

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

December 18, 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 December 18, 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:

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, except Director Dunbar, 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; Blake Reynolds and Tyler Brown of the District’s Parks and Recreation Department; and Eddie Castro of Landscape Designs and Lawn Care LLC.

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 Consent Items on the agenda, including the minutes of the November 20, 2023 Board meeting. Upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to approve the Consent Items, as presented.

Director Cosimeno then stated that the Board would receive the operations report. Mr. Hendrix reviewed the operations report attached as **Exhibit “B”** with the Board. He reported that seven accounts had been sent collections; the resident complaint of sewer odor in Cool Water MUD near lift station no. 4 had been resolved; and that the integration of the electronic meters into the District’s billing system was near completion. Mr. Hendrix then reported that graffiti had been discovered on lift station no. 1 and would be removed. He concluded his report by stating that AT&T would no longer be supporting copper phone lines, so he would bring a proposal to the next month’s meeting to install the necessary infrastructure for cell service at the District’s facilities.

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 “C”** and recommended approval of the transfers and the Director and vendor payments as listed in his report. He noted that Director Dunbar’s director fee check would be voided, due to his absence. Upon motion by Director Payne and second by Director Roark, the Board voted 4-0 to approve the transfers and the Director and vendor payments, with the void noted.

Director Cosimeno next stated that the Board would receive a report from the District manager. Mr. Goldman provided his report to the Board. He stated that he believed the District should have a general phone line that residents could call, and recommended that the Board approve the quote from Nuso attached as **Exhibit “D”** to install one. The Board discussed whether such a phone line was necessary. Mr. Reynolds stated that District residents were frustrated by the lack of a general District phone line. Mr. Hendrix suggested that the Board consider a Vonage line. The Board directed Mr. Goldman to research additional phone line options for Board consideration at a later date. Mr. Goldman next stated that the new District logo had not yet been designed. Director Faske asked Mr. Dean to remind Director Dunbar to design the logo. Mr. Goldman then presented the proposal from Bee Natural Residential & Commercial Cleaning attached as **Exhibit “E”**. He stated that the office and clubhouse needed regular cleaning, and that the current cleaner needed to be replaced. He stated that the proposal included weekly cleaning of the office and clubhouse, plus a one-time window cleaning. The Board discussed whether the clubhouse needed regular cleaning. After discussion, upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to approve weekly cleaning of the office by Bee Natural using the District’s own cleaning supplies, but not the clubhouse or the windows until the need had been further evaluated. He then presented a proposal from Allied Electric Services, Inc. for LED lighting products and installation attached as **Exhibit “F”**. He noted that the price listed in the proposal was incorrect, and should be \$5,641. Upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve the proposal upon correction of its price. Mr. Goldman then presented a proposal from CMA to redo the basketball pavilion bathroom and install a PDK access system attached as **Exhibit “G”**. Mr. Goldman confirmed that he had solicited three proposals for the work. After discussion, upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve the proposal from CMA. Director Faske asked Mr. Dean to draft language for inclusion on the District’s website and social media accounts warning the community that if the basketball pavilion bathrooms were destroyed again, they would be closed permanently due to the significant expense of repairing them on multiple occasions. The Board then directed Mr. Dean to negotiate a printer lease with Progressive and authorized Directors Cosimeno and Faske to approve the lease, when finalized.

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 at this time.

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 “H”**. He first stated that the Water Treatment Plant No. 1 High Service Pump Station was substantially complete, and recommended approval of the Substantial Completion Certificate. Upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to approve the Substantial Completion Certificate attached as **Exhibit “I”**. Mr. Jones then asked if the Board would like Messrs. Jones and Dean stated that they would coordinate scheduling the site visit. The Board agreed that they would. Messrs. Jones and Dean stated that they would coordinate scheduling the site visit. Mr. Jones next stated that he would bring a proposal for a “mapping solution” to the Board for consideration in January, which would be useful for the District’s consultants and staff. Mr. Jones then presented the proposal from his firm for a Water Distribution System Hydraulic Model Update attached as **Exhibit “J”**, which he explained was necessary due to the increase in the District’s service area and new facilities. Upon motion by Director Payne and second by Director Roark, the Board voted 4-0 to approve the proposal.

