

# SONTERRA MUNICIPAL UTILITY DISTRICT

## AGENDA

**DECEMBER 18, 2023**

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, December 18, 2023 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

3. Minutes of November 20, 2023 Board meeting;

### DISCUSSION/ACTION ITEMS

4. Bookkeeper's report and related action, including funds transfers and payment of bills and invoices;
5. Manager's report and related action, including:
  - (a) Purchase requests, proposals, and quotations, including:
    - (i) Quotation from Nuso for installation and monthly services of phones;
    - (ii) Quotation from Bee Natural Residential & Commercial Cleaning for cleaning of District's office and amenity center;
    - (iii) Proposal from Allied Electric Services, Inc. for LED lighting products and installation;
  - (b) Standing authority of manager, including:
    - (i) Monthly spending authority;
    - (ii) Authority to execute certain documents;

6. Director of Parks and Recreation's report and related action, including:
  - (a) Purchase requests, proposals, and quotations, including:
    - (i) Proposal from CivicPlus for GIS Integration;
    - (ii) Proposal from GTX Plumbing to tie flush lines for pool and splash pads to drain line;
    - (iii) Quotation from Moore Liberty Buildings for storage unit;
    - (iv) Proposal from DigiQuatics for staff scheduling tool;
    - (v) Proposal from Progressive Aquatics, Inc. for winterization of splash pads;
  - (b) Authorization regarding Youth Basketball League, including:
    - (i) League Handbook;
    - (ii) Purchase of uniforms and equipment;
    - (iii) Jarrell ISD gym rental;
  - (c) Parks and Recreation 2024 Professional Development;
  - (d) Parks and Recreation 2024-26 Strategic Plan Goals;
  - (e) Parks and Recreation 2024-26 Strategic Plan Staffing/Operation & Maintenance Plan;
  - (f) Authorization for the Sonterra Clubhouse as a voting location for 2024 Election Day schedule;
  - (g) Aquatics, including:
    - (i) Hours of operation at Sonterra and Cool Water pools, including local comparisons;
    - (ii) Seasonal positions with job descriptions, including local comparisons;
    - (iii) Budget with seasonal pay rates, including local comparisons;
7. District security and related action, including security patrol report;
8. Mowing and landscape maintenance and related action, including monthly maintenance report from Landscape Designs & Lawn Care;
9. Operator's report and related action, including:
  - (a) Leak detection and water loss report;
  - (b) Billing report and write-offs;
  - (c) Operation, maintenance, and repair of District facilities, including proposals;

- (d) Inflow and infiltration into District wastewater system;
10. 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) Water Treatment Plant No. 1 High Service Pump Station, including approval of pay estimates and/or change orders, and recommendation of approval and signature of Substantial Completion Certificate;
  - (d) Lone Star Regional Water Authority;
  - (e) Willis Creek Wastewater Interceptor;
  - (f) Proposal from Jones-Heroy & Associates, Inc. for water distribution system hydraulic model update;
11. Attorney's report and related action, including:
- (a) Erosion control inspections and enforcement of erosion control rules;
  - (b) Employee retirement plan:
    - (i) Interlocal Agreement regarding 457(b) Retirement Plan;
    - (ii) 457 Cooperative and Master Plan Board Resolution;
  - (c) Timing regarding completion of Master Park Plan and May 2024 Bond Election;
  - (d) Resolution Expressing Official Intent to Reimburse Certain Costs;
12. 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.