



**PARKS & RECREATION ADVISORY
COMMITTEE MEETING
MONDAY, MARCH 1, 2010 @ 6:30PM**

AGENDA PACKET ATTACHED



Lillian Cardenas
Executive Assistant/Board Committees
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FILED FOR RECORD

2:50 PM

FEB 26 2010

Nancy E. Roster

County Clerk, Williamson Co. TX

REVISED
MEETING OF THE PARKS AND RECREATION COMMITTEE
AND THE BOARD OF DIRECTORS
OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
March 1, 2010

A special meeting of the Board of Directors of Brushy Creek Municipal Utility District and a Committee meeting of the Parks and Recreation Committee of Brushy Creek Municipal Utility District will be held on **March 1, 2010 at 6:30PM**, at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Drive, Brushy Creek Subdivision, Round Rock, Texas to consider and act on the following matters listed below. Please note that the Board of Directors meeting will not be held if a quorum of the Board is not in attendance, but the Parks and Recreation Committee will meet nonetheless.

1. Call to Order, Roll Call, Establish quorum and Pledge of Allegiance.
 - a. Approval of the minutes from the January 4, 2010 Parks and Recreation Advisory Committee meeting.
2. Citizens Communications (limited to 3 minutes)
3. Staff & Committee Reports:
 - a. Backyard BBQ cook off
 - b. Bat Fest
 - c. Movies In the Park 2010
 - d. Phase II LED sign project
 - e. Pool projects
 - f. Duck pond aerator
 - g. Status of flyers for disc golf course
 - h. Little Village capital improvements
 1. Transplanting trees at Little Village Park
4. Discussion and Possible action concerning:
 - a. Election of officers and HOA representation
 - b. Review of 2009 Parks walk through report and date selection for 2010
5. Board of Directors' Meeting: ***The Parks and Recreation Committee Chair Report will be placed on the March 25, 2010 Board of Directors' Meeting Agenda.***
6. Establish Agenda for next Meeting.
7. Adjournment.

Dated this February 25, 2010.
Brushy Creek Municipal Utility District



Tim Ishman, Parks and Recreation Department Manager

The Board of Directors may go into Executive Session if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session. Please note that this notice supplants the District's previous policy of specifically identifying those agenda items that would be discussed in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-255-7871 for further information.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of Brushy Creek Municipal Utility District, is a true and correct copy of said Notice; that a true and correct copy of said notice

was posted at a place convenient and readily accessible to the general public at all times, in its administrative office at 16318 Great Oaks Drive, Round Rock, Texas; that said Notice was posted on February 25, 2010 at 2:25 and that a true and correct copy of said Notice was furnished to the County Clerk of Williamson County, the only county in which Brushy Creek Municipal Utility District is located.

Brushy Creek Municipal Utility District

Lillian Cardenas, Executive Assistant

**Parks & Recreation Advisory Committee
Packet
March 1, 2010**

AGENDA ITEM 1

**Call to order, Roll Call, Establish quorum, and
Pledge of Allegiance**

**Parks & Recreation Advisory Committee Packet
March 1, 2010**

**Executive Summary
Agenda Item 1a
Approval of Minutes**

BACKGROUND: Minutes for January 4, 2010 meetings are attached.

FINANCIAL: N/A

RESOURCE: Tom Clark

LEGAL: Not consulted

STAFF RECOMMENDATION: For Committee review, revision and approval.

COMMITTEE PARTICIPATION:

ATTACHMENT:

Minutes from January 4, 2010 Parks and Recreation Committee meeting.

RECOMMENDED MOTION: Motion to approve minutes as presented.

**MEETING MINUTES
OF THE PARKS AND RECREATION COMMITTEE
AND THE BOARD OF DIRECTORS
OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
January 4, 2010**

A special meeting of the Board of Directors of Brushy Creek Municipal Utility District and a Committee meeting of the Parks and Recreation Committee of Brushy Creek Municipal Utility District was held on **January 4, 2010** at **6:32PM**, at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Drive, Brushy Creek Subdivision, Round Rock, Texas to consider, discuss and act on the following matters listed below:

COMMITTEE MEMBERS: Tanya Renee Figliozzi, Linda Roquet, Kim Filiatrault, Genny Pellacani, J.R. Richardson, Mel Callender, William Muscato

DIRECTORS: Rebecca Tullos, Cris Yackle (arrived at 6:38pm)

