

RAYFORD ROAD MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

November 13, 2017

The Board of Directors ("Board") of Rayford Road Municipal Utility District ("District") met at 27316 Spectrum Way, Oak Ridge, Texas, on November 13, 2017, in accordance with the duly posted notice of the meeting, with a quorum of directors present, as follows:

Jon Vallery, President
Frank Moore, Vice President
Brendon Keith, Secretary
Michael Smith, Assistant Secretary
James Nichols, Director

and the following absent:

None.

Also present were Bill Russell, Mike Williams, Jason Hajduk, Captain Daniel Zientek, Sergeant Michelle Baker, Sergeant Ken Washington, Paul Green, Kathryn Nichols, James Ridgway, Jr., Lucy Ridgway, Christie Leighton, George Defenbaugh, and Lori G. Aylett.

The President called the meeting to order and declared it open for such business as might regularly come before it.

1. Minutes of the meeting held October 9, 2017 were presented for the Board's review and approval. Upon unanimous vote, the minutes were approved as presented.
2. The Board discussed FEMA relief related to Hurricane Harvey. The Board approved a contract between the District and the Department of Public Safety/Texas Division of Emergency Management providing for grant terms and conditions under FEMA regulations.
3. Sergeant Baker presented a law enforcement report and reported the following statistics: there were 43 District calls; 393 contract calls; 434 traffic contacts; 20 reports taken; one felony arrest; seven misdemeanor arrests; six crashes; and eight charges filed. Sergeant Baker reported that as of Saturday, Ken Washington will replace her as the sergeant on the District's contract as she has been promoted. Sergeant Baker reported that motor vehicle burglaries are on the rise and reminded those present to take care in hiding packages during the holiday season. The Board commended Sergeant Baker for her faithful performance and wished her well in her new assignment. The Board welcomed Sergeant Washington and stated that they looked forward to working with him.
4. Christie Leighton presented the Best Trash quarterly report. Director Vallery reported that a resident posted a claim on social media that the same collection truck picked up both recycling and trash. Ms. Leighton stated that this information was not accurate. While the trucks look the same, they go to different destinations.

5. There were no citizen comments for the Board's consideration.

6. Bill Russell presented the bookkeeper's report, a copy of which is attached. After this meeting, the debt service fund balance will stand at \$1,336,912.81. The capital projects fund will stand at \$91,976.22. The operating fund will stand at \$2,654,581.28. Expenses exceeded revenues for five months of the fiscal year by \$418,397.72. Upon unanimous vote, the Board approved payment of director fees and expenses. Upon unanimous vote by separate motion, the Board approved the bookkeeper's report as presented and authorized payment of the remainder of the District's bills.

7. Mike Williams presented an operator's report. The District billed \$332,485.34 to customers for services rendered. The operator took 10 bacteriological samples, all of which were acceptable. The District accounted for 94% of the water produced. The District served 3,820 customers, and 3,595 customers received all services including garbage. The sewage treatment plant operated at 66% of capacity with no permit violations. One tap was made during the month.

The operator requested write-off of 16 accounts in the total amount of \$1,144.29, and the Board approved the request.

After discussion, upon unanimous vote, the Board approved the operator's report as presented.

8. Mike Williams presented a parks and recreational facilities report. There were 17 calls regarding issues in the parks. Six calls were for the pavilion, 10 calls were for the ball fields, and one call was received this month for information.

Mike Williams reported that regular mowing was performed during the month. Mr. Williams reported that since neighboring Legends ball fields have closed, a lot of people have been using the District park facilities for soccer.

Upon unanimous vote, the Board approved the parks report as presented.

9. Jason Hajduk presented an engineer's report. The engineer reported that the Rayford Road expansion project is underway and the engineer has requested a project schedule from the County.

The engineer reported that the interconnect with Spring Creek Utility District is now closed, and a gate valve has been installed so that if the county's contractor hits the line, water can be easily shut off.

The engineer then reported that Sam's Car Wash submitted a deposit for legal and engineering services associated with preparing an out-of-District service agreement.

The engineer discussed the easement that will be necessary from Montgomery County Drainage District No. 6 to create a looped water line to serve the commercial areas of the District. The Drainage District No. 6 board has stated that they will grant the easement in return for a commitment for water and wastewater capacity of 500 gallons per day for a future

administration building to be located next to the Steve Gardner Regional Detention Pond. The engineer confirmed that provision of the service would not require any extension of water and sewer lines and the District had that amount of capacity available. Upon unanimous vote, the Board agreed to grant a utility commitment to Drainage District No. 6 for 500 gallons per day of water and wastewater service in exchange for a water line easement across their ditch.

Mr. Hajduk has approached a neighboring developer regarding a drainage swale between MUD 88 and the District that has silt build-up due to their activities. Their engineering firm has stated that they will review the issue.

The developer of MUD 115 just recently renewed their request to be allowed to construct a six-foot wooden fence on a District reserve. The developer has indicated that they or MUD 115 will maintain the reserve and the slope. Some of the adjacent property owners already have wrought iron fences in the area, but these properties now are situated next to developed lots in MUD 115. The Board stated that they were interested in receiving more information about the proposal from the developer.

Water Plant No. 2 is scheduled for inspection next month. The sanitary sewer rehabilitation work has been completed. The engineer has confirmed that the waste discharge permit will not expire until March 1, 2019, so engineering for the permit will need to begin next year.

After discussion, upon unanimous vote, the Board approved the engineer's report as presented.

10. Lori Aylett reported on the status of the SJRA conveyance of facilities and easements. She reported back to the SJRA that the Board approved of the form of the documents, and their engineering firm is now preparing metes and bounds descriptions for the easements.

11. The Board reviewed proposals for website creation and management. The Board reviewed a proposal from *Drawhorn.com* for such services. Director Vallery noted that the District's current provider will be resigning as of the end of the year. She created the website for about \$300 and maintains it for \$80 per month. Currently, the District puts minutes and agendas on the website.

Resident James Ridgway addressed the Board and stated that he used a content management system at his office through Square Space. He suggested that Board members investigate that possibility. The Board members thanked him for his input and stated that they would review this possibility.

The Board noted that they would like to entertain other proposals, along with the proposal of *Drawhorn.com*. Bookkeeper Bill Russell stated that he was aware of one website developer and would provide that information to the attorney.

12. There was presented the attached Order Designating Office for Conducting Business of District and Maintaining Records of the District. Upon unanimous vote, the Order was adopted as presented.

13. The Board considered renewal of the District's insurance policies. The District's current policies and coverages remain substantially the same, but the premium cost increased by \$4,371 due to an increase in the value of property to be covered. The Board reviewed the proposals for coverage from Highpoint in detail, and upon unanimous vote, the Board authorized the renewal as reflected on the proposal.

There being no further business to come before the Board, the meeting was adjourned.



Asst Secretary