

**LAKE POINTE MUNICIPAL UTILITY DISTRICT
MINUTES**

December 14, 2023

The Board of Directors (“Board”) of Lake Pointe Municipal Utility District (“District”) met in person for a regular meeting on December 14, 2023, at 6:00 p.m., open to the public. The District posted a copy of the Notice of the meeting as required.

President Elam called the meeting to order at 6:03 p.m.

The following Board Members were present, thus constituting a quorum:

Terry Elam	President	Present
Jason Rew-Hunter	Vice President	Present
Jody Flaws	Secretary/Treasurer	Present
Scott Mincey	Director	Absent
David Lewis	Director	Present

Also in attendance were William Swanks with TUMCO, Josiah Longbons and Blake Foree with Landscape Resources, Inc. (“LRI”), Doug Mains with Elite Computing, Pat Sinnott with Lake Pointe Homeowners’ Association, and Kelli Carlton with The Carlton Law Firm.

PUBLIC COMMENT

1. **Receive communications from the public on items not listed on the posted agenda.** None.
2. **Public Comment on Agenda Items.** None.

MINUTES

3. **Review and approve minutes of the November 09, 2023 regular meeting.** The Board discussed the November 9, 2023, meeting minutes and minor changes to the minutes. Director Elam moved to approve the November minutes with minor amendments. Director Flaws seconded the motion, and the motion passed 4-0.

REPORTS AND COMMITTEE MATTERS

4. **Facilities Committee –**
 - A. **General Landscape Maintenance Report.** Blake Foree reported LRI was performing leaf clean-up and lawn maintenance in the District.
 - B. **Landscape services contract, should changes be necessary.** None.
 - C. **District’s construction deposit rules.** Kelli Carlton discussed the implementation and publication of the new rules. Director Elam discussed his draft communication to residents on the new rules. No action.

D. Projects.

1) **Status/Completion of Approved.** Josiah Longbons reported all work from proposals approved last month was completed and invoiced. Plant material was installed on both sides of Resaca and the center island work was completed.

2) **New Proposals.** The Board discussed the following proposals:

- Carlsbad Sod Southeast Side. Director Elam presented the \$17,055 proposal to install sod and expand irrigation on the Southeast side. The Board discussed ways to make sure the grass takes root by keeping pedestrians off the grass. Director Elam moved to approve the proposal with a not to exceed amount of \$17,500. Director Flaws seconded the motion, and the motion passed 4-0.
- Carlsbad Sod Southwest Side. Director Elam presented the \$16,855 proposal to install sod and modify irrigation on the Southwest side. The Board discussed ensuring the grass takes root by keeping pedestrians off the grass. Director Elam moved to approve the proposal with a not to exceed amount of \$17,300. Director Flaws seconded the motion, and the motion passed 4-0.
- Carlsbad Pond Tree Lift. The Board discussed the \$4,500 proposal presented by Director Elam. Director Elam moved to approve the proposal as presented. Director Lewis seconded the motion, and the motion passed 4-0.
- Carlsbad Upper Plant Bed Creation and Installation. Director Elam presented the proposal for \$15,545 to the Board. Plants presented in the proposal will be added in the spring when the soil warms, and the hog wire fence will remain in place. Director Elam moved to approve the proposal as presented. Director Flaws seconded the motion, and the motion passed 4-0.
- Resaca Tree Installation. Director Elam presented the proposal. The Board briefly discussed and tabled this item to the January meeting.

The Board then discussed the completed landscaping projects and related budgetary issues.

3) **Stormwater Basin Maintenance.** No report.

5. Outreach Committee – (Director Elam, Director Rew-Hunter)

A. Collaboration with the West Travis County Public Utility Agency (“WTCPUA”) on water, water transmission, water storage, and related issues, including: Director Elam reported that residents have continued to notice odors coming from the wastewater treatment plant and said a potential equipment malfunction may be causing the issue. Director Elam noted the WTCPUA had discussions regarding decommissioning the wastewater treatment plant due to its age. Director Elam further reported the last two WTCPUA communications towers are under construction. The remaining communication tower construction was completed or almost completed.

1) Receive update from WTCPUA representative. No update. The Board discussed creating a list of points important to the District to share with the WTCPUA representative.

B. Collaboration with the Lake Pointe Homeowners’ Association (“LPHOA”), including:

1) Receive update from LPHOA representative. Pat Sinnott, LPHOA President, reported the LPHOA has new Board members. The LPHOA has updated its contact list of residents. Ms. Sinnott noted LPHOA sends residents information twice per month and offers a space in its newsletter to District for District updates.

