

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT**

November 21, 2022

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

A meeting of the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District was held on November 21, 2022, at the Highlands at Mayfield Ranch Amenity Center at 3810 Bainbridge Cove, Round Rock, Texas 78681. 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 meeting was called to order at 6:06 p.m. and the roll of the members of the Board of Directors was called, as follows:

Frederick Franklin	-	President
Carl Highsmith	-	Vice President
Stacy Henderson	-	Secretary
Bari Fennell	-	Assistant Secretary
Darlene Oordt	-	Assistant Secretary

All of the Directors were present, except Director Franklin, thus constituting a quorum. Also present at the meeting were director-elect Karim Rashidi, Sean Abbott of Armbrust & Brown, PLLC (“A&B”), Cathy Mitchell of Quiddity Engineering, LLC (“Quiddity”), Tricia Melton of Bott & Douthitt, PLLC (“B&D”), Jerome Gaillard and Judith Peebles, residents of the District.

1. Citizens’ communications and Board member announcements; Resident Inquiries.

Director Highsmith welcomed everyone to the meeting and introduced the members of the Board to the residents in attendance. He recognized that Director Franklin’s service to the Board had concluded and thanked him for his many contributions to the District. Director Highsmith then stated that the Board would receive citizens communications and Board member announcements. Mr. Gaillard then addressed the Board and noted that the natural areas around the mailbox at the cave lot had not been mowed frequently enough. Director Oordt stated that the area should be mowed every other week. **Mr. Abbott and Ms. Mitchell agreed to investigate the contractual requirements related to the area and report back to the Board.**

2. Election Items.

Director Highsmith stated that the Board would next consider taking action regarding the election-related items on the Supplemental Agenda. Mr. Abbott reviewed the results of the director election based on the official election returns and stated that in the Place 1 election, Stacy Henderson had received 794 votes; in the Place 3 election, Darlene Oordt had received 444 votes, and Steven Rosner had received 389 votes; and in the Place 5 election, Karim Rashidi had received 716 votes, resulting in the election of Directors Henderson, Oordt, and Rashidi to the Board. Upon motion by Director Oordt and second by Director Henderson, the Board voted 4-0 to adopt the Order Canvassing the Returns and Declaring the Results of Highlands at Mayfield Ranch Municipal Utility District November 8, 2022, Director Election attached as **Exhibit “B”**.

Director Highsmith then stated that the Board would consider the Sworn Statements and Oaths of Office for the Directors elected as of November 8, 2022. Directors Henderson, Oordt, and Rashidi then took their Oaths of Office and affirmed the Statement of Elected/Appointed Officer. Upon motion by Director Oordt and second by Director Fennell, the Board voted 4-0 to accept the Sworn Statements and Oaths of Office from Directors Henderson, Oordt, and Rashidi.

Director Highsmith stated that the Board would next discuss the Open Meetings Act training and Public Access Option Form for new Directors. Mr. Abbott noted that Open Meetings Act training was required for all new directors. **He then stated that A&B would send the internet link for the Texas Attorney General's Open Meetings Act training to the Directors.**

Director Highsmith then stated that the Board would consider the election of officers. Director Oordt moved that the Board approve a slate of officers with Director Highsmith as President, Director Henderson as Vice President, Director Fennell as Secretary, Director Oordt as Assistant Secretary, and Director Rashidi as Assistant Secretary. Upon second by Director Henderson, the motion was unanimously adopted.

Director Highsmith stated that the Board would next consider approving the Resolution Approving Change in Bank Signatories and Change Certificate (Bookkeeper's Account) attached as **Exhibit "C"** and the Resolution Approving Change in Bank Signatories and Change Certificate (Operating Account) attached as **Exhibit "D"**. After discussion, upon motion by Director Henderson and second by Director Oordt, the Board voted unanimously to approve the Resolutions.

Director Highsmith then stated that the Board would consider approving the revised District Registration Form with the changes in Directors and Director titles. Upon motion by Director Highsmith and second by Director Oordt, the Board voted unanimously to approve the revised District Registration Form.

3. Informational Items.

Director Highsmith then stated that the Board would discuss the MSRB Rule G-10 disclosure statement from Masterson Advisors, LLC. Mr. Abbott then reviewed the statement with the Board and encouraged Board members to contact Masterson Advisors, LLC, if they had any questions relating to the statement.

4. Consent Items.

Director Highsmith stated that the Board would next consider approving the minutes of the October 27, 2022 Board meeting. Director Fennell noted that the word "exist" in the second paragraph of Section 1 of the minutes should be corrected to read "exit." After discussion, upon motion by Director Henderson and second by Director Fennell, the Board voted unanimously to approve the minutes, as amended.

5. Bookkeeper's report and related action items.

Director Highsmith then recognized Ms. Melton for the purposes of receiving the bookkeeper's report. Ms. Melton reviewed the updated cash activity report attached as **Exhibit "E"**. She requested approval of the three transfers as described on the first page of her updated cash activity report. Ms. Melton reviewed the checks that had been written out of the bookkeeper's account since the last Board meeting and the disbursements being presented for approval. Ms. Melton then stated that the District's general fund had approximately \$475,000

of excess revenue for the current fiscal year and that the balance of the general fund was approximately \$2.7 million. After discussion, upon motion by Director Henderson and second by Director Oordt, the Board voted unanimously to approve the transfers and the payment of the bills and invoices, as presented.

Ms. Melton then called the Board's attention to the security patrol report included in the meeting packet, a copy of which was attached as **Exhibit "F"**.

6. **Engineer's report and related action items.**

Ms. Mitchell called the Board's attention to her report, attached as **Exhibit "G"**, and reviewed it with the Board. She stated that Aquatic Features continued to visit the wet ponds and perform their regular maintenance.

Ms. Mitchell then presented the proposal from Clean Earth Solutions for the Section 3 Jellyfish filter inspection and filter rinse attached as **Exhibit "H"** and recommended approval. Upon question from Director Rashidi, Ms. Mitchell confirmed that there were only a few certified contractors in the Central Texas region who were qualified to do the work and that her firm had previously had positive experiences with Clear Earth Solutions. After discussion, upon motion by Director Oordt and second by Director Henderson, the Board voted unanimously to approve the proposal.

Ms. Mitchell noted that the waiver application for the Storm Water Management Plan was still under review at the Texas Commission on Environmental Quality ("**TCEQ**"). She noted that the flyer reminding residents about the importance of keeping the stormwater infrastructure free of leaves had been published by the Homeowner's Association on the community's website.

Ms. Mitchell stated that she was still working with Fuquay to schedule the manhole coating repair. Director Highsmith noted that he saw a contractor working in the District and observed that they seemed to be undertaking manhole coating repairs.

Ms. Mitchell then stated that the City of Georgetown still had not yet received the repaired lift station pump and that she continued to follow up with them, noting that the wastewater lift station was still in operation.

Ms. Mitchell then stated that the wastewater line televising for Sections 4B and 6B was now tentatively scheduled for November 28th due to delays related to the installation of temporary water meters. She stated that a notice informing the residents of the delay had been sent to the HOA for publication and that updated hang tags would be placed on resident's doors and periodic updates would be sent out for publication as the project progressed.

