

MINUTES OF SPECIAL MEETING OF  
SONTERRA MUNICIPAL UTILITY DISTRICT  
Monday, March 17, 2014

STATE OF TEXAS                   §  
  §  
COUNTY OF WILLIAMSON       §

The Board of Directors of Sonterra Municipal Utility District (the "District") held a regular meeting, open to the public, at 6:00 p.m., at 113 Limestone Terrace, Jarrell, Texas, inside the boundaries of the District, on the 17<sup>th</sup> day of March, 2014, and the roll was called of the duly constituted officers and members of the Board, to-wit:

|                 |                     |
|-----------------|---------------------|
| John Faske      | President           |
| David Chandos   | Vice President      |
| Darrell Goldman | Secretary           |
| Trisha Allen    | Treasurer           |
| Dale Thornton   | Assistant Secretary |

and all of said persons were present except Director Allen, thus constituting a quorum. Also in attendance were Sheila Cunningham; Holly Gonzalez of Municipal Accounts & Consulting, L.P.; Andy Bilger; Robert Anderson of Crossroads Utility Services; Jason Jones of Jones-Heroy & Associates; and Ronald Freeman of Freeman & Corbett.

1. The Board first considered the minutes of the Board's February 17, 2014 meeting. After discussion, Director Chandos made a motion to approve the minutes. Director Goldman seconded the motion, which the Board passed unanimously.

2. The Board then considered the Utility Operator's Report. Mr. Anderson gave a brief update on the status of facilities and services within the District. Upon a request by Mr. Anderson, Director Chandos moved that the Board authorized Mr. Anderson to obtain 3 bids to undertake repairs and improvements to Wells 1 and 3 and to award a contract to the best bid in an amount not to exceed \$3,000.00. The motion was seconded by Director Thornton and unanimously approved.

3. The Board then considered the Bookkeeper's Report. Ms. Gonzalez presented a list of bills and invoices to the Board in her report and a list of supplemental checks plus a recommendation to invest \$50,000 of operating funds in a 6 month CD purchase, except for the check for Director Allen's per diem since she was not at the meeting. Director Goldman seconded the motion, which the Board passed unanimously.

4. The Board then considered the Manager's report related to the District's Clubhouse facilities. Ms. Cunningham gave a brief report. No action was taken.

5. Next the Board considered the Developer's Report. Mr. Bilger gave a brief report on several matters. No action was taken.

6. Next the Board considered the Manager's Report. Ms. Cunningham gave a report on various matters. First, Ms. Cunningham gave an update on the status of her efforts to finalize the playground/park equipment and installation. No action was taken on this matter.

Next, Ms. Cunningham discussed the proposed upgrade to the District's SCADA system. She stated she had received three proposals for the work and recommended either Option 1 or 3 to the Board. Upon a motion by Director Faske and a second by Director Thornton, the Board unanimously approved Option 3 (a contract with CPUSA for \$3,500 plus \$600 per computer networked) with the condition that Director Chandos work with the proposer and Ms. Cunningham to ensure that the system would be safe from hackers.

Next, Ms. Cunningham noted that the District's injured worker, Dan Flihs, was expected to return to work in March 24.

Next, Ms. Cunningham recommended the Board approve her hiring Angie Rubottom (West View Financial Consulting) to assist the District with a review of its rate structure at a price of not to exceed \$2,500. The Board approved that matter by acclamation.

Finally, Ms. Cunningham suggested several options for obtaining security cameras for the District's offices. No action was taken on that matter however.

Later, by acclamation, the Board voted to change the composition of the review committee to interview Ms. Cunningham regarding her first year's job performance to replace Director Allen with Director Chandos.

7. The Board next considered the Engineer's Report. Mr. Jones discussed the status of various projects, including efforts to work on the revisions to the District's development standards for its facilities. Upon a motion by Director Faske and a second by Director Goldman, the Board unanimously approved the following:

- a. Change Order No. 1 in the amount of \$19,867.00 for Sonterra West 8F & Section III Phase 3;
- b. Final Pay Estimate No. 3 in the amount of \$20,056.50 for Sonterra West 8F & Section III Phase 3; and
- c. Bid award to McLean Construction in the amount of \$846,846.50 for construction of Sonterra West 8H & Section III Phase 4&5 for Water, Wastewater and Drainage Improvements.

