

**NORTHTOWN MUNICIPAL UTILITY DISTRICT  
MINUTES OF BOARD OF DIRECTORS' MEETING**

January 18, 2011

THE STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS           §

A meeting of the Board of Directors of Northtown Municipal Utility District was held on January 18, 2011, at the Wells Branch Indoor Recreation and Conference Center, 3000 Shoreline Drive, Austin, Texas. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the notice is attached as **Exhibit "A"**.

The roll was called of the members of the Board:

Robin Campbell	-	President
Brenda Richter	-	Vice President
Scott M. Gray	-	Treasurer
Alex Martinez	-	Secretary
Felix T. Amaro, Jr.	-	Assistant Secretary

and all of the Directors were present, thus constituting a quorum. Also present at the meeting were Mona Oliver and David Buesing, candidates for the District's on-site manager position, and Sue Brooks Littlefield of Armbrust & Brown, PLLC.

Director Campbell called the meeting to order at 6:00 p.m. and stated that the Board would first receive resident communications and Board member announcements. There being none, Director Campbell stated that the Board would discuss park development matters. Director Richter stated that several consultants had brought potential problems with the pavilion to the Park Subcommittee's attention. She stated that the first issue was that there were open areas between the walls and the ceiling that could allow access to areas that should not be accessible, including the restrooms and mechanical room. She noted that both Mr. Foster and Ms. Oliver had brought this to the Subcommittee's attention. Director Richter stated that the Subcommittee proposed that mesh be added along the top of the walls, noting that this was not standard, but she felt it was important to add an additional level of security. She stated that the second issue was sizing the storage area to be sufficient to accommodate an ATV. She stated that there had been no charge from TBG for the drawings, but there would be an additional charge for the structural engineer to review the design. She stated that the modifications would not look inappropriate from the ground level. Director Amaro inquired whether there were any concerns about extending the stonework and she stated that it would be chipped out and made to attach onto the original structure. She requested Board approval of Change Order No. 5 for the mesh in the amount of \$8,055.60, attached as **Exhibit "B"**, and Change Order No. 6 - Alternate for the extension and additional storage area in the amount of \$15,640.80, attached as **Exhibit "C"**. Director Richter also requested that the Board approve the additional services proposal from TBG Partners in the amount of \$1,250, attached as **Exhibit "D"**. Upon

motion by Director Martinez and second by Director Amaro, the Board voted unanimously to approve the Change Orders and the additional services proposal.

Director Campbell stated that the Board would next consider the District office, meeting place, and storage requirements. Ms. Littlefield advised the Board that she felt she was very close to reaching an agreement with the leasing agent for the landlord regarding the Wells Branch Tech Center space. She recommended that the Board authorize negotiation and execution of the lease by Director Campbell on final approval by the Board's subcommittee, authorize Directors Gray and Richter to finalize the plans for tenant improvements for the lease space and also approve retaining an inspector and ADA compliance specialist, if necessary, to confirm that the space and the related HVAC and plumbing equipment were in acceptable condition and that the premises were ADA accessible. She noted that the lease would not be finalized until any required inspections were completed. Director Amaro noted that there was a provision of the rules attached to the lease that prohibited activities that engendered protests and noted that the Board could not necessarily control protests. Ms. Littlefield agreed, and stated that she would clarify that provision. Upon motion by Director Gray and second by Director Amaro, the Board voted unanimously to authorize the negotiation and execution of a lease for space at the Wells Branch Tech Center as recommended by the Subcommittee and Ms. Littlefield and to authorize the Subcommittee to retain any necessary inspectors.

The Board then discussed the on-site manager position and conducted interviews of Ms. Oliver and Mr. Buesing for the position.

At 8:08 p.m., the Board convened in executive session for purposes permitted by Section 551.074, Texas Government Code, in order to discuss the hiring of a public employee. At 8:34 p.m., the Board reconvened in open session and Director Campbell announced that no action had been taken in executive session. Director Gray moved that the Board authorize extending an offer to Ms. Oliver, subject to finalization of salary and benefits. The Board authorized Director Richter to extend an offer to Ms. Oliver.

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

Date: \_\_\_\_\_.

(SEAL)

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Scott M. Gray, Secretary  
Board of Directors