

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

October 21, 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 October 21, 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, 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; David Forbes, the District’s Maintenance Supervisor; Dennis Hendrix of Crossroads Utility Services; Jennifer Leavitt of the Friends of the Jarrell Community Library; Susan Gregurek, Janet Hage, and Pete Escalante of the Jarrell Community Library and Resource Center (the “*Library*”); Megan Mills and Sherry Smith of the Jarrell Chamber of Commerce; and Aaron Barnes, a resident of the District.

After the Pledges of Allegiance to the United States and Texas flags, Director Cosimeno then stated that the Board would receive any Board member remarks or citizens communications. Mr. Barnes addressed the Board and stated that the District’s fluoride levels were too high. He stated that, based on various studies, even slightly elevated fluoride levels could result in adverse health outcomes, especially for children. He asked for an item to be placed on the next agenda to discuss high fluoride levels. Ms. Mills and Ms. Smith then addressed the Board and asked that the Board approve closure of Limestone Terrace on November 16, 2024 for the Library and Jarrell Chamber of Commerce’s Harvest Street Festival and Business Expo.

Director Cosimeno next stated that the Board would consider the Bond Items on the agenda. Mr. Dean stated that the District had not yet received the order from the Texas Commission on Environmental Quality approving the District’s first park bond issue yet. The Board agreed to table the Bond Items until after the order had been received.

Director Cosimeno next stated that the Board would consider the Consent Items on the agenda, including the minutes of the September 9, 2024 Board meeting. Upon motion by Director Payne and second by Director Dunbar, the Board voted unanimously to approve the minutes, as presented.

Director Cosimeno stated that the Board would receive a report from the District’s bookkeeper. Mr. Douthitt reviewed the bookkeeper’s report and the revised cash activity report

attached collectively as **Exhibit “B”** and recommended approval of the transfers and the Director and vendor payments listed in his report. Upon motion by Director Dunbar and second by Director Roark, the Board voted unanimously to approve the transfers and the Director and vendor payments listed in the bookkeeper’s report. Mr. Douthitt stated that he was not able to obtain two credit cards for the same District account, so the District would only have one card. He added that the additional credit card accounts had been canceled. Mr. Douthitt stated that he would like to establish an account for deposit refunds soon, which would help prevent check fraud.

Director Cosimeno next stated that the Board would receive the District manager’s report. Mr. Forbes stated that he would present the report, since Mr. Reynolds was absent. Mr. Forbes reported that the administrative assistant job description had been posted on Indeed, noting that since the Employment Subcommittee had previously approved the position, no additional approval was necessary; that he had created binders including the maintenance and warranty information for the District’s vehicles and equipment; that the F-250 truck had been repaired and was working well; that the Ranger truck was being serviced at the dealership; that he had recently purchased a pole saw; that Williamson County had replaced the “No Parking” signs and fire lane striping on Limestone Terrace and Sonterra Boulevard; that he had sent a letter to a resident advising the resident to cease disposing of dog waste from the resident’s backyard on the District’s trails; and that the community cleanup had gone well. Mr. Dean then presented the Resolution Adopting Revised Code of Ethics and Financial Investment, Travel and Professional Services Policy attached as **Exhibit “C”** (the “*Resolution*”) to the Board. He explained that the Resolution revised the District’s existing policies to add a travel and per diem policy for District employees. Upon motion by Director Roark and second by Director Payne, the Board voted unanimously to approve the Resolution. Mr. Forbes then presented the recreational specialist job description with the Board and requested authorization for District staff to post the job description and the Employment Subcommittee to hire for the position. Upon motion by Director Dunbar and second by Director Payne, the Board so authorized District staff and Directors Cosimeno and Faske. Director Faske asked that title to the District’s vehicles be placed in a safe.

Director Cosimeno then provided a security patrol report to the Board. He stated that Deputy Kidwell had advised that the currently provided 145 patrol hours per month had been working well and no modification was necessary.

Director Cosimeno stated that the Board would receive the mowing and landscape maintenance report from Mr. Castro of Landscape Designs & Lawn Care. Mr. Castro reviewed his report attached as **Exhibit “D”** with the Board. He stated that District staff had determined that it could landscape the open space portion of the Cool Water Amenity Center lot in-house. Mr. Castro stated that his crews could landscape the area in the future, if necessary. Mr. Castro presented a proposal for mulch installation at various locations and a proposal for tree installation, attached collectively as **Exhibit “E”**, to the Board. Upon motion by Director Roark and second by Director Payne, the Board voted unanimously to approve the proposal for mulch installation. Mr. Castro stated that the proposed installation of trees was in honor of Texas Arbor Day, and that the proposal included an option for 30-gallon trees and an option for 45-gallon trees. Director Faske asked that the trees be placed in the location of trees that had previously been removed, where possible, and that a survey be conducted by National Arbor Day in April to determine additional locations needing trees. After discussion, upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the installation of ten 30-gallon trees. Mr. Castro asked if his crews should remove dead trees that were still standing. Director Faske stated that he would like to inspect the trees with Mr. Castro before this was approved.

