

HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION
MINUTES
August 17, 2016, 6:00 PM

The Hunters Crossing Local Government Corporation Board met on August 17, 2016 at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Board members in attendance were Marvin Townsend, Carolyn Smith, Brian Rider, and James Kershaw. Also in attendance Trey Job, Tracy Waldron, and Heather Ambrose. Brandon Johnson and Ryan Gray were absent.

1. Call to Order

Board Member Brian Rider called the meeting to order at 6:00 p.m. with a quorum being present. Carolyn Smith made the motion to designate Marvin Townsend as the Acting Chair for the meeting. Seconded by James Kershaw and approved without objection.

2. Public Comments

There were no public comments.

3. Approval of meeting minutes of July 27, 2016.

Brian Rider made the motion to approve the minutes as presented. Motion seconded by James Kershaw and approved without objection.

4. WORKSHOP SESSION – The Local Government Corporation Board of Directors will convene into a workshop session to discuss:

A. 2016-2017 Budget – A review and discussion of the Fiscal Year 2017 Proposed Budget for the Hunters Crossing Local Government Corporation.

At 6:02 p.m., the Local Government Corporation Board of Directors convened into a workshop session.

Chief Financial Officer Tracy Waldron identified the documents presented in the Board's packet. Ms. Waldron called to the Board's attention that page 5 shows the projections for the current fiscal year and proposed budget for FY16/17. There is additional revenue coming in this year over last year for the Multi-family lot, which impacted the budget. According to Ms. Waldron's notes, this year's M & O rate is .056 and that is defined in the assessment plan. The only change to rates is that Multi-family will be changed to be the same as Commercial. Everything else remains the same related to rates.

Ms. Waldron advised that \$80,000 is earmarked and available for potential drainage work as discussed in previous meetings. That's the main change to the budget. Mr. Rider asked if the \$80,000 includes the engineering work approved previously. Ms. Waldron confirmed that the previously approved amount is being allocated from the current FY16 budget.

Carolyn Smith asked about the landscaping that is performed in the Hunter's Crossing area and whether the budget was cut for this item. Ms. Waldron said it has not changed. Ms. Waldron explained that the budgeted maintenance for landscaping is for a certain number of landscaping/maintenance tasks per year.

Mr. Rider inquired whether the \$80,000 was just an estimate or based on specific calculations. Public Works Director Trey Job explained how the \$80,000 was determined. This amount was conceived by himself and the City Engineer working together related to the sediment and drainage issues they assume have built up over time. Mrs. Smith stressed there is quite a bit of sediment that has built up in the area.

Ms. Waldron explained that the second page shows the year's ending balance as \$34,294. The capital funds should stay around a \$5,000 fund balance as that has been the practice in the past. Mr. Rider

asked if there was a contingency line item in the budget for any unknown expenses that may arise and Ms. Waldron advised there is not.

Mr. Rider referred back to Ms. Smith's previous question related to landscaping and what the timeframe is for needing to go out for bids on landscaping and maintenance. He inquired when the contract for maintenance for the area will expire. Ms. Waldron and Mr. Job explained that the current maintenance contract is the result of a recent RFP and is for three years. Mr. Job added that last year some of the scheduled mowing was cut in the RFP. Ms. Smith said that her concern is not the areas that are being maintained, but the areas that are not being mowed.

Mr. Rider stated that Ryan Gray had sent a question to him via email to be read at the meeting in his absence. The question was related to the Capital Improvements (CI) rate. Mr. Gray believes the multi-family rate should be .068. The operation plan states it should be that amount rather than the .056. Ms. Waldron said she would get an answer to clarify that question. Mr. Rider asked that Ms. Waldron check the multi-family versus commercial schedule and revise budget to reflect those numbers if needed. Ms. Waldron cautioned that if there was an error, and an overpayment was made, any possible reimbursements would need to be addressed. She advised she will send out a revised budget if she finds this was in error.

Ms. Smith asked about the property taxes included in the budget. Ms. Waldron explained that the \$1500 in the budget is a line item for payment of legal fees related to the cost of the process of tax collection. Mr. Rider added that it's essentially an administrative fee to the County as the tax collector.

5. The Local Government Corporation Board of Directors will adjourn Workshop Session to take any necessary actions(s).

At 6:11 p.m., Brian Rider made the motion to adjourn workshop session and reconvene into regular session. Seconded by James Kershaw and carried without objection.

No action was taken.

6. Consideration, discussion, and possible action regarding setting the time, date and location on presenting the "Proposed FY17" budget and FY17 "O & M Assessment" for the Hunters Crossing Subdivision PID.

The previously determined date of September 28, 2016 at 6:00 p.m. at City Hall for adoption of the rate and approval of the budget was confirmed. No action was taken.

7. Informational update to Board, by Chair, on matters related to the Hunters Crossing Local Government Corporation and/or Public Improvement District.

