

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

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

January 4, 2005

A regular meeting of the Board of Directors was held January 4, 2005, at the Wells Branch Community Center, 2106 Klattenhoff, 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".

Members of the Board as it was called to order are:

Charles R. Walters	-President
Donna Howe	-Vice President
Robert O'Donnell	- Secretary
Joy Smith	- Treasurer
	and Assistant Secretary
Janet Maxey	- Assistant Secretary-Treasurer

and all of the Directors were present, thus constituting a quorum. Also present during the course of the meeting were Don H. Williams, District manager; Margret Wingrove of ECO Resources, the District's utility management firm; and Cliff Avery of Gilleland Creek Press.

Director Walters called the meeting to order at 6:30 p.m. and recognized Mr. Williams for a report from the District manager. Mr. Williams reported that the District had suffered vandalism on its trail lights north of Alpha Collier. He said the lights had systematically been destroyed, and he estimated that the damage at \$12,000. He said that he was preparing an estimate for presentation to the District's insurer. The Board discussed methods to deal with the wanton destruction. **Director Smith moved, seconded by Director Howe, that the Board authorize posting a \$500 reward for information leading to the arrest and conviction of the perpetrators and publicize the reward in its next newsletter. The motion passed unanimously.**

Director Walters then announced that the Board would receive a report from the District utility manager, and recognized Ms. Wingrove. Ms. Wingrove said that required lead and copper testing had been expanded and that ten more sites for collection of samples was required. Mr. Williams offered to locate additional sites. Ms. Wingrove further reported that inspectors from the Texas Commission on Environmental Quality were scheduled to visit the District for tests of water pressure and chlorine residuals.

There being no citizens who wished to communicate to the Board, Director Walters announced that the Board would consider its consent agenda, including:

1
2 **Agenda Item No. 4**

Approve minutes of the December 7, 2004
regular meeting; and

3
4
5 **Agenda Item No. 5**

Approve the Administrative Committee's
recommendation regarding the District's
equipment policy, a copy of which is
attached as Exhibit "B."

6
7
8
9
10 **Director Smith moved, seconded by Director O'Donnell, approval of the**
11 **consent agenda as presented, and the motion passed unanimously.**

12
13 Director Walters then announced that the Board would conduct work sessions on topics
14 addressed by Committees:

15
16 **ADMINISTRATIVE COMMITTEE:** Director Walters reported that the
17 Administrative Committee had considered how Board members should respond to e-
18 mail sent to more than one Director. The Board agreed that when an e-mail was sent to
19 all Directors, the Board president should respond on behalf of all Directors and, as a
20 general procedure, advise the correspondent that the matter would be forwarded to the
21 appropriate Board committee.

22
23 **FACILITIES COMMITTEE:** Director Smith presented the report of the Committee, a
24 copy of which is attached as Exhibit "C." Director Smith presented a discussion on
25 possible additional leash-free areas for pets and their owners. The Board generally
26 concurred that an area that could be fenced near Gaylord Street was not practicable. *The*
27 *Board directed the Facilities Committee to continue its investigation.*

28
29 **FINANCE COMMITTEE:** No report.

30
31 **PUBLIC SAFETY COMMITTEE:** Director O'Donnell presented the Committee's
32 report and noted that the Travis County Sheriff's Office had notified the District that it
33 was increasing substantially its rate for supplemental patrols. The Board discussed
34 possible options to the increase and alternatives to Travis County sheriff's deputies.
35 Director Smith suggested that the Board table the issue and discuss possible installation
36 of traffic humps to control speeding, without additional manpower, with County
37 Attorney David Escamilla. The Board generally concurred.

38
39 **RECREATION COMMITTEE:** Director Walters presented the Committee's report,
40 attached as Exhibit "D." The Board discussed the proposed revision of the Saturday
41 hours for the Indoor Recreation Center. The Board generally concurred. The Board
42 further discussed security measures at the Recreation Center and *directed the Facilities*
43 *Committee to proceed with installation of an intercom and electronic opener to allow*
44 *Recreation Center attendants more flexibility and more security in granting access to*
45 *the facility.* Director Walters then presented the Committee's recommendation, attached
46 as Exhibit "E." to allow out-of-district residents to purchase quarterly recreation tags.
47 Mr. Williams noted that a typographical error on the recommendation incorrectly listed

1 the out-of-district individual tag for outside facilities as \$160.00 when it should have
2 been \$80.00. **The Committee recommendation, as corrected, served as a**
3 **motion and second to approve District recreation tag rates. The motion**
4 **passed unanimously.**

5
6 Director Walters then recognized Ms. Wingrove for a discussion of the District's
7 Capitalization Policy in connection with the audit of the District's financial statements
8 for the fiscal year ended September 30, 2004. Ms. Wingrove presented the draft
9 Capitalization Policy, a copy of which is attached as Exhibit "F," and noted that the
10 definition of an asset of significant value was intended to be an asset valued at \$5,000 or
11 more. **Director Howe moved, seconded by Director Smith, that the Board**
12 **adopt the Capitalization Policy as amended, and the motion passed**
13 **unanimously.**

14
15 Ms. Wingrove then directed the Board's attention to the draft Management's Discussion
16 and Analysis For the Year Ended September 30, 2004, a copy of which is attached as
17 Exhibit "G." Director Howe noted that the narrative should note that a lower assessed
18 valuation had led to lower-than-expected revenues. **Director Smith moved,**
19 **seconded by Director Walters, approval of the draft narrative subject to the**
20 **addition of forthcoming information, and the motion passed unanimously.**

21
22 There being no further business to come before the Board, the meeting adjourned at 7:38
23 p.m.

24
25 Respectfully submitted:

26
27
28 January 18, 2005

29 Date

30 Joy Smith, Treasurer
31 and Assistant Secretary
32 Board of Directors
33 Wells Branch Municipal Utility District

34 (SEAL)