

**LAKE POINTE MUNICIPAL UTILITY DISTRICT  
MINUTES  
June 13, 2024**

The Board of Directors (“Board”) of Lake Pointe Municipal Utility District (“District”) met in person for a regular meeting on June 13, 2024, at 6:00 p.m., open to the public. The District posted a copy of the Notice of the meeting as required.

Director Elam called the meeting to order at 6:02 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
David Lewis	Director	Present
Michael Jopling	Director	Present

Also in attendance were Josiah Longbons with Landscape Resources, Inc. (“LRI”); Doug Mains with Elite Computing; Kelli Carlton with The Carlton Law Firm; and members of the public.

**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 May 9, 2024, regular meeting.** Director Elam moved to approve the May minutes as presented. Director Rew-Hunter seconded the motion, and the motion passed 5-0.

**REPORTS AND COMMITTEE MATTERS**

4. **Facilities Committee – (Director Elam, Director Jopling)**
  - A. **General Landscape Maintenance Report.** Josiah Longbons reported on the weekly landscaping maintenance service. Mr. Longbons will investigate the brown spots in the new Zoysia grass. Director Flaws noted four irrigation water meters are still registering as having zero usage. Mr. Longbons said all the irrigation programmers and controllers were operational and irrigation occurs once per week. No action.
  - B. **Landscape services contract, should changes be necessary.** Tabled.

### C. Projects.

- 1) **Status/completion of approved.** No completed projects. No action.
- 2) **New Proposals.** Director Elam noted the ongoing work on Resaca Boulevard collectors' corners.
  - **Emerald Falls and Resaca Plant Installation.** Mr. Longbons presented the \$6,260 proposal. Kelli Carlton advised the Board to verify the District's property ownership prior to undertaking this work. Tabled.
  - **Tree Installation on Resaca.** Director Elam presented the \$15,050 proposal. The Board discussed ownership of the land between the wall and the street. Tabled. Director Elam moved for the Facilities Committee to work with LRI to revise this proposal to include sod as discussed and with a not to exceed amount of \$4,000. Director Rew-Hunter seconded the motion, and the motion passed 5-0.
  - **Sterling Panorama and Resaca North.** Director Elam presented the \$6,420 proposal to remove sparse and declined plant material and to replace plants and compost in both areas. Director Elam moved to approve the proposal as presented. Director Jopling seconded the motion, and the motion passed 5-0.
  - **Sterling Panorama and Resaca Plant Installation.** Mr. Longbons presented the \$6,615 proposal to remove declining and overgrown shrubs and grasses and add new plant material in both areas. This is a school bus stop area. Director Lewis discussed substituting the Lantana for other material, such as limestone boulders, to make the area more amenable to use as a school bus stop. Director Elam moved to authorize the Facilities Committee to work with LRI on an acceptable solution not to exceed \$7,000, and to update the two corners proposed above. Director Jopling seconded the motion, and the motion passed 5-0.
  - **East Side of Lakestone and Resaca Plant Fill In.** The Board discussed the \$9,400 proposal and the exact location of the District's property on this corner. Tabled.
  - **Fish Stocking at Carlsbad Pond.** Director Elam presented the \$430 proposal to stock the pond with baitfish and mentioned the last time the pond was stocked was in May 2022. Director Elam moved to approve the Aquatic Features proposal as presented. Director Jopling seconded the motion, and the motion passed 5-0.
  - **Island Insect Damage and Treatment.** Mr. Longbons reported LRI inspected the brown spots in the island's sod. Mr. Longbons said the brown spots were likely from insect damage and recommended an

insecticide treatment for \$550. The Board discussed insect damage in other areas. Director Elam moved to authorize the Facilities Committee to work with LRI to discuss the landscaped areas to treat with insecticide, with this work not to exceed \$2,000, and ensuring compliance with the law. Director Jopling seconded the motion, and the motion passed 5-0.

**D. Stormwater basin maintenance.** Director Elam reported LRI mowed the pond areas and cleared the pond inlets to resolve the deficiencies noted by Travis County after its recent inspection. Mr. Longbons noted LRI removes light litter in the pond areas, but grass clippings are not removed. Director Elam then presented the \$6,000 proposal from Aquatic Features to thin out the cattails at Carlsbad Pond. Director Elam moved to approve the proposal as presented. Director Lewis seconded the motion, and the motion passed 5-0.

## **5. Lake Pointe Wall Committee**

**A. Project update, including update from consultants and bond counsel for same.** Director Lewis reported on progress with planning and noted the Board will need a firm plan for this project by August to call an election. No action.

**B. Review budget and plans for proposed wall;** Tabled.

**C. Additional potential projects that may be included in a bond issuance.** Director Lewis suggested including other large scale projects to the proposed bond issuance. The Board discussed including all of the walls along Resaca and Sonoma, the swim dock, monument signage at the three neighborhood entrances, an all-abilities playscape at Vista Pointe Park, and a storm water drainage facility structure. No action.

## **6. 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:**

**1) Receive update from WTCPUA representative.** Director Elam was awaiting a report from WTCPUA on the communications towers. Director Elam noted the lift station bypass was still being used, and he had no update from WTCPUA on the timeline to complete the lift station work.

**2) Special Warranty Deed from WTCPUA.** Tabled.

**3) Easement on property.** Tabled.

**4) PUA representative Board directives.** Tabled.

**5) Appoint WTCPUA representative.** Tabled.

**B. Collaboration with the Lake Pointe Homeowners' Association ("LPHOA"), including:**

- 1) **Receive update from LPHOA representative.** Director Elam provided an update from Pat Sinnott. No action.
- 2) **Collectors' Corners.** *See Item 2, above.* Director Elam mentioned needing the LPHOA's input regarding the Sonoma Drive collectors' corners. No action.

