

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
THE RIVER PLACE MUNICIPAL UTILITY DISTRICT**

**November 28, 2017**

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The Board of Directors (the “**Board**”) of the River Place Municipal Utility District of Travis County (the “**District**”), Texas met in **regular** session, open to the public on November 28, 2017, at the River Place Country Club, 4207 River Place Boulevard, Austin, Texas beginning at 2:00 p.m., pursuant to notice duly given in accordance with the law.

The roll was called of the following members of the Board to wit:

Patrick Reilly	President
Arthur Jistel	Vice-President
Scott Crosby	Secretary
Lee Wretlind	Treasurer
Claudia Tobias	Assistant Secretary/Treasurer

and all Directors were present, thus constituting a quorum.

Also present were Patricia Rybachek and Michael Luft of Severn Trent Environmental Services (“**ST**”), the District’s General Manager; Herb Edmonson of Gray Engineering, Inc.(“**Gray**”), the District’s Engineer; and Morgan Johnson and Suzanne McCalla of McGinnis Lochridge (“**McGinnis**”), the District’s Attorney.

Upon calling the meeting to order, Director Reilly noted that no residents were present who wished to address the Board.

The first item of business before the Board was approval of the monthly consent agenda containing the minutes of the October 24, 2017, regular meeting, and payment of bills and expenses. After review and upon a motion duly made by Director Jistel and seconded by Director Crosby, the Board voted unanimously to approve the Consent Agenda, including the minutes of the October 24, 2017, regular meeting, as written.

The next item of business before the Board was detention pond violations issued by the City of Austin (the “**City**”). Director Reilly explained that a vendor had contacted him stating that the District had received detention pond violations from the City and questioning if the District wanted to hire the vendor to repair the issues at the detention ponds. Director Reilly pointed out that until the phone call from the vendor, the District was unaware of the violations by the City. He stated that he was forwarded copies of the violations that the contractor had sent to the River Place Homeowners Association (the “**HOA**”). He then contacted the City regarding the violations and was informed that the City’s inspection took place on August 31, 2017, and that the violations had a resolution deadline date of December 24, 2017. Director Reilly said that he called Virginia Collier with the City’s Planning and Zoning Department, who stated that the City

would take care of the repairs to the detention ponds and that no further action on the part of the District was required.

Next, Director Reilly reminded the Board that the District's Attorney had spoken with the Texas Commission on Environmental Quality (the "**Commission**") regarding the release of surplus tax funds from the District's Debt Service Account and that the Commission had advised that because the funds were not surplus bond funds, Commission approval was not required. Mr. Luft suggested that approval of the transfer of funds from the District's Debt Service Account be placed on the December agenda for approval, and the Board agreed.

Director Reilly then reported that after a meeting among representatives of the District and the City, it was determined that the City would not allow the District to maintain the detention ponds after full purpose annexation by the City in exchange for not charging a drainage fee to the District's residents. No action was taken on this item.

Ms. Rybachek next presented the General Manager's report in its entirety and as included in the Directors' packets. She first reported that updated signs for the District's tennis courts were ordered. She continued that new locking timers in the restrooms at both of the District's parks should be installed by the end of the week. After a question from the Board, she explained that the delay in the installation of the timers was due to a part being on backorder with the vendor.

The Board next discussed the Spring Newsletter for the District. Director Reilly suggested that the District send out an additional Winter Newsletter in January 2018, updating residents on the status of the Limited District, and the Board agreed.

Next, Ms. Rybachek explained that Severn Trent's Austin office was downsizing and moving to a smaller office. She continued that ST would no longer have the packaging equipment for sending out mailings for the District. She stated that she had obtained proposals from two separate companies to provide mail-out services for the District. Director Wretlind questioned if Certified Management of Austin, LLC ("**CMA**"), the management company for HOA, would be able to provide the mail-out services for the District. Ms. Rybachek agreed to obtain additional pricing information and proposals for mail-out services for presentation to the Board at the District's December Board of Directors meeting.

