

# SONTERRA MUNICIPAL UTILITY DISTRICT

## AGENDA

**SEPTEMBER 9, 2024**

TO: THE BOARD OF DIRECTORS OF SONTERRA MUNICIPAL UTILITY DISTRICT AND ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Sonterra Municipal Utility District will hold a regular meeting on **Monday, September 9, 2024 at 6:00 p.m.** at 113 Limestone Terrace, Jarrell, Texas. The following matters may be considered and acted upon at the meeting:

### PUBLIC COMMENT

**PLEASE NOTE: COMMENTS FROM MEMBERS OF THE PUBLIC WILL BE TAKEN DURING DESIGNATED PORTIONS OF THE BOARD MEETING ONLY. COMMENTS FROM THE FLOOR ARE NOT ACCEPTED DURING THE BUSINESS PORTION OF THE BOARD MEETING. TO ADDRESS THE BOARD, PLEASE COMPLETE THE PUBLIC COMMENT FORM THAT IS AVAILABLE AT THE ENTRANCE TO THE BOARD MEETING ROOM AT LEAST FIVE MINUTES BEFORE THE TIME THE BOARD MEETING IS SCHEDULED TO BEGIN. AFTER BEING RECOGNIZED BY THE BOARD PRESIDENT, EACH SPEAKER WILL BE ALLOWED UP TO THREE MINUTES TO SPEAK.**

1. Pledges of Allegiance to United States and Texas flags;
2. Board member remarks and public comment;

### CONSENT ITEMS

*(These items may be approved collectively or individually. Any of these items may be pulled for discussion upon the request of any Board member.)*

3. Minutes of August 19 and August 27, 2024 Board meetings;
4. Proposal from McCall Gibson Swedlund Barfoot PLLC for audit services for fiscal year ending September 30, 2024, including fraud questionnaire relating to 2024 audit;

### BUDGET AND TAX ITEMS

5. 2024-2025 budget and 2024 tax rate, including:
  - (a) Public hearing on District's 2024 tax rate, including public feedback received through appraisal district / county tax office websites;
  - (b) Budget for fiscal year 2024-2025, including Resolution Adopting Budget;
  - (c) Record vote on District's 2024 tax rate and Order Levying Taxes;
  - (d) Amended and Restated Information Form *(if necessary for tax rate change)*;

### BOND ITEMS

6. Arbitrage rebate and yield restriction compliance, including:

- (a) Arbitrage Rebate Compliance Summary;
- (b) Arbitrage rebate review and yield restriction compliance letter from BLX Group LLC for \$3,264,993.80 Unlimited Tax and Revenue Refunding Bonds, Series 2013 (Final Computation Period: August 8, 2013 through August 15, 2024);

### **DISCUSSION/ACTION ITEMS**

- 7. Bookkeeper's report and related action, including:
  - (a) Directives;
  - (b) Funds transfers and payment of bills and invoices;
- 8. Manager's report and any related action, including:
  - (a) Directives;
  - (b) District related action, including:
    - (i) Revised Employee Handbook;
    - (ii) Proposals from NEOGOV for Human Resources software;
    - (iii) Proposal from 401 Plans for employee retirement benefits;
    - (iv) Expiration of Website Development and Maintenance Agreement with James Williams, including:
      - (1) Proposal from Digital Donkey Marketing for monthly website maintenance;
      - (2) Engagement with James Williams to provide interim website maintenance pending execution of agreement with Digital Donkey Marketing or other website vendor;
    - (v) Plan options from Intuit QuickBooks for staff budget tracking;
    - (vi) Renewal of membership with Jarrell Chamber of Commerce;
    - (vii) Renewal of advertising contract with Fidelis Publishing Group, LLC for My Jarrell Monthly magazine;
    - (viii) Purchasing authorization for General Manager, including Amended and Restated Resolution Adopting Credit Card Use Policy;
    - (ix) Team building annual calendar;
    - (x) Professional development and per diem authorization, including Resolution Adopting Amended Code of Ethics and Financial Investment, Travel, and Professional Services Policies;
    - (xi) Prospective acquisition of land for parks and recreation facilities;
  - (c) Operations related action, including:

