

TO: THE BOARD OF DIRECTORS OF SHELL ROAD MUNICIPAL UTILITY DISTRICT, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:

*PARA: LA JUNTA DIRECTIVA DEL DISTRITO DE SERVICIOS PÚBLICOS MUNICIPALES DE SHELL ROAD, TEXAS, Y DEMÁS PERSONAS INTERESADAS:*

Notice is hereby given that the Board of Directors of Shell Road Municipal Utility District will hold a special meeting on February 4, 2022 at 12:00 p.m. outside the boundaries of the District, at the offices of McLean & Howard, L.L.P., located at Barton Oaks Plaza, Building II, 901 South MoPac Expressway, Suite 225, Austin, Texas 78746.

*Se notifica por el presente que la Junta Directiva del Distrito de Servicios Públicos Municipales de Shell Road llevará a cabo su asamblea especial día 4 de febrero de 2022 a las 12:00 p.m. fuera de los límites del Distrito en las oficinas de McLean & Howard, L.L.P., ubicadas en Barton Oaks Plaza, Building II, 901 South MoPac Expy., Suite 225, Austin, Texas 78746.*

**Meeting Packet:**

A copy of the meeting packet will be available at the following website:  
<https://txdistrictinfo.org>

**Public Comment:**

Public comment will be allowed during the Public Comment agenda item.

**Meeting Topics:**

The meeting will be held for the following purposes:

1. Public Comments.
2. Consider and take action regarding approval of the minutes from the September 24, 2021 Board of Directors' meeting.
3. Consider and take action regarding Engineer's Report:
  - a. Plans and Specifications Approvals
  - b. Construction Bid Awards
  - c. Construction Pay Estimates
  - d. Construction Change Orders
  - e. Construction Completion Approvals and Acceptances
  - f. Award contracts for construction of District facilities
  - g. Other Engineering Matters
4. Report regarding potential sale and development of lands in the District.

5. Consider and take action regarding Adoption of Order Calling Director Election for May 7, 2022.  
*Considerar la adopción de una Orden de Elección de Directores a celebrarse el 7 de mayo de 2022 y actuar al respect.*
6. Consider and take action regarding Approval of Election Services Contract and Joint Election Agreement  
*Considerar la aprobación del Contrato de Servicios Electorales y del Convenio de Elecciones Conjuntas.*
7. Receive Developer's Report regarding status of development activities within the District.
8. Consider and take action regarding Bookkeepers Report and Payment of Bills and Invoices.

*Anthony S. Corbett*

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Attorney for the District

The Board of Directors may go into Executive Session if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-328-2008 for further information.

MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
SHELL ROAD MUNICIPAL UTILITY DISTRICT  
Friday, September 24, 2021

STATE OF TEXAS                   §  
   §  
COUNTY OF WILLIAMSON       §

The Board of Directors of Shell Road Municipal Utility District (the “District”) held a special meeting, open to the public, commencing at 12:00 p.m. on Friday, September 24, 2021 at the offices of McLean & Howard, L.L.P., located at Barton Oaks Plaza, Building II, 901 South MoPac Expressway, Suite 225, Austin, Texas 78746. Notices of the time, place and the subject of the meeting, and the actions to be taken at the meeting, were posted at the places and for the time required by the laws of the State of Texas.

Doug Smith	President
Aaron Haroldsen	Vice President
Ben Joyce	Secretary
Christine Potts	Assistant Secretary
Todd Janssen	Assistant Secretary

and all of said persons were present except Ben Joyce, thus constituting a quorum.

Also present were Chris Blackburn; Taylor Kolmodin of Municipal Accounts & Consulting, L.P., and Anthony S. Corbett of McLean & Howard, LLP.

1. The Board requested public comment. No public comments were received.
2. The Board considered approval of the minutes from the November 9, 2020 Board of Directors’ meeting. After discussion, Director Smith made a motion to approve the minutes from the November 9, 2020 Board meeting as presented. Director Janssen seconded the motion, which the Board passed unanimously (4-0).
3. The Board then considered a Resolution approving Budget for Fiscal Year 2021-2022. Taylor Kolmodin presented a draft budget. After discussion, Director Janssen made a motion to approve the Resolution approving Budget for Fiscal Year 2021-2022. Director Smith seconded the motion, which the Board passed unanimously. A copy of the Resolution, including the approved Budget, is attached as an exhibit to these minutes,

4. The Board then considered the renewal of the District's Insurance. After discussion, Director Smith made a motion to renew the District's Insurance Policy and pay any premiums associated therewith. Director Haroldsen seconded the motion, which the Board passed unanimously (4-0). A copy of the Insurance Policy is attached as an exhibit to these minutes.

