

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

April 26, 2007

A regular meeting of the Board of Directors of Brushy Creek Municipal Utility District was held on the 26th day of April 2007 at 7:00 p.m., in the District's office, 16318 Great Oaks Drive, Round Rock, Texas. Notices of the time, place and the subject of the meeting, and the actions to be taken at the meeting, were posted at the places and for the time required by the laws of the State of Texas.

Roll Call and Establishment of Quorum (Agenda Item 1)

President Steve Widacki called the meeting to order at 7:05 p.m. and established a quorum consisting of Vice President Paul Tisch, Secretary Cristine Yackle, Treasurer Rebecca Tullos and Assistant Treasurer, Larry Buchanan. Also present were General Manager Tom Clark, Deputy Secretary Margie Anthes, and Legal Counsel Tony Corbett. Upon establishment of a quorum, the Board conducted the Pledge of Allegiance.

Citizens Communications (Agenda Item 2)

The first order of business was Citizens Comments. John McLemore commended the District on the condition of its parks and the form of the Board packet. Phil Salazar addressed the District regarding staff turnover with respect to its recreational league coordinators. No action was taken by the Board regarding these matters.

Announcements and Recognition (Agenda Item 3)

The Board recognized Leslie Knudson as the Employee of the Month for the month of March.

Discussion and Action concerning Project Worksheet for Parks, Recreation and Open Space Master Plan (Agenda Item 12)

The Board then considered the Project Worksheet for Parks, Recreation and Open Space Master Plan. A motion was made by Rebecca Tullos to approve the Project Worksheet. The motion was seconded by Larry Buchanan and the motion passed with a vote of 4-0-1, with Cris Yackle abstaining.

Discussion and Action concerning Carter Burgess Professional Services Agreement for Parks, Recreation and Open Space Master Plan 2007-2017 (Agenda Item 13)

The next item of business was the consideration of the Carter Burgess Professional Services Agreement for preparation of the Parks, Recreation and Open Space Master Plan 2007-2017. Subject to revising the contract to provide that venue for any disputes would be in Williamson County, a motion was made by Larry Buchanan to approve the draft agreement and to approve payment for services rendered under the agreement in an amount not to exceed \$95,800. The motion was seconded by Paul Tisch. The motion carried with a vote of 5-0.

Citizen Advisory Committee Matters (Agenda Item 4)

The Board then received Citizen Advisory Committee Reports. Director Tullos reported that the Parks and Community Center Advisory Committees had not met. Tom Clark reported on the Water and Wastewater Committee meeting. No other committee reports were given.

Consent Agenda (Agenda Item 5)

The next item of business was the Consent Agenda. Upon a motion by Director Tullos and seconded by Director Buchanan, the Board of Directors voted 5-0 to approve the following items from the Consent Agenda: Items A (Approve policies and procedures related to District cell phones, discontinuance of employment and holidays), B (Approve job descriptions), C (Accept security report from Captain Shawn Newsom), D (Approve pool contract with Tough Cookies), E (Approve funding for tree trimming and removal), F (Authorize purchase of software funded by the Board) and G (Accept report concerning Citizen's Advisory Committee to the Williamson County Regional Habitat Conservation).

Discussion and Action concerning Board Committees' Scope of work. (Agenda Item 6)

Director Buchanan stated that he asked that this item be placed on the agenda so that the Board could define the scope of work for each committee. After discussion, staff was directed to prepare a project worksheet template for each committee. Each committee would then complete the template and identify its scope of work, for consideration by the Board of Directors. No other action was taken on this item.

Discussion and Action Concerning proposals for Salary Survey. (Agenda Item 7)

The Board next discussed proposals for a salary survey. A motion was made by Larry Buchanan to authorize staff to solicit proposals from a minimum of three consultants to conduct a salary survey on behalf of the District. The motion was seconded by Rebecca Tullos. The motion passed with a vote of 5-0.

Discussion and Action concerning Water Treatment Facility perimeter landscaping. (Agenda Item 8)

Ruth Haberman requested that the Board provide guidance regarding the installation of additional landscaping improvements at the District's water treatment plant facility. After discussion, the Board directed that this item be sent to the Water and Wastewater Committee for consideration and recommendation. The Board also authorized staff to selectively clear cedar trees on Sam Bass Road to the west of the Water Treatment Facility fountain.

Discussion and action concerning operating agreements for Directors (Agenda Item 9)

The next item of business was the Directors' Operating Agreement. A motion was made by Rebecca Tullos and seconded by Larry Buchanan to approve the form of the Directors' Operating Agreement prepared as a result of the directors' workshop. The motion passed with a vote of 5-0. Director Buchanan noted certain exceptions to the proposed agreement.

Recess

At 8:12 p.m., Director Widacki recessed the Board meeting. He reconvened the meeting at 8:19 p.m. with Directors Tisch, Buchanan, Yackle and Tullos being present.

Discussion and Action Concerning Utility Billing late fees and late notices (Agenda Item 10)

The Board next considered possible revisions to the District's utility billing late fees and notice policies. After receipt of a report by Mike Petter, Director Buchanan moved that the District revise its utility billing policies and fees to incorporate the revisions presented by staff, as reflected in the Board packets. The motion was seconded by Paul Tisch. The motion passed 4-1, with Director Yackle voting against the motion. Staff was directed to consider what procedures should be followed in the case of customers with medical conditions for which loss of utilities would pose a threat to their health.

Discussion and possible action concerning traffic signalization and circulation issues. (Agenda Item 11)

The Board received a report from the Public Works Director concerning the installation of a traffic signal at Highway 1431, and regarding traffic issues pertaining to the proposed Pearson Place development adjacent to the District. No action was taken by the Board.

Discussion and Action Concerning Improvements to the Community Center parking lot. (Agenda Item 14)

The Board next discussed improvements to the Community Center parking lot. Upon receipt of a presentation and recommendation from Ruth Haberman, a motion was made by Steve Widacki to authorize staff to proceed with the parking lot improvements provided the total payment did not exceed \$10,000. The motion was seconded by Cris Yackle. The motion carried with a vote of 5-0.

Committee Reports (Agenda Item 15)


General Manager Tom Clark presented reports regarding the Scanning/Website Committee, Strategic Partnership with City of Round Rock Committee, By Laws Committee and the Brushy Creek Women's Association Joint Events with the District Committee. No other reports were given and no action was taken by the Board regarding the reports.

Staff and Consultant Reports (Agenda Item 16)

The Board received reports from the General Manager, Recreation Manager, Controller and the Public Works Director. No action was taken regarding these matters.

Adjournment (Agenda Item 14)

At 10:20p.m., a motion was made by Larry Buchanan to adjourn the meeting. The motion was seconded by Steve Widacki, and passed unanimously.


Cristine Yackle, Secretary