

**MINUTES OF MEETING**  
**BOARD OF DIRECTORS**

**LOST CREEK LIMITED DISTRICT**  
**Travis County, Texas**

**July 14, 2020**

The Board of Directors of Lost Creek Limited District of Travis County, Texas, convened in a regular meeting on Wednesday, July 14, 2020. Lawful and proper notice of the time, place and the subject of the meeting was posted at the place and time required by law. In accordance with the Governor’s emergency proclamation suspending certain provisions of the Texas Open Meetings Act effective March 16, 2020 in response to the COVID-19 pandemic, the meeting was conducted remotely. All persons, including members of the public, could participate in the meeting by telephone or weblink in accordance with the instructions set forth on the meeting agenda.

Directors: Leah Stewart  
Chris Vetromile  
Megan Marrs  
Andy Bitner  
Madeleine Connor

District Attorney: Tony Corbett (General Counsel)

Bookkeeper/Manager/Deed  
Restriction Enforcement Officer: Jim Emmons (Pinnacle Texas Management Services)

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**1. Board Convenes, and Roll Call (Agenda Item 1)**

Director Stewart called the meeting to order at 6:34 p.m. All directors were present.

**2. Citizen Communications (Agenda Item 2)**

A resident spoke regarding the TxDOT proposed improvements to Hwy 360. He stated that he would like the Lost Creek Blvd. intersection to be an underpass. He urged the District to support such a change to the proposed project.

Another resident also provided comments in support of an underpass at the Lost Creek Blvd. intersection, and also urged the District to participate in the road planning process.

Another resident spoke regarding the District’s management company and urged the directors to change management companies.

3. **Announcements (Agenda Item 3)**

None.

4. **Consent Agenda (Agenda Item 4)**

After discussion, Director Stewart moved that the Board approve the Consent Agenda. Director Marrs seconded the motion, which carried 4-0-1, with Director Connor abstaining.

5. **TxDOT Hwy 360 Improvements (Agenda Item 15)**

The Board discussed the opportunity for public participation in TxDOT's design of the proposed improvements to Highway 360. Director Marrs moved that the Board authorize the General Manager to gather information from TxDOT and furnish it to the public without endorsing the project. Director Bitner seconded the motion, which carried 4-0-1 with Director Connor abstaining.

6. **Deed Restrictions (Agenda Item 5)**

Mr. Emmons presented his monthly deed restriction enforcement report. The Board authorized him to send courtesy notices to property owners in potential violation of the restrictions.

7. **Financial Affairs (Agenda Item 6)**

Director Bitner presented his monthly financial report. The Board took no action in response to the report. The Board also discussed potential capital expenditures for the next fiscal year budget, but took no action.

8. **COVID-19 (Agenda Item 7)**

Mr. Emmons provided an update