

**SONTERRA MUNICIPAL UTILITY DISTRICT
MINUTES OF BOARD OF DIRECTORS MEETING**

May 13, 2024

THE STATE OF TEXAS §
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COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Sonterra Municipal Utility District was held on May 13, 2024 at 113 Limestone Terrace, Jarrell, Texas. The meeting was open to the public and notice 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 called to order at 6:00 p.m. and the roll of the members of the Board of Directors was called, as follows:

Michael Cosimeno	-	President
John Faske	-	Vice President
Raven Dunbar	-	Secretary
Sherry Roark	-	Assistant Secretary
Jesse Payne	-	Assistant Secretary

and all of the Directors were present, except Director Roark, thus constituting a quorum. Also present at the meeting were Jason Jones of Jones-Heroy & Associates, Inc.; Carter Dean of Armbrust & Brown, PLLC; Allen Douthitt of Bott & Douthitt, PLLC; Eddie Castro of Landscape Designs and Lawn Care LLC; Blake Reynolds and Tyler Brown of the District’s Parks and Recreation Department; Trent Rush of Hitchcock Design Group; and Jason Fritz of the Williamson County and Cities Health District.

After the Pledges of Allegiance to the United States and Texas flags, Director Cosimeno stated that the Board would receive any Board member remarks and citizens communications. Director Dunbar commented that he would like the Sonterra MUD sign in the meeting room replaced to reflect the updated logo.

Director Cosimeno next stated that the Board would consider the Election Items on the agenda. Mr. Dean referred the Board to the Supplemental Agenda and stated that the Board needed to canvass the returns of the May 4, 2024 Park and Recreational Facilities Bond Election. The Board first reviewed and canvassed the election returns received from the Williamson County Elections Department attached as **Exhibit “B”**. He then reviewed the Order Canvassing Election Returns for the May 4, 2024 Park and Recreational Facilities Bond Election attached as **Exhibit “C”** with the Board, and stated that a majority of the votes cast were in favor of Proposition A, which meant that it passed. After discussion, upon motion by Director Faske and second by Director Dunbar, the Board voted 4-0 to approve the Order Canvassing Election Returns.

Director Cosimeno next stated that the Board would consider the Director Items on the agenda. Mr. Dean stated that Directors Cosimeno, Faske, and Dunbar had each been reelected for additional four-year terms, beginning on May 4, 2024, and that each had made their Sworn Statement and taken their Oath of Office for their new term. The Board then considered the election of officers. After discussion, upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to accept the Sworn Statement and Oath of Office of each of the reelected Directors and to keep the same slate of officers.

Director Cosimeno next stated that the Board would consider the Consent Items on the agenda, including the minutes of the April 10, 2024 Board meeting; the revised District Registration Form; and the Order Adopting Revised Water Conservation and Drought Contingency Plan. Mr. Dean stated that the Order Adopting Revised Water Conservation and Drought Contingency Plan needed to be tabled again, since Lone Star Regional Water Authority, which provided wholesale water to the District, had still not updated its water conservation and drought contingency plan. Upon motion by Director Payne and second by Director Dunbar, the Board voted 4-0 to approve the minutes, as presented, and the revised District Registration Form. The Order Adopting Revised Water Conservation and Drought Contingency Plan was tabled until the next Board meeting.

Director Cosimeno stated that the Board would receive a report from the District's bookkeeper. Mr. Douthitt reviewed the bookkeeper's report attached as **Exhibit "E"** and recommended approval of the transfers and the Director and vendor payments, as listed in his report, noting that Director Roark's director fee check would be voided, due to her absence. Mr. Douthitt then stated that the employee benefits lawyer retained by the District was working on the District's retirement plan, and that retroactive employer contributions should be possible. The Board asked Messrs. Douthitt and Dean to push to have the retirement plan finalized soon. Upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve the transfers and the Director and vendor payments, with the void noted.

