

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

**April 16, 2019**

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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 April 16, 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:

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

and all Directors were present, except Directors Amachigh and Bustillos, thus constituting a quorum.

Also in attendance, were 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 Morgan Johnson 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 March 19, 2019, regular Board of Directors meeting. After a brief discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to approve the minutes of the March 19, 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 stated that ECO had been treating areas of the District for ants, especially along the trail area and places that receive a lot of foot traffic. He told the Board that ECO planned to complete the annual “color change” within the District within the next two weeks by replacing the annual flowers.

Continuing his report, Mr. Burns then presented proposals for the Board's review. The Board first considered aeration of the District's soccer field at a total cost to the District of \$6,105. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to approve the proposal, as presented. Next, the Board reviewed a proposal for repair of the District's decomposed granite trail at a total cost to the District of \$17,585. The Board questioned if the repair included all the areas depicted on the proposal as well as the areas around picnic tables and the fence by the school. Mr. Burns responded that he would need to confirm what areas the proposal covered. Mr. Edmonson questioned if Gray should obtain additional proposals from other entities, and the Board responded in the affirmative. Copies of the proposals presented are attached hereto and shall be considered exhibits to these minutes.

Mr. Burns then stated that he continued to work to obtain information regarding the expansion of the irrigation system for presentation to the Board at a future Board meeting.

Next, the Board discussed the resignation of Director Amachigh. Director Berry stated that he had received a letter from Director Amachigh confirming his formal resignation. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to accept Director Amachigh's resignation.

Ms. Johnson reviewed with the Board the procedures for appointing a new director to the Board. After discussion, Director Berry stated that prospective candidates for appointment to the Board would be considered at the District's next Board of Directors meeting.

The Board then discussed attendance at and projected expenses for the Association of Water Board Directors – Texas and the Central Area Suburban Exchange (“**CASE**”) summer conferences. After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to: (1) authorize the Board's attendance at the CASE conference; (2) authorize a price per night for a hotel not to exceed \$350 per conference; and (3) the price for the rental of a car not to exceed \$500 per conference.

Mr. Hurley next presented the General Manager's Report. Mr. Hurley reviewed with the Board the status of items repaired during the past month. He stated that Inframark planned to do a walk-through of the park with ECO to determine additional items requiring repair. The Board did not take action on the possible purchase of surplus picnic tables from Fun Abounds.

The Board then considered a request submitted to Inframark from a local developer for water and wastewater service to a property within the District. Mr. Hurley stated that he did not have an updated report on the request at this time, but would be contacting the developer to obtain additional information in the near future.

Next, Mr. Hurley stated that proposals for website providers would be presented for consideration at the District's next Board of Directors meeting.

The Board then discussed the spring newsletter. Mr. Hurley confirmed that he and Director Janda continued to work on options for the newsletter. The Board discussed various topics to be included in the newsletter. No action was taken on this item.

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 Inframark continued to track the lighting costs for the park. He then presented the Quarterly Investment Report for the Board's consideration. After discussion, the Board completed the review of the invoices to the District and the checks prepared in payment thereof. Upon a motion duly made by Director Janda and seconded by Director Wohlford, the Board voted unanimously to (1) accept the Bookkeeper's Report; (2) authorize payment of the District's bills; and (3) approve the Quarterly Investment Report, as presented. A copy of the Bookkeeper's Report is included in the Board Packet, which Board Packet is attached hereto and considered to be a part of these minutes.

Director Janda then reported on the activities of the Chandler Creek Homeowners Association (the "**HOA**"). She told the Board that the Easter egg hunt was held, however the rain reduced the number of participants at the event. She added that the HOA would be distributing remaining the Easter eggs this Friday. Director Janda told the Board that an HOA community garage sale would be held the first Saturday in May and a HOA pool party would be held the first Saturday in June. She encouraged all residents to participate in the events.

Next, the Board considered a joint effort between the District and the HOA to host the annual Christmas in the Park celebration (the "**Event**"). After discussion, upon a motion duly made by Director Wohlford and seconded by Director Janda, the Board voted unanimously to participate in the Event with the HOA at an amount not to exceed \$4,000.

Director Berry then gave the Security System Report. He stated that the camera in the back of the restroom was installed, and he noted a camera that needed repair. He requested the District's General Manager to obtain a proposal for repair of the security camera, as discussed.

Next, Mr. Edmonson presented the Engineering Report in its entirety, a copy of which is attached as an exhibit to these minutes. He first reviewed with the Board a report on repairs to the District's stormwater outlets. Mr. Edmonson detailed the outlets in need of repair and/or maintenance. He explained that Inframark also planned to review the report and would be submitting a proposal to complete the work involved. After discussion, the Board requested that Mr. Edmonson request additional proposals for the stormwater outlet work for consideration by the Board at the District's next Board of Directors meeting.

Mr. Edmonson reported to the Board that repair of the trickle channel extension by Westar Construction, Inc. ("**Westar**"), was completed. He then presented a proposal from Westar for the construction of ten exposed aggregate concrete pads to be built at the District's park benches at a total cost to the District of \$6,000. After a brief discussion, upon a motion duly made by Director Berry and seconded by Director Wohlford, the Board voted unanimously to approve the proposal from Westar for the aggregate concrete pads, as presented. A copy of the proposal from Westar is attached to these minutes as an exhibit.

Continuing his report, Mr. Edmonson recalled that the Board had authorized T.F. Harper & Associates, L.P. ("**TF**") to repair of the swing sets at the District's park. He stated that the materials for the project have been order and should be delivered within four to six weeks. He added that the project was anticipated to be complete by the week of May 20, 2019.

Mr. Edmonson then reported on the repairs at the pavilion cupola. He stated that TF had made the repairs to the roof, and he added that completion of the remaining repairs to the cupola should be by April 8, 2019. He suggested that final payment to TF should be held until all repairs were completed, and the Board agreed. Mr. Edmonson then explained that The Light Guys had begun repairs to the lighting system at the pavilion, including the replacement of the transformer. He added that they were working with Inception to finalize the remote Wi-Fi based operation. Mr. Edmonson emphasized that an annual fee is required to be paid to Inception for this service. He anticipated work to be complete by the middle of April 2019.

Mr. Edmonson next stated that maintenance to the AW Grimes Pond by Utility Specialists was complete, including the repairs to the corrugated metal pipe at the outfall.

Next, Mr. Edmonson reported on maintenance items within the District's Park related to Texas Accessibility Standards (TAS) (the "**TAS Project**"). He stated that Westar had completed the sidewalk replacements and was addressing the final items detected during the TAS review report from Altera Solutions.

Mr. Edmonson then discussed with the Board the phase two extension of the District's trail (the "**Project**"). He stated that the Parks Committee had met with Pharis Design to discuss the final direction on the Project. He added that a follow-up meeting would be scheduled when the initial plan was complete and the landscaping rings have been marked. He then reviewed the plans and layout of the Project with the Board. Mr. Edmonson told the Board that a determination would need to be made on the name of the District's park as well as the design of the stone monument to engrave with the name. After discussion, the Board agreed that the official name of the District's park would be The Meadows at Chandler Creek Municipal Utility District. Director Berry requested that the Board submit additional ideas and pictures for the stone monument to the District's Engineer.

Ms. Johnson then updated the Board on recently filed bills being considered during the 86th Legislative Session.

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 May 21, 2019.

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

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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  
April 16, 2019, Board of Directors Meeting

1. Board Packet;
2. Proposals from ECO for decomposed granite trail repair and aeration of soccer field; and
3. Proposal from Westar for construction of ten exposed aggregate concrete pads.