7. **TML Intergovernmental Risk Pool.**

Director Highsmith stated that the Board would next discuss the proposal from TML Intergovernmental Risk Pool for property coverage updates. Mr. Abbott reviewed the proposal and the various District facilities covered by the policy. After discussion, upon motion by Director Henderson and second by Director Oordt, the Board voted unanimously to approve the proposal, with a deductible of \$5,000 for real and personal property coverage, a \$10,000 deductible for flood and earthquake coverage, and a \$5,000 deductible for boiler and machinery coverage.

8. **District Website.**

Director Highsmith then stated that the Board would discuss the District website and email procedures. The Board generally discussed the posting of materials to the District website and unanimously agreed that all postings to the website should be approved by the Board, unless an emergency was implicated. Mr. Abbott then noted that while Director Franklin was on the Board, he had personally responded to emails received through the District's website. Director Highsmith volunteered to respond to resident emails and/or help coordinate responses with the assistance of the District's consultants. He then noted that he would "blind copy" all Board members on any issues of importance. He also confirmed that if any requests were received that required Board deliberation, that such items would be added to the meeting agenda for the next scheduled Board meeting.

9. Attorney's report.

Director Highsmith stated that the Board would next receive the attorney's report and recognized Mr. Abbott. Mr. Abbott stated that all of his directives were complete. He then confirmed that there were no new or outstanding violations of the Rules Regarding Erosion Control and Protection of District Utility Systems and no outstanding penalties.

10. Future Board Meeting Schedule and Agenda Items.

Mr. Abbott stated that the Board's next regular meeting was scheduled for January 12, 2023 at 6:00 p.m.

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

Date: January 12, 2023

(SEAL)



Bari Fennell, Secretary
Board of Directors

**CERTIFICATE OF POSTING FOR
HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
AT
THE WILLIAMSON COUNTY COURTHOUSE ANNEX
WILLIAMSON COUNTY CLERK'S OFFICE
405 MARTIN LUTHER KING (4th & MLK)
GEORGETOWN, TEXAS 78626-5703**

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

I, Jaime Colmenero, hereby certify that at 2:55 p.m. on November 15, 2022, I emailed a copy of the attached notice of meeting of the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District to the Williamson County Clerk for subsequent posting inside the Williamson County Justice Center (Courthouse Annex) and on the outside posting board at the Williamson County Justice Center (Courthouse Annex).

I understand that the notice was posted in order to comply with the Open Meetings provisions of Chapter 551 of the Government Code and that the Board of Directors of the District will rely on this certificate in determining whether the provisions of Chapter 551 of the Government Code have been satisfied.

Witness my signature this 15th day of November, 2022.

Signature: 

Printed Name: Jaime Colmenero

Company: Armbrust & Brown, PLLC

HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT

AGENDA

November 21, 2022

TO: THE BOARD OF DIRECTORS OF HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT AND ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District will hold a meeting **at 6:00 p.m. on Monday, November 21, 2022**, at the Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681. The following matters may be considered and acted upon at the meeting:

PUBLIC COMMENT

1. Citizens' communications and Board member announcements;

ELECTION ITEMS

2. *See the supplemental agenda for election items;*

DIRECTOR ITEMS

3. Sworn Statements, Oaths of Office, and bonds for Directors elected November 8, 2022;
4. Open Meetings Act Training and Public Access Option Form for new Director;
5. Election of officers;
6. Revised account resolutions, including:
 - (a) Resolution Approving Change in Bank Signatories and Change Certificate (Bookkeeper's Account);
 - (b) Resolution Approving Change in Bank Signatories and Change Certificate (Operating Account);
7. Revised District Registration Form;
8. Any other action related to election of Directors;

INFORMATIONAL ITEMS

9. MSRB Rule G-10 disclosure statement from Masterson Advisors, LLC;

CONSENT ITEMS

(These items may be considered and acted upon collectively. Any of these items may be pulled for discussion upon the request of any member of the Board.)

10. Minutes of October 27, 2022 Board meeting;

FILED FOR RECORD

{W1190092.2}

NOV 15 2022

Nancy E. Ruter

County Clerk, Williamson Co. TX

JSO
3:34

OTHER DISCUSSION/ACTION ITEMS

11. Bookkeeper's report and related action items, including:
 - (a) Fund transfers and payment of bills and invoices;
 - (b) Security patrol report;
12. Engineer's report and related action items, including:
 - (a) Water quality pond maintenance, including:
 - i. Report from Aquatic Features, Inc.;
 - ii. Approval of proposal for jellyfish filter inspection for section 3;
 - (b) Status of storm water management plan waiver application;
 - (c) Status of manhole coating repair;
 - (d) Lift station pump, including status of repairs;
 - (e) Greenbelt and trail items;
 - (f) Pond no. 5;
 - (g) Update on Sections 4B & 6B wastewater line televising;
13. Proposal from TML Intergovernmental Risk Pool for property coverage updates;
14. District website and email procedures;
15. Attorney's report and related action, including enforcement activities and penalties for violations of Rules Regarding Erosion Control and Protection of District Utility Systems;
16. Future Board meeting schedule and agenda items.

The Board of Directors is authorized by the Texas Open Meetings Act, Chapter 551, Texas Government Code, to convene in closed or executive session for certain purposes including receiving legal advice from the District's attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073) discussing personnel matters (Section 551.074); discussing security personnel or devices (Section 551.076); or discussing information technology security practices (Section 551.089). If the Board of Directors determines to go into executive session to discuss any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.



{W1190092.2}

Attorney for the District

Highlands at Mayfield Ranch Municipal Utility District is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations and equal access to communications will be provided upon request. Please call Armbrust & Brown, PLLC at 435-2300 more information.

HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT

SUPPLEMENTAL AGENDA

November 21, 2022

TO: THE BOARD OF DIRECTORS OF HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District will hold a meeting on **Monday, November 21, 2022, at 6:00 p.m.** at the Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681. The following *additional* matters may be considered and acted upon at the meeting.

ELECTION ITEMS

- 1. Canvass returns of the November 8, 2022 Director Election;
- 2. Order Canvassing the Returns and Declaring the Results of Highlands at Mayfield Ranch Municipal Utility District November 8, 2022 Director Election;
- 3. Any other matters relating to the District’s November 8, 2022 Director election.

AVISO SUPLEMENTAL LA AGENDA

El día 21 de noviembre 2022

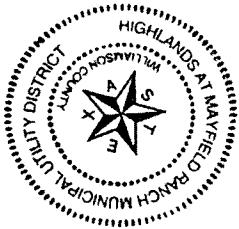
A: LA JUNTA DE DIRECTORES DEL DISTRITO MUNICIPAL DE SERVICIOS PÚBLICOS DE HIGHLANDS AT MAYFIELD RANCH Y A TODA PERSONA INTERESADA:

Se notifica por el presente que la Junta Directiva del Distrito Municipal De Servicios Públicos de Highlands at Mayfield Ranch va a tener una reunión el **lunes, día 21 de noviembre de 2022, 6:00 p.m.** a Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681., por los siguientes propósitos *adicionales*:

Los siguientes propósitos se consideraran y pueden ser llevados a cabo en la junta:

Elementos Electorales

- 1. Escutar los resultados de la elección de Directores del día 8 de noviembre de 2022;
- 2. Orden de escrutinio de los resultados y declarando los resultados de la elección de Directores del día 8 de noviembre de 2022 del Distrito Municipal de Servicios Públicos De Highlands at Mayfield Ranch;
- 3. Cualquier otro asunto con respecto a la elección de Directores del 8 de noviembre de 2022.