8. Ms. Cunningham next gave a brief update on matters related to Lone Star Regional Water Authority. No action was taken by the Board.

9. Next, the Board briefly discussed the proposed Master Plan for District facilities with Mr. Bilger. No action was taken.

10. The Board next considered matters related to the City of Jarrell's limits overlap with the District's boundaries. Mr. Freeman reported that Jarrell was reviewing the draft documents.

11. Next, the Board considered a motion by Director Faske declaring that the two director positions in the current election were unopposed, that the election should accordingly be cancelled and that the statements of office of Directors Thornton and Chandos be approved since they were the only two candidates who filed to run in the election. The motion was seconded by Director Goldman and unanimously approved.

12. Next, the Board considered re-organizing the Board. No action was taken to do that however.

13. Finally, Mr. Freeman reported that Theron Vaughan had asked that the Board not consider the agenda item regarding possible annexation of lane he owned or controlled.

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



Secretary, Board of Directors



MINUTES OF SPECIAL MEETING OF  
SONTERRA MUNICIPAL UTILITY DISTRICT  
Monday, April 21, 2014

STATE OF TEXAS                   §  
  §  
COUNTY OF WILLIAMSON       §

The Board of Directors of Sonterra Municipal Utility District (the “District”) held a regular meeting, open to the public, at 6:00 p.m., at 113 Limestone Terrace, Jarrell, Texas, inside the boundaries of the District, on the 21<sup>st</sup> day of April, 2014, and the roll was called of the duly constituted officers and members of the Board, to-wit:

|                 |                     |
|-----------------|---------------------|
| John Faske      | President           |
| David Chandos   | Vice President      |
| Darrell Goldman | Secretary           |
| Trisha Allen    | Treasurer           |
| Dale Thornton   | Assistant Secretary |

and all of said persons were present, thus constituting a quorum. Also in attendance were Tanya and Cynthia Clawson; Tom Slowbe; Shawn Breedlove; Sheila Cunningham; Holly Gonzalez of Municipal Accounts & Consulting, L.P.; Andy Bilger; Robert Anderson of Crossroads Utility Services; Jason Jones of Jones-Heroy & Associates; and Ronald Freeman of Freeman & Corbett.

1. Ashley Singh spoke during public comment and asked the Board for a key to the clubhouse facilities and also asked for the Board or District employees to help with the planned Memorial Day weekend opening of the swimming pool.
2. The Board first considered the minutes of the Board’s March 17, 2014 meeting. After discussion, Director Allen made a motion to approve the minutes. Director Chandos seconded the motion, which the Board passed unanimously.
3. The Board then considered the Utility Operator’s Report. Mr. Anderson gave a brief update on the status of facilities and services within the District. No action was taken.
4. The Board then considered the Bookkeeper’s Report. Ms. Gonzalez presented a list of bills and invoices to the Board in her report and a list of supplemental checks. Director Allen moved to approve the bills and invoices and checks as recommended. Director Goldman seconded the motion, which the Board passed unanimously.
5. The Board then considered the Manager’s report related to the District’s Clubhouse facilities. Ms. Cunningham gave a brief report. She indicated that she desired to refund a portion of a weekend rental on the clubhouse facilities due to the fact that the deck construction interfered with that rental. The Board indicated its agreement with that. After discussion, the Board also asked that Ms. Singh be given a key to the clubhouse, they discussed getting help for the Memorial Day opening weekend at the swimming pool and they also discussed the possibility of the Manager having TML re-look at the District clubhouse facilities for safety issues.

6. Next the Board considered the Developer's Report. Mr. Bilger gave a brief report on several matters. No action was taken.

7. Next the Board considered the Manager's Report. Ms. Cunningham gave a report on various matters. First, Ms. Cunningham gave an update on the status of her efforts to finalize the playground/park equipment and installation. By acclamation, the Board authorized Ms. Cunningham to order the playground equipment at her discretion as to timing.