Director Cosimeno next stated that the Board would receive a report from the District's Director of Parks and Recreation. Mr. Reynolds reported that over 3,000 responses were received for the parks survey; that Breakfast with Santa went well, and stayed under budget; that registration for the basketball league was ongoing, and he expected that 200 people would register; that the new Director emails had been set up; that CivicRec would launch by March 1st, before pool season; that renovation of the clubhouse roof had been completed; and that the new office furniture had been moved into the office. Discussion ensued regarding the increasing need for office space, and the Board agreed that Directors Roark and Payne would talk with representatives of the Jarrell Community Library regarding the District's need to use more of the space in the office building when the Library's lease expired at the end of 2024. Mr. Reynolds next presented a proposal from CivicPlus for GIS integration attached as **Exhibit "K"**. Upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve the proposal. Mr. Reynolds then presented a proposal from GTX Plumbing to resolve the ponding issue near the splash pads attached as **Exhibit "L"**. The Board tabled the proposal and directed Messrs. Goldman and Castro to determine whether Landscape Designs & Lawn Care could handle the work and, if so, present a proposal to the Board at its next meeting. Mr. Reynolds then presented a proposal from Moore Liberty Storage for a storage building attached as Exhibit "M". The Board tabled the item and directed Mr. Reynolds to look into the price of a Conex box instead. Mr. Reynolds then presented a proposal from DigiQuatics for a staff scheduling system attached as **Exhibit "N"**. Upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to approve the proposal. Mr. Reynolds then presented a proposal from Progressive Commercial Aquatics, Inc. to winterize the splash pads attached as **Exhibit "O"**. Director Faske asked Mr. Reynolds to confirm that Progressive provided a warranty. Upon motion by Director Faske and second by Director Roark, the Board voted 4-0 to approve the proposal. Mr. Reynolds stated that he would close the splash pad at the beginning of 2024, until warmer weather arrived. He then reviewed the handbook for the basketball league with the Board. Mr. Reynolds requested authorization to purchase uniforms and equipment for the league from Top Fan Apparel. Upon motion by Director Payne and second by Director Cosimeno, the Board voted 4-0 to so authorize Mr. Reynolds. Mr. Reynolds then requested authorization for Mr. Brown and he to attend the professional development conferences listed on the attached **Exhibit "P"** in 2024. Upon motion by Director Cosimeno and second by Director Payne, the Board voted 4-0 to authorize attendance at the conferences for a total amount not to exceed \$7,000. Mr. Reynolds then reviewed the 2024-2026 Strategic Plan Goals attached as **Exhibit "Q"** with the Board. The Board agreed that it would like to hire a pool technician by March 1st, before the 2024 pool season. Upon motion by Director Faske and second by Director Payne, the Board voted 4-0 to authorize Mr. Reynolds and the Employment Subcommittee to hire a pool technician. Mr. Reynolds then stated that Williamson County would like to use the clubhouse as a voting location again for election days listed on the attached **Exhibit "R"**, with the exception of the June 15th date. Upon motion by Director Payne and second by Director Faske, the Board voted 4-0 to permit Williamson County's use of the clubhouse, as discussed, subject to execution of any related agreements. Mr. Reynolds then reviewed the job descriptions for various seasonal pool-related positions, pool hours, and budget attached as **Exhibit "S"** with the Board. Upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve hiring the seasonal pool staff as listed in the job descriptions, at the pay rates included therein. Then, upon motion by Director Payne and second by Director Faske, the Board voted 4-0 to approve the hours of operation for the 2024 pool season attached as **Exhibit "T"**. Upon motion by Director Cosimeno and second by Director Roark, the Board voted 4-0 to authorize Mr. Reynolds to identify and register for a background check service for use hiring employees and volunteers.

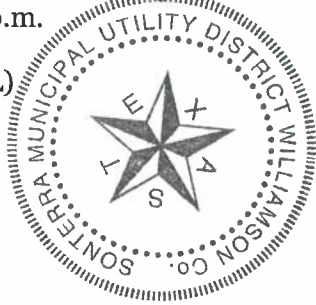
Director Cosimeno stated that the Board would receive a report from the District's attorney. Mr. Dean presented the Interlocal Agreement with Education Service Center Region 10 and the Education Service Center Region 10 457 Cooperative and Master Plan Board Resolution attached collectively as **Exhibit "U"** (the "*Retirement Plan Documents*") to the Board, which he

Director Cosimeno stated that the Board would receive a report from the District's attorney. Mr. Dean presented the Interlocal Agreement with Education Service Center Region 10 and the Education Service Center Region 10 457 Cooperative and Master Plan Board Resolution attached collectively as **Exhibit "U"** (the "*Retirement Plan Documents*") to the Board, which he explained would establish a retirement plan for the District's eligible employees. Upon motion by Director Faske and second by Director Cosimeno, the Board voted 4-0 to approve the Retirement Plan Documents.

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 as regularly scheduled.

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

(SEAL)



A handwritten signature in blue ink, appearing to read "Raven Dunbar", is written over a horizontal line.

Raven Dunbar
Secretary, Board of Directors

Date: January 23, 2024