5. The Board then conducted the annual review of the District's Investment Policy and Investment Strategies. After discussion, Director Janssen made a motion to approve the District's Investment Policy and Investment Strategies as presented. Director Potts seconded the motion, which the Board passed unanimously (4-0). A copy of the Policy is attached as an exhibit to these minutes.

6. Ms. Kolmodin then provided the Bookkeepers Report, including invoices for payment. After discussion, Director Haroldsen moved that the Board approve the Bookkeeper's Report and the payment of bills and invoices. The motion was seconded by Director Janssen and passed unanimously (4-0). Copies of the approved bills and invoices are attached as exhibits to these minutes.

By unanimous acclamation, the Board adjourned at approximately 12:35 p.m.

(SEAL)

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Secretary, Board of Directors

## **AN ORDER OF SHELL ROAD MUNICIPAL UTILITY DISTRICT CALLING AN ELECTION FOR DIRECTORS**

WHEREAS, Shell Road Municipal Utility District (the "District") is a conservation and reclamation district, a body corporate and politic and governmental agency of the State of Texas, created under Article XVI, Sec. 59 of the Texas Constitution by order of the Texas Commission on Environmental Quality ("TCEQ"), and the District operates under Chapters 49 and 54 of the Texas Water Code, as amended;

WHEREAS, Section 49.103 of the Texas Water Code provides that an election for directors of a municipal utility district shall be held on the uniform election date, established by the Election Code, in May of each even-numbered year to elect the appropriate number of directors;

WHEREAS, Section 31.092(a) of the Election Code authorizes the governing body of a political subdivision to contract with the county election officer to perform election services in any election ordered by the political subdivision;

WHEREAS, Section 271.002 et seq. of the Election Code authorizes joint elections to be held by certain entities, including two or more political subdivisions in all or part of the same territory, provided the governing bodies enter into an agreement to hold the election jointly;

WHEREAS, pursuant to Section 271.003 of the Election Code, a regular county polling place may be used for a common polling place in a joint election, and the voters of a political subdivision may be served in a joint election by a common polling place outside the boundary of the political subdivision if the location can adequately and conveniently serve the affected voters and will facilitate the orderly conduct of the election; and

WHEREAS, the Board of Directors of the District, in an open, public meeting, proper notice of which has been given as required by law, has given consideration to calling a directors election for May 7, 2022.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF SHELL ROAD MUNICIPAL UTILITY DISTRICT THAT:

Section 1: The matters and facts set out in the preamble of this Order are hereby found and declared to be true and correct.

Section 2: An election shall be held between the hours of 7:00 a.m. and 7:00 p.m., on the 7<sup>th</sup> day of May 2022 in the event the election is not cancelled as provided by law. At said election, there shall be submitted to the duly qualified resident electors of the District the matter of electing two (2) directors.

Section 3: The polling places for holding the election are those polling places designated by Williamson County to serve the county's regular election precinct within the District, and are more particularly identified on **Exhibit "A"** attached hereto, which exhibit is incorporated herein by reference for all purposes. The polling locations set forth on the exhibit may be changed from

time to time to reflect any changes to the polling locations established by Williamson County. The Board specifically finds that such locations can adequately and conveniently serve the affected voters of the District and will facilitate the orderly conduct of the election. After duly considering the requirements of the Election Code, the Board hereby finds that said polling places to be proper places for conducting the election.

Section 4: The boundaries of the District are established as and shall constitute one election precinct for the election, and the Board of Directors of the District hereby appoints the Williamson County election officials as officers of the election in the event the election is not cancelled as permitted by law.

Section 5: The Williamson County Administrator is conducting the election pursuant to an election agreement (the "Election Agreement") between the District and Williamson County as authorized under Section 31.092 of the Texas Election Code. The election shall be held as a joint election pursuant to Chapter 271 of the Texas Election Code and a joint election agreement to be entered into between the District and the other participating entities located in Williamson County, which are holding an election on May 7, 2022. Williamson County's election equipment shall be used in the election. The election judges and clerks shall be appointed in accordance with the Election Agreement and the Texas Election Code, as amended.

Section 6: Early voting in the election by personal appearance shall occur on each day from April 25, 2022 through May 3, 2022, at the times and places listed on **Exhibit B**. The early voting clerk shall keep the early voting place open between the hours shown on **Exhibit B** and at the places shown on **Exhibit B**. The early voting Clerk shall be the Williamson County Election Administrator located at Williamson County Innerloop Annex Elections Department, 301 SE Inner Loop, Suite 104, Georgetown, Texas 78626. The early voting clerk's mailing address to which applications for ballot by mail and ballots to be voted by mail may be sent is Early Voting Clerk, P.O. Box 209 Georgetown, Texas 78627. The early voting clerk's email address to which applications for ballot by mail and ballots may be sent is [bbm@wilco.org](mailto:bbm@wilco.org).