STAFF: Tom Clark, Mike Wheeler, Simon Molyneux

CITIZENS: None

1. Call to Order, Roll Call, Establish quorum and Pledge of Allegiance.
 - a. Approval of the minutes from the December 7, 2009 Parks and Recreation Advisory Committee meeting.
Motion by Genny Pellacani to approve the minutes as presented. Seconded by Tanya Renee Figliozzi. Motion passes unanimously.
2. Citizens Communications (limited to 3 minutes) - No citizens communications.
3. Staff & Committee Reports:
 - a. Community Center Advisory Committee Representative
DISCUSSION: J.R. discussed that the Committee looked over the spring catalog, reviewed the member handbook and discussed options for the front garden of the Community Center. The Committee is waiting to review the report from Ballard King.
 - b. Disc Golf parking lot
DISCUSSION: Mike discussed that the parking lot is complete and the signs have been distributed requesting people to use the parking lot. Staff was under the impression that flyers were delivered to Linda Roquet, but she stated that she did not receive them – Mike will follow up with Linda.
 - c. Sendero Springs Park multi-use field improvements
DISCUSSION: Dirt has been trucked in and leveled; seeds have been ordered; Buffalo Tift and rye. Area will be irrigated using temporary irrigation.
 - d. Wildcat Trail easement trimming
DISCUSSION: Trimming has been completed and Mike Wheeler showed some pictures of the work progress.
 - e. Duck Pond aerator
DISCUSSION: Mike Wheeler met with Oncor and showed pictures of the existing power locations and discussed the power needed. He also discussed installing an 'H' bracket and a meter loop on the existing line. The committee recommended asking Oncor if the existing power pole located near the playscape could be used and the District would trench underground to avoid having to set another pole on the property. Mike will investigate and proceed if still within the budget amount.
 - f. Commercial use of Parks & District liability

DISCUSSION: Staff discussed with Legal counsel and will discuss this item with the Board before bringing back to Committee.

g. Sendero pump room roof

DISCUSSION: This will be complete in 7-days and Staff will bring pictures to the next meeting showing the work progress.

4. Discussion and Possible action concerning:

a. Cat Hollow Skimmer repair & Tile replacement project

DISCUSSION: Staff recommended repairing the skimmers rather than replacing them and to award skimmer repair to Progressive Commercial and the tile project to Lifeguard4hire. This will result in savings to the District for the project.

MOTION: Kim Filiatrault

SECONDED: Mel Callender

Motion passes unanimously

b. Cat Hollow deck repairs

DISCUSSION: Staff recommended only repairing the expansion joints which are a trip hazard and that the deck is in good shape. Staff is still receiving bids. No motion needed but Committee supports the concept of replacing the expansion joints only. Committee recommended looking at the wall next to the grapevines that needs repair. Staff will take to Board at next meeting.

c. Shade cover over Creekside baby pool

DISCUSSION: Staff received two quotes and recommended SG builders who would install same material with the same fabric as the other shades in the District. This shade is a 120 MPH wind rated cover.

MOTION: Kim Filiatrault motioned to accept SG bid at 120 mph loading.

SECONDED: Genny Pellacani

Motion passes unanimously

5. Discussion

a. Cat Hollow restroom & Lifeguard office roof repair

DISCUSSION: Staff reported that they are waiting feedback from TML insurance on the roof before proceeding. Once the information is received, they will place on next month's agenda for Discussion and Action.

b. Little Village capital improvements and subsequent park prioritization

DISCUSSION: The trees that have been planted need to be reviewed to see if they can be transplanted within the park to free up some open space since the HOA installed them prior to BCMUD acquiring the property. Committee discussed to consider a flag football or soccer field with shade cover and bleachers; or an open field. They also discussed that parking would be a problem and would prevent use for league play. There is a need to upgrade the playscape. Possibly upgrade with a merry-go-round and BBQ pit. Staff to discuss with BC elementary PTA and see if they can contribute in some way. Consider a community or memorial garden if not a practice field. Irrigation will be needed and Staff would need to find a way to water the trees. Consider community garden or something educational learning experience. Look at installing a guard light for increased security and restrooms.

c. Park aesthetics'

DISCUSSION: Staff and Committee discussed standards on trail and trail heads. The committee requested that staff include a technical specification / standard for granite trail construction. Committee suggested staff consider seeking HOA and other assistance with underbrush removal with a 'clean up day'. Staff should mark red cedars and have a tree removal day. Need to replace kiosk signs and information that has faded.

d. Trail etiquette

DISCUSSION: Staff wants to replace some of the BCMUD park rules with trail etiquette signs and will bring suggested language to next meeting.

6. Board of Directors' Meeting: *The Parks and Recreation Committee Chair Report will be placed on the January 14, 2010 Board of Directors' Meeting Agenda.*

DISCUSSION: J.R. will attend.

7. Establish Agenda for next Meeting.

DISCUSSION: The following items would be added to next month's agenda:

Staff Reports:

- LED signs
- Duck pond aerator
- Status of flyers for disc golf course
- BBQ cook off
- Cat Hollow deck repairs (follow up on price on expansion joints and grapevine)

Discussion and Action:

- Rachel on trees and Village Park, can we transplant?

8. Meeting adjourned at 8:02 pm.

MOTION: Kim Filiatrault

SECONDED: Mel Callender

Motion passes unanimously

Respectfully submitted by,
Tom Clark

**Parks & Recreation Advisory Committee
Packet
March 1, 2010**

**Item 2
Citizens Communications**

No Attachments

**Parks & Recreation Advisory Committee Packet
March 1, 2010**

**Executive Summary
Agenda Item 4a
Discussion and possible action regarding the election of officers and
HOA representation**

BACKGROUND:

In accordance with paragraph I.1. of the Parks and Recreation Advisory Committee Bylaws, the committee will elect a Committee Chair, Vice-Chair, and Secretary from its primary voting members at the regularly scheduled committee meeting during the month of March. Current officers are:

J.R. Richardson, Chair;
Janice Parker, Vice Chair; and
OPEN, Secretary

Also, Staff would like for the Committee to review their HOA representation on the Parks Committee and request to advise the Committee of any changes.

