

1 MINUTES OF THE MEETING OF
2 THE BOARD OF DIRECTORS OF
3 WELLS BRANCH MUNICIPAL UTILITY DISTRICT
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5

6 April 16, 2002
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9 A regular meeting of the Board of Directors was held April 16, 2002, at the
10 Wells Branch Community Center, 2106 Klattenhoff, Austin, Texas. The
11 meeting was open to the public and notice was given as required by the Texas
12 Open Meetings Act. A copy of the Certificate of Posting of the Notice is
13 attached as Exhibit "A".
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15 Members of the Board as it was called to order are:
16

17 Charles R. Walters	-President
18 Donna Howe	-Vice President
19 Scott Gilmore	- Secretary
20 Joy Smith	- Treasurer
	and Assistant Secretary
22 Robert O'Donnell	- Assistant Secretary-Treasurer

23

24 and all of the Directors were present, except Director O'Donnell and Director
25 Gilmore. Also present during the course of the meeting were Don H. Williams,
26 District manager; Sue Brooks Littlefield of Armbrust & Brown, LLP; Margaret
27 Wingrove of ECO Resources; Richard Fadal of TexaScapes, Inc.; Robert
28 Ferguson, P.E., of Murfee Engineering; Janet Maxey of the Wells Branch
29 Armada Swim Team; Bill Glass, a resident of the District; and Cliff Avery of
30 Gilleland Creek Press.
31

32 Director Walters called the meeting to order at 6:31 p.m. and recognized Ms.
33 Wingrove for a report from the District's utility manager, including a financial
34 report and utility operations report, copies of which are attached as Exhibit
35 "B" and "C," respectively. Ms. Wingrove reported that revenues and expenses
36 were closely tracking budgeted projections. She further reported that her staff
37 is taking the initiative and automatically refunding a customer's deposit when
38 a customer complies with District rules and has 12 months of timely payment.
39

40 Director Walters then recognized Mr. Williams for a report from the District
41 manager, including the Community Gardens report, solid waste/recycling
42 services report, facilities manager's report, landscape report, restrictive
43 covenants report, customer service report, recreation manager's report and
44 aquatics manager's report, copies of which are attached as Exhibits "D"
45 through "K," respectively. Mr. Williams reported that activity was increasing
46 at the Community Garden and that renters of garden plots were very positive

1 about the changes the District had instituted at the Community Garden. He
2 reported that BFI had suffered some slippage in its service but he looked
3 forward to meeting with the new manager to work out the problems. He
4 reported that the Facilities staff was stretched thin in an effort to ready the
5 Indoor Recreation Center for its April 20 Dedication. Mr. Williams instructed
6 the Board in plans for the Dedication ceremony. Mr. Williams reported that
7 the covenants complaints specialist had been using a digital camera that
8 streamlined some enforcement processes.

9
10 Director Walters then recognized Ms. Littlefield for a report from the
11 District's attorney. Ms. Littlefield stated she had no items to bring before the
12 Board that were not dealt with in other agenda items. Director Walters then
13 recognized Mr. Ferguson who presented his engineering report, a copy of
14 which is attached as Exhibit "L." Mr. Ferguson directed the Board's attention
15 to his report on the water quality pond at the ExxonMobil station on Wells
16 Branch Parkway. He stated that the pond was working in a satisfactory
17 manner. He reported that ACI's environmental report related to the Shoreline
18 Water Quality Pond was complete. He stated that after consulting with City of
19 Austin officials, he had received indication that the City would not require
20 completion of the Shoreline facility prior to accepting the Indoor Recreation
21 Center's site construction. *Director Howe asked if Mr. Ferguson would meet*
22 *informally with representatives of the Wells Branch Community Library*
23 *regarding a proposed parking lot at the site of the future library and its effect*
24 *on District property.*

25
26 At 7:11 p.m., Director Walters announced the Board would receive input from
27 citizens and recognized Mr. Glass. Mr. Glass asked to inspect the plans for the
28 pedestrian tunnel under Bratton Lane. Mr. Ferguson said those plans were
29 available for inspection at his office. Mr. Glass next asked about the progress
30 of his request under open records statutes, and discussion ensued. Mr. Glass
31 next stated his engineering study had shown that prolonged rain at the
32 ExxonMobil water quality pond would result in mud. Director Walters
33 responded that the District was monitoring the effect of rain at the facility.
34 Director Howe inquired about the engineering report Mr. Glass had performed
35 and asked if he had hired an engineer. Mr. Glass responded that he was an
36 engineer and had performed the study. Director Howe asked if he was a
37 registered professional engineer recognized by the State of Texas, and Mr.
38 Glass responded that he was not but that he held a bachelor of science degree
39 in environmental engineering. Director Howe cautioned Mr. Glass against
40 representing himself as an engineer and noted, from her experience as a
41 registered pharmacist, state statutes prohibit misrepresentation of credentials
42 in many professions.

