

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

January 23, 2024

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Sonterra Municipal Utility District was held on January 23, 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; Darrell Goldman of Vecindario Management, LLC; Allen Douthitt of Bott & Douthitt, PLLC; Dennis Hendrix of Crossroads Utility Services LLC; Eddie Castro of Landscape Designs and Lawn Care LLC; Dave Forbes, the District’s Maintenance Supervisor; Jason Nobbe of Oro Design Group; and Susan Gregurek and Janet Hage of the Jarrell Community Library and Resource Center (the “*Library*”).

After the Pledges of Allegiance to the United States and Texas flags, Director Cosimeno stated that the Board would receive any Board member remarks and citizens communications. There being none, Director Cosimeno stated that the Board would consider the Annual Review Items on the agenda. Mr. Dean reviewed the Resolution Confirming Annual Review of Certain Financial Management Policies; Adopting a Revised Code of Ethics and Financial Investment, Financial Management, Travel, and Professional Services Policy; Ratifying Adopting of Investment Strategies; Ratifying Designation of Investment Officers; and Confirming Review and Adopting of List of Qualified Brokers attached as **Exhibit “B”** with the Board. He advised that the only recommended change to the District’s policies was to revise Code of Ethics and Financial Investment, Travel and Professional Services Policy to reflect the recent change in law regarding fees of office for Directors. Upon motion by Director Faske and second by Director Payne, the Board voted unanimously to approve the resolution. Mr. Dean then presented the Resolution Confirming Annual Review of Written Procedures for Post Bond Issuance Federal Tax Compliance attached as **Exhibit “C”** with the Board. He advised that there were no recommended changes to the procedures. Upon motion by Director Dunbar and second by Director Faske, the Board voted unanimously to approve the resolution.

Director Cosimeno stated that the Board would next consider the Consent Items on the agenda, including the minutes of the October 9, 2023 and December 12, 2023 special Board meetings, and the December 18, 2023 regular Board meeting. Upon motion by Director Dunbar and second by Director Faske, the Board voted unanimously to approve the three sets of minutes, as presented.

Director Cosimeno then stated that the Board would receive a report from the District's bookkeeper. Mr. Douthitt reviewed the bookkeeper's report attached as **Exhibit "D"** and recommended approval of the transfers and the Director and vendor payments as listed in his report. Upon motion by Director Faske and second by Director Dunbar, the Board voted unanimously to approve the transfers and the Director and vendor payments. Mr. Douthitt next stated that the District needed to open a new bank account for use by the Messrs. Reynolds and Brown to pay referees for the District's new youth basketball league. Mr. Dean presented the Secretary's Certificate and Resolutions Regarding Park Account attached as **Exhibit "E"** to the Board, and stated that the resolutions included a provision limiting the amount that may be drawn from the account by check to \$2,500. Upon motion by Director Payne and second by Director Cosimeno, the Board voted unanimously to approve the Secretary's Certificate and Resolutions Regarding Park Account. Mr. Douthitt then stated that the District needed to hire an Human Resources Manager since it had been hiring employees and sought to hire more. Board discussion ensued. After discussion, the Board directed Mr. Dean to investigate the possibility of engaging a human resources consultant, and Messrs. Cosimeno and Faske to post a job description and begin conducting interviews for a Human Resources Manager. Mr. Douthitt concluded his report by stating that the credit cards for Messrs. Reynolds and Brown had been received.

Director Cosimeno then stated that the Board would receive the operations report. Mr. Hendrix reviewed the operations report attached as **Exhibit "F"** with the Board. He reported that water loss had been low; that seven accounts had been sent to collections and written-off; and that Crossroads had implemented a temporary solution to the odor issue at Lift Station No. 4, by subsidizing the flows through it with water, but was considering a permanent solution. Mr. Hendrix next presented the proposal from Fleet Maintenance of Texas for additional generator inspections in the amount of \$2,880 per year attached as **Exhibit "G"** to the Board. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the proposal. Mr. Hendrix then presented the proposal from Crossroads attached as **Exhibit "H"** to purchase certain equipment and services from Simplifi to replace the analog phone lines with cellular service at the District's operations facilities. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the proposal. Mr. Hendrix then presented the proposal from Alterman attached as **Exhibit "I"** to upgrade the District's SCADA license from allowing three users to five users. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the proposal.

