

1 Ms. Wingrove directed the Board's attention to the portion of her report
2 dealing with delinquent payments and noted that 96 percent of those
3 customers who had been delinquent in the reporting period had been
4 delinquent in the past. The Board discussed strategies to lower the number of
5 delinquent customers, especially repeatedly delinquent customers. The Board
6 considered the alternative of requiring additional deposits. Ms. Littlefield
7 opined that if the deposits currently required of those who were delinquent
8 protected the District from the risk of absconded payment, no additional
9 deposit may be necessary. *Director Walters suggested that Ms. Wingrove take*
10 *an anecdotal approach and research the number of deposits, increased due to*
11 *late payments, that were actually returned to the customer.*
12

13 Director Walters then noted that Mr. Williams had been delayed and directed
14 the Board's attention to the report in the packet from the District manager,
15 including the Community Gardens report, solid waste/recycling services
16 report, facilities manager's report, landscape report, restrictive covenants
17 report, customer service report, recreation manager's report and aquatics
18 manager's report, copies of which are attached as Exhibits "D" through "K,"
19 respectively. Director Smith commended the operation of the Community
20 Garden. Director Walters commented that the Facilities Committee had met
21 with BFI representatives and determined the need to inform residents
22 repeatedly about the holiday schedule for trash and recycling pick-up. *The*
23 *Committee recommended, and the Board so directed, that the newsletter editor*
24 *include information that BFI would honor its regular schedule, except for*
25 *Thanksgiving, Christmas Day and New Year's Day.* Director Walters
26 recognized Mr. Fadal who reported that TexaScapes had been working well
27 with Mr. Williams and District staff. Director Walters noted that a fire had
28 broken out in the area the District set aside for wildflowers propagation. He
29 said the Fire Department recommended cutting a firebreak between the
30 wildflower area and adjacent fences. Mr. Fadal responded that the area was
31 due for mowing and that it had always been contemplated that the area would
32 be mowed in the winter and in the summer.
33

34 On covenant matters, Ms. Littlefield reported that Judge Scott McCown had
35 rendered a favorable judgment in the District's covenant case against a
36 homeowner who parked a commercial vehicle at the residence.
37

38 Director Walters informed the Board that the Recreation Committee had
39 discussed staffing issues at the Indoor Recreation Center and would have
40 recommendations at a future meeting.
41

42 Director Walters then announced that the Board would receive a report, a
43 copy of which is included as Exhibit "L," from the District's engineer. Mr.
44 Ferguson stated that the restrictive covenant required by the U.S. Army
45 Corps of Engineers in connection with the Shoreline Detention Pond was
46 being prepared. He noted that upon inspection of the ExxonMobil station on

1 Wells Branch Parkway, the repaired water quality pond appeared to be
2 functioning properly.

3
4 There being no citizens who wished to address the Board, Director Walters
5 then announced that the Board would consider items on its consent agenda,
6 including:

7
8 **Agenda Item No. 6** Approve, as amended, minutes of the July
9 16, 2002 regular meeting; and

10
11 **Agenda Item No. 7** Approve Finance Committee's
12 recommendations regarding payment of
13 bills and invoices and write-offs, copies of
14 which are attached as Exhibits "M" and
15 "N" respectively; and

16
17 **Director Smith moved, seconded by Director Howe, approval of the**
18 **consent agenda, and the motion passed unanimously.**

19
20 Director Walters then announced that the Board would conduct a work
21 session of the FY2003 budget. The Board reviewed information, copies of
22 which are attached as Exhibit "O," from the Travis Central Appraisal District
23 and Travis County Tax Collector. Director Howe noted some assumptions the
24 Finance Committee had used in addressing the budget. She noted that the
25 Committee used a conservative method for predicting water usage.

26
27 Director Walters then announced the Board would receive a report from the
28 Conservation Committee. Director Howe reported that she had attended the
29 Austin kick-off of a series of workshops to be held across the state on water
30 conservation. Among the dignitaries present were Gov. Rick Perry, Texas
31 Natural Resource Conservation Commissioner Kathleen White and State Sen.
32 J.E. "Buster" Brown and State Rep. Ron Lewis, architects of the state's water
33 planning process. The workshops are being conducted by the TNRCC (which
34 becomes the Texas Commission on Environmental Quality on September 1)
35 and the Texas Water Development Board with support from the Texas Section
36 of the American Water Works Association, the Texas Water Conservation
37 Association, the Texas Water Foundation, the Water Environment Association
38 of Texas, the Texas Rural Water Association and the Texas Water Quality
39 Institute.

40
41 The Board recessed at 7:14 p.m. and reconvened in open session at 7:42 p.m.
42 During the recess, Mr. Williams had arrived at the meeting. Mr. Williams then
43 amplified his manager's report to the Board. Mr. Williams reported that resident
44 compliance with the restrictive covenants was going very well. He estimated that
45 90 percent of the covenant violators were coming into compliance on first request.
46 He advised the Board that the Commercial Property Owners' Association owned
47 the circle or median on Charla Circle, but that TexaScapes had been mowing it.

1 He explained that he had been asked by the Commercial Property Owners if the
2 District would accept a deed to the property. The Board agreed that it was
3 interested in accepting ownership of the property, and would like to consider
4 adding a playscape or other amenity if that could be done and provide for user
5 safety.

6
7 Director O'Donnell reported that several streetlights were out on Anita Marie.
8 *Mr. Williams agreed to report the outages to the City of Austin* Mr. Williams then
9 reported on the fence project, and explained that the contractor was finishing up
10 at the pump station and around the Southwestern Bell facility. He also advised
11 the Board that La Petite Academy was vacant and was apparently for sale. He
12 informed the Board that he had been asked to meet with the broker to discuss
13 appropriate land uses. *He agreed to keep the Board informed on his discussions.*
14 Mr. Williams reported that the Community Garden was very active and well-
15 utilized, and stated that he intended to request Board authorization to purchase
16 one or two smaller, more user-friendly tillers for the gardeners. He reported on
17 the revegetation of the soccer fields, and discussed the possibility of adding
18 another irrigation well, as one well was insufficient for six fields. He also stated
19 that a need for an adult baseball field had been identified, and that he was
20 investigating possible locations and would bring this back to the Board.

21
22 The Board discussed positive customer service comments that had been received.
23 Mr. Williams advised the Board that a resident had asked about the possibility of
24 adding lighting to the trail to Willow Bend Pool. *The Board agreed to add this to*
25 *its possible wish-list. Director Howe requested that Mr. Williams put a convex*
26 *mirror in the new pedestrian tunnel, to enable users to see on-coming traffic.*

27
28 At 8:05 p.m., Director Walters announced that the Board would convene in
29 Executive Session, for purposes permitted by Section 551.074, Texas Government
30 Code, to discuss personnel matters, the review of the District Manager. At 8:30
31 p.m., the Board reconvened in open session, and Director Walters announced that
32 no action had been taken in Executive Session.

33
34 The Board then commended Mr. Williams for his diligent work during the
35 preceding year, noting especially his efforts in connection with the staff
36 reorganization, completion of the Indoor Recreation Center, and improved
37 communications with the Board. The Board agreed that Mr. Williams had made
38 good decisions during construction of the recreation center and noted that he had
39 served as project manager, which had saved the District a substantial amount of
40 money. The Board also appreciated Mr. Williams's practical, result-oriented
41 approach to problems and noted that Board meetings were going more smoothly
42 because of his advance preparation.

43
44 The Board discussed its desire to better monitor and prioritize directives, and
45 *agreed that Mr. Avery would be directed to begin identifying the directives in each*
46 *month's meeting minutes, and that the District's staff would be directed to break*
47 *these directives down into directives to each of the consultants, staff members,*

1 *Board members and committees and to place these directives into the appropriate*
2 *location in the meeting packets so that they would be covered in the related report*
3 *to the Board.* Ms. Littlefield agreed to add directives items to the agenda under
4 each report. The Board agreed that directives would be addressed at the first
5 meeting of each month.

6
7 The Board then unanimously agreed that Mr. Williams had earned an
8 “outstanding” designation for services during the prior year. The Board discussed
9 its interest in continuing the effort to provide excellent customer service, and Mr.
10 Williams concurred that this was an on-going process. The Board discussed cost-
11 savings that had been achieved through the use of District staff rather than
12 contractors, and Mr. Williams commended Norm Tomlinson for his professional
13 growth as facilities manager. **After further discussion, upon motion by**
14 **Director Howe and second by Director Smith, the Board voted**
15 **unanimously to award Mr. Williams a 10 percent pay raise, in**
16 **recognition of his outstanding performance.** Mr. Williams thanked the
17 Board and stated that he would like specific goals for the next year. The Board
18 agreed, and *directed the Administrative Committee to work to develop these goals.*
19 The Board agreed that establishing goals would help maintain focus.

20
21 The Board then discussed its financial goals for the upcoming year, including
22 paying off the Indoor Recreation Center, improving the disc golf course and
23 providing parking for this use, adding ballfields, providing a trail/veloway under
24 the powerlines, and adding lights for the soccer fields and walkway to the Willow
25 Bend Pool. Director O'Donnell stressed that, if tax revenues were to increase, he
26 would want to be sure the Board had clear goals in mind. He stated that he would
27 not be in favor of increasing overall revenues without this. The Board discussed
28 the proposed budget, and Mr. Williams explained that the draft budget had been
29 prepared based on the Board's input, but now the Board really needed to go
30 through and fine-tune it, to see if all of the items that were included should be
31 left in the final version. The Board agreed that the Committees should all provide
32 input, and that it hoped to be ready to present the draft budget at the September
33 3 meeting, and to act on the budget at the September 17 meeting.

34
35 There being no further matters to come before the Board, the meeting was
36 adjourned at 9:05 p.m.

37
38 Respectfully submitted,

39
40
41 Sept. 3, 2002
42 Date

Scott Gilmore, Secretary
Board of Directors
Wells Branch Municipal Utility

43
44 District

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46
47 (SEAL)