

**MEETING MINUTES OF THE BOARD OF DIRECTORS OF  
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT**

**March 27, 2008**

A regular meeting of the Board of Directors of Brushy Creek Municipal Utility District was held on the 27th day of March, 2008 at 7:00 p.m., in the District's office, 16318 Great Oaks Drive, Brushy Creek Subdivision, Round Rock, Texas.

1. Call to order

Meeting was called to order at 7:05PM with Directors Grahl, Yackle, Tullos, Tisch and Shermer present. Upon establishment of a quorum the Board conducted the Pledge of Allegiance.

2. Announcements and Recognition

- a. Employee of the Quarter recognition was presented to Jason Brian
- b. Introduction of Gavino Abrigo, new Customer Service Manager.

3. Adoption of Agenda as presented:

The President announced that the first item of business to be addressed would be Agenda Item #6.

4. Received presentation from Dr. Jesus H. Chavez, Superintendent, concerning RRISD goals, student performance, construction project plans and school district finances (Agenda Item #6)

Dr. Jesus Chavez made a presentation to the Board and public regarding Round Rock Independent School District. After the presentation, the Board directed staff to request that Joe England attend the next meeting to brief the Board regarding the traffic study conducted at the request of the District along Great Oaks Drive and Sam Bass trail to assess traffic patterns in the District as related to RRISD schools.

5. Citizens' Comments (Agenda Item 4)

John McLemore addressed the Board.

6. Discussion and action concerning cancellation of May 10, 2008 Director Election (Agenda Item 5)

- a. Receive Certification of Unopposed Candidates
- b. Adopt Order Cancelling Election
- c. Other action related thereto

Motion by Director Yackle to receive the Certification of Unopposed Candidates and to Adopt the Order to Cancel the Election. Second by Director Tullos.  
Motion carried 5-0.

SCANNED  
ORIGINAL

7. Citizen Advisory Committee Matters (Agenda Item 7)  
-None

8. Discussion and action concerning recommendation to employ one full time technician staff member (Agenda item 14)

The District's Information Technology Manager presented a request to the Board for authorization to hire a technical staff member to facilitate training and support as the District begins using a series of new information and technology systems as well as for assistance with current systems. Jason Mongaris, chair of the Technology Advisory Committee, also addressed the Board.

After the presentation, Director Grahl made a motion, seconded by Director Tullos, to approve the recommendation to hire an IT technician/trainer. Motion carried 5-0.

9. Consent Agenda (Agenda item 8)

- a. Approve Records Specialist job description

Motion to approve the Records Specialist job description by Director Grahl, second by Director Tullos. Motion carried 5-0.

Direction to staff to make the following changes to the job description:

- a) Replace "Writes and modifies Technical and Instructional manuals" with "Assists with writing and modifying ...."
- b) Replace "Familiar with Texas Open Records Act and open records requirements" with "Demonstrate a proficiency in the Public Information Act and open records requirements"
- c) Add: must successfully complete Open Records & Open Meetings certification within 30 days of employment
- d) Add "performs other duties as assigned "

Staff was directed to seek clarification from the District's labor counsel with regard to including "performs other duties as assigned" in all job descriptions.

10. Discussion and possible action concerning appointment of new member to Parks Master Plan Task Force Committee (Agenda Item 9)

No action was taken by the Board. Staff was directed to review names received at the Town Hall meetings for individuals who expressed interest in participating in the master plan process and bring back a new committee member for approval at the next Board meeting.

Recess at 8:34PM.  
Reconvene at 8:47PM

11. Discussion and action concerning use of Community Center for Great Oaks Elementary Wellness Day (Agenda Item #10).

The Board discussed concerns regarding the impact on the Community Center and placed limitations and expectations for event size, location, & logistics. Areas to be made available will be limited to the gym, pavilion, and side parking lot. The aerobics room could be used as long as it did not impact member classes or revenue and staff was directed to use their best judgment in this decision. After discussion, the Board directed staff to obtain a written plan from the Principal of Great Oaks Elementary School describing the event and proposed activities at the Community Center and to include this matter on the agenda and in the packet for the April 10<sup>th</sup> board meeting

12. Discussion and possible action concerning Fourth of July event (Agenda Item 11)

- a. Fireworks display
- b. Other matters related thereto

Direction was given to staff to research this matter further and to attempt to include the fireworks display during the Hairy Man Festival in the fall.

Further direction was given to staff to have the 4<sup>th</sup> of July Parade end at Cat Hollow Park and to work with BCWA to incorporate any budget and logistical requests into the draft contract concerning the Fourth of July Celebration Event hosted jointly by the District and BCWA.

13. Discussion and action concerning the approval of information to be included within the time capsule (Agenda Item 12)

Motion by Director Yackle, second by Director Tisch to authorize Directors Tullos and Shermer to finalize the contents of a letter to be included in the Time Capsule by April 3rd

14. Discussion and action concerning Recreation Fund (Agenda Item 14)

The District's Park and Recreation Manager asked if the Board would support a program for receipt of donations to fund recreation activities for individuals that may otherwise not have the financial means to participate. The Board indicated that it would be interested in such a program and directed staff and the CCAC to prepare more information about the proposed program for consideration by the Board.

15. Discussion and action concerning annual performance evaluation for General Manager (Agenda Item 15)

At 9:55PM, President Tisch announced that the Board would go into executive session to discuss Item 15, discussion and action concerning annual performance evaluation for General Manager, as authorized by the Texas Open Meetings Act for personnel matters.

At 11:31PM, President Tisch reconvened the meeting with all directors present. He announced that no final decisions, votes or action was taken in executive session.


A motion was then made by Director Shermer, second by Director Tisch, to approve the General Manager's performance review with a 3% pay increase effective the next new pay period. Motion carried 5-0.

16. Board Committee and Staff Reports (Agenda Item 16)

The Board then received board committee and staff reports. No action was taken regarding such matters.

17. Adjournment

A motion to adjourn was then made by Director Grahl, seconded by Director Shermer, to adjourn the meeting at 11:38PM. Motion carried 5-0.

  
Russ Shermer, Board Secretary