Ms. Sinnott said LPHOA will install a new play scape at Napa Park with new kiddie mulch. LPHOA is planning to replace the Resaca fence. Ms. Sinnott noted LPHOA owns the Resaca fence. LPHOA provided the fence bids it received to the Board for its information. Ms. Sinnott described the LPHOA’s approach to the fence’s replacement and design. The estimated total cost to design and replace the fence is \$385,000. Ms. Sinnott proposed the District pay for half of the project with LPHOA managing the project, a project manager overseeing the project, and LPHOA maintaining the new fence. No action.

Ms. Sinnott reported the pool leak will be addressed over the winter, and the pool deck will need replacement soon.

2) Collectors’ Corners. Tabled.

C. Collaboration with other governments and private entities on issues affecting the District. Director Lewis briefly discussed with the Board that there is a preserve that abuts the District preserve. It is the Balcones Canyonland project owned by the City of Austin.

D. Landscaping projects with The Pointe Homeowners' Association. Director Elam discussed the agreement between The Pointe and the District and the District's landscaping easement for the area within the traffic circle in The Pointe.

6. Finance and Audit Committee – (Director Flaws) Director Flaws reported the committee is working with Mr. Swanks to generate reports on the new Quickbooks system. The Board discussed the District's investments and reporting on its investments. No action.

A. Approve the District's financial reports and payment of the District's bills, invoices and Directors' fees. Mr. Swanks reported additional invoices of \$676.39 and \$727.01 from Travis Central Appraisal District and an invoice of \$5,000 from TUMCO. The director fees for approval included both October and November 2023 because October fees were not paid last month. Director Flaws moved to approve the Director fees for October and November. Director Elam seconded the motion, and the motion passed 4-0.

Director Flaws moved for approval of the checks and invoices presented in the meeting packet, plus the three additional invoices described above. Director Elam seconded the motion, and the motion passed 4-0.

B. Budget amendments, if any. Director Flaws proposed a budget meeting in January with the Board. No budget amendments this month.

C. District's five-year strategic plan. Tabled.

D. TDS Bulk trash pick up and Christmas tree pick up. Director Flaws reported that TDS will pick up Christmas trees with the regular trash pick-up for no additional cost for one month after Christmas. Director Flaws suggested using this option this year. The funds approved last month for the special tree pick-up in the neighborhood will not be spent.

7. Preserve Committee – (Director Rew-Hunter, Director Lewis)

A. Habitat Conservation Plan. No report.

B. Issues affecting the Preserve. Director Lewis mentioned a tree was blocking one trail in the Preserve.

1) Discuss the parameters and possible action approving a policy for removing trees and establishing fire breaks. No report.

2) Boy Scout Eagle Project. No report.

C. Friends of the Preserve. No report.

8. Communication Committee – (Director Elam, Director Flaws)

A. District's digital account updates, if necessary. No report.

B. District’s website, IT issues, and ongoing requests. Doug Mains reported he restored the District’s website from a backup and tightened website security. The site has also been updated. The site is working well and he is working on the remote video conference issues.

C. District’s historical records and records management. No report.

D. Resident Communications. Director Flaws will send information to residents on the TDS Christmas tree pick-up. Director Elam will send a construction rule communication to residents. Director Elam proposed informing residents of the re-sodding proposal on Carlsbad.

9. Procurement Committee – (Director Rew-Hunter)

A. Request for Qualifications (“RFQ”) for a landscape architect and related issues. See below.

B. Open RFQ responses received and determine next steps. Director Rew-Hunter publicly opened the RFQ response from KFM and announced the response. The committee will review the response and report back next month. Ms. Carlton discussed next steps with the Board.

10. Recreational Dock Committee – (Director Lewis, Director Flaws)

A. Construction requirements and construction delivery method. Ms Carlton discussed this item and shared a draft publication notice with the Board.

B. Review budget. No report provided.

C. Review dock plans. Director Lewis reported Aqua Permits’ initial payment was approved to redesign the dock to new, smaller, specifications. Director Lewis also reported the required dock lighting has low electrical needs and a solar powered design may be an option, thus saving money on electrical installation. The Board discussed a 100-foot-long, 30-foot-wide swim dock, with 50 feet of the length partially covered.

11. Receive General Counsel report, including, but not limited to, tax matters, pending contract issues, open records requests, litigation, reporting requirements, and other legal issues, if any, and take action as needed. Ms. Carlton discussed the tax assessor invoices. No action.

12. Discuss and consider items for future agendas. The Board discussed having a special workshop meeting on January 9, 2024, with budget-based items, including the Resaca fence and the District’s 5-year plan, and regular meeting on January 11, 2024.

13. Adjourn. Director Elam moved to adjourn the meeting. Director Flaws seconded the motion, and the motion passed 4-0. The meeting adjourned at 9:01 p.m.

SIGNED this the 11th day of January, 2024.





Jody Flaws, Secretary/Treasurer