

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
THE MEADOWS AT CHANDLER CREEK MUNICIPAL UTILITY DISTRICT**

February 19, 2019

THE STATE OF TEXAS
WILLIAMSON COUNTY

The Board of Directors (the "**Board**") of The Meadows at Chandler Creek Municipal Utility District (the "**District**") convened in a **regular** meeting open to the public at 7:00 p.m. on February 19, 2019, at the HOA Pool House Meeting Room, 2112 Agarita Trail, Round Rock, Texas pursuant to notice duly given in accordance with the law.

The roll was called of the following members of the Board of Directors, to wit:

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

and all Directors were present, thus constituting a quorum.

Also in attendance, were Kristi Hester, Tobin Hurley, and Michael Luft of Inframark ("**Inframark**"), the District's General Manager; Herb Edmonson of Gray Engineering, Inc. ("**Gray**"), the District's Engineer; Mark Burns of ECO Systems Landscaping Services ("**ECO**"), the District's Landscaper; and Zac Evans and Suzanne McCalla of McGinnis Lochridge ("**McGinnis**"), the District's Attorney.

Director Berry called the meeting to order, and he noted that there were no residents present who wished to address the Board.

The Board next considered the minutes of the January 15, 2019, regular Board of Directors meeting. After a brief discussion, upon a motion duly made by Director Bustillos and seconded by Director Wohlford, the Board voted unanimously to approve the minutes of the January 15, 2019, regular Board of Directors meeting, as written.

Mr. Burns next presented the Landscaping Report. He first updated the Board on various landscaping issues within the District. He reviewed proposed renovations to the District's trail and the soccer field. He also reported on proposed maintenance to the circle area along the District's trail and to various flower beds and landscaping within the District's Park. Mr. Burns then presented eight proposals for the various projects. The Board reviewed the proposals and asked that they be included on the District's March agenda for consideration by the Board. After continued discussion, the Board thanked Mr. Burns for his report, and he departed the meeting.

The next item of business before the Board was a RESOLUTION AMENDING STATEMENT OF POLICIES ON ETHICS, TRAVEL, FINANCIAL AND MANAGEMENT PRACTICES OF THE MEADOWS AT CHANDLER CREEK MUNICIPAL UTILITY DISTRICT (the "**Resolution**"). Mr. Evans explained that the Resolution was prepared with several options to be decided by the Board. The Board discussed the issue of no reimbursement of future mileage fees to and from Board meetings. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted to approve the Resolution to reflect that mileage reimbursement to and from Board meetings would not be reimbursed. The motion passed with Directors Wohlford, Bustillos and Berry voting in favor of the motion, Director Amachigh abstaining, and Director Janda voting against the motion. A copy of the Resolution, thus approved, is attached hereto as an exhibit to these minutes.

Ms. Hester next presented the General Manager's Report. She introduced Mr. Hurley to the Board and explained that Patricia Rybachek had taken another position and was no longer with Inframark. She continued that Mr. Hurley would be responsible for the District going forward. She suggested that the Parks Committee meet with Mr. Hurley each month to do a facility tour, and the Board agreed. Director Berry emphasized that the District's Park and Trail System was a high priority for the District.

Mr. Hurley then reviewed with the Board the status of items repaired during the past month. He presented a proposal from Fun Abounds, Inc. ("**Fun Abounds**") in the amount of \$3,021.00 for the installation of a new picnic table. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Amachigh, the Board voted unanimously to approve the proposal from Fun Abounds, subject to confirmation by Inframark on the specific table to be replaced in the Park. A copy of the proposal is attached to these minutes as an exhibit.

Director Janda next explained that she and Director Amachigh had met with a representative from OffCinco, a website provider. She suggested that the representative be invited to the District's April Board meeting to provide a presentation to the Board, and the Board concurred.

Ms. Hester next explained that Inframark would be working with Director Janda to complete and send out the spring newsletter.

Continuing her report, Ms. Hester reported that Inframark had completed the storm water outlet survey. She stated that the District Engineer and Inframark were in the process of reviewing the report and would have recommendations for the Board's consideration at the March Board meeting.