Director Cosimeno next stated that the Board would next receive a report from the District's Director of Parks and Recreation. Mr. Reynolds addressed the Board and provided his report. He first reported that he and the District's Human Resources Generalist had been working on a revised version of the Employee Handbook, which should be ready by June. Mr. Rush stated that Hitchcock Design Group had finalized the Standard Details for the District's parks, which would be incorporated into the Phase 2 Trail Project. Mr. Fritz reviewed the mosquito control services that the Williamson County and Cities Health District ("**WCCHD**") and its contractor proposed to provide within the District. Mr. Dean stated that providing mosquito control services was not within the District's legal authority unless it was with respect to District-controlled or owned property. Director Faske asked Mr. Fritz to provide a map to the Board showing the proposed locations for the services. Mr. Fritz responded that he would do so. Mr. Reynolds then presented the proposal from Allied Electric Services, Inc. attached as **Exhibit "F"** to raise the electrical wires behind the District office to comply with fire code. Mr. Dean stated that he had investigated the situation and determined that it was not Bartlett Electric's responsibility to raise the wire due to its connection to the building. Director Faske asked Mr. Reynolds to ensure that the Jarrell Community Library and Resource Center agreed on a day for the work to be completed. Mr. Reynolds stated that, once the work was completed, the building would be fully compliant with fire code. After discussion, upon motion by Director Payne and second by Director Faske, the Board voted 4-0 to approve the proposal from Allied Electric Services, Inc. Mr. Reynolds next presented a proposal from Stripe-It-Up to pressure wash and restripe the fire lanes on Limestone Terrace and Quarry Rim. He stated that Deputy Kidwell had informed him that he could not adequately enforce parking violations against 18-wheelers that parked in the fire lane since the stripes were faded. Mr. Reynolds added that the 18-wheelers caused a safety concern for the kids who would attend the District's upcoming summer camps at the office. Mr. Dean advised that road maintenance was not within the District's legal authority to handle, and that Williamson County or the City of Jarrell needed to address the issue. The Board directed Messrs. Reynolds and Dean to contact the County and the City regarding the issue. Mr. Reynolds next asked if the Board would like to raise the District's clubhouse rental fees, since they may be too low. Director Faske asked Mr. Reynolds to contact nearby community centers to determine what they charged for renting similar facilities, so that the District's rate could be made comparable. After discussion, upon motion by Director Payne and second by Director Dunbar, the Board voted 4-0 to authorize the Park Subcommittee to set new rental rates. Mr. Reynolds next stated that he was working on an Aquatic Operating

Manual. Upon motion by Director Payne and second by Director Dunbar, the Board voted 4-0 to authorize the Park Subcommittee to approve the Aquatic Operating Manual. Mr. Reynolds next discussed the hours of operation of the District's pool and the Cool Water pool with the Board. He then reviewed the quote from Bee Natural Residential and Commercial Cleaning, that the District has previously approved, with the Board. Upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to authorize Mr. Reynolds to schedule cleaning services through Bee Natural at the District's various facilities as he saw fit. Mr. Reynolds next presented the various materials from CSG Forte attached as **Exhibit "G"** for payment processing services. Mr. Dean stated that, if the Board would like to engage CSG Forte, it would need to determine whether the District would absorb the costs of the services, or include them in customers' payments. Board discussion ensued. Mr. Douthitt stated that he recommend that the District absorb the costs, but build them into the price of the services themselves. The possibility of using a credit model for parks and recreation purchases was discussed. The Board tabled the matter until more information was provided. Mr. Reynolds then asked that the Board consider reimbursements for teambuilding activities. The Board asked Mr. Reynolds to prepare a teambuilding budget and schedule to present to the Board for consideration at a later date. Upon motion by Director Payne and second by Director Dunbar, the Board voted 4-0 to approve reimbursement of the recent Parks and Recreation Department teambuilding exercise in the amount of \$130. Mr. Reynolds next presented the Swim Lesson Agreement with Premier Recreation Management Services, LLC attached as **Exhibit "H"** to the Board. Upon motion by Director Dunbar and second by Director Faske, the Board voted 4-0 to approve the Swim Lesson Agreement. Mr. Reynolds then presented a proposal from TOPS for office dividers, but stated that this could wait to be considered in the fall, once the District's personnel situation had been better established. The Board tabled the item. Mr. Reynolds then reported that he was about halfway done purchasing items needed to operate the District pool and the Cool Water pool that summer; that the Cool Water pool would probably not open that month, since it was still not complete; that he was working with the fire inspector to address the fire code violations noted at the District's various facilities; that employee health insurance had been obtained; and that planning for the Eastwood Amenity Center had begun. Director Faske emphasized that it was imperative that the Cool Water Amenity Center and Pool not be accepted by Cool Water MUD and operated by the District until all of the outstanding issues had been addressed.

