

MINUTES OF REGULAR MEETING
OF
REUNION RANCH WATER CONTROL AND IMPROVEMENT DISTRICT

STATE OF TEXAS §
 §
COUNTY OF HAYS §

A regular meeting of the Board of Directors of Reunion Ranch Water Control and Improvement District, open to the public, was held at 3:00 p.m. on December 13, 2022 at Willatt & Flickinger, PLLC, 12912 Hill Country Blvd., Ste. F-232, Austin, Texas 78738, pursuant to notice duly given in accordance with law.

1. CALL TO ORDER

The meeting was called to order.

2. ROLL CALL OF DIRECTORS

A roll call of the Directors was taken. The Directors present were:

- Dennis Daniel – President
- Terri Purdy – Vice President
- Gary Grass – Assistant Secretary
- John Genter – Assistant Secretary

thus, constituting a quorum. Secretary Ron Meyer was absent.

Also present at the meeting were Hunter Hudson, Greg Szuman and Jeniffer Concienne with Willatt & Flickinger, PLLC, Andrea Wyatt and Mark Kestner with Murfee Engineering and Ronja Keyes with Inframark, LLC.

Attending via Zoom were Bill Flickinger with Willatt & Flickinger, PLLC, Allen Douthitt with Bott & Douthitt, PLLC and residents Sandy Lake, Debbie Hanley and Mark Olsen.

3. CITIZEN COMMENTS

There were no citizen comments at this time.

4. MINUTES OF PRIOR MEETINGS

President Dennis Daniel entertained a motion to approve the Minutes. Assistant Secretary John Genter had a few revisions to the Minutes. After discussion, motion was made by Assistant Secretary Gary Grass and seconded by Assistant Secretary John Genter to approve the November 15, 2022 meeting minutes as revised. The motion carried unanimously.

5. FINANCIAL REPORTS AND REQUEST FOR AUTHORIZATION FOR PAYMENTS OF BILLS

Bookkeeper Allen Douthitt discussed the financials with the Board. There was discussion of the high water usage in October, which may have been due to the warmer weather. The per diem for Ron Meyer will be voided due to his absence. After discussion of the financials, President Dennis Daniel entertained a motion. Motion was made by Assistant Secretary Gary Grass and seconded by Assistant Secretary John Genter to approve payment of the invoices and per diems and authorize the fund transfers as discussed. The motion carried unanimously.

6. ITEMS FROM THE BOARD

- a. Board member participation on social media and communications with HOA
- b. Requests for common area modifications
- c. Variances to Drought Contingency Plan requirements
- d. Repair to HOA irrigation system near WWTP
- e. Review and discuss committee structure and assignments and modify as needed
- f. Committee Reports
 - i. Communications
 - ii. Utility Operations
 - iii. Land Use & Water Quality
 - iv. Finance, Budget & Audit
 - v. Water Conservation & Drought Management
 - vi. Operations Contract Review
 - vii. Wastewater Effluent Reuse

President Dennis Daniel stated he requested this item to discuss Board participation on social media. This discussion was prompted by the social media discussion on common area improvements in the District. He would like to know how the Board feels about discussions on social media and what practices the Board wants to have in place for dealing with social media participation by the Board. Attorney Bill Flickinger advised against posting on social media, however, he advised the Board to be sure that it is clear that they are speaking on behalf of the Board or as an individual. If the Board member is speaking on behalf of the Board, be sure you have authorization before doing so. The other concern is to be sure to not have more than two directors participating in the online discussion, so that the Open Meetings Act is not violated. This Board does not have a written policy on social media. If the Board chooses, it can adopt one. Assistant Secretary John Genter stated that any communication from the Board should be in a controlled manner and through a designated appointee. Assistant Secretary John Genter likes social media as a way to distribute important information to the community. President Dennis Daniel agrees that it is effective at reaching a large number of people. Vice President Terri Purdy commented on the neighborhood Facebook page, which appears to have the largest audience of residents, however, is neither official nor complete. The District has an eblast system that comes directly from the District's website. A conversation needs to be had between the HOA and District on communications and getting information out to the residents. She has a lot of thoughts but is not sure on a solution at this time. Maybe having a one-way platform that just pushes

information with no comments would be a good platform. She will look into how other Districts are handling this matter and bring information back to the next board meeting. After discussion, President Dennis Daniel stated that the Board just needs to be careful with communications that deal with personal opinions versus a Board decision. The consensus is to have one Board representative provide the factual information to the residents. There was also discussion of having a joint meeting with the HOA Board in the near future, as a noticed meeting for all to attend. Vice President Terri Purdy also mentioned having an item on the District's agenda for HOA updates and for the HOA to have an agenda item at their meetings for District updates. Assistant Secretary John Genter discussed workshops between the District and HOA. These workshops would be for discussion only, no actions will be taken. President Dennis Daniel will contact the HOA President to discuss the joint meeting and workshops and see what the timing looks like. After further discussion, motion was made by Assistant Secretary Gary Grass and seconded by Assistant Secretary John Genter to designate Vice President Terri Purdy as the communications contact on social media, including committee positions. The motion carried unanimously.

