

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

April 18, 2022

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Sonterra Municipal Utility District was held on April 18, 2022, 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:

John Faske	-	President
Darrell Goldman	-	Vice President
Camy Reynolds	-	Secretary
Raven Dunbar	-	Assistant Secretary
Michael Cosimeno	-	Assistant Secretary

All of the Directors were present, thus constituting a quorum. Also present at the meeting were Jason Jones and Keith Collins of Jones-Heroy & Associates, Inc.; Dennis Hendrix of Crossroads Utility Services LLC (“*Crossroads*”); Allen Douthitt of Bott & Douthitt, PLLC; Edward Castro of Landscape Designs and Lawn Care LLC; Andy Bilger, of Vecindario Management, LLC; Carter Dean of Armbrust & Brown, PLLC; and Bianca Copeland and Danielle Smith, residents of the District.

After the Pledges of Allegiance to the United States and Texas flags, Director Faske stated that the Board would receive any Board member remarks or citizens communications. Ms. Copeland addressed the Board and stated that the Jarrell Independent School District had permitted the Sonterra West Homeowners’ Association to hold its 2022 Independence Day festival at Igo Elementary School and would allow fireworks within the gated area.

Director Faske announced that the Board would next consider approving the minutes of the March 28, 2022 Board meeting. Upon motion by Director Reynolds and second by Director Dunbar, the Board voted unanimously to approve the minutes, as presented.

Director Faske next announced that the Board would receive a report from the District manager and recognized Mr. Bilger. Mr. Bilger stated that this was Director Goldman’s last Board meeting and thanked him for his years of service to the District. Mr. Dean then presented the email attached as **Exhibit “B”** and stated that the Jarrell Independent School District had requested a donation from the District to its “teacher of the year” award. He recommended that the Board not make the requested donation since the use of public funds for such purpose would not benefit the residents of the District, in his opinion.

Director Faske next stated that the Board would receive a report regarding the District’s parks and recreational facilities. Mr. Bilger provided an overview of the status of construction of various parks and recreational projects located in the District, noting that, while the bike track was complete, someone on a motorcycle or other motor vehicle had caused damage to the track. Mr. Bilger stated that the offender had not been identified, but that the Williamson County Sheriff’s Office was aware of the issue and on the lookout. He then stated that the drainage work

at the pool and splash pads was ongoing and would continue for at least a few more weeks. He concluded his report by advising that he and Director Reynolds were revising the job description for a park manager and would post the new description online soon. Ms. Smith reviewed the quote attached as **Exhibit "C"** for the CommunityPass service at the pool and explained how the system worked. Mr. Dean stated that he still had a handful of items to address regarding the Master Services Agreement for the CommunityPass service attached as **Exhibit "D"**, but since the service was needed promptly with the pool opening soon, he stated that he thought it would be okay if the Board approved the agreement subject to his final revisions and approval. Board discussion ensued regarding the allocation of the payment obligation for the key fobs necessary to check-in to the pool. The Board generally agreed that residents would only be required to pay for replacements fobs, if their original was lost, stolen, or damaged. Upon motion by Director Faske and second by Director Reynolds, the Board approved the agreement, subject to final revisions and approval by Mr. Dean.

Director Faske next announced that the Board would consider items related to District security. Ms. Reynolds reviewed the security patrol report with the Board.

Director Faske then stated that the Board would consider items related to mowing and landscape maintenance. Mr. Castro stated that he had nothing to report to the Board in addition to his monthly report.

Director Faske then stated that the Board would receive a report from the District operator. Mr. Hendrix presented Crossroads' report, attached as **Exhibit "E"**, and reviewed it with the Board. He advised the Board that, as of the end of March, the District had 3,573 occupied single-family connections and a total of 3,960 accounts and that there had been 54 new taps sold in March and a total of 240 for the fiscal year to date. Mr. Hendrix reported that there had been a water loss of 8.67% during the prior reporting period. Mr. Hendrix stated that he had sent no write-offs to collections. He next reported that the wastewater line repairs in Cool Water Municipal Utility District ("*Cool Water MUD*") had been completed and that he would now calculate the per-LUE amount owed by each builder for the repairs, line televising, and other costs related to the lines that had been broken by the builders, and backcharge the builders for their respective amounts. Mr. Hendrix next presented the proposal attached as **Exhibit "F"** for televising, inspection, and cleaning of wastewater lines in Cool Water Phase 3, which he stated would also be backcharged to the responsible builders on a LUE basis. Upon motion by Director Faske and second by Director Goldman, the Board voted unanimously to approve the proposal from Crossroads. Mr. Hendrix then stated that a well head needed to be replaced and requested authority to make the repair. Upon motion by Director Faske and second by Director Reynolds, the Board voted unanimously approve the well head repair. Mr. Hendrix then presented the memorandum from Crossroads attached as **Exhibit "G"** requesting that the Board approve a temporary fuel surcharge due to recently increased fuel prices. Upon motion by Director Dunbar and second by Director Goldman, the Board voted unanimously to approve the surcharge for the current billing period only.