Next, Ms. Cunningham discussed the proposed upgrade to the District's SCADA system. No action was taken by the Board on this item.

Next, Ms. Cunningham discussed options for obtaining security cameras for the District's offices. Upon a motion by Director Goldman and a second by Director Allen, the Board unanimously approved the bid by Progressive in the amount of \$4,619.

8. The Board next considered the matter of sales taxes and the contract for solid waste collection services with Clawson Disposal. Ms. Allen asked for additional time to question the District's auditor about how this problem arose. The Board deferred action to allow this to happen.

9. The Board next considered the Engineer's Report. Mr. Jones discussed the status of various projects, including efforts to work on the revisions to the District's development standards for its facilities. He then asked for Board approval on certain construction items.

Upon a motion by Director Allen and a second by Director Faske, the Board unanimously approved the final payments to Smith Pump Company in the amount of \$16,023 for repairs to the District's pumps and to Stence Electric Company in the amount of \$9,450 for electrical work on the same issues.

Next, upon a motion by Director Faske and a second by Director Goldman, the Board unanimously approved Pay Estimate 1 in the amount of \$343,910.61 to McLean Construction for construction of the Sonterra West 8H & Section III Phase 4&5 Water, Wastewater and Drainage Improvements.

10. Ms. Cunningham next gave a brief update on matters related to Lone Star Regional Water Authority. No action was taken by the Board.

11. Next, the Board considered matters related to the City of Jarrell's limits overlap with the District's boundaries. The Board went into executive session at 7:11 pm to get legal advice from Mr. Freeman and ended the executive session and resumed the open meeting at 7:15 pm. No action was taken.

12. Next, the Board considered the annual evaluation of the Manager. The Board went into executive session to discuss this as personnel matters beginning at 7:17 pm and ending at 8:11 pm. Upon re-convening in open session, the Board announced its desire to hold a special meeting and work session on Wednesday, April 30 to discuss District organizational matters and personnel.

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



Secretary, Board of Directors

(SEAL)



MINUTES OF SPECIAL MEETING OF  
SONTERRA MUNICIPAL UTILITY DISTRICT

Wednesday, April 30, 2014

STATE OF TEXAS                   §  
  §  
COUNTY OF WILLIAMSON       §

The Board of Directors of Sonterra Municipal Utility District (the "District") held a special meeting, open to the public, at 6:00 p.m., at the offices of Freeman & Corbett, 8500 Bluffstone Cove, Ste. B-104, Austin, Texas, outside the boundaries of the District, on the 30<sup>th</sup> day of April, 2014, and the roll was called of the duly constituted officers and members of the Board, to-wit:

|                 |                     |
|-----------------|---------------------|
| John Faske      | President           |
| David Chandos   | Vice President      |
| Darrell Goldman | Secretary           |
| Trisha Allen    | Treasurer           |
| Dale Thornton   | Assistant Secretary |

and all of said persons were present, thus constituting a quorum. Also in attendance were Sheila Cunningham; Anthony S. Corbett of Freeman & Corbett; Andy Bilger; and Judy Osborne (by telephone).

1. The Board first considered personnel matters and overall structure and management of the District. After discussion, a motion was made by Director Thornton to terminate Sheila Cunningham as Manager. The motion was seconded by Director Allen and passed on a vote of 4-0-1 with Director Chandos abstaining.

2. Next, Director Thornton moved to approve, and authorize the Board President to execute, a severance agreement for Sheila Cunningham to include:

- a.) Release of claims against District.
- b.) Payment of 4 weeks of salary \$6,307.69.
- c.) Payment of \$321.41 for the remainder of the calendar year and to be paid monthly upon signature of Sheila Cunningham.

The motion was seconded by Director Chandos and unanimously approved.

3. Next, director Thornton moved that the District retain Andy Bilger for interim contract management services at a compensation rate equivalent to \$6,833 per month. The Motion was seconded by Director Allen and unanimously approved.

4. Next, a motion was made by Director Thornton to appoint a subcommittee to define the scope and terms of a Management Contract with Andy Bilger. The motion was seconded by Director Thornton and unanimously approved.

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

  
Secretary, Board of Directors