President Dennis Daniel would like to see the Land Use & Water Quality committee have a joint meeting with the HOA amenities committee to work through issues regarding common area improvements and what is best for the community. Sandy Lake informed the Board that Paul Swanson is the lead for the HOA amenities committee, and she requests that another member is included with Paul Swanson. Attorney Bill Flickinger stated that the Board should keep in mind that when an email or electronic record is created by a Board member, a District record has been created that could be subject to open records request.

Assistant Secretary Gary Grass advised that there were no variances to consider in connection with the Drought Contingency Plan.

President Dennis Daniel discussed the repair to the irrigation system near the WWTP. When Sunscape was installing the new trees around the WWTP, they discovered needed repairs to the irrigation system. The proposal was included in the package for \$2,003.91. President Dennis Daniel would like the District to pay for this repair and then the HOA will take over the maintenance. Motion was then made by Assistant Secretary John Genter and seconded by Vice President Terri Purdy to approve the proposal submitted by Sunscape in the amount of \$2,003.91 to repair the irrigation system. The motion carried unanimously. Inframark will coordinate with the HOA on this repair. Assistant Secretary John Genter noted that a dead plum tree is still there and wanted to check on the status of replacement. Manager Ronja Keyes will check on it.

President Dennis Daniel discussed the committee structure and assignments and asked if anything needed to be modified, as he is open to any new recommendations. He asked the Board to think about the committee structure and that this item will be left on the agenda for next month to discuss further.

Assistant Secretary Gary Grass reiterated that he would like to do the joint committee workshop after the HOA's vote on December 31st for the sports court and special assessment. The sidewalk request is in the hands of the HOA at this time. Assistant Secretary Gary Grass discussed an alternative location for the sports court on the outside of the irrigation field by the

amenity center, between the access road and the end of the irrigation field. Engineer Andrea Wyatt noted that location is where contractors park when any major repairs are needed to the WWTP. If a sports court is located there, it may need some additional protection in that area. President Dennis Daniel will be sure that the committee reviews the application on the location when it is received and work with Engineer Andrea Wyatt and Manager Ronja Keyes if needed. Sandy Lake commented that depending on the outcome of the December 31st vote, the HOA amenities committee may not continue. The HOA's next meeting will be January 11th.

Assistant Secretary Gary Grass reported that he received the usage data from Manager Ronja Keyes for a rate review to figure out a way to fund the long-term reserve. He will come back to the February board meeting for discussion.

Assistant Secretary Gary Grass discussed the Flume project. As of yesterday, 27 units have been sold. Originally, the LCRA granted the District 50 units with the rebate and now they expanded the grant to 100 units. The more emails that are sent, the more units that can be provided. He will do another eblast in January. Assistant Secretary John Genter discussed doing a presentation at the amenity center for the residents. The data is very interesting, as you can see the water flow in your house. Vice President Terri Purdy stated that the HOA Manager asked if the District would be replacing all its meters with smart meters and if so, what is the timeframe. President Dennis Daniel advised that will eventually happen but anticipates it being 10 years down the road.

7. ENGINEER'S REPORT AND REQUESTED APPROVALS

- a. Wastewater treatment plan
 - i. Wastewater Flows and Trends
 - ii. Odor Control Update
 - iii. Noise Issues and Abatement Options
 - iv. Effluent Irrigation Improvements and Authorizations
- b. Water Supply and Distribution System Update
- c. Stormwater and Water Quality System Update
- d. Emergency Management Plan(s)
- e. Long-term Improvements and Asset Management Plan
- f. Approvals Related to Ongoing Construction Contracts
- g. Approvals to Upcoming Construction Contracts

Engineer Andrea Wyatt discussed the Engineer's Report with the Board.

President Dennis Daniel commented on the capital improvements table. He would like to move the WWTP entrance maintenance and WWTP storage shed to the bottom of the list since it has been delayed until the next fiscal year. There was also discussion of the chart on total monthly water use. He would like to add a 12-month rolling average back on the chart.

Engineer Andrea Wyatt reported on the irrigation pump skid installation package. She is waiting on the electrical drawings. Legal has reviewed all the front-end documents for this project. As soon as the package is received, she will get it to the committee for review. The completion time frame for this project is late June.

