

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

July 17, 2023

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 July 17, 2023, 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:

Camy Reynolds	-	President
John Faske	-	Vice President
Michael Cosimeno	-	Secretary
Raven Dunbar	-	Assistant Secretary
Sherry Roark	-	Assistant Secretary

All of the Directors were present, except Director Faske, thus constituting a quorum. Also present at the meeting were Jason Jones of Jones-Heroy & Associates, Inc.; Dennis Hendrix of Crossroads Utility Services LLC (“*Crossroads*”); Carter Dean of Armbrust & Brown, PLLC; Andy Bilger and Darrell Goldman of Vecindario Management, LLC; Susan Gregurek of the Jarrell Community Library and Resource Center (the “*Library*”); Eddie Castro of Landscape Designs & Lawn Care; and Tom Slowbe, a member of the public.

After the Pledges of Allegiance to the United States and Texas flags, Director Reynolds stated that the Board would receive any Board member remarks and citizens communications. There being none, Director Reynolds next stated that the Board would consider the minutes of the June 26, 2023 Board meeting. Upon motion by Director Cosimeno and second by Director Dunbar, the Board voted 4-0 to approve the minutes, as presented.

Director Reynolds then stated that the Board would receive a report from the District’s bookkeeper. Since Mr. Douthitt was absent, the Board reviewed the bookkeeper’s report attached as **Exhibit “B”** and, upon motion by Director Cosimeno and second by Director Dunbar, the Board voted 4-0 to approve the transfers and Director and vendor payments listed in the report, noting that Director Faske’s per diem check would be voided due to his absence.

Director Reynolds next stated that the Board would receive a report from the District manager. Mr. Goldman first presented a proposals for repair and restriping of the parking lot by the District’s pool attached collectively as **Exhibit “C”** and recommended approval. Upon motion by Director Cosimeno and second by Director Roark, the Board voted 4-0 to approve the proposals. Mr. Goldman next reported that vandalism of the District’s park facilities had become an issue, so he had been researching potential securities systems to install at the pavilion.

Director Reynolds then stated that the Board would consider matters related to parks and recreational facilities. Mr. Bilger stated that the Eastwood Phase 1 pool and amenity center had been designed. Board discussion ensued regarding finishing the trail system, resulting in the Board directing Mr. Goldman to obtain a proposal from Hitchcock Design for landscape design and park planning services, since Covey Landscape had never submitted revised

submitted revised proposals. The Board further directed Mr. Goldman to obtain a proposal from the engineer who designed Phase 1 of the trail system regarding design of the subsequent phases. Director Goldman then stated that, under new law, the Jarrell Independent School District may be placing a fence and gate on the road leading to Jarrell Elementary School, which may incidentally restrict access to the District's pavilion. Mr. Dean stated that he would investigate the issue and report back to the Board.

Director Reynolds next stated that the Board would receive a mid-year report from the Library and recognized Ms. Gregurek. Mr. Gregurek presented her report to the Board. She then stated that the Library may install a new fixture to hold open the front door.

Director Reynolds then stated that the Board would consider items related to District security. Mr. Dean presented the First Amendments to Agreement for Off-Duty Security and Patrol Services with Deputies Worsham, Hudash, Hamilton, and Hartt; the First Amendment to Agreement for Off-Duty Security and Patrol Services (Patrol Coordinator) with Deputy Kidwell; and the Agreement for Off-Duty Security and Patrol Services with Deputy Nira attached collectively as **Exhibit "D"**. Mr. Dean stated that the amendments would increase deputy compensation and the agreement would engage Deputy Nira as a new patrol officer. Upon motion by Director Cosimeno, and second by Director Dunbar, the Board voted 4-0 to approve the amendments and the agreement, as presented.

Director Reynolds then stated that the Board would receive a report from Landscape Designs & Lawn Care. Mr. Castro referred the Board to his report in the packet.

Director Reynolds then stated that the Board would receive a report from the District's 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 June, the District had 4,080 occupied single-family connections and a total of 4,324 accounts and that there had been 37 new taps sold in June and a total of 306 for the fiscal year. Mr. Hendrix reported that there had been a water loss of 0.73% during the prior reporting period and three write-offs. He then stated that he had solicited three quotes to repair well no. 2 and requested authorization from the Board to approve a proposal in an amount not to exceed \$38,500. Upon motion by Director Cosimeno and second by Director Dunbar, the Board voted 4-0 to so authorize Mr. Hendrix. Mr. Hendrix then reviewed the notice of violation from the TCEQ attached as **Exhibit "F"** and explained that the issue had been resolved.

Director Reynolds then recognized Mr. Jones for the purpose of receiving the engineer's report. Mr. Jones reviewed his report with the Board, attached as **Exhibit "G"**. He stated that several of the District's water wells were currently out-of-service, so the District was relying 100% on surface water received from Lone Star Regional Water Authority. He then stated that two new pumps would arrive that week to get the wells back online. He next directed the Board's attention to the District's new GIS utility map that had been placed on the meeting room wall. Mr. Jones then presented Revision No. 3 to the District's Construction and Development Standards and Procedures attached as **Exhibit "H"**, which he stated would include an additional video inspection requirement by builders and developers to ensure that debris was cleared from lines. Upon motion by Director Cosimeno and second by Director Roark, the Board voted 4-0 to approve Revision No. 3. Mr. Jones then reviewed his firm's fee schedule update for the 2023-2024 fiscal year attached as **Exhibit "I"**. Upon motion by Director Dunbar and second by Director Roark, the Board voted 4-0 to approve the fee schedule update.

Director Reynolds stated that the Board would receive a report from the District's attorney. Mr. Dean stated that all prior directives were either completed or in process.

Director Reynolds then stated that the Board would convene in executive session at 7:35 p.m. to consider personnel matters pursuant to Section 551.074 of the Government Code. She stated that she would recuse herself from consideration of the matter due to a personal conflict. At 8:01, Director Reynolds stated that the Board would reconvene in open session, noting that no action had been taken in executive session. Upon motion by Director Dunbar and second by Director Roark, the Board voted in favor of Director Cosimeno and Director Faske sending an offer letter to the most qualified of the applicants for the District's Director of Parks and Recreation position, with Directors Dunbar, Cosimeno, and Roark voting "aye" and Director Reynolds abstaining, pursuant to her recusal. Mr. Dean then presented the Amended and Restated Resolution Authorizing and Setting Limits on the Payment of Fees of Office (the "Resolution") attached as **Exhibit "J"**, which he stated increased the Directors' per diems pursuant to a recent change in state law. Upon motion by Director Roark and second by Director Dunbar, the Board voted 4-0 to approve the Resolution. Mr. Dean concluded his report by referring the Board to the erosion control inspection report detailing the prior requests for corrective action and penalties for violation of the District's rules regarding erosion control.

Director Reynolds then stated that the Board would consider matters regarding the provision of services to Cornhill Business Park and any related agreements. Upon motion by Director Reynolds and second by Director Dunbar, the Board voted 4-0 to authorize the negotiation and execution of any agreements necessary to provide wastewater service and fire flow water service to the Cornhill Business Park, subject to final approval by Director Reynolds.

Director Reynolds stated that the Board would consider its future meeting schedule and agenda items. The Board generally agreed that it would meet next month on August 14, 2023.

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

(SEAL)



Date: August 14, 2023



Michael Cosimeno
Secretary, Board of Directors