- (i) Proposals from Alpha Paving for Sonterra Park/Pool Parking Lot reseal and restripe;
  - (ii) Proposal from Viking Fencing for District's pool;
  - (iii) Proposal from Built by Grid for flooring at District's clubhouse;
  - (iv) Proposal from Certa Pro to complete floors in bathrooms and lifeguard room at Cool Water MUD Amenity Center;
  - (v) Proposal from Nexus Build to remove replace old sign with new sign at District's office;
  - (vi) Basketball pavilion restroom improvements;
  - (vii) Texas Municipal League Intergovernmental Risk Pool (TMLIRP) claims;
- (d) Parks and Recreation related action, including:
- (i) Parks and Recreation monthly overview;
  - (ii) Pool data report;
  - (iii) Cool Water MUD expense report;
  - (iv) Game room, including television and audio proposal for Cool Water MUD Amenity Center;
  - (v) Trunk or Treat Event in partnership with Williamson County ESD #5;
  - (vi) Parks Master Plan, including new capital improvements projects list for fiscal year 2024-2025;
  - (vii) Existing capital improvements project list for trail, bike track, splash pad, and shade polls;
9. Hiring and employment and related action;
10. District security and related action, including security patrol report;
11. Mowing and landscape maintenance and related action, including:
- (a) Report from Landscape Designs & Lawn Care;
  - (b) Landscape Maintenance Agreement with Landscape Designs & Lawn Care (October 1, 2024 – September 30, 2026);
  - (c) Landscape Maintenance Agreement [Shared Park and Recreational Facilities] with Landscape Designs & Lawn Care (October 1, 2024 – September 30, 2026);
12. Operator's report and related action, including:
- (a) Directives;
  - (b) Leak detection and water loss report;

- (c) Billing report and write-offs;
  - (d) Operation, maintenance, and repair of District facilities, including any related proposals;
  - (e) Inflow and infiltration into District wastewater system;
  - (f) Renewal of Operations Services Agreement (current agreement expires September 30, 2024);
13. Engineer's report and related action, including:
- (a) Directives;
  - (b) Engineering status report, including District General, District Facilities Construction, and Non-District Facilities Construction;
  - (c) Engineering action items, including:
    - (i) Elevated Storage Tank at WTP No. 2, including approval of any pay estimates and/or change orders;
  - (d) Lone Star Regional Water Authority items;
14. Attorney's report and related action, including:
- (a) Directives;
  - (b) Acquisition of water line easement by Jarrell-Schwertner Water Supply Corporation in connection with Williamson County CR 314 expansion project;
  - (c) Order Establishing Service Rates, Charges, and Tap Fees and Adopting Rules and Policies With Respect to the District's Water, Wastewater, and Drainage Systems;
  - (d) Renewal of (i) Inspection Services Agreement, and (ii) Inspection Services Agreement [Wastewater Cleanouts] with Colin Williams d/b/a Williams Mapping;
  - (e) Erosion control inspections and enforcement of erosion control rules;
15. Future meeting schedule and agenda items.

The Board of Directors is authorized by the Texas Open Meetings Act, Chapter 551, Texas Government Code, to convene in closed or executive session for certain purposes, including receiving legal advice from the District's attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073), discussing personnel matters (Section 551.074) and discussing security personnel or devices (Section 551.076). If the Board of Directors determines to go into executive session to discuss any item on this agenda, the presiding officer will announce that an executive session will be held and will identify the item to be discussed and the provision of the Open Meetings Act that authorizes the closed or executive session.

(SEAL)





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Attorney for the District

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Sonterra Municipal Utility District is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations and equal access to communications will be provided upon request. Please call Armbrust & Brown, PLLC at (512) 435-2300 for additional information. Hearing or speech disabled persons equipped with telecommunications devices for the deaf may utilize the statewide Relay Texas program, 1-800-735-2988.