{W1190092.2}

Attorney for the District
Abogado del Distrito

Julie Disher

From: Jaime Colmenero <jcolmenero@abaustin.com>
Sent: Tuesday, November 15, 2022 2:56 PM
To: Linda Mueller; Julie Disher; Kellie Currie; Deborah Huffman
Subject: Highlands at Mayfield Ranch MUD - Agenda to be Posted with Williamson County Clerk
Attachments: Highlands - November 21, 2022 Agenda.pdf

EXTERNAL email: Exercise caution when opening.

Good Afternoon:

I am providing with this email a PDF copy of the agenda for Highlands at Mayfield Ranch MUD for required posting with the Williamson County Clerk.



Please post this agenda no later than 5:00 p.m. on November 17, 2022.

Please provide me with an email confirming that you have posted the agenda as well as a digital copy of the file-stamped posted agenda.

Please let me know if you need any additional information for me, and thanks very much for your help.

Thank you,

Jaime Colmenero
Legal Assistant
Armbrust & Brown, PLLC
100 Congress Avenue, Suite 1300
Austin, Texas 78701-2744
(512) 435-2367 - Direct
(512) 435-2360 - Facsimile
jcolmenero@abaustin.com
www.abaustin.com



THE INFORMATION CONTAINED IN THIS E-MAIL MESSAGE IS CONFIDENTIAL AND IS INTENDED ONLY FOR THE NAMED ADDRESSEE(S). THIS MESSAGE MAY BE PROTECTED BY ATTORNEY/CLIENT PRIVILEGE. IF THE READER OF THIS E-MAIL MESSAGE IS NOT AN INTENDED RECIPIENT (OR THE INDIVIDUAL RESPONSIBLE FOR THE DELIVERY OF THIS E-MAIL MESSAGE TO AN INTENDED RECIPIENT), BE ADVISED THAT ANY REUSE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS E-MAIL MESSAGE IS PROHIBITED. IF YOU HAVE RECEIVED THIS E-MAIL MESSAGE IN ERROR, PLEASE NOTIFY THE SENDER AND DELETE THE MESSAGE. THANK YOU.

**CERTIFICATE OF POSTING FOR
HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
INSIDE THE BOUNDARIES OF THE DISTRICT AT THE POSTING BOX
LOCATED AT 3810 BAINBRIDGE COVE, ROUND ROCK, TEXAS 78681**

THE STATE OF TEXAS

§

COUNTY OF WILLIAMSON

§

I, Brian K. Gilbert, hereby certify that at 4:01 P. m.
on the 15 day of Nov., 2022 I posted a copy of the attached Notice of
meeting (Agenda) of the Board of Directors of Highlands at Mayfield Ranch Municipal
Utility District within the District at a place readily accessible and convenient to the
public.

I understand that the notice was posted in order to comply with the Open
Meetings provisions of Chapter 551 of the Government Code and that the Board of
Directors of the District will rely on this certificate in determining whether the
provisions of Chapter 551 of the Government Code have been satisfied.

Witness my signature this 15 day of November 2022

Brian K. Gilbert

Name: Brian K. Gilbert

Company: Diligent Delivery

**HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
AGENDA**

November 21, 2022

TO: THE BOARD OF DIRECTORS OF HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT AND ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District will hold a meeting **at 6:00 p.m. on Monday, November 21, 2022**, at the Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681. The following matters may be considered and acted upon at the meeting:

PUBLIC COMMENT

1. Citizens' communications and Board member announcements;

ELECTION ITEMS

2. *See the supplemental agenda for election items;*

DIRECTOR ITEMS

3. Sworn Statements, Oaths of Office, and bonds for Directors elected November 8, 2022;
4. Open Meetings Act Training and Public Access Option Form for new Director;
5. Election of officers;
6. Revised account resolutions, including:
 - (a) Resolution Approving Change in Bank Signatories and Change Certificate (Bookkeeper's Account);
 - (b) Resolution Approving Change in Bank Signatories and Change Certificate (Operating Account);
7. Revised District Registration Form;
8. Any other action related to election of Directors;

INFORMATIONAL ITEMS

9. MSRB Rule G-10 disclosure statement from Masterson Advisors, LLC;

CONSENT ITEMS

(These items may be considered and acted upon collectively. Any of these items may be pulled for discussion upon the request of any member of the Board.)

10. Minutes of October 27, 2022 Board meeting;

OTHER DISCUSSION/ACTION ITEMS

11. Bookkeeper's report and related action items, including:
 - (a) Fund transfers and payment of bills and invoices;
 - (b) Security patrol report;
12. Engineer's report and related action items, including:
 - (a) Water quality pond maintenance, including:
 - i. Report from Aquatic Features, Inc.;
 - ii. Approval of proposal for jellyfish filter inspection for section 3;
 - (b) Status of storm water management plan waiver application;
 - (c) Status of manhole coating repair;
 - (d) Lift station pump, including status of repairs;
 - (e) Greenbelt and trail items;
 - (f) Pond no. 5;
 - (g) Update on Sections 4B & 6B wastewater line televising;
13. Proposal from TML Intergovernmental Risk Pool for property coverage updates;
14. District website and email procedures;
15. Attorney's report and related action, including enforcement activities and penalties for violations of Rules Regarding Erosion Control and Protection of District Utility Systems;
16. Future Board meeting schedule and agenda items.

The Board of Directors is authorized by the Texas Open Meetings Act, Chapter 551, Texas Government Code, to convene in closed or executive session for certain purposes including receiving legal advice from the District's attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073) discussing personnel matters (Section 551.074); discussing security personnel or devices (Section 551.076); or discussing information technology security practices (Section 551.089). If the Board of Directors determines to go into executive session to discuss any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.



Attorney for the District

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HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT

SUPPLEMENTAL AGENDA

November 21, 2022

TO: THE BOARD OF DIRECTORS OF HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

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ELECTION ITEMS

1. Canvass returns of the November 8, 2022 Director Election;
2. Order Canvassing the Returns and Declaring the Results of Highlands at Mayfield Ranch Municipal Utility District November 8, 2022 Director Election;
3. Any other matters relating to the District's November 8, 2022 Director election.

AVISO SUPPLEMENTAL LA AGENDA

El día 21 de noviembre 2022

A: LA JUNTA DE DIRECTORES DEL DISTRITO MUNICIPAL DE SERVICIOS PÚBLICOS DE HIGHLANDS AT MAYFIELD RANCH Y A TODA PERSONA INTERESADA:

Se notifica por el presente que la Junta Directiva del Distrito Municipal De Servicios Públicos de Highlands at Mayfield Ranch va a tener una reunión el **lunes, día 21 de noviembre de 2022, 6:00 p.m.** a Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681., por los siguientes propósitos *adicionales*:

Los siguientes propósitos se consideraran y pueden ser llevados a cabo en la junta:

Elementos Electorales

1. Escutar los resultados de la elección de Directores del día 8 de noviembre de 2022;
2. Orden de escrutinio de los resultados y declarando los resultados de la elección de Directores del día 8 de noviembre de 2022 del Distrito Municipal de Servicios Públicos De Highlands at Mayfield Ranch;
3. Cualquier otro asunto con respecto a la elección de Directores del 8 de noviembre de 2022.