The next item before the Board was the Bookkeeper's Report. Mr. Luft reviewed the reports, including the activity in each of the District's accounts. He noted that the District's 2018 tax levy was 95% collected as of the date of the meeting. He also pointed out that the District's debt service payment, due February 1, 2019, was paid.

The Board completed the review of the invoices to the District and the checks prepared in payment thereof. After further discussion, upon a motion duly made by Director Janda and seconded by Director Wohlford, the Board voted unanimously to (1) accept the Bookkeeper's Report; and (2) authorize payment of the District's bills. A copy of the Bookkeeper's Report is included in the Board Packet, attached hereto and considered to be a part of these minutes.

Director Janda next reported on activities by the The Meadows at Chandler Creek Homeowners Association (the "**HOA**"). She explained that the HOA plans to do a Halloween program and a movie in October 2019. Director Janda questioned if the Board wanted to join with the HOA on a joint Christmas in the Park in December. After discussion, the Board requested that an item be included on the April agenda for consideration by the Board.

Next, Mr. Edmonson presented the Engineering Report in its entirety, a copy of which is attached as an exhibit to these minutes. He stated that M&C Electric, Inc. ("**M&C**") had re-wired the controller at the District's basketball court to operate from the existing timer at the meter location.

Continuing his report, Mr. Edmonson presented a proposal from T.F. Harper & Associates, L.P. ("**TF**") in the amount of \$2,261.00 to repair the pavilion cupola. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to approve the proposal from TF for repair of the pavilion cupola as presented. A copy of the proposal from TF is included as an exhibit to these minutes.

Mr. Edmonson then reviewed a letter from Gray to the City of Round Rock (the "**City**") confirming the current wastewater capacity limits for the wastewater line located in Bluebonnet Drive at Tiger Trail. He continued that the letter states that any further connections to the wastewater line would require an upsizing of the wastewater line by the entity requesting additional pass-through service.

Next, Mr. Edmonson presented a proposal from M&C to replace the parking lot lighting. He explained that M&C had tried contacting the original installation vendor and manufacturer regarding the malfunctioning lights at the pavilion but did not receive a response. After discussion, the Board declined to take action on the proposal.

Mr. Edmonson next stated that maintenance to the AW Grimes Pond by Utility Specialists was delayed due to weather. He then reviewed with the Board a proposal from Kuts & Kleans, Inc. ("**Kuts & Kleans**") to clear the box culvert at the A.W. Grimes road crossing from debris. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to approve the proposal from Kuts & Kleans at a total cost to the District of \$5,300.00. A copy of the proposal form Kuts & Kleans is attached hereto as an exhibit to these minutes.

Mr. Edmonson then discussed with the Board the phase two extension of the District's trail (the "**Project**"). He presented a proposal in the estimated amount of \$13,500 from Pharis Design Planning/Landscape Architecture ("**Pharis**") for the design of the hardscape, landscape and associated lighting for the Project. After review and discussion, upon a motion duly made by Director Wohlford and seconded by Director Amachigh, the Board voted unanimously to approve the proposal from Pharis for the Project, subject to final review and approval of the contract by the District's Attorney. A copy of the proposal from Pharis is attached hereto and shall be considered an exhibit to these minutes.

Mr. Edmonson told the Board that Westar Construction, Inc. ("**Westar**"), had installed an accessible ramp at the corner of Tiger Trail and Bluebonnet. He then told the Board that Gray had requested a meeting with ECO to prepare a drawing of future irrigation improvements throughout the Park. He added that the improvements would include a phasing of the expansions for budgeting purposes.

The Board then discussed the date of the District's next regular Board of Directors meeting. After discussion, the Board decided that the District's next regular meeting would be held at 7:00 p.m. on March 19, 2019.

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

Secretary, Board of Directors
The Meadows at Chandler Creek
Municipal Utility District

(SEAL)

Attachments to the Minutes of the
The Meadows at Chandler Creek Municipal Utility District
February 19, 2019, Board of Directors Meeting

1. Board Packet;
2. Proposal from Fun Abounds for new picnic table;
3. Resolution amending the District's Statement of Policies;
4. Proposal from T.F. Harper for repair to the cupola;
5. Proposal from M&C for the lighting replacement at the District' parking lot;
6. Proposal from Pharis Design for Phase 2 of the trail expansion; and
7. Letter from Gray to the City regarding wastewater line capacity.