Mr. Rider asked for an update on the progress of engaging the engineering and surveying work that was discussed at the last meeting. Mr. Job said he contacted the previous firm that surveyed the area and a map of the drainage areas was sent. The request was prepared to consider all the drainage areas recommended for review. The cost is \$7,500 for formal review of the engineering and \$29,000 for the survey.

Mr. Job suggested only surveying the pond areas and then do a visual site inspection of the other areas. The most funds should be expended on the drainage ponds since they are the greatest concern. Mr. Rider asked Carolyn Smith which areas were of most concern to her. Ms. Smith showed the areas on the map where many homes have flooded, or nearly flooded. Mr. Rider said that Ms. Smith had brought

concerns about the May 17th rains and resulting flooding. Mr. Job said he needs to know which areas are most important to be surveyed, or all can be completed but at a higher cost. Mr. Job said more quotes could be obtained but the quote comes from Chaparral with previous work on this matter.

Mr. Job said in 2009, some minor changes were done to improve drainage. Mr. Rider said that she thinks to some extent, current overgrowth of vegetation in the drainage areas is causing a problem. Mr. Job said that one contributing factor is that the areas are mowed 12 times per year. However, with the extreme rainfall, it has hindered the ability to get in to mow the areas and the vegetation is growing at a higher rate.

Mr. Rider inquired about whose responsibility the growth of vegetation along the fence line. He thinks overgrowth may be contributing to water retention rather than allowing the water to runoff. Mr. Job said he does not believe the fence is part of the PID and Mr. Rider concurred. Mr. Rider said the nearby ditch is part of the PID and is maintained.

Mr. Rider said he feels that the plans and actual conditions need to be compared to ensure they are still the same. Mr. Job drew on the map which way the drainage is intended to flow. Mr. Townsend asked what physical method will be used to complete the survey. Mr. Job said he anticipates the company will use a rod to measure the sediment in specific locations. This should likely include using a boat to go out into the pond and check the sediment layer at that location as well.

Mr. Townsend inquired whether the ponds in the area are intended for recreational use. An empty pond, rather than a filled recreational pond, would be more likely to prevent flooding. Mr. Job confirmed that the drainage ponds were designed for recreational use and intended to withstand a 100 year flood. However, problems can occur when a blockage occurs downstream.

Mr. Rider asked Mr. Job for his recommendation on what areas are in most need of surveying. Mr. Job said he specifically recommends professionally surveying the areas of the ponds for current sediment build-up. He further explained that the canals can be visually surveyed because of their concrete bottoms. However, the ponds cannot be visually surveyed as the bottoms are under water.

Mr. Job asked Ms. Waldron what balance remains in this year's budget that could be used to do more work if necessary. Ms. Waldron said there might be approximately \$8,000 - \$10,000 maximum remaining in the current year's budget. Mr. Job said he feels the spot survey and visual surveying will work, and if more money is required the issue can be revisited. Mr. Job said he can look at the original plans to determine the normal sediment depth.

Ms. Smith discussed with Mr. Job about a wire fence running along the back side of the PID. Ms. Smith said that former City Manager Michael Talbot said it was not the PID fence. Mr. Rider said that when the property was developed, the fence was existing but the ditch was built later. The ditch is mowed when dry enough to be accessible. Mr. Job will also spot survey the depth of the ditch. Mr. Rider requested that Mr. Job also make a point to look at the outflow drainage level.

8. Invitation for input from Board members related to issues for possible inclusion on future agendas.

Suggested Future Agenda Items

- 1. Follow-up discussion on flooding issues, including the engineering and surveying report (if complete).*
- 2. Update on progress on the transfer of ownership of the common areas to the Public Improvement District.*

Mr. Rider said he needs the City Attorney to work with him on the documents in the near future. Mr. Job stressed that although everything but the parks have been conveyed to the PID, a “walk-through” needs to be done before the transfer occurs. The City simply maintains the areas currently. Mr. Job explained that the map of the area is complete but the legal paperwork needs reviewed by the City Attorney. Mr. Rider asked if Mr. Townsend will take the lead in getting this going and Mr. Townsend said he will look into what’s needed. Mr. Job and Mr. Townsend will review the documents.

3. *Election of Officers*

Tracy Waldron advised that the suggested agenda items may not be discussed until a later date as the next meetings is specifically related to the budget. However, the election of officers will definitely be on the agenda

9. **Adjournment**

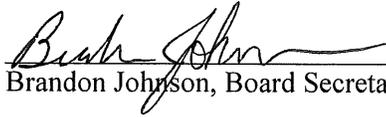
At 6:49 pm, Brian Rider made the motion to adjourn. Seconded by James Kershaw and approved without objection.

APPROVED:

ATTEST:



Marvin Townsend, Acting Board Chair



Brandon Johnson, Board Secretary