Section 7: Written application to have a person's name printed on the ballot as a candidate for the office of director of the District, signed by the candidate must be received by the Secretary of the Board of Directors of the District not later than 5 p.m. on February 18, 2022. No person's name shall be placed on the ballot unless he or she is at least eighteen (18) years of age, a citizen of the United States, a resident of the State of Texas, either owns land subject to taxation in the District or is a qualified voter within the District, and otherwise satisfies the qualifications for holding a public office contained in the Texas Election Code. The Secretary is authorized to determine the qualifications of candidates for office. If the Secretary determines that an applicant is not qualified, it shall give written notice to the applicant of the reason for the rejection. Blank applications and copies of this Order may be obtained from the District's Attorney, McLean & Howard, L.L.P., located at Barton Oaks Plaza, Building II, 901 South MoPac Expressway, Suite 225, Austin, Texas 78746. Declarations of write-in candidacy must be received by 5:00 p.m. on February 22, 2022.

Section 8: Lauren Hughes of McLean & Howard, L.L.P., is hereby appointed as the District's agent to perform various election duties for the election, including maintaining in such agent's office at Barton Oaks Plaza, Building II, 901 South MoPac Expressway, Suite 225, Austin, Texas 78746, the documents, records, and other papers relating to the election that by law are placed in the custody of the Board of Directors and that are public information. The agent shall

receive any personally delivered document relating to the election that the Board of Directors is authorized or required to receive and shall make available for inspection and copying, in accordance with the applicable statutes and regulations, the documents, records, and other papers that are required to be maintained in the agent's office and may perform any other ministerial duties in connection with the election that may lawfully be performed by an employee of the District.

Section 9: Voting shall be by the use of direct recording electronic system. The Williamson County Elections Administrator may utilize a central counting station as provided by Section 127.001 *et seq.* of the Texas Election Code. Oral assistance in Spanish shall be made available to all persons requiring such assistance. Any person requiring oral assistance in Spanish should contact the presiding judge or early voting clerk.

Section 10: When the number of candidates to appear on the ballot exceeds the number of offices to be filled, the order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing to be conducted by the Secretary. The Secretary shall post notice within the District, at least seventy-two (72) hours prior to the time at which the drawing is to be held, of the time and place of the drawing, and shall also mail notice of the date, hour, and place of the drawing to each candidate, at the address stated on the candidate's application for a place on the ballot, not later than the fourth day before the day of the drawing. Each candidate involved in the drawing or a representative designated by the candidate shall have a right to be present and observe the drawing.

Section 11: All resident, qualified electors of the District shall be entitled to vote at the election.

Section 12: The election shall be held and conducted and returns made to this Board of Directors in accordance with the Texas Election Code, as modified by Chapters 49 and 54, Texas Water Code.

Section 13: Pursuant to Section 49.103(h), Texas Water Code, the Secretary, upon receipt of certification that each candidate whose name is to appear on the ballot is unopposed, is authorized to post notice that the election is not to be held at the polling place that would have been used at the election. The notice of cancellation shall be posted on or before April 25, 2022.

Section 14. Immediately after the election, the officers holding same shall make and deliver the returns of the results thereof to the Secretary to the Board of Directors, who shall safely keep them and deliver same to the Board of Directors at its next meeting, at which time the Board shall canvass said returns and declare the results of said election.

Section 15: The Secretary to the Board is hereby directed to cause notice of the election to be provided by posting and/or publication, as directed by the Board of Directors of the District, in accordance with the requirements of the Texas Election Code. The Secretary is further directed to deliver notice of the election to the County Clerk of Williamson County not later than the 60<sup>th</sup> day before election day. In the event the election is cancelled, no posting or publication of the notice is required.

Section 16: The rate of pay for judges and clerks of the election shall be determined according to the election services agreement to be entered into by the District and Williamson County.

Section 17: The President and Secretary are authorized and directed to take any action necessary to carry out the provisions of this Order.

