

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE  
THE MEADOWS AT CHANDLER CREEK MUNICIPAL UTILITY DISTRICT**

**March 16, 2021**

THE STATE OF TEXAS           §  
WILLIAMSON COUNTY         §

The Board of Directors (the “**Board**”) of The Meadows at Chandler Creek Municipal Utility District (the “**District**”) convened in a **regular** meeting open to the public at 5:30 p.m. on March 16, 2021, via teleconference and videoconference in compliance with an advisory issued by the Office of the Governor, pursuant to notice duly given in accordance with the law.

The roll was called of the following members of the Board of Directors, to wit:

Walter Berry	President
Bob Wohlford	Vice President
Adrian Bustillos	Secretary
Shelley Janda	Treasurer
Cassandra Brown	Assistant Secretary/Treasurer

and all Directors were present, except Directors Brown and Janda, thus constituting a quorum.

Also in attendance or joining during the meeting were Tobin Hurley and Michael Luft of Inframark (“**Inframark**”), the District’s General Manager; Herb Edmonson, of Gray Engineering, Inc. (“**Gray**”), the District’s Engineer; Mark Burns of ECO Systems Landscaping Services (“**ECO**”), the District’s Landscaper; and Zachariah T. Evans, Lecelle Clarke, and Suzanne McCalla of McGinnis Lochridge (“**McGinnis**”), the District’s Attorney.

Director Berry called the meeting to order, and he noted that no residents were present who wished to address the Board at this time.

Mr. Hurley next reviewed the Stormwater Committee Report. He stated that the District’s TPDES Phase II MS4 General Permit Year 2 Annual Report (the “**Report**”) was complete and was reviewed by the Stormwater Committee. He stated that the Report detailed all the actions taken by the District in compliance with the District’s Stormwater Management Program. Director Berry confirmed that the Stormwater Committee had reviewed the Report and were recommending approval. After a brief discussion, upon a motion duly made by Director Bustillos and seconded by Director Wohlford, the Board voted unanimously to approve the Report, as presented. Mr. Hurley stated that he would submit the Report prior to the March 31, 2021 deadline, as required.

The Board next considered the minutes of the February 23, 2021, regular Board of Directors meeting. After a brief discussion, upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted unanimously to approve the minutes of the February 23, 2021, regular Board of Directors meeting, as written.

Mr. Burns then presented the Landscaping Report. He stated that maintenance within the District was routine, and he updated the Board on the status of various landscaping projects within the District. He stated that the diversion channel cleanup was in progress, however there was a delay due to standing water located in the area. He questioned how to move forward on the channeling of the water out of the area. Mr. Edmonson responded that the area has to dry out before any determination on channeling the water is made. He stated that after the area dries out, it can be inspected to determine the best way to drain water from the area. The Board then discussed removal of vines in the area. After consideration, the Landscaping Committee agreed to meet with Mr. Burns in the area to discuss options for the removal of the vines.

Continuing his report, Mr. Burns noted that other projects within the District were delayed due to the recent snow and ice storm, but that the projects would be addressed in the near future. He added that the District's sports fields were scheduled for aeration and a top dressing application; both of which would not occur until warmer weather. There being nothing further to report, Mr. Burns thanked the Board for their time and departed the meeting.

The Board next discussed the requirement that local government officials and employees annually complete a state-approved cybersecurity training course by June 15, 2021. Ms. McCalla stated that the Board was provided a memorandum from McGinnis, detailing how to obtain the training online and providing for a certification reflecting completion of the training. Ms. McCalla added that all Directors would need to submit the training certification to McGinnis before McGinnis could certify with the Texas Department of Information Resources that the District was in compliance. The Board requested that the item remain on the District's agenda until all Directors and employees have completed the training and provided their certification to McGinnis.

Mr. Evans then discussed with the Board the status of McGinnis' maintenance of the District's records. He explained that because McGinnis plans to move from its current office to new offices, the amount of "on site" storage for District records was limited. He presented the Board with two options regarding the future maintenance and storage of the District's records. He reminded the Board that currently the majority of the District's records were maintained at Iron Mountain offsite storage, with only recent records maintained at McGinnis. He then detailed the costs of Option 1 stating that this option would continue the District's storage of its records at Iron Mountain and would provide that all records currently stored at McGinnis be moved to Iron Mountain. Mr. Evans next detailed the costs of Option 2, which would provide for the digitization of all the District's records required to be maintained pursuant to the Texas Local Government Records Act and subsequent destruction of the physical copies of the records after digitization. After discussion, upon a motion duly made by Director Wohlford and seconded by Director

Bustillos, the Board voted unanimously to choose Option 2, subject to a review of the estimate of costs for the digitization of District records at the District's April Board meeting.