Director Cosimeno next stated that the Board would consider the hiring and employment matters. Mr. Reynolds presented the job descriptions for an Aquatic Manager and a General Maintenance Worker attached as **Exhibit "I"** with the Board, stating that a new employee needed to be hired for each position. Upon motion by Director Payne and second by Director Dunbar, the Board voted 4-0 to approve the job descriptions and hiring employees for these positions.

Director Cosimeno next reviewed the security patrol report with the Board.

Director Cosimeno then stated that the Board would consider the Landscape Irrigation Report from Landscape Designs & Lawn Care. Mr. Castro reviewed his report attached as **Exhibit "J"** with the Board. He presented Estimate No. 160 attached as **Exhibit "K"** for removal of the playscape and sod installation at the Azurite Drive park. Upon motion by Director Faske and second by Director Dunbar, the Board voted 4-0 to approve Estimate No. 160, with the stipulation that only the removal of the playscape be completed, but not the sod installation.

Director Cosimeno stated that the Board would not receive a verbal operations report that month due to Mr. Hendrix's absence, but that the written report attached as **Exhibit "L"** was in the meeting packet for review.

Director Cosimeno then recognized Mr. Jones for the purpose of receiving the engineer's report. Mr. Jones presented his report attached as **Exhibit "M"** to the Board. He reported that the City of Salado had made a request to become a member of the Lone Star Regional Water Authority, and that the Board needed to consider whether to direct its representatives on the Lone Star Board to vote for or against this. He stated that this would be good for the District, since it would lower its costs. He next reported that the park bond application was nearly ready to submit to the TCEQ, and that he was just waiting to receive a few executed deeds for land on which some of the park facilities were located. He then stated that he was working with Williamson County regarding its CR 314 road expansion project, which would likely involve relocation of certain District facilities and easements. He then stated that he was working with Mr. Hendrix to obtain reimbursement from the fiber installation contractor that damaged the District's line along CR 332. He noted that the District may have an opportunity to acquire a portion of abandoned right-of-way from the County, and that he would report back on the prospect when more was known. Mr. Jones next informed the Board that the Utility and Development Agreement with the City of Jarrell may need to be amended to remove the City's participation in the Willis Creek wastewater line, since the City was no longer interested in the project. He then reviewed a final rendering of the District's new logo that would be painted on the new elevated storage tank. Director Payne asked that Mr. Hendrix have the lights on the old elevated storage tank replaced, since they were out. Mr. Jones concluded his report by stating that the District had received an out-of-district service request, but that the remainder of the District's water supply had already been reserved. He explained that he generally did not recommend out-of-district service, instead preferring annexation, due to the increase to the District's tax base. Mr. Dean noted that this would require amending the District's existing written policy. The Board directed Messrs. Jones and Dean to propose an amended Annexation and Out-of-District Service Policy to the Board for consideration at a later date. Director Cosimeno added that, upon Mr. Jones' recommendation, the amendment should increase the developer deposit to \$10,000.

Director Cosimeno stated that the Board would receive a report from the District's attorney. Mr. Dean presented a draft Pool Services Agreement with Cool Water MUD to the Board. He stated that it would provide the standards by which the District would operate the Cool Water Amenity Center and Pool. The Board asked that Mr. Dean finalize the agreement for presentation at the next Board meeting. Mr. Dean then presented the subcommittee list attached as **Exhibit "N"** to the Board, noting that he had included a provision for the automatic resignation of a member of a subcommittee if he or she missed three meetings in a fiscal year. After discussion, upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to approve the subcommittee list, and to authorize the subcommittees with the authority described therein.

There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m.

(SEAL)





Raven Dunbar
Secretary, Board of Directors

Date: June 17, 2024