Director Faske then recognized Mr. Jones for the purpose of receiving the engineer's report. Mr. Jones reviewed his report with the Board, attached as **Exhibit "H"**. He introduced Mr. Collins, who he stated would serve alongside Mr. Jones as the District's engineer going forward and take over some of the "day to day" work. Mr. Jones next stated that the updated GIS map had been hung on the wall in the District's administrative building. He then provided an update regarding the projects currently underway. He stated that the District had received the required fee from the City of Jarrell for pass-through service to the Cornhill Business Park and that he was currently reviewing construction plans for the project; that Mr. Collins was reviewing the out-out-district service request for a Sonic fast-food restaurant; and that he had not heard anything from Lyn Ischy regarding her request for the extension of wastewater service to her residence following the prior Board meeting. Mr. Jones then presented Change Order No.

7 in the amount of \$32,900 and Pay Application No. 17 in the amount of \$394,437.65 from DNT Construction for Eastwood Phase I, attached collectively as **Exhibit "I"**, and recommended approval. Upon motion by Director Goldman and second by Director Reynolds, the Board voted unanimously to approve the Change Order No. 7 and Pay Application No. 17. Mr. Jones then stated that he had received Pay Application No. 12 (Final) from Cash Construction for Rio Lobo, but was still waiting to receive close out documentation. He then presented and recommended approval of Pay Application No. 7 from TTE for Water Treatment Plant No. 1 High Service Pump Station in the amount of \$172,278.50 attached as **Exhibit "J"**. Upon motion by Director Reynolds and second by Director Dunbar, the Board voted unanimously to approve Pay Application No. 7. Mr. Jones then presented and recommended for approval of Pay Applications 8, 9, and 10 for Eastwood Sections 4, 5 and 6, attached collectively as **Exhibit "K"**, and recommended acceptance of the project for operation and maintenance, contingent upon his final approval of construction close out. Upon motion by Director Faske and second by Director Reynolds, the Board voted unanimously to approve Pay Applications 8, 9, and 10 and accept the project for operation and maintenance, contingent up Mr. Jones' final approval of construction close out. Mr. Jones then presented Pay Application No. 8 (Retainage) in the amount of \$376,632.46 for Eastwood Sections 7 and 8, attached as **Exhibit "L"**, and recommended approval. Upon motion by Director Faske and second by Director Goldman, the Board voted unanimously to approve Pay Application No. 8 (Retainage). Mr. Jones next stated that the District's acquisition of certain offsite utility easements had been placed on pause pending finalization of certain agreements. Mr. Jones concluded his report by recommending that the Board approve payment of a third of the cost of an engineering study to be performed by Lone Star Regional Water Authority, which would determine the availability and feasibility of obtaining additional water capacity for use by the District and other entities in the future. Mr. Jones stated that additional water capacity would be required if the District were to annex additional land. Upon motion by Director Faske and second by Director Dunbar, the Board voted unanimously to approve payment of a third of the cost of the engineering study.

Director Faske then stated that the Board would receive a report from the District's bookkeeper. Mr. Douthitt reviewed the bookkeeper's report attached as **Exhibit "M"** and recommended approval of the transfers and the Director and vendor payments as listed in his report. After discussion, upon motion by Director Dunbar and second by Director Reynolds, the Board voted unanimously to approve the transfers and the Director and vendor payments. Mr. Douthitt next asked for authorization to sign up for Positive Pay, which is a service that helps verify and authenticate certain payments and protect against fraud. Upon motion by Director Faske and second by Director Reynolds, the Board voted unanimously to authorize Mr. Douthitt to sign up for Positive Pay.

Director Faske stated that the Board would receive a report from the District's attorney. Mr. Dean reviewed the Interlocal Agreement [Park Facilities Use, Operation, and Maintenance] between the District and Cool Water MUD, attached as **Exhibit "N"**, with the Board, and stated that the agreement would allow residents from both districts to use the parks and recreational facilities of the other district and divide the costs of the operations and maintenance for the facilities among the districts by pro rata share, which would be based upon the number of active resident utility connections. He stated that the agreement was not yet finalized, since he was waiting to receive a list of park facilities to include in the agreement. Upon motion by Director Reynolds and second by Director Faske, the Board voted unanimously to approve the Interlocal Agreement, subject to final revisions approved by Mr. Dean and the inclusion of the list of facilities.

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

(SEAL)



Date: May 16, 2022

Camy Reynolds
Secretary, Board of Directors