Next, Mr. Hurley reviewed the General Managers Report, including a list detailing the status of the maintenance and repair items within the District's Park. A copy of the list is included in the Board Packet; which packet is attached hereto as an exhibit to these minutes. He presented a proposal from JaniKing for an increase in the number of cleanings of the District's restrooms from two days a week to three days a week. Mr. Hurley explained that the cleaning was needed due to the additional cleaning requirements resulting from COVID 19. After review, upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted unanimously to approve the proposal from JaniKing for four additional cleanings a month at a total additional monthly cost to the District of \$120.03. A copy of the proposal is included in the Board Packet.

Continuing his report, Mr. Hurley stated that Terrence Jones had contacted him regarding renegotiating his Camp Gladiator contract with the District. Mr. Hurley explained that after contacting Mr. Jones, he was informed that Mr. Jones no longer was leading the group and another person had taken over Camp Gladiator. He questioned if a new contract should be obtained, and Mr. Evans responded in the affirmative. Mr. Tobin agreed to reach out to the new leader of Camp Gladiator regarding obtaining a new contact and other necessary forms.

Next, Mr. Luft provided the Board with the Finance Report, including a review of interim invoices approved by the Budget Committee. He reviewed the income for the District and summarized the activity in each of the District's accounts. He reported that the total dollar amount of payments of the District's bills for the month of February 2021 was \$43,762.81. Upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted unanimously to: (1) authorize payment of the District's bills totaling \$43,762.18; (2) approve all transfers and bond payments; and (3) accept the Finance Report as presented. A copy of the District's Finance Report is included in the Board Packet.

The Board next discussed fallen limbs in a right-of-way along Chandler Creek Boulevard resulting from the recent snow and ice storm. After discussion, Mr. Hurley agreed to reach out to The Meadows at Chandler Creek Homeowners Association and Williamson County to determine the entity responsibility to remove the limbs.

Director Bustillos then requested that security patrols within the District be increased due to an increase in vehicle burglaries. Director Wohlford responded that he had reached out to the Williamson County Sheriff's Office, who agreed to increase patrols within the District.

Next, Mr. Edmonson presented the Engineering Report, a copy of which is included in the Board Packet. He first reported that Westar Construction, Inc., ("**Westar**") was notified of the leaking water fountain that was installed as part of the District's Phase 2 Nature Trail improvements. He noted that the repair was considered warranty work.

Mr. Edmonson continued that a field meeting will be scheduled with the Parks Committee to determine the location to install the two new trail lights and foundations, previously approved by the Board. He added that Westar has also been approved to excavate and install a drain box and piping by the basketball court, with area grading included to ensure the positive flow of stormwater. Mr. Edmonson told the Board that Westar has also been hired to install the final two new park benches by the sandbox; which location was recently approved by the Parks Committee.

Mr. Edmonson next stated that Gray attended a field meeting with the developer and contractor of The Shops at Legends Village (the “**Shops**”) as well as the City of Round Rock (the “**City**”) on March 4, 2021. He reported that the contractor has started the removal of the failed matting and plans to start construction of the concrete forms the week of March 15, 2021. Mr. Edmonson told the Board that Gray has requested that the City not release any additional construction meters until the matter with the failed matting has been resolved.

Mr. Edmonson then reported that Westar plans to schedule the final repairs to the sidewalk noted during a recent site meeting with the Parks Committee. He added that Westar installed four of the six benches and the final two benches would be installed after the manufacturer delivers the legs to Westar.

Continuing his report, Mr. Edmonson reviewed a proposal from Austin Deck Company for the installation of seating and benches on the boulders, as part of the future Phase 3 Trail Improvements (“**Phase 3 Project**”). The Board discussed the issue at length. After discussion, the Board agreed that all projects included in the Phase 3 Project would be put on hold and readdressed during the District’s fiscal year beginning October 1, 2021. Mr. Edmonson requested that he be provided any additional items to be included in the Phase 3 Project, when determined.

Ms. Clarke next provided the Attorney’s Report. She explained that she had drafted a letter, at the request of the Board, regarding debris dumped on the District’s property. She reviewed a draft copy of the letter with the Board. After review, upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted unanimously to authorize Ms. Clarke to send the letter, as drafted.

The Board next discussed the time of the District’s regularly scheduled meetings. After consideration, upon a motion duly made by Director Wohlford and seconded by Director Bustillos, the Board voted unanimously to move the meeting time from 6:00 p.m. to 5:30 p.m.

Finally, the Board considered the date of the District’s next regular Board meeting. After discussion, the Board confirmed that the District’s next regular meeting would be held at 5:30 p.m. on April 20, 2021.

There being no further business to come before the Board, the meeting was adjourned.



*Adrian Bustillos*

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Secretary, Board of Directors  
The Meadows at Chandler Creek  
Municipal Utility District

Attachments to the Minutes of the  
The Meadows at Chandler Creek Municipal Utility District  
March 16, 2021, Board of Directors Meeting

1. Board Packet.