FINANCIAL: N/A

RESOURCE: Tim Ishman, Parks & Recreation Manager

LEGAL: Not consulted

STAFF RECOMMENDATION:

Officers to appoint: Chair, Vice Chair and Secretary.

ATTACHMENT: Parks and Recreation Advisory Committee Bylaws

RECOMMENDED MOTION:

Motion to appoint: Chair, Vice Chair and Secretary

**Parks & Recreation Advisory Committee Packet
March 1, 2010**

**Executive Summary
Agenda Item 4b**

**Discussion and Possible action concerning Review of 2009 Parks Walk
through and date selection for 2010**

BACKGROUND: Annually members of the committee participate in identifying items they feel need to be addressed at District parks and trails.

Once received, staff will organize the data and categorize items as either operational (under \$5,000), capital (over \$5,000) or as a safety concern.

Staff will provide a comprehensive report to Committee for feedback at the April 5th meeting as part of the process in developing the FY11 Budget.

FINANCIAL: Nothing at this time, items identified will be included in preparation of the FY11 Budget for consideration.

RESOURCE: Mike Wheeler

LEGAL: Not consulted at this time

STAFF RECOMMENDATION: Conduct the 2010 Parks walk-through on Saturday, March 27, 2010.

COMMITTEE PARTICIPATION:

ATTACHMENT: Parks Walk-through list

RECOMMENDED MOTION: Motion to conduct Parks walk-through on Saturday, March 27, 2010

Parks Walk Through 2009

Status Report As of: 2/25/2010

Category	Priority	Location and Description of Action Item	Assigned to	Notes	Status	Target Date
BRUSHY CREEK NORTH PARK						
B	4	Repair drinking fountain-	Parks Maintenance Staff		Completed-	Will be removed from next report
B	4	New BBQ grills and tables	Parks Maintenance Staff		Completed	Will be removed from next report
B	4	Request lights on water fountain kept on all times	Parks Maintenance Staff	Contacting elec. Company	Open	
M	6	Trim Piracantha on Great Oaks (Ask Rachel)	Grounds Staff	Staff is researching ownership trimming & location of trees.	Open	
M	4	Repair street lights at Emerald Hill and park lights	Public Works/ONCOR		Completed	Will be removed from next report
M	4	Request Dist. Staff contact SWB to clean up site at Great Oaks and Park.	SWB	Not our property. SWB to clean up.	Completed	Will be removed from next report
M	4	Move picnic table from under tree to concrete pad	Parks Maintenance Staff		Completed	Will be removed from next report
M	5	Restore / add new sand to volleyball court.	Parks Maintenance Staff	09-Jun-09	Open	
B	6	Repair sprinkler system along entire median (turf area)	HOA	The HOA is responsible for irrigation repair	Completed	Will be removed from next report
B	6	Complete Walsh Ranch trail / Stop sign, and school bus warning sign be installed at Great oaks and Park Street.	Parks Maintenance Staff	Trail Complete / County to Finish	Completed	Will be removed from next report
B	6	Request landscaping in median at Great Oaks and Park.	Grounds Staff	Budget Issue '09	Open	Budget Issue '09
M	6	Repair Hike and Bike Trails that have been washed out.	Parks Maintenance Staff		Completed	Will be removed from next report
M	6	Kill weeds in the hike and bike trail and around exercise areas.	Parks Maintenance Staff		Completed	Will be removed from next report
M	6	Reposition stones along median hike and bike trail.	Parks Maintenance Staff		Completed	Will be removed from next report
M	3	Clean up area to the left of median as you enter BCN.	Parks Maintenance Staff	Budget 2010		2010
M	5	Clean up area around Brushy Creek water tower.	Parks Maintenance Staff	Sendero Landscaping should be maintaining.	Completed	Will be removed from next report
B	3	Request sound barrier wall be installed along 1431 between the two water towers.	this is in state r.o.w.		Completed	Will be removed from next report
B	4	New Barbeque be installed in North Park.	Parks Maintenance Staff		Completed	Will be removed from next report
M	3	Clean up SBC compound on Great Oaks. (maintenance yard.)	Parks Maintenance Staff	meeting with contractor to get price to start demo	Completed	Will be removed from next report
		Completed				

M=Maintenance; C=Capital; B=Budget; MP=Master Plan

- Priorities of Work:
 1: Emergencies
 2: Health and Safety
 3: Customer Complaints
 4: Board/GM/PWD Directives
 5: Routine Maintenance
 6: Project Work

**Parks & Recreation Advisory Committee
Packet
March 1, 2010**

**Item 5
Board of Directors' Meeting
March 25, 2010**

No Attachments

**Parks & Recreation Advisory Committee
Packet
March 1, 2010**

**Item 6
Establish Agenda for Next Meeting**

No Attachments