43
44 Mr. Glass next stated he had called in a complaint about water quality ponds
45 near an apartment complex. Mr. Williams noted that from Mr. Glass's
46 description, he had been unclear about the location of one pond, but had

1 contacted a representative of the complex about the other pond, and the owner
2 has contracted for the pond's repair. Mr. Glass then asked if a letter had been
3 sent. Director Walters responded that the owner had been contacted and
4 repairs were in progress. Mr. Glass next asked to inspect a map of the District
5 flood plains, and Mr. Ferguson said a map was available for inspection at his
6 office. *Director Walters directed that if the District's engineering firm incurred*
7 *any expenses related to providing that map, the amount should be reported to*
8 *Mr. Williams.* At 7:25 p.m., Director Walters informed Mr. Glass that he had
9 exhausted his time for the meeting and announced the Board would consider
10 items on its consent agenda, including:

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12 **Agenda Item No. 6** Approve minutes of the March 26, 2002,
13 special meeting and April 12, 2002,
14 regular meeting (Minutes from March 19,
15 2002, regular meeting were pulled for
16 revision.);

17
18 **Agenda Item No. 7** Approve Finance Committee's
19 recommendations regarding payment of
20 bills and invoices and write-offs, copies of
21 which are attached as Exhibits "M" and
22 "N" respectively;

23
24 **Agenda Item No. 8** Approve Amendment No. 1, a copy of
25 which is attached as Exhibit "O," to
26 Interlocal Agreement with Pflugerville
27 Independent School District (swim team
28 use of Katherine Fleischer Park pool); and

29
30 **Agenda Item No. 9** Authorize District Manager to set rate of
31 pay for election officials.

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33 **Director Howe moved, seconded by Director Smith, approval of the**
34 **consent agenda, and the motion passed unanimously.**

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36 Director Walters then announced that the Board would receive reports from
37 Committees:

38
39 **ADMINISTRATIVE COMMITTEE:** Director Walters presented a copy of
40 the Committee report, a copy of which is attached as Exhibit "P." Director
41 Walters noted that the cost of scanning and placing attachment documents to
42 the District's minutes on the District's website, as requested by Mr. Glass, was
43 \$21,400 per year. The Board generally agreed that this was a waste of money
44 since attachments were available for inspection at the District office. **A**
45 **Committee recommendation, attached as Exhibit "Q," serving as a**
46 **motion and second to approve the increase in one level of pay for**

1 **team leaders and specialty job staff members, the motion passed**
2 **unanimously.**

3
4 **CONSERVATION COMMITTEE:** Director Howe presented a copy of the
5 Committee report, a copy of which is attached as Exhibit "R" **The Committee**
6 **recommendation, attached as Exhibit "S," serving as a motion and**
7 **second to approve purchase of rainwater harvesting equipment for**
8 **\$3,100, the motion passed unanimously.**

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10 **FINANCE COMMITTEE:** No report.

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12 **INTERGOVERNMENTAL RELATIONS:** No report.

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14 **PUBLIC SAFETY REPORT:** No report.

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16 **RECREATION COMMITTEE:** The Board reviewed plans for the Dedication
17 ceremony for the Indoor Recreation Center.

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19 Director Walters then announced the Board would consider taking action
20 regarding its future meeting scheduled. The Board determined it would meet
21 on an abbreviated schedule during the summer months, with one meeting per
22 month in the months of June and July. **Director Howe moved, seconded**
23 **by Director Smith, that the Board schedule its regular meetings for**
24 **May 7, May 21, June 4 and July 16. The motion passed unanimously.**

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26 There being no further business, the meeting was adjourned at 7:35 p.m.

27
28 Respectfully submitted,

29
30
31 May 7, 2002

32 Date

33 Joy Smith, Treasurer

and Assistant Secretary

Wells Branch Municipal Utility District

34
35
36 (SEAL)