{W1190092.2}

Attorney for the District
Abogado del Distrito

**CERTIFICATE OF POSTING OF MEETING PACKET FOR
HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
ON THE DISTRICT'S WEBSITE AT THE FOLLOWING LINK:**

[HTTPS://HMRUD.ORG/MEETING-AGENDAS](https://hmrud.org/meeting-agendas)

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

I, Jaime Colmenero, hereby certify that at 2:54 p.m. on November 15, 2022, I posted a copy of the digital meeting packet agenda for the November 21, 2022 meeting of the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District on the District's website at the link specified above.

I understand that the meeting will be held in-person, and that the Board of Directors of Highlands at Mayfield Ranch Municipal Utility District will rely on this certificate in determining whether the provisions of Chapter 551 of the Government Code, as modified temporarily, have been satisfied.

Witness my signature this 15th day of November, 2022.

Signature: 

Printed Name: Jaime Colmenero

Company: Armbrust & Brown, PLLC

**HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
AGENDA**

November 21, 2022

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Attorney for the District

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HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT

SUPPLEMENTAL AGENDA

November 21, 2022

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AVISO SUPPLEMENTAL LA AGENDA

El día 21 de noviembre 2022

A: LA JUNTA DE DIRECTORES DEL DISTRITO MUNICIPAL DE SERVICIOS PÚBLICOS DE HIGHLANDS AT MAYFIELD RANCH Y A TODA PERSONA INTERESADA:

Se notifica por el presente que la Junta Directiva del Distrito Municipal De Servicios Públicos de Highlands at Mayfield Ranch va a tener una reunión el **lunes, día 21 de noviembre de 2022, 6:00 p.m.** a Highlands at Mayfield Ranch Amenity Center, 3810 Bainbridge Cove, Round Rock, Texas 78681., por los siguientes propósitos *adicionales*:

Los siguientes propósitos se consideraran y pueden ser llevados a cabo en la junta:

Elementos Electorales

1. Escutar los resultados de la elección de Directores del día 8 de noviembre de 2022;
2. Orden de escrutinio de los resultados y declarando los resultados de la elección de Directores del día 8 de noviembre de 2022 del Distrito Municipal de Servicios Públicos De Highlands at Mayfield Ranch;
3. Cualquier otro asunto con respecto a la elección de Directores del 8 de noviembre de 2022.



{W1190092.2}

Attorney for the District
Abogado del Distrito

**ORDER CANVASSING THE RETURNS AND
DECLARING THE RESULTS OF
HIGHLANDS AT MAYFIELD RANCH MUNICIPAL UTILITY DISTRICT
NOVEMBER 8, 2022 DIRECTOR ELECTION**

WHEREAS, on November 8, 2022, an election was held in Highlands at Mayfield Ranch Municipal Utility District (the "District") for the election of a director to serve in Place 1, a director to serve in Place 3 and a director to serve in Place 5, each of whom will serve a four-year term; and

WHEREAS, the votes cast at the election have been counted and recorded on the official election returns, and the returns have been certified and filed with the Board of Directors of the District (the "Board") by the appropriate election officials; and

WHEREAS, the returns show that the following persons received the following number of votes cast at the election:

Place 1

Stacy Henderson	794 votes
-----------------	-----------

Place 3

Darlene Oordt	444 votes
Steven Rosner	389 votes

Place 5

Karim Rashidi	716 votes
---------------	-----------

WHEREAS, the election was called and held in conformity with the Constitutions and laws of the State of Texas and the United States of America;

NOW, THEREFORE, BE IT ORDERED BY THE BOARD THAT:

Section 1. The Board finds that the November 8, 2022 election was called and notice given in accordance with law; the election was held in all respects in conformity with law; and the returns of the election have been made by the proper officials.

Section 2. The election has resulted in the election of Stacy Henderson as director in Place 1, Darlene Oordt as director in Place 3 and Karim Rashidi as director in Place 5 for the District, each of whom will serve a four-year term ending after the director election to be held on November 3, 2026. Each director will enter into the duties of office and begin to serve upon posting bond in the amount of \$10,000 as required by law and upon taking the constitutional oath of office.

Section 3. The Board finds that the meeting at which this Order has been considered and adopted is open to the public as required by law, and written notice of the time, place, and subject matter of the meeting, and of the proposed adoption of this Order, was given as required

by Section 551, Texas Government Code. The Board confirms the written notice and the contents and posting thereof.

Section 4. This Order may be executed in multiple counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument. An electronic signature, a facsimile or other electronic copy of an original signature, and a counterpart transmitted electronically (i.e., by fax, email, text, or similar means), will be deemed to be, and will have the same force and effect as, an original signature for all purposes.

PASSED AND APPROVED this the 21st day of November, 2022.



**HIGHLANDS AT MAYFIELD RANCH
MUNICIPAL UTILITY DISTRICT**

By: Carl Highsmith
Carl Highsmith
President, Board of Directors

ATTEST:

Bari L. Fennell
Bari L. Fennell
Secretary, Board of Directors

**RESOLUTION APPROVING CHANGE IN BANK SIGNATORIES AND CHANGE
CERTIFICATE
(BOOKKEEPER'S ACCOUNT)**

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

WHEREAS, the Board of Directors (the "Board") of Highlands at Mayfield Ranch Municipal Utility District (the "District") previously adopted a Secretary's Certificate and Resolutions Regarding Bookkeeper's Account dated November 17, 2020 ("Account Resolution") authorizing the establishment of the following accounts ("Account") with First Texas Bank (the "Bank");

<u>Account No.</u>	<u>Account Style</u>
1057646	Bookkeeper's Account

WHEREAS, under Section 6 of the Account Resolutions, three of the Board members listed in the Account Resolutions may instruct the Bank to add or delete signatories to the Account by written notice to the Bank (a "Change Certificate"), certifying the signature of each additional signatory and setting forth any limitations on the authority of signatories; and

WHEREAS, a new Board member has been appointed and the Board now wishes to update the signatories to the Account to reflect such change;

IT IS HEREBY RESOLVED BY THE BOARD THAT:

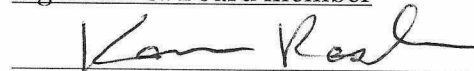
Section 1. The Bank is instructed to delete Frederick W. Franklin as a signatory on the Account; however, the Bank is further instructed to honor signatures of Frederick W. Franklin on any check, draft, order or other instrument relating to the Account dated prior to November 21, 2022.

Section 2. The Bank is instructed to add the new Board members listed below as a signatory on the Account effective as of November 21, 2022, with the same limitations on his authority as specified in the Account Resolution for Board members of the District, and the Board members executing this Change Certificate hereby certify and approve the signature set forth in this Section 2:

Name of Board member

Karim Rashidi

Signature of Board member



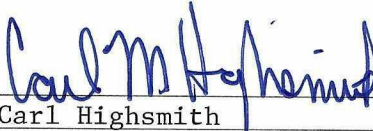
Section 3. This Resolution will constitute a Change Certificate, and the District's bookkeeper is instructed to submit this Change Certificate to the Bank as written notice of the change in authorized signatories on the Account as required by Section 6 of the Account Resolution.

ADOPTED this 21st day of November, 2022.