Director Cosimeno then recognized Mr. Jones for the purpose of receiving the engineer's report. Mr. Jones reviewed his report with the Board, attached as **Exhibit "J"**. He first presented the quote from ESRI attached as **Exhibit "K"** to the Board, which he explained included annual subscriptions to various ArcGIS programs which would enable Jones-Heroy to develop online maps of the District's facilities. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the quote from ESRI. Mr. Jones next stated that the Board needed to select a color for its new elevated storage tank at WTP No. 2. Director Dunbar stated that he recommended beige or "warmer sun". The Board agreed that the tank should be painted beige. Mr. Jones then presented Pay Application No. 1 in the amount of \$85,590 from Caldwell Tanks, Inc. for the Elevated Storage Tank at WTP No. 2 project attached as **Exhibit "K"** and recommended approval. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve Pay Application No. 1 and payment of same by wire instead of check. Mr. Jones then advised the District's use of water from Lone Star Regional Water Authority had decreased significantly since 2023, and that more water was being provided by the District's wells. Mr. Jones concluded his report by informing the Board that the City of Jarrell had expressed interest in possibly participating in the Willis Creek Wastewater Line project, despite previously renegeing on its contractual agreements regarding the project.

Director Cosimeno next stated that the Board would receive a report the Parks and Recreation Report from Mr. Goldman due to Mr. Reynolds' absence. Mr. Goldman reported that Mr. Reynolds did not think that a Conex box would meet the District's storage needs and instead recommended a storage building. Director Cosimeno and Director Faske discussed whether a storage building could be properly installed without concrete footing. The Board tabled the item. Mr. Goldman next stated that the printer lease had been negotiated and was in the process of finalization and execution. Mr. Goldman next stated that the clubhouse needed to be renovated, and that many of the renovations could be handled in-house. He added that he would solicit proposals for Board consideration for anything that could not be done in-house. Upon motion by Director Dunbar and second by Director Roark, the Board voted unanimously to authorize Mr. Goldman to spend an amount not to exceed \$30,000 to make the various renovations to the clubhouse that could be done in-house. Mr. Goldman then reviewed the job description for a Pool Maintenance Technician attached as **Exhibit "L"** with the Board. Mr. Dean stated that the description needed to be revised to change the FLSA designation to "non-exempt". Upon motion by Director Roark and second by Director Dunbar, the Board voted unanimously to authorize hiring a Pool Maintenance Technician on the terms included in the job description, modified as noted by Mr. Dean. Mr. Goldman next presented the proposal from Landscape Designs & Lawn Care for pool and splash pad flush line drainage attached as **Exhibit "M"** to the Board. Mr. Hendrix asked Mr. Goldman to test the chlorine residuals before flushing and to keep a log of the results, in order to comply with TCEQ regulations. Mr. Goldman stated that he would do so. Upon motion by Director Roark and second by Director Dunbar, the Board voted unanimously to approve the proposal. The Board tabled the proposal from Fidelis Publishing. Mr. Goldman concluded the Parks and Recreation Report by presenting the proposal from Premier Recreation for swim lessons attached as **Exhibit "N"** to the Board. The Board discussed what cost to charge per participant and the percentage split of revenues between the District and Premier Recreation. Upon motion by Director Faske and second by Director Payne, the Board voted unanimously to select the \$75 per participant option and to direct Mr. Dean to negotiate a contract with Premier Recreation for consideration at a subsequent Board meeting. Mr. Dean noted that he would determine whether lifeguards were required to be present for the swim lessons in addition to the instructor, since some of the lessons would not take place during regular pool hours.

Director Cosimeno then stated that the Board would consider matters related to the lease of the District's office building to the Library. Ms. Gregurek addressed the Board and stated that the Library would like to use the Board room on Fridays from 10:30 a.m. to 11:30 a.m. and would like to leave a rug used for story time in the Board room. Upon motion by Director Payne and second by Director Roark, the Board voted unanimously to approve both requests. Ms. Gregurek next expressed her concern that the Library would be pushed out of the District's office building, noting that she understood that the lease expired at the end of 2024. Ms. Hage stated that the Library would like to have a meeting with the Board to discuss the future relationship between the Library and the District. Director Faske stated that he understood that the Library was growing quickly, but that the District was too, so the Board needed to consider its relationship with the Library going forward. He then asked Mr. Dean to schedule a special Board meeting to consider issues related to the Library.