Vice President Terri Purdy heard from a resident that they heard on social media that the effluent fields could be decommissioned once the 210 conversion was complete. Engineer Andrea Wyatt advised that a portion of the effluent fields could potentially be decommissioned if the TCEQ approves it and if the Board chooses to do so, however, it's in the District's best interest to maintain as much of those effluent fields as possible in the event that there is not use of the effluent in the common areas or if there is damage to the HOA irrigation system. At this point, the District has not included a required take of the effluent by the HOA. Assistant Secretary Gary Grass commented that if any effluent fields were decommissioned, it would be several years out. President Dennis Daniel stated that the District will not be decommissioning any fields.

8. OPERATIONS AND MAINTENANCE REPORT AND REQUESTED APPROVALS

- a. Administrative
- b. Wastewater treatment plant and effluent subsurface irrigation
- c. Wastewater collection system
- d. Water distribution system
- e. Stormwater conveyance and pond maintenance
- f. Customer matters, complaints, reports and updates
- g. Customer billing and delinquencies; Resolution Approving Central Bank's Electronic Lockbox Payment Services for District Customers
- h. Authorizations for expenditures related to contracts, repairs, replacements, operation improvements and maintenance

Manager Ronja Keyes presented the Executive Summary as included in the agenda package.

President Dennis Daniel inquired about the load haul from the digester. Manager Ronja Keyes reported that they had some issues with the pump to the dewatering press. All is fixed now, and the line was flushed out.

There was discussion of the concrete pad installation. The vendor would like to have 1/3 payment up front, 1/3 when the concrete is poured and then final payment at the completion of the pad. Inframark is not able to provide payments in that manner. Manager Ronja Keyes asked if the District is willing to make a direct payment to the vendor. Attorney Bill Flickinger advised that he is not aware of any other District agreeing to those upfront payments and does not recommend it. If the vendor is not willing to work on the project with the normal terms, then the Board asked Inframark to find another contractor. This is not a time-sensitive project.

President Dennis Daniel discussed the dumping of brush and tree limbs at the Adam Court lift station and the \$400 cost to the District to remove that debris. President Dennis Daniel is very disappointed with this action and would like to get a message out to the community that this is not acceptable and costs the community to clean it up. Vice President Terri Purdy will draft a notice to go out to the residents and will also revisit signage in the area for No Dumping.

The water accountability is 104.56% for the month of November. Engineer Andrea Wyatt noted proposed new regulations on water accountability and audit requirements. She has not yet reviewed the specifics. President Dennis Daniel noted it but asked that no analysis be done at this time.

President Dennis Daniel asked if the District is planning for aerators in the other ponds. Engineer Andrea Wyatt stated that they can, but it has not been discussed. They can put the expenditure in the budget and have one installed per year.

Manager Ronja Keyes discussed the lockbox services with Central Bank. The Board asked why this is being changed. The current AVR payment processing is being phased out to use Central Bank for payments. The benefits are that the funds will be wired instead of mailed and will speed up the processing time. This changeover will be seamless. After discussion, Assistant Secretary Gary Grass asked what happens if the District elects to not change to Central Bank. Manager Ronja Keyes advised that the District bookkeeper could set up a lockbox and would have to manage it. There will be no additional fees to the customers for this new lockbox service. President Dennis Daniel commented that the process is going from an outside vendor to an internal subsidiary. Attorney Bill Flickinger reviewed the contract and has no issues with it. Assistant Secretary John Genter stated that Inframark will need to be prepared to deal with issues caused by the changeover and asked what percentage of payments are paid by checks. Resident Mark Olsen commented on the new system and asked if auto draft payments are at no charge. After a detailed discussion, motion was made by Assistant Secretary John Genter and seconded by President Dennis Daniel to table this item until the January board meeting so that additional information and answers can be obtained. The motion carried unanimously.

Manager Ronja Keyes presented the leak adjustment as included in the agenda package. Motion was made by President Dennis Daniel and seconded by Vice President Terri Purdy to approve the leak adjustment on Delayne Drive for \$1,715.50 as presented. The motion carried unanimously. President Dennis Daniel asked that Inframark provide the Flume information to this resident and anyone else that asks for a leak adjustment.

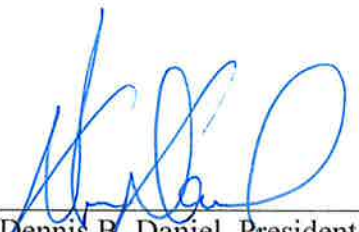
Motion was also made by President Dennis Daniel and seconded by Assistant Secretary Gary Grass to approve Zane Furr's proposal for removal of vegetation and debris in the amount of \$400. The motion carried unanimously.

9. ATTORNEY REPORT AND REQUESTED ACTIONS


Attorney Bill Flickinger stated he has nothing to report.

10. ADJOURN

President Dennis Daniel adjourned the meeting at 4:45 p.m.


Dennis B. Daniel, President
Reunion Ranch WCID

ATTEST:


~~Ronald F. Meyer, Secretary~~ *gary grass, AS*
Reunion Ranch WCID

[SEAL]