(SEAL)



**HIGHLANDS AT MAYFIELD RANCH
MUNICIPAL UTILITY DISTRICT**



Carl Highsmith

President, Board of Directors



Stacy Henderson

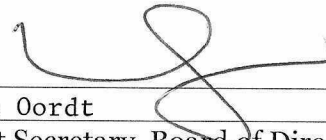
Stacy

Vice President, Board of Directors



Bari L. Fennell

Secretary, Board of Directors



Darlene Oordt

Assistant Secretary, Board of Directors

**RESOLUTION APPROVING CHANGE IN BANK SIGNATORIES AND CHANGE
CERTIFICATE
(OPERATING ACCOUNT)**

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

WHEREAS, the Board of Directors (the "Board") of Highlands at Mayfield Ranch Municipal Utility District (the "District") previously adopted a Secretary's Certificate and Resolutions Regarding Operating Account dated November 17, 2011 ("Account Resolution") authorizing the establishment of the following accounts ("Account") with First Texas Bank (the "Bank");

<u>Account No.</u>	<u>Account Style</u>
1057638	Operating Account

WHEREAS, under Section 5 of the Account Resolutions, three of the Board members listed in the Account Resolutions may instruct the Bank to add or delete signatories to the Account by written notice to the Bank (a "Change Certificate"), certifying the signature of each additional signatory and setting forth any limitations on the authority of signatories; and

WHEREAS, a new Board member has been appointed and the Board now wishes to update the signatories to the Account to reflect such change;

IT IS HEREBY RESOLVED BY THE BOARD THAT:

Section 1. The Bank is instructed to delete Frederick W. Franklin as a signatory on the Account; however, the Bank is further instructed to honor the signature of Frederick W. Franklin on any check, draft, order or other instrument relating to the Account dated prior to November 21, 2022.

Section 2. The Bank is instructed to add the new Board member listed below as a signatory on the Account effective as of November 21, 2022, with the same limitations on his authority as specified in the Account Resolution for Board members of the District, and the Board members executing this Change Certificate hereby certify and approve the signature set forth in this Section 2:

Name of Board member

Karim Rashidi

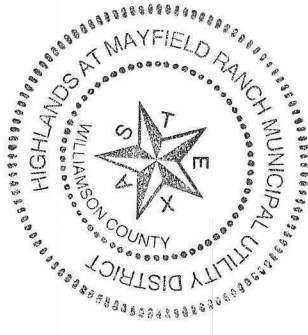
Signature of Board member



Section 3. This Resolution will constitute a Change Certificate, and the District's bookkeeper is instructed to submit this Change Certificate to the Bank as written notice of the change in authorized signatories on the Account as required by Section 5 of the Account Resolution.

ADOPTED this 21st day of November, 2022.

(SEAL)



**HIGHLANDS AT MAYFIELD RANCH
MUNICIPAL UTILITY DISTRICT**

Carl Highsmith
President, Board of Directors

Stacy Henderson
Vice President, Board of Directors

Bari L. Fennell
Secretary, Board of Directors

Darlene Oordt
Assistant Secretary, Board of Directors

Highlands at Mayfield Ranch M.U.D.

November 21, 2022

- Review Cash Activity Report, including Receipts and Expenditures
 - ☑ Action Items:
 - Approval of director and vendor payments
 - Approve funds transfers:
 - TexPool Operating Account to First Texas Bank Bookkeepers' Account: \$53,532.58
 - TexPool Operating Account to First Texas Bank Bookkeepers' Account: \$3,800.00
 - *TexPool Operating Account to First Texas Bank Bookkeepers' Account: up to \$80,000.00 if needed*

Highlands at Mayfield Ranch M.U.D.
Cash Activity Report
September 30, 2022 - November 21, 2022

				First Texas Bank Operating Account	First Texas Bank Bookkeeper's Account
Cash - Balance as of September 30, 2022				\$ 21,321.96	\$ 49,830.91
Subsequent Activity				-	26,325.15
Transfer from TexPool Operating to FTB Bookkeepers Acct approved at October 26, 2022 meeting				96,400.98	
Transfer from TexPool Operating to FTB Bookkeepers Acct approved at October 26, 2022 meeting				35,000.00	
Expenditures Approved at October 26, 2022 Board Meeting (Check # 5790 - 5810)				(99,059.08)	
Security Payroll & Payroll Taxes				October/November 2022	(3,359.61)
Pedernales Electric Cooperative, Inc.				5811	Street Lights/Lift Station Electric - October 2022
					(2,657.14)
				Total Bookkeeper's Account Activity	26,325.15
Expenditures for Approval - November 21, 2022				-	(53,532.58)
<u>Vendor</u>	<u>Ck #</u>	<u>Memo</u>		<u>Amount</u>	
Henderson, Stacy	5812	Director Fees - November 21, 2022		(138.53)	
Highsmith, Carl	5813	Director Fees - November 21, 2022		(138.53)	
Oordt, Darlene K	5814	Director Fees - November 21, 2022		(138.52)	
Fennell, Bari L.	5815	Director Fees - November 21, 2022		(138.53)	
Aquatic Features, Inc.	5816	Pond Maintenance - October 2022		(1,260.35)	
Armbrust & Brown, P.L.L.C.	5817	Legal Fees - October 2022		(9,867.25)	
BMP Specialist	5818	Street Sweeping		(900.00)	
Bott & Douthitt, P.L.L.C.	5819	Accounting Services - October 2022		(1,500.00)	
Maxwebs Company	5820	Website Maintenance Fee - October 2022		(325.00)	
Perfect Cuts of Austin, LLC	5821	Landscape Maintenance - October 2022		(4,255.00)	
Texas Disposal Systems, Inc.	5822	Garbage - October 2022		(28,695.92)	
Williams Mapping	5823	Erosion Control Inspection - November 2022		(425.00)	
Williamson County	5824	Security Vehicle - 3rd Quarter 2022		(962.00)	
Rashidi, Karim	5825	Director Fees - November 21, 2022		(138.52)	*
BMP Specialist	5826	Street Sweeping		(600.00)	*
Quiddity Engineering, LLC	5827	Engineering Fees - October 2022		(3,009.43)	*
Victor Insurance Managers Inc.	5828	Public Officials Bond 1/2/23 - 1/2/26		(1,040.00)	*
				Total Expenditures	(53,532.58)
*Added after packet distribution					
Subtotal				21,321.96	22,623.48
Transfers to be Approved				-	57,332.58
Transfer for expenditures approved 11/21/22				Transfer from TexPool Operating Acct to FTB Bookkeeper's Acct	53,532.58
Transfer to replenish bookkeeper's account				Transfer from TexPool Operating Acct to FTB Bookkeeper's Acct	3,800.00
				Total Transfers	57,332.58
Projected Ending Cash Balance as of November 21, 2022				\$ 21,321.96	\$ 79,956.06

Highlands at Mayfield Ranch M.U.D. Cash/Investment Activity Report September 30, 2022 - November 21, 2022