Director Cosimeno next stated that the Board would receive a report from the District manager. Mr. Goldman provided his report to the Board. He first presented the proposal from Landscape Designs & Lawn Care attached as **Exhibit "O"** to cut down the trees at the District shop, which were interfering with the structure. Upon motion by Director Dunbar and second by Director Faske, the Board voted unanimously to approve the proposal. Mr. Goldman next stated that he would like to purchase a telephone line from Microsoft Teams for \$18 per month, per user, as the District's official line. He added that the line would be routed to his personal cell phone, and that it would cost somewhere from \$500 to \$700 to set the line up. The Board tabled the item. The Board then considered the logos proposed by Director Dunbar for adoption by the

Board as the District's new official logo. The Board tabled the item. Mr. Goldman then introduced Mr. Nobbe of Hitchcock Design. Mr. Nobbe presented the Proposal for Professional Landscape Architectural Services for the Eastwood Amenity Center attached as **Exhibit "P"** to the Board. He stated that he would first prepare construction documents, beginning with those began by Keith Cavet. He stated that he would next administer the public bidding process, and perform construction observation of the project. At 8:08 p.m. Director Cosimeno stated that the Board would convene in executive session regarding personnel matters related to engaging a design professional to provide services regarding the Eastwood Amenity Center. At 8:19 p.m. Director Cosimeno stated that the Board would reconvene in open session, noting that no action had been taken. Director Faske asked Mr. Nobbe to revise his proposal to include the coordination of all contractors and a redesign of the landscaping included in the plans from Keith Cavet. Mr. Dean stated that he would need to revise the form of the agreement portion of the proposal. Director Faske then directed Mr. Goldman to solicit a proposal from Hitchcock Design for the Eastwood Amenity Center. Mr. Jones stated that he needed direction from the Board regarding the sizing of the District's first park bond issuance. The Board directed Mr. Jones to use the maximum amount remaining after reimbursement to the developer of the previously constructed facilities, which would be in the range of \$6,000,000 to \$7,000,000. Mr. Goldman then stated that the District needed to purchase work trucks. Board discussion ensued regarding what trucks to purchase. After discussion, Director Cosimeno directed Mr. Goldman to obtain quotes for a Ford Ranger and a Ford F-150 and to determine the budget for the trucks.

Director Cosimeno then stated that the Board would consider any items related to District security. There being no items to consider, the Board moved on to the next item on the agenda.

Director Cosimeno then stated that the Board would receive a report from Landscape Designs & Lawn Care. Mr. Castro stated that he had no items to discuss with the Board since his proposals had been considered and approved earlier in the meeting.

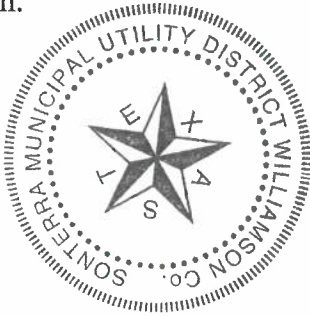
Director Cosimeno stated that the Board would receive a report from the District's attorney. Mr. Dean asked the Board whether anyone would like to attend the annual CASE Conference this year. Upon motion by Director Faske and second by Director Cosimeno, the Board voted unanimously to approve the attendance of Directors Roark, Dunbar, and Payne at the conference. Mr. Dean stated that either his office or Mr. Goldman would coordinate registration of the Directors. Mr. Dean then presented the Temporary Water Facilities Easement and the Temporary Wastewater Facilities Easement attached collectively as **Exhibit "Q"**, which were needed to provide retail service to Cool Water Phase 5. Upon motion by Director Faske and second by Director Dunbar, the Board voted unanimously to approve the easements.

Director Cosimeno stated that the Board would consider the Election Items on the agenda. Mr. Dean referred the Board to the Supplemental Agenda, which included the Election Items. He first presented the Order Calling Director Election attached as **Exhibit "R"**, which he stated would call the District's May 4, 2024 Director Election for the Board positions held by Directors Cosimeno, Faske, and Dunbar. He then reviewed the Resolution Approving Joint Election Agreement and Contract for Election Services attached as **Exhibit "S"** with the Board, pursuant to which, he explained, Williamson County would administer the District's election along with the other entities holding elections on May 4, 2024. Mr. Dean then reviewed the Notice of Deadline to File Applications for Place on the Ballot attached as **Exhibit "T"**. He then requested authorization to give notice of the May 4, 2024 election, as required by law. Upon motion by Director Cosimeno and second by Director Dunbar, the Board voted unanimously to approve the Order Calling Director Election and the Resolution Approving Joint Election Agreement and Contract for Election Services, and to authorize Mr. Dean to give notice of the election.

Director Cosimeno stated that the Board would consider its future meeting schedule and agenda items. The Board agreed that it would hold its next meeting on February 12, 2024.

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

(SEAL)



Raven Dunbar  
Secretary, Board of Directors

Date: February 12, 2024