The next item considered by the Board was the District's Document Retention Policy. Ms. Rybachek explained that ST currently had over 200 boxes of the District's records at their local offices. She explained that the District's current Document Retention Policy on file with the Texas State Library and Archives Commission provided that some of the records could be destroyed but that some would need to be kept in perpetuity. She noted that a significant number of the documents would belong to the City upon full-purpose annexation of the District. She continued that she was working

with the City, the District's Attorney, and the District's Management Committee regarding what documents would be transmitted to the City upon annexation. Director Reilly stated that the River Place Limited District would adopt a new document retention policy subsequent to the annexation, but that most of the current files should belong to the City. After discussion, the Management Committee agreed to meet with ST on December 1, 2017, to sort through the boxes and determine what records would be transmitted to the City.

Next, Ms. Rybachek informed the Board that after December 4, 2017, ST would become a separate, independent company with a new name. She explained that as part of the separation agreement, the new company had agreed not to use the name "Severn Trent" in any form. She continued that the District's website would be changed on December 4, 2017, to reflect the new name of the company, and she requested that all District documents be updated to reflect the new name of the company. Ms. Johnson stated that this was mainly a ministerial change to the District's documents and would not require formal approval for each and every District document, but that the Board could authorize the ministerial change at this time, which action could be memorialized in a resolution approved at the District's December Board meeting. After discussion, upon a motion duly made by Director Wretlind and seconded by Director Jistel, the Board voted unanimously to authorize the District's Attorney to revise all District documents as necessary to reflect Severn Trent's new name and to draft a resolution memorializing the change for approval at the District's December Board of Directors meeting.

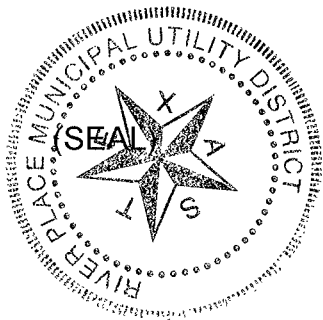
Mr. Edmonson then presented the Engineer's Report. He stated that he had worked with Directors Reilly and Jistel to prepare Requests for Proposals to solicit bids for general landscaping work for the District from five landscape contractors, and that two landscape contractors had submitted proposals; Sunscape Landscapers and TexaScaapes. He then reviewed both bids with the Board. Mr. Edmonson stated that he and Directors Jistel and Reilly met with Sunscape Landscaping ("**Sunscape**") to discuss their proposal in detail and that the meeting had gone well. Director Reilly added that he had contacted Vangie Bocanegra with CMA, regarding the HOA's experience with Sunscape. Director Reilly stated that after meeting with Sunscape and talking with Ms. Bocanegra, it was his recommendation that the District go with Sunscape. After further discussion, upon a motion duly made by Director Reilly and seconded by Director Tobias, the Board voted unanimously to approve the proposal from Sunscape at a monthly cost to the District of \$6,628.00. Copies of the proposals are included with the records of the District.

Next, Ms. Johnson reminded the Board that the City's water tower had caused flooding of a portion of the lower sports field at Sun Tree Park and that the District was seeking reimbursement from the City for the costs to repair the sports field. She reported that her office had drafted a demand letter to the City, and she reviewed the proposed letter with the Board. After discussion, the Board authorized the District's Attorney to send the letter as presented.

Director Wretlind next discussed with the Board the status of the District's investments. He reviewed the income for the District and summarized the activity in each of the District's accounts. He emphasized that the District was in good shape financially and prepared for the conversion from a municipal utility district to a limited district on December 15, 2017. He then proposed transferring \$74,147.34 from the District's General Operation Fund to the District's Parks Fund to cover costs associated with the maintenance of the District's parks and nature trail. After discussion, upon a motion duly made by Director Wretlind and seconded by Director Jistel, the Board voted unanimously to authorize the transfer as detailed above.

Director Jistel then reported on three Boy Scout projects currently in progress within the District. He stated that Brandon West completed his Hornaday Project, which involved the removal of Ligustrum, an invasive species, from areas of the District's nature trail (the "**Nature Trail**"). Director Jistel reviewed photos of the finished project with the Board. He also reported that as part of their Eagle Scout Service Projects Matthew Varela planned to place severe weather signs along the Nature Trail during December and Miles Busch planned to install rock and granite along the muddy areas of the Nature Trail this weekend. He also noted that the Nature Trail had received \$116.15 in donations during the past month.

There being nothing further to come before the Board, the Board scheduled its next meeting for December 19, 2017, and the meeting was adjourned



  
Secretary, River Place MUD  
Board of Directors

River Place Municipal Utility District  
Attachments  
November 28, 2017

1. Directors Packet.