	Interest Rates	Balance 9/30/2022	Subsequent		Subtotal 11/21/2022	Transfers to be Approved 11/21/2022	Projected Balance 11/21/2022
			Receipts	Disbursements			
General Fund -							
First Texas Bank Operating Account	n/a	\$ 21,321.96	-	\$ -	\$ 21,321.96	\$ -	\$ 21,321.96
First Texas Bank Bookkeepers' Account	n/a	49,830.91	131,400.98	(158,608.41)	22,623.48	57,332.58 (1)(2)	79,956.06
TexPool - General Operating Account	3.6254%	2,523,818.96	7,899.74	(131,400.98)	2,400,317.72	(57,332.58) (1)(2)	2,342,985.14
Total - General Fund		2,594,971.83	139,300.72	(290,009.39)	2,444,263.16	-	2,444,263.16
Debt Service Fund -							
TexPool - Tax Account	3.6254%	4,489.94	-	(2,899.74)	1,590.20	-	1,590.20
TexPool - Debt Service Account	3.6254%	1,644,534.86	-	-	1,644,534.86	-	1,644,534.86
Total - Debt Service Fund		1,649,024.80	-	(2,899.74)	1,646,125.06	-	1,646,125.06
Capital Projects Fund -							
TexPool - SR2019 Capital Projects Account	3.6254%	127,398.38	-	-	127,398.38	-	127,398.38
TexPool - SR2021 Capital Projects Account	3.6254%	77,616.82	-	-	77,616.82	-	77,616.82
Total - Capital Projects Fund		205,015.20	-	-	205,015.20	-	205,015.20
Total - All Funds		\$ 4,449,011.83	\$ 139,300.72	\$ (292,909.13)	\$ 4,295,403.42	\$ -	\$ 4,295,403.42

Transfers to be approved:

- (1) Transfer from TexPool General Operating Account to First Texas Bank Bookkeeper's Account: \$53,532.58
(2) Transfer from TexPool General Operating Account to First Texas Bank Bookkeeper's Account: \$3,800.00



BMP

SPECIALIST

PO Box 296 Cedar Park, TX 78630

P: (512) 246-6267 F: (512) 246-6204

Date	Invoice #
11/8/2022	145999

Bill To
Highlands @ Mayfield Ranch MUD c/o Bott & Douthitt, PLLC PO Box 2445 Round Rock, TX 78681

P.O. # / Address	Terms
Highland @ Mayfield	Due on receipt

Quantity	Description	Rate	Amount
2	Sweep Streets:Highlands at Mayfield on November 1 (2hr min)	150.00	300.00
2	Sweep Streets:Highlands at Mayfield on November 8 (2hr min)	150.00	300.00
		By/Date Received: <u>tm 11. 14.22</u>	
		By/Date Posted: <u>tm 11. 21.22</u>	
		Approved for Payment: _____	
		Hand Delivered to: _____	
		Mailed By/Date: _____	
		GL#: <u>6273</u>	
Thank you for your business - We appreciate it very much!		Sales Tax (8.25%)	\$0.00
		Total	\$600.00



QUIDDITY

Invoice Total **\$448.18**

November 15, 2022

Project No: 0A640-0052-00

Invoice No: 00350930

Highlands at Mayfield Ranch MUD
c/o Bott & Douthitt
P.O. Box 2445
Round Rock, TX 78680

PLEASE NOTE OUR REMIT INFO

REMIT ADDRESS:

Quiddity Engineering, LLC
P.O. Box 95562
Grapevine, TX 76099-9708

ACH INFORMATION:

Trust Bank
Account #: 1440017655101
Routing #: 111017694

Please send remittance advice to:
AccountsReceivable@Quiddity.com

Payment Terms: Due upon Receipt

Project 0A640-0052-00 Highlands Sec. 4B & 6B WW Line Televising

Services include coordination, scheduling and bang tag and meter ordering.

Professional Services from October 1, 2022 to October 28, 2022

Task 300 Construction Phase Services

	Hours	Rate	Amount
Professional Engineer III	.75	225.00	168.75
Design Engineer I	1.00	125.00	125.00
Totals	1.75		293.75
Total Labor			293.75

Task 800 Reimbursable Expenses

Other Expenses		
10/13/2022 Vista Print		154.43
Total Reimbursables		154.43

TOTAL THIS INVOICE **\$448.18**

By/Date Received: SG 11-17-22

By/Date Posted: tm 11.21.22

Approved for Payment: _____

Hand Delivered to: _____

Mailed By/Date: _____

GL#: 0324



QUIDDITY

Invoice Total \$2,561.25

November 15, 2022

Project No: 0A640-0900-22

Invoice No: 00350932

Highlands at Mayfield Ranch MUD
c/o Bott & Douthitt
P.O. Box 2445
Round Rock, TX 78680

PLEASE NOTE OUR REMIT INFO

REMIT ADDRESS:

Quiddity Engineering, LLC
P.O. Box 95562
Grapevine, TX 76099-9708

ACH INFORMATION:

Trust Bank
Account #: 1440017655101
Routing #: 111017694

Please send remittance advice to:
AccountsReceivable@Quiddity.com

Payment Terms: Due upon Receipt

Project 0A640-0900-22 2022 General Consultation (Highlands at Mayfield Ranch MUD)

Services include preparation for and attendance at October Board meeting; review of letter to community regarding Pond 5 fence; discussions regarding Pond 5 fountain; review of water quality filter inspection schedule; coordination for manhole coating repair; and preparation for and performance of Sec. 3A 1-year inspection; coordination with Attorney on BMP contract amendment.

Professional Services from October 1, 2022 to October 28, 2022

Task 001 District Meeting Preparation & Attendance

Number of units 1.00
Fee Each 1,000.00
Total Fee 1,000.00

Total Fee 1,000.00

Task 002 District Operations

	Hours	Rate	Amount
Professional Engineer III	6.00	225.00	1,350.00
Design Engineer I	1.50	125.00	187.50
Admin II	.25	95.00	23.75
Totals	7.75		1,561.25
Total Labor			1,561.25

TOTAL THIS INVOICE \$2,561.25

tm 11.21.22
tm 11.21.22

0322



VICTOR INSURANCE MANAGERS INC.

BILLING NOTICE

Highlands at Mayfield Ranch MUD
c/o Armbrust & Brown, LLP
100 Congress Ave., Ste. 1300
Austin, TX 78701

RE: Highlands at Mayfield Ranch MUD
1353361 - 035174

Policy Type:	BOND
Policy Number:	61BSBHP3580
Policy Term:	01/02/2023 through 01/02/2026

Notes: Bond - Larry Gaddes

Premium	Amount
Gross Premium	\$1,040.00
Net Premium	\$1,040.00
Amount DUE	\$1,040.00

PREMIUM DUE DATE: 01/02/2023

Remit payments to:

Victor Insurance Managers Inc.
14288 Collections Center Drive
Chicago, IL 60693

City/State Received: OK 11.21.22
City/State Posted: to 11.21.22
Request for Payment: _____
Invoice Forwarded to: _____
Notice By/Date: _____
GL#: 1350

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-06-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 60798 End 60833 Total 35 Door # SB1967

Start Time: 1100 End Time: 1600 Total Hours: 5.0

Activity and work performed during security:

1100 checked on duty for the MUD
1127 checked the area of Stanyan Dr
1152 checked the pond area off Winnie Pl
1219 checked the area of Bainbridge Cv
1246 checked the pond area off Hannover Way
1319 checked the pond area on Kingsley Ave
1348 checked the area of Cole Valley Ln
1415 checked the area of Flowstone Ln
1449 checked the area of Kyler Glen Rd
1515 checked the area of Whitetail Dr
1545 checked the area of Skyview Way
1600 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

M. Huntley # 5432
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10/8/2022

Officer Performing Security: S. FELDMANN Unit #: 1317

Vehicle mileage: Beg 95,927 End 95,939 Total 12 Door # SB1864

Start Time: 02:45 End Time: 05:45 Total Hours: 3

Activity and work performed during security:

0245 checked on duty for the MUD
0255 checked the area of Winnie Place
0344 checked the area of Capora Way
0413 checked the area of Darryl
0449 security check at the neighborhood pool
0522 traffic enforcement on Mayfield Ranch Blvd
0545 end of shift SJF14706