PASSED AND APPROVED the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

(SEAL)



**EXHIBIT “A”**

**ELECTION DAY POLLING LOCATION(S)**

## **EXHIBIT “B”**

### **EARLY VOTING LOCATIONS AND TIME PERIODS**



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

# Shell Road Municipal Utility District

Bookkeeper's Report

February 4, 2022

## Cash Flow Report - Checking Account

As of February 4, 2022

Num	Name	Memo	Amount	Balance
BALANCE AS OF 10/25/2021				\$8,616.87
Receipts				
	Interest Earned on Checking		0.15	
	Bank Fee Refunded		21.99	
	Interest Earned on Checking		0.07	
	Bank Fee Refunded		22.97	
	Interest Earned on Checking		0.07	
Total Receipts				45.25
Disbursements				
1029	Aaron Haroldsen	Fees of Office 02/04/2022	(138.52)	
1030	Benjamin Joyce	Fees of Office 02/04/2022	(138.52)	
1031	Christine Potts	Fees of Office 02/04/2022	(138.52)	
1032	Douglas Smith	Fees of Office 02/04/2022	(138.52)	
1033	Todd Janssen	Fees of Office 02/04/2022	(138.52)	
1034	Maxwebs Company	Website Maintenance	(50.00)	
1035	McLean & Howard, L.L.P.	Legal Fees	(1,581.84)	
1036	Municipal Accounts & Consulting	Bookkeeping Fees	(4,110.26)	
FEE	First Citizens Bank	Bank Fee to be Refunded	(21.99)	
FEE	First Citizens Bank	Bank Fee to be Refunded	(22.97)	
FEE	First Citizens Bank	Bank Fee to be Refunded	(21.80)	
Total Disbursements				(6,501.46)
BALANCE AS OF 02/04/2022				\$2,160.66

# Cash Flow Report - Bookkeepers Account

As of February 4, 2022

Num	Name	Memo	Amount	Balance
BALANCE AS OF 10/25/2021				\$2,016.79
Receipts				
	No Receipts Activity		0.00	
Total Receipts				0.00
Disbursements				
2042	United States Treasury	2021 944	(114.80)	
Total Disbursements				(114.80)
BALANCE AS OF 02/04/2022				\$1,901.99

## Account Balances

As of February 4, 2022

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Checking Account(s)					
FIRST CITIZENS BANK-CKING (XXXX1442)			0.01 %	1,901.99	Bookkeepers
FIRST CITIZENS BANK-CKING (XXXX1450)			0.01 %	2,160.66	Checking Account
Totals for Operating Fund:				\$4,062.65	
Grand total for Shell Road Municipal Utility District:				\$4,062.65	

## Actual vs. Budget Comparison

December 2021

		December 2021			October 2021 - December 2021			Annual
		Actual	Budget	Over/(Under)	Actual	Budget	Over/(Under)	Budget
Revenues								
14320	Developer Advance	0	5,370	(5,370)	0	16,111	(16,111)	64,444
14365	Interest Earned on Checking	0	0	0	0	1	(1)	1
Total Revenues		0	5,370	(5,370)	0	16,112	(16,112)	64,445
Expenditures								
16330	Legal Fees	0	2,083	(2,083)	0	6,250	(6,250)	25,000
16350	Engineering Fees	0	1,000	(1,000)	0	3,000	(3,000)	12,000
16430	Bookkeeping Fees	560	1,250	(690)	2,865	3,750	(886)	15,000
16450	SB622 Legal Notices & Other Pub	0	250	(250)	0	750	(750)	3,000
16460	Printing & Office Supplies	0	25	(25)	12	75	(63)	300
16470	Filing Fees	0	13	(13)	0	38	(38)	150
16480	Delivery Expense	0	63	(63)	226	188	39	750
16520	Postage	0	4	(4)	7	11	(4)	45
16530	Insurance & Surety Bond	0	0	0	0	0	0	2,500
16540	Travel Expense	0	42	(42)	0	125	(125)	500
16560	Miscellaneous Expense	35	142	(107)	372	425	(53)	1,700
16600	Payroll Expenses	0	292	(292)	0	875	(875)	3,500
Total Expenditures		595	5,162	(4,567)	3,482	15,486	(12,005)	64,445
Excess Revenues (Expenditures)		(\$595)	\$208	(\$804)	(\$3,481)	\$626	(\$4,107)	\$0

## Balance Sheet

As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
%\$\$ '7U\ 'b'6Ub_	8,595
%\$\$ '6cc_ YdYfg	2,017
Total Checking/Savings	10,612
Other Current Assets	
%\$ '8 i Y: fca '6Ub_	22
Total Other Current Assets	22
Total Current Assets	10,634
<b>TOTAL ASSETS</b>	<b>10,634</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
%\$\$ '5W\i bngDUhWY	5,742
Total Accounts Payable	5,742
Other Current Liabilities	
%\$\$ 'DUhc ``@U\] ]HYg	115
Total Other Current Liabilities	115
Total Current Liabilities	5,857
Total Liabilities	5,857
Equity	
%\$\$ '1 bUg[ bYX: i bX'6UUbW	8,258
Net Income	(3,481)
Total Equity	4,777
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,634</b>