

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
THE RIVER PLACE LIMITED DISTRICT**

**March 23, 2021**

---

The Board of Directors (the "**Board**") of the River Place Limited District of Travis County (the "**District**"), Texas, met in **regular** session, open to the public on **March 23, 2021**, beginning at 7:45 p.m., via teleconference and videoconference in compliance with an advisory issued by the Office of the Governor, pursuant to notice duly given in accordance with the law. The roll was called of the following members of the Board to wit:

Jennifer Mushtaler	President
Arthur Jistel	Vice-President
Randall Jamieson	Secretary
Ivar Rachkind	Treasurer
Tim Mattox	Assistant Secretary/Treasurer

and all Directors were present, except Director Jamieson, thus constituting a quorum.

Also present were Makenzi Hill and Michael Luft of Inframark ("**Inframark**"), the District's General Manager; and Zachariah T. Evans, Lecelle Clarke, and Suzanne McCalla of McGinnis Lochridge ("**McGinnis**"), the District's Attorney. A member of the public was also present.

Upon calling the meeting to order, Director Mushtaler noted that there were no persons in attendance who wished to address the Board at this time.

Next, the Board considered approval of the monthly consent agenda containing the minutes of the February 23, 2021, regular Board of Directors meeting, and payment of the District's bills and expenses. After review, upon a motion duly made by Director Mattox and seconded by Director Rachkind, the Board voted unanimously to approve the consent agenda, including the minutes of the February 23, 2021, regular Board of Directors meeting, as written.

The Board next addressed the status of the District's Nature Trail. Director Jistel reviewed the times that the Nature Trail was open during the past weekend. He suggested changing the times due to the more temperate weather, and the Board agreed. Director Mushtaler reminded those present that the District's General Manager was authorized to update the Nature Trail hours as needed, including security services, to reflect changes in Nature Trail attendance. Director Jistel then noted that the restrooms damaged by the recent snow and ice storm were in the process of repair.

The Board next discussed the requirement that local government officials and employees annually complete a state-approved cybersecurity training course by June 15, 2021. Ms. McCalla stated that the Board was provided a memorandum from McGinnis, detailing how to obtain the training online and providing for a certification

reflecting completion of the training. Ms. McCalla added that all Directors would need to submit the training certification to McGinnis before McGinnis could certify with the Texas Department of Information Resources that the District was in compliance. The Board requested that the item remain on the District's agenda until all Directors have completed the training and provided their certification to McGinnis.

Mr. Evans then discussed with the Board the status of McGinnis' maintenance of the District's records. He explained that because McGinnis plans to move from its current office to new offices, the amount of "on site" storage for District records was limited. He presented the Board with two options regarding the future maintenance and storage of the District's records. He reminded the Board that currently the majority of the District's records were maintained at Iron Mountain offsite storage, with only recent records maintained at McGinnis. He then detailed the costs of Option 1 stating that this option would continue the District's storage of its records at Iron Mountain and would provide that all records currently stored at McGinnis be moved to Iron Mountain. Mr. Evans next detailed the costs of Option 2, which would provide for the digitization of all the District's records required to be maintained pursuant to the Texas Local Government Records Act and subsequent destruction of the physical copies of the records after digitization. The Board discussed both options at length. After further discussion, the Board requested that a proposal for the digitization of the District's records be presented for the Board's review.

Next, Director Mushtaler announced her intent to resign from the Board of the District. She explained that she was appointed to the Austin Planning Commission, and was unable to serve both entities.

Ms. Hill next reviewed the General Manager's report in its entirety and as included in the Board Packet. She reported that the Sun Tree Park sun shade, damaged by the winter storm, was removed and that a claim was filed with the District's insurance provider. Director Mattox questioned the process for submitting a claim to the District's insurance provider, and Ms. Hill explained the process in detail. After additional questions from the Board, Ms. Hill agreed to provide copies of the District's insurance policies to the Board for review and to coordinate with the Board on additional submissions.

Continuing her report, Ms. Hill stated that the bathroom at the Woodlands Park remains closed due to freeze damage. She then presented a proposal in the amount of \$7,990.50 from AAA Auger Plumbing Services ("**AAA**") to repair the damage. After review, upon a motion duly made by Director Jistel and seconded by Director Mattox, the Board voted unanimously to approve the proposal from AAA to repair the plumbing at the bathroom at the Woodlands Park at a total cost not to exceed \$9,000.00.

Ms. Hill next presented a proposal from the Good Guys Tree Service for removal of broken tree limbs at Sun Tree Park. Upon a motion duly made by Director Jistel and seconded by Director Mattox, the Board voted unanimously to approve the proposal from the Good Guys Tree Service at a total cost to the District of \$4,920.00.

Ms. Hill then reviewed a proposal from TexasScapes, to remove the dead Florida Jasmine at Sun Tree Park and the Woodlands Park at a total cost of \$2,885.00. Upon a motion duly made by Director Jistel and seconded by Director Mattox, the Board voted unanimously to approve the proposal from TexasScapes, as presented.

Next, Mr. Luft provided an update to the Board on the status of the District's accounts and investments. He reviewed the income for the District and summarized the activity in each of the District's accounts. He noted that the District's tax levy for the 2020 tax year was 92% collected as of the date of the meeting. He also detailed the Quarterly Investment Report with those present.

There being nothing further to come before the Board and no future agenda items to discuss, the meeting was adjourned.



A handwritten signature in cursive script, appearing to read 'H.P. Amies', is written over a horizontal line.

Secretary, River Place Limited District  
Board of Directors

River Place Limited District  
Attachments  
March 23, 2021

1. Board Packet.