

**Anderson Mill Limited District
Board of Directors Meeting**

**Minutes
July 14, 2016**

The Board of Directors of Anderson Mill Limited District of Williamson and Travis Counties, Texas convened in a regular Board Meeting in the District Office building at 11500 El Salido Parkway starting at 7:30 p.m. on Thursday, July 14, 2016. Notice of time, place and subject of the meeting were posted at the places and for the time as required by law.

Agenda Item 1 – Call to Order, Invocation and Roll Call

Director Kiracofe called the public meeting to order at 7:30 pm and Director Morgan gave the invocation. Carol Martin called role. Directors present: Directors Morgan, Grampp, Burke, and Kiracofe. Also attending: Mark Maxwell, Phil Haag, Carol Martin, Greg Williams, Captain Jeff Pearson, Mike Chaney and John McDowell in the audience.

Agenda Item 2 – Citizen Communication

Mr. McDowell said that Susan Reed had asked what the status was on a follow up meeting on the 183 North Mobility group. Mr. Maxwell stated that he had just been sent two or three possible follow up meeting dates from the Mobility group that he was in the process of reviewing.

Agenda Item 3 – Discuss And Act on the 2015-2016 3rd Quarter Budget Review

Director Burke said that there were quite a few adjustments and that staff would be making changes in the line items to get a closer handle on matching revenue to expenses. Director Burke moved to accept the Budget Review as presented, Director Morgan seconded the motion. A vote was called for and the motion was approved.

Director Burke then moved to make some personnel changes: to promote Carol Martin a from Office Supervisor to Office Manager; to promote Greg Williams from Program and Event Supervisor to Assistant District Manager; and to both with a 5% increase in salary to be effective on August 1, 2016. Director Morgan seconded, the vote was called and the motion carried.

Agenda Item 4 - Discussion and Action on the Implementation of House Bill 1295 Policy with Resolution No. 16-0714-01, Resolution Delegating Certain Managerial and Financial Authority to the General Manager of Anderson Mill Limited District.

Mr. Maxwell discussed the purpose of HB 1295, and how this Resolution would work to meet the goals of purchasing and contracting transparency required by the HB while delegating some day-to-day financial responsibilities to the staff while maintaining Board oversight and control. Director Burke stated that some clauses appeared to give Mr. Maxwell unlimited authority to make purchases even with limitations present in the existing Ethics Policy. Director Burke was concerned that with this Resolution in place there would be conflicts

with our existing policy and HB 1295. He asked that our auditors look at the policy and see if they had any suggestions. The Resolution was tabled indefinitely.

Agenda Item 5 – Review the Changes made to the Personnel Manual and to the District Manager Job Description at the July 6, 2016 Board Meeting.

President Kiracofe discussed the July 6, 2016 meeting and stated that all suggested changes had been made correctly. Director Morgan moved to approve the modifications to the Personnel Manual and the Job Description. Director Burke seconded, and the motion carried.

Agenda Item 6 – Reports

A. Board Officers

Director Grampp stated that attendance at the Senior Center was down during the summer.

Director Kiracofe stated that some sidewalk repairs had not yet been made by the City of Austin and that there were still two fire hydrants out of service. Mr. Maxwell said that he had already contacted the City and that he would do so again.

B. District Manager

C. Legal Counsel

D. Parks and Recreation

Mr. Williams stated that changes were being made to cut down on the size of the Fall/Winter recreation guide that would be mailed out this year by eliminating a full statement of policies and detailed schedules which would be available online. He hopes to save \$2,000-3,000.

E. Security Report: June 2016

Captain Pearson stated that Mr. Maxwell had asked him to watch for a person sleeping in the Harper Park pavilion. He discovered him asleep in the pavilion, he told him the park was closed after dark and that he was trespassing, he has not returned.

F. Cash Disbursements: June 2016

Director Burke made a motion to approve the June 2016 Cash Disbursements, Director Morgan seconded, and the motion carried.

G. Tax Report: May 2016

H. Investment Report: May 2016

I. Approval of Minutes: June 16, 2016 and July 6, 2016

Director Morgan moved to approve, Director Grampp seconded, and the motion carried.

Agenda Item 7 – District Manager Annual Evaluation

Director Morgan reviewed the procedures for the evaluation and stated that he and Director Grampp compiled the comments of the other directors and stated that their evaluation of the Mr. Maxwell's performance was Above Average and that for the coming year they agreed with his four stated goals to: renovate the Community Center, continue with the playground updates, plan and implement plans for deck and restroom improvements at the Anderson Mill Pool, and to work with the City of Austin to ensure the continuation of the Limited District.

Mr. Maxwell thanked the Board and stated how he enjoys his job and has great personal satisfaction in working for Anderson Mill and its residents.

Agenda Item 8 - Set date and time of the next meeting. Adjourn.

Director Kiracofe set the next regular meeting for August 11, 2016 at 7:30 p.m. in this building. There being no further business to come before the Board, Director Morgan made a motion to adjourn, Director Burke seconded. Motion carried. Meeting adjourned at 8:03 p.m.



C. Fred Grampp, Secretary

8/18/16

Date approved by Board