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

S. FELDMANN #: 14706
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10/9/2022

Officer Performing Security: S. FELDMANN Unit #: 1317

Vehicle mileage: Beg 96,245 End 96,254 Total 9 Door # SB1864

Start Time: 0345 End Time: 0545 Total Hours: 2

Activity and work performed during security:

0345 checked on duty for the MUD
0358 checked the area of Hermann St
0432 checked the area of Geary St
0506 security check at the neighborhood pool
0545 end of shift SJF14706

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

S. FELDMANN #: 14706
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-13-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 61321 End 61354 Total 33 Door # SB1967

Start Time: 1130 End Time: 1630 Total Hours: 5.0

Activity and work performed during security:

1130 checked on duty for the MUD
1153 checked the area of Whitetail Dr

1127 checked the area of Stanyan Dr
1152 checked the pond area off Winnie Pl
1219 checked the area of Bainbridge Cv
1246 checked the pond area off Hannover Way
1319 checked the pond area on Kingsley Ave
1348 checked the area of Cole Valley Ln
1415 checked the area of Flowstone Ln
1449 checked the area of Kyler Glen Rd
1515 checked the area of Whitetail Dr
1545 checked the area of Skyview Way
1600 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-14-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 61354 End 61388 Total 34 Door # SB1967

Start Time: 0900 End Time: 1400 Total Hours: 5.0

Activity and work performed during security:

0900 checked on duty for the MUD
0926 checked the pond area off Winnie Pl
0946 checked the pond area off Hannover Way
1019 checked the area of Flowstone Ln
1048 checked the pond area on Kingsley Ave
1120 checked the area of Bainbridge Cv
1150 checked the area of Cole Valley Ln
1216 checked the area of Van Ness Ave
1251 checked the area of Stanyan Dr
1320 checked the area of Hermann St
1348 checked the area of Whitetail Dr
1400 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

M. Huntley # 5432
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-17-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 61388 End 61425 Total 37 Door # SB1967

Start Time: 0930 End Time: 1430 Total Hours: 5.0

Activity and work performed during security:

0930 checked on duty for the MUD
0954 checked the area of Flowstone Ln
1015 checked the pond area on Kingsley Ave
1045 checked the pond area off Hannover Way
1118 checked the pond area off Winnie Pl
1148 checked the area of Bainbridge Cv
1216 checked the area of Stanyan Dr
1248 checked the area of Arques Ave
1321 checked the area of Kyler Glen Rd
1353 checked the area of Whitetail Dr
1417 checked the area of Cole Valley Ln
1430 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

M. Huntley # 5432
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-25-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 62049 End 62079 Total 30 Door # SB1967

Start Time: 1345 End Time: 1845 Total Hours: 5.0

Activity and work performed during security:

1345 checked on duty for the MUD
1403 checked the area of Arques Ave
1431 checked the area of Kyler Glen Rd
1506 checked the area of Bainbridge Cv
1556 checked the area of Cole Valley Ln
1604 checked the area of Flowstone Ln
1632 checked the pond area on Kingsley Ave
1701 checked the pond area off Hannover Way
1741 checked the pond area off Winnie Pl
1804 checked the area of Stanyan Dr
1836 checked the area of Ashbury Rd
1845 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

M. Huntley # 5432
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10/27/2022

Officer Performing Security: S. FELDMANN Unit #: 1317

Vehicle mileage: Beg 98,111 End 98,113 Total 2 Door # SB1864

Start Time: 1800 End Time: 2000 Total Hours: 2

Activity and work performed during security:

1800 checked on duty for the MUD
1800 MUD meeting
1946 checked the area of Broadway Path
2000 end of shift SJF14706

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

S. FELDMANN #: 14706

Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10-31-2022

Officer Performing Security: M. Huntley Unit #: 1310

Vehicle mileage: Beg 62376 End 62421 Total 45 Door # SB1967

Start Time: 1615 End Time: 2115 Total Hours: 5.0

Activity and work performed during security:

1615 checked on duty for the MUD
1635 checked the area of Flowstone Ln
1700 checked the pond area on Kingsley Ave
1730 checked the pond area off Winnie Pl
1808 checked the area of Bainbridge Cv
1830 patrolled the area with high visibility lights while trick or treating was going on.
Monitored pedestrian traffic. Toured the MUD in this capacity until 2100.
2115 end of shift MDH5432

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

M. Huntley # 5432
Officer's Signature and Unit Number

Highlands at Mayfield Ranch MUD Security

Date Work Performed: 10/31/2022

Officer Performing Security: S. FELDMANN Unit #: 1317

Vehicle mileage: Beg 98,524 End 98,540 Total 12 Door # SB1864

Start Time: 1800 End Time: 2100 Total Hours: 3

Activity and work performed during security:

1800 hecked on duty for the MUD
1807 traffic enforcement at Whitetail and Arques Ave
1849 Halloween Patrol throughout neighborhood
2100 end of shift SJF14706

Each night every officer shall patrol and physically check the district's property to include all parks, Community center, and any other buildings operated by the MUD. During the walk-through, the deputy will monitor the facilities located in the parks for vandalism. You will document on this form the times you check the property and any incidents or other activities to include calls you assist patrol on. Do not list suspect or victim's names on this form. Our goal is high visibility to deter crime before it happens and to quickly respond when it does.

****Be sure and check 10-41 on extra job in Highlands at Mayfield Ranch on Call 1 and monitor Call 1 for any calls in the M.U.D. district. ****

This form must be returned to Sgt. M. Huntley the morning of the last day of the month.

All issues with this job are to be directed to Sgt. M. Huntley at [REDACTED]

If you cannot work your shift you will locate an officer currently on the approved schedule for Highlands at Mayfield Ranch to cover your shift and notify Sgt. M. Huntley ASAP of the change.

You must work the hours assigned. Failure to show for the shift or work the scheduled hours will result in your removal from working this extra job.

S. FELDMANN #: 14706
Officer's Signature and Unit Number

November 14, 2022

Board of Directors
Highlands at Mayfield Ranch MUD
c/o Armbrust & Brown, PLLC
100 Congress Ave, Suite 1300
Austin, TX 78701

Re: Monthly Status Report
Highlands at Mayfield Ranch MUD Regular Board Meeting of November 11, 2022

Dear Directors:

The following is a brief summary that describes our activities since the last meeting:

1. Water Quality Maintenance

- a. Routine Maintenance – Aquatic Features continues to visit the wet ponds regularly for maintenance.
- b. Jellyfish Inspection – A proposal for the Section 3 Jellyfish filter inspection will be presented at the meeting for your review and approval.

BOARD ACTION: Approve the proposal for the Jellyfish inspection.

- 2. Storm Water Management Plan Waiver** – The waiver application is in review with TCEQ. The flyer reminding residents about the importance of keeping the stormwater infrastructure free of leaves was published by the HOA in the community's website.
- 3. Manhole Coating Repair** – We are working with Fuquay to schedule the coating repair.
- 4. Lift Station Pump** – The City of Georgetown has not yet installed the repaired lift station pump. We will continue to follow up with them. The lift station is still in operation.
- 5. Greenbelt and Trail Items** – No report at this time.
- 6. Pond No. 5 Issues** – No report at this time.
- 7. Sections 4B & 6B Wastewater Line Televising** – The project has been tentatively rescheduled for the week of November 28th due to delays related to the installation of temporary water meters. A notice informing residents of the delay has been sent to the HOA for publication. Updated hang tags will be placed at resident's doors and periodic updates will be sent out for publication as the project progresses.