**C. Collaboration with other governments and private entities on issues affecting the District.** Tabled.

**7. Finance and Audit Committee – (Director Flaws, Director Lewis)**

**A. Approve the District's financial reports and payment of the District's bills, invoices and Directors' fees.** Director Flaws presented the May Director fees and moved to approve the fees as presented. Director Rew-Hunter seconded the motion, and the motion passed 5-0. Director Flaws then presented the June invoices, adding the Gray Engineering invoice to the total. Director Flaws moved to approve the invoices as presented. Director Lewis seconded the motion, and the motion passed 5-0. Director Flaws moved to approve the invoice from Outdoor Signs for the Preserve signs. Director Rew-Hunter seconded the motion, and the motion passed 5-0.

**B. Quarterly investment report.** Director Lewis reported a Treasury bill matured and he purchased Treasury bonds in replacement. Director Lewis suggested joining TexPool, an investment pool for local governments, and Ms. Carlton provided additional information on investment pools. Ms. Carlton recommended adding TexPool to the July agenda. Director Flaws moved to approve the investment report as presented. Director Lewis seconded the motion, and the motion passed 5-0.

**C. Budget amendments, if any.** Tabled.

**D. District's five-year strategic plan.** Tabled.

**E. District's Budget for Fiscal Year 2025.** The Board will discuss this item in July. No action.

**F. Receive update on obtaining proposals for new District financial advisor.** Tabled.

**G. Addendum to General Counsel engagement for bond-related work.** The Board discussed this proposal with Ms. Carlton. Tabled.

**H. Annual review of investment policy and code of ethics and a resolution for same.** The Board discussed updating the investment policy to include TexPool. Tabled.

- I. **District insurance update.** The Board discussed the District's current insurance coverage and adding additional hardscape areas, including the Vista Pointe Park hardscape. Director Jopling will work with William Swanks to obtain his Director bond. No action.
- J. **Adoption of a tax planning calendar and authorize payment of tax season notices as required.** The Board discussed with Ms. Carlton the tax planning calendars and the tax setting process. Director Flaws moved to adopt the calendars as provided and approve the payment of tax season notices. Director Lewis seconded the motion, and the motion passed 5-0.

**8. Preserve Committee – (Director Rew-Hunter, Director Jopling)**

- A. **Habitat Conservation Plan.** Tabled.
- B. **Issues affecting the Preserve.** Director Rew-Hunter introduced Evie Rew-Hunter and Sabrina Campbell with Girl Scout Troop 683 to present their proposal regarding a series of clean ups in the Preserve as part of their Girl Scout Silver Award project. Miss Campbell and Miss Rew-Hunter presented their proposal to the Board. The Scouts proposed three project dates: June 15, July 20, and August 24. Director Elam discussed considerations for work in the Preserve and suggested additional work could be done at the District's two ponds if the two Scouts were interested in adding those areas. Director Elam moved to approve the clean up proposal as presented. Director Flaws seconded the motion, and the motion passed 5-0.
  - 1) **Boy Scout Eagle Project.** The Board discussed a \$650 invoice from Outdoor Signs and Markers for the Boy Scout's project in the Preserve. Director Rew-Hunter moved to approve \$800 for the signs, with a not to exceed amount of \$3,000. Director Lewis seconded the motion, and the motion passed 5-0.
- C. **Friends of the Preserve.** The Board discussed the Friends of the Preserve group and whether the group was still active. The Preserve Committee will investigate whether the group is still active. No action.

**9. Communication Committee – (Director Elam, Director Flaws)**

- A. **District's digital account updates, if necessary.** No action.
- B. **District's website, IT issues, and ongoing requests.** Director Elam and the Board discussed possibly adding the Girl Scouts' project information to the District's website. No action.
- C. **District's historical records and records management.** Tabled.

**D. Resident communications.** The Board discussed changing Friends of Preserve information to the website and Director Rew-Hunter will ask Penny to add to the website if needed

**i. Update on notice to residents regarding WTCPUA representative opening.** Director Elam will add a notice regarding the WTCPUA representative opening to a District communication.

**10. Procurement Committee – (Director Rew-Hunter)**

**A. KFM contract and architecture work.** Ms. Carlton and the Board discussed the KFM agreement. No action.

**11. Recreational Dock Committee – (Director Lewis, Director Flaws)**

**A. Receive update on engineering work for swim dock.** Director Lewis provided an update. Gray Engineering completed the RFP and is awaiting bid responses. Director Lewis reported the construction is projected to start in Fall 2024.

**B. Review budget and dock plans as necessary.** Gray Engineering is awaiting bid responses. No action.

**OTHER MATTERS**

**12. Discuss, consider and take action on District Information Form.** Tabled.

**13. 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 provided input as noted above. No additional report. No action.

**14. Discuss and consider items for future agendas.** The Board discussed adding the Director election, TexPool, the FY25 budget, and the insurance update as items for the July agenda.

**15. Adjourn.** Director Elam moved to adjourn the meeting. Director Flaws seconded the motion, and the motion passed 5-0. The meeting adjourned at 10:29 p.m.

APPROVED this the 22<sup>nd</sup> day of July 2024.



  
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Jody Flaws, Secretary/Treasurer