling \$13,500.00. The Board discussed the ability of replacing the sidewalk that belongs to the HOA. Director Janda will discuss with the HOA and request that they

agree to replace a 376 foot of sidewalk for an estimated cost of \$10,000.00. The sidewalk replacement was tabled until Director Janda presents to the HOA Board.

- d. *Repair existing storm water headwall* – Mr. Edmonson presented a proposal from Westar to remove and haul off the damaged storm drain headwall. Director Wolhford motioned to approve the proposal from Westar for the amount of \$5,000.00, Director Bustillos seconded and the motion passed unanimously.
- e. *Remove silt and achieve grade to drain in concrete canal in park.* Mr. Edmonson noted that the proposal states if one of the other proposals are authorized, this work would be done at no cost. By itself, the cost would be \$1,000.00. Board reviewed and approved to be completed with the headwall repair.

Agenda Item 12 – Attorney's Report.

- *Discuss payment of director expenses between Board meetings.* Ms. Johnson reviewed item number seven in the District's Ethics Policy. The Board discussed approving director travel fees and expenses in a District Board meeting the month prior to such expenses being incurred. Therefore, if payment of the expenses incurred is requested prior to the next District Board meeting, the receipts can be submitted to Severn Trent Services, and if the receipts match the amounts approved by the Board at the District Board meeting, Severn Trent may reimburse the director for such expense; however such payment is dependent upon funds in the manager's account.

Agenda Item 13 – District Website. Director Amachigh reported on the website class he attended at the AWBD conference. He reported on several changes that will affect the district website. Ms. McCalla and Mr. Haag attended the conference and will detail the necessary changes to the website at the March meeting.

Agenda Item 14 – District Manager's Report including Payment of Bills and Invoices. Ms. Rybachek reviewed the operations for January. On a motion by Director Janda, seconded by Director Bustillos, the Board unanimously approved bills and invoices in the amount of \$55,866.32.

The Board reviewed a Joint Election Agreement and Contract for Election Services Agreement for the District's May 7, 2016 Directors Election (the "Joint Election Agreement") with Williamson County (the "County"). Ms. Johnson reminded the Board that with a joint election, the County would essentially be conducting the Directors Election for the District. Director Amachigh motioned to approve the Joint Election Agreement as presented, Director Wolhford seconded and the motion passed unanimously.

Ms. Johnson distributed an ORDER CALLING DIRECTORS ELECTION (the "Election Order") for May 7, 2016 (the "Directors Election"). Ms. Johnson explained that the Board was required to adopt the Election Order prior to February 19, 2016 pursuant to the requirements of the Texas Election Code, as amended. Ms. Johnson told the Board that the deadline for submission of an application for a position on the District's ballot was also 5:00 p.m. on February 19, 2016. Director Wolhford motioned to adopt the Election Order, subject to any revisions to the polling locations made by Williamson County, Director Amachigh seconded and the motion passed unanimously.

Agenda Item 15 – Such Other Matters as May Come Before the Board. Nothing to add.

Agenda Item 16 – Directors' Comments. The next Board meeting will be March 15, 2016.

Agenda Item 17 – There being no further business, the meeting was adjourned at 8:39 p.m.


Shina Amachigh, Board Secretary

3-15-16
Date