

**MINUTES OF MEETING OF
BOARD OF DIRECTORS OF WELLS BRANCH
MUNICIPAL UTILITY DISTRICT**

August 19, 2009

**THE STATE OF TEXAS §
COUNTIES OF TRAVIS §
AND WILLIAMSON §**

A special meeting of the Board of Directors of Wells Branch Municipal Utility District was held on August 19, 2009 at the **Wells Branch Indoor Recreation Center, 3000 Shoreline Drive**, Austin, 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 roll was called of the members of the Board:

Charles R. Walters	--	President
Donna Howe	--	Vice President
Janet Maxey	--	Secretary
Joy Smith	--	Treasurer
Tom Cheshire	--	Assistant Secretary-Treasurer

and all of the Directors were present, thus constituting a quorum. Also present at the meeting were Jesse L. Kennis II, District Manager; Ricca Hofer, Achilles Group. District Employees were in attendance and are listed on the sign in sheets attached as **Exhibit "B"**.

Director Walters called the meeting to order at 9:03 a.m. and stated that the purpose of the meeting was to brief all employees on the status of recent organizational changes. He explained that the organization was growing and that a more structured organization is being developed, hence the district's contracting with Achilles Group and Water Resources for HR assistance and developing the employee handbook and organizational chart.

Director Walters stated that employees are to follow the chain of command when they have any problems with their job or equipment. If the situation is not addressed in a timely manner, they should go to their manager and then to the district manager. He further stated that board members have no jurisdiction over employee jobs and that the district manager is in charge. If an employee calls a board member the board member will refer them to the district manager because the board has no jurisdiction over jobs. Again, he stated that employees are to follow the chain of command, first through their manager, then with the district manager or contact Tammy or Ricca at Achilles Group. The district manager, Jesse, is the one who reports to the board and takes direction from them.

Director Walters stated that a work order process was going to be put into place which would document and assign work. This will help to keep track of the workload and who is assigned to the work. Director Walters further stated that evaluations will be conducted on all employees and will be based on the performance of the work they perform and that time spent at work on non-work related matters would be part of the evaluation of employee performance. Again, if there is a job related problem, a board member can't do anything to help employees, they should let their manager know, or contact the district manager or Achilles Group. If the employee would like to meet with the district manager or contact Achilles

Group their request will not be denied but the manager should be made aware of it ahead of time so if there is a conflict with work in progress, arrangements could be made to cover or it can be scheduled during a break. Again, no employee will be prevented from speaking with the district manager or a representative of Achilles Group.

Director Walters stated that if employees participate in gossip or rumors that there is no truth to any of it. The board has not made any decisions on the proposed organizational chart so the rumors are not true because the board has not made any final decisions on this matter. Once the board has approved the organizational chart, it will be communicated by the district manager.

Director Walters stated that the board has instructed the district manger to eliminate all unnecessary overtime. It is a directive from the board to the district manager to eliminate overtime not a decision the district manager made.

Director Walters asked if there were any questions about anything. No response was given.

Continuing, Director Walters stated that a draft of the new employee handbook was currently under review by the board and once approve, Achilles Group would be meeting with employees to review same.

Director Walters stated that from time to time there are neighborhood occurrences like waterline breaks, gas leaks, etc. and the press wants to know so they contact employees at the district. Director Walters stated that he would be the spokesperson for the district on public statements regarding all district related matters. If employees are contacted by members of the press, they should refer the press to the district manager who will contact Director Walters. Employees could respond by simply saying that they are not the spokesperson for the district. Director Smith added that the district was not attempting to withhold any information about such requests but that it was just a matter of the district providing complete and accurate information on the district's behalf.

Director Walters introduced the full board and all employees were introduced. Director Walters recognized Ricca Hofer with Achilles Group. Ms. Hofer stated that Achilles Group was currently working with the board on reviewing and revising the new employee handbook.

An employee asked if the results from the survey were complete. Ms. Hofer stated that the results have been provided to the board and that they are being incorporated into the draft of the new employee handbook.

Director Walters called for questions. No questions were asked.

There being no further business of the board, the meeting adjourned at 9:20 a.m.

(SEAL)



Janet Maxey, Secretary
Board of Directors

Date: September 1, 2009