Board of Directors
Highlands at Mayfield Ranch MUD
Page 2
November 14, 2022

Should you have any questions or need additional information, please notify us.

Sincerely,

Odalys C. Johnson, PE

OCJ/ocj

K:\0A640\0A640-0900-22 2022 General Consultation (Highlands at)\Meeting Files\Status Reports\Status Report for Highlands 20221121.docx



Proposal to Provide Annual Contech Jellyfish Inspection

Location:

Highlands @ Mayfield Ranch
Georgetown, TX 78628

Presented To:

Ms. Cathy Mitchell
Quiddity
3100 Alvin Devane Boulevard, Suite 150
Austin, TX 78741

Presented By:


1385 Wald Rd.
New Braunfels, TX 78132

November 21, 2022

Ms. Mitchell,

Clean Earth Solutions is pleased to submit to you this proposal for annual inspection only of the Contech Jellyfish System at the Highlands @ Mayfield Ranch Community, Georgetown, TX.

Clean Earth Solutions proposes to provide annual inspection only of the above Contech Jellyfish System to include removal of floatables, sediment depth inspection, inspect for oil/hydrocarbons, insure cartridge lids are intact, structural inspection (damaged or broken components) and filter cartridge inspection. A inspection/maintenance report along with digital pictures will be provided with each service.

Annual Inspection.....	\$	275.00
Tax.....	\$	22.69
Total.....	\$	297.69
		\$275.00

****** This price is for inspection only and does not include filter rinsing, filter replacement or sediment removal. Filter replacement will be provided on an as needed basis based on current manufacturers pricing. If sediment (12 inches or more in depth), oils and chemicals need to be removed by a vacuum truck a proposal can be provided based on the amount of sediment and amount/type of liquid to be removed along with disposal costs on an as needed basis.

Clean Earth Solutions prides itself on providing the most "environmentally friendly" products and services available. At *Clean Earth Solutions*, we begin each project analytically, work through it diligently, and finish it to our own high standards, as well as our clients complete satisfaction.

Clean Earth Solutions appreciates the opportunity to support you with this and any future environmental project. We welcome any questions or comments regarding this proposal.

For A Clean Earth !



Lee DuBose

Clean Earth Solutions

11/21/22



Highlands at Mayfield Ranch MUD

11/21/22

Date

CONTRACT ADDENDUM

This Contract Addendum ("Addendum") is incorporated into the attached proposal (the "Proposal") between Clean Earth Solutions ("Contractor") and Highlands at Mayfield Ranch Municipal Utility District (the "District"). If there is any conflict between the terms of the attached Contract and this Addendum, the terms of this Addendum will control.

1. Interested Parties. Contractor acknowledges that Texas Government Code Section 2252.908 (as amended, "Section 2252.908") requires disclosure of certain matters by contractors entering into a contract with a local government entity such as the District. Contractor confirms that it has reviewed Section 2252.908 and, if required to do so, will (1) complete a Form 1295, using the unique identification number specified on page 1 of the Contract, and electronically file it with the Texas Ethics Commission ("TEC"); and (2) submit the signed Form 1295, including the certification of filing number of the Form 1295 with the TEC, to the District at the same time the Contractor executes and submits the Contract to the District. Form 1295s are available on the TEC's website at <https://www.ethics.state.tx.us/filinginfo/1295/>. The Contract is not effective until the requirements listed above are satisfied and any approval or award of the Contract by the District is expressly made contingent upon Contractor's compliance with these requirements. **The signed Form 1295 may be submitted to the District in an electronic format.**

2. Conflicts of Interest. Contractor acknowledges that Texas Local Government Code Chapter 176 (as amended, "Chapter 176") requires the disclosure of certain matters by contractors doing business with or proposing to do business with local government entities such as the District. Contractor confirms that it has reviewed Chapter 176 and, if required to do so, will complete and return Form CIQ promulgated by the TEC, which is available on the TEC's website at <https://www.ethics.state.tx.us/forms/conflict/>, within seven days of the date of submitting the Contract to the District or within seven days of becoming aware of a matter that requires disclosure under Chapter 176, whichever is applicable.

3. Verification Under Chapter 2271, Texas Government Code. If required under Chapter 2271 of the Texas Government Code (as amended, "Chapter 2271"), Contractor represents and warrants that, at the time of execution and delivery of the Contract, neither Contractor, nor any wholly or majority-owned subsidiary, parent company, or affiliate of Contractor that exist to make a profit, boycott Israel or will boycott Israel during the term of the Contract. The foregoing verification is made solely to comply with Chapter 2271, to the extent such Chapter does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. Contractor understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with Contractor.

4. Verification Under Subchapter F, Chapter 2252, Texas Government Code. For purposes of Subchapter F of Chapter 2252 of the Texas Government Code (as amended, "Subchapter F"), Contractor represents and warrants that, neither Contractor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of Contractor that exist to make a profit, are companies identified on a list prepared and maintained by the Texas Comptroller of Public Accounts (the "Comptroller") described within Subchapter F and posted on the Comptroller's internet website at: <https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>, <https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, and <https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Subchapter F, to the extent such subchapter does not contravene applicable Federal law, and excludes companies that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan, Iran, or a foreign terrorist organization. Contractor understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with Contractor.

5. Verification Under Chapter 2274, Texas Government Code, Relating to Contracts With Companies Boycotting Certain Energy Companies. If required under Chapter 2274 of the Texas Government Code (as amended, "Chapter 2274"), Contractor represents and warrants that, at the time of execution and delivery of the Contract, neither Contractor, nor any wholly or majority-owned subsidiary, parent company, or affiliate of Contractor that exists to make a profit, boycott energy

companies or will boycott energy companies during the term of the contract. The foregoing verification is made solely to comply with Chapter 2274. As used in the foregoing verification, "boycott energy companies" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (1) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law or (2) does business with a company described in the preceding section (1).

6. Verification Under Chapter 2274, Texas Government Code, Relating to Contracts with Companies that Discriminate Against the Firearm and Ammunition Industries. If required under Chapter 2274 of the Texas Government Code (as amended, "*Chapter 2274*"), Contractor represents and warrants that, at the time of execution and delivery of the Contract, neither Contractor, nor any wholly or majority-owned subsidiary, parent company, or affiliate of Contractor that exists to make a profit, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or will discriminate during the term of the contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Chapter 2274. As used in the foregoing verification, the terms "discriminate against a firearm entity", "firearm entity", and "firearm trade association" have the meanings ascribed to them in Section 2274.001, *Texas Government Code*.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Clean Earth Solutions
New Braunfels, TX United States

Certificate Number:
2022-959219

Date Filed:
11/29/2022

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Highlands at Mayfield Ranch MUD

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

20221121-12(aii)

Jellyfish Annual Inspection

[illegible]

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Cole Blankenship, and my date of birth is 01-29-1977.

My address is 1385 WARD RD, NEW BRAUNFELS, TX, 78132, US.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Pomal County, State of TX, on the 29 day of November, 2022.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2022-959219

Date Filed:
11/29/2022

Date Acknowledged:
11/29/2022

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Clean Earth Solutions
New Braunfels, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Highlands at Mayfield Ranch MUD

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

20221121-12(aii)
Jellyfish Annual Inspection

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)