Director Cosimeno next stated that the Board would consider matters relating to the Jarrell Community Library and Resource Center. Mr. Dean stated that Mr. Reynolds had informed him that the Library's use of the boardroom and the kitchen had become a nuisance that detracted from District staff's use of the building, and provided several examples. Director Faske stated that the District Board members or staff needed to meet with the Library's representatives to discuss the problems in detail. Director Cosimeno suggested that it may be necessary to cease allowing the Library to use the boardroom. Director Roark stated that strict guidelines regarding use of the boardroom and kitchen needed to be provided to the Library to follow. Ms. Gregurek and Mr. Escalante addressed the Board and stated that the Library would like to meet with the appropriate District representatives outside of a Board meeting to discuss resolution of the problems in detail. Ms. Gregurek added that she would make herself available to resolve problems when they arose, but that she needed to be contacted in order to help. Director Faske stated that both the Library and the District were growing quickly, and asked whether the Library had plans to move to a different location. Ms. Gregurek responded that the Library was holding certain events in different locations, including locations provided by Jarrell ISD. Director Roark stated that the District and the Library would need to cooperate to determine a mutually agreeable path forward, and noted that she appreciated what the Library was doing in the community. Mr. Dean then presented the Event Space License Agreement with Jarrell Community Library and Resource Center for the Harvest Street Festival and Business Expo, attached as **Exhibit "F"**, to the Board. He stated that the agreement would license the Library to hold its Harvest Street Festival and Business Expo event in the District office building's parking lot, which would include vendors and food trucks. He stated that the Library would be required to provide liability insurance, indemnify the District for any liability, provide a deposit for damage, reimburse the District for the legal fees incurred for preparation of the agreement, and abide by various terms and conditions regarding the manner of the use of the property. Ms. Gregurek stated that payment of the legal fees would be too expensive for the Library. Board discussion ensued. After discussion, upon motion by Director Dunbar and second by Director Payne, the Board voted unanimously to approve the Event Space License Agreement with Jarrell Community Library and Resource Center for the Harvest Street Festival and Business Expo, as modified to remove the Library's obligation to reimburse the District for the legal fees; provided, however, that the issue of the legal fees would be considered at a later date. Ms. Leavitt then addressed the Board and stated that the Friends of the Jarrell Community Library could not afford to provide its own insurance and deposit and indemnify the District for its Community Market events in the office parking lot. After discussion, upon motion by Director Roark and second by Director Faske, the Board voted unanimously to authorize negotiation and execution of an Event Space License Agreement with Friends of the Jarrell Community Library.

Director Cosimeno next stated that the Board would consider the operator's report and recognized Mr. Hendrix. Mr. Hendrix reviewed the operator's report attached as **Exhibit "G"** with the Board. He presented the proposal from Alterman for construction of an awning for Well No. 2 attached as **Exhibit "H"**, which he stated was necessary to protect the equipment from damage caused by the sun. Upon motion by Director Dunbar and second by Director Payne, the Board voted unanimously to approve the proposal from Alterman. Mr. Hendrix then presented the proposal from Crossroads to install ten Bac-T sample stations in the right-of-way which he stated would allow Crossroads to obtain legally required water samples without entering the property of residents, which had become problematic. Director Faske suggested that Crossroads provide better notices regarding entering resident property for samples. Director Payne suggested that Crossroads identify residents who would willingly volunteer to provide access for the samples. Mr. Dean stated that the installation of the Bac-T sample stations needed to be competitively bid due to the cost exceeding \$25,000, unless an exception applied. Mr. Hendrix stated that this would not work since the successful bidder would need to work on the District's system in a way that should only be done by the District operator. The Board took no action on the matter. Mr. Hendrix then reviewed the Notice of Violation from the TCEQ, attached as

Exhibit “I”, with the Board. He explained that the violation was for failure to submit a Disinfectant Level Quarterly Operating Report to the TCEQ for the second quarter of 2024. Mr. Hendrix stated that the missed filing had subsequently been made, and that the District was now required to provide notice regarding the violation to the District’s customers. He stated that Crossroads would include the required public notice in the District’s annual Consumer Confidence Report, and provide confirmation of the notice to the TCEQ, which would resolve the violation.

Director Cosimeno then recognized Mr. Jones for the purpose of receiving the engineer’s report. Mr. Jones presented his report attached as **Exhibit “J”** to the Board. Mr. Jones stated that the District’s water system’s fluoride level had not been above 4 mg/L since 2021, and had recently been under 2 mg/L. He next reported that his office was working on new landscaping maps and that Cool Water MUD had recently issued its acceptance letter for the Cool Water Amenity Center to the developer. Mr. Jones then presented and recommended approval of Pay Application No. 9 from Caldwell Tanks for the EST at WTP No. 2 project, attached as **Exhibit “K”**. Upon motion by Director Dunbar and second by Director Faske , the Board voted unanimously to approve Pay Application No. 9. Mr. Jones then recommended approval of the proposal from A&G Appraisal Group attached as **Exhibit “L”**, which he stated was necessary to appraise two tracts that had been included in the District’s bond application, since the developer could not provide settlement statements for the developer’s purchase of the tracts. Director Cosimeno commented that the lights on EST No. 1 had gone out again, and needed to be replaced. Mr. Hendrix stated that he would obtain a proposal to replace the lights. Mr. Jones concluded his report by stating that Lone Star Regional Water Authority denied the City of Salado’s application to become a member of the Authority, since the City of Jarrell did not provide its consent.

Director Cosimeno stated that the Board would receive a report from the District’s attorney. Mr. Dean first stated that the demand letter to Parker Communications regarding damage to District water facilities located CR 332 and Cleary Lane had resulted in Parker Communications filing an insurance claim, which would hopefully result in reimbursement for the damages. Mr. Dean then stated that Andy Bilger of SonWest Co. had informed him that the conveyance documents for the pool property owned by the Sonterra West HOA had been executed. At 7:52 p.m., Director Cosimeno announced that the Board would convene in executive session pursuant to Section 551.072 of the Texas Government Code to discuss the lease of the District office to the Library. At 8:09 p.m., Director Cosimeno announced that the Board would reconvene in open session, noting that no action had been taken during executive session.

The Board considered its future meeting schedule and agenda items and agreed that it would meet next month as regularly scheduled.

There being no further business to come before the Board, the meeting was adjourned at 8:10 p.m.

(SEAL)





Raven Dunbar
Secretary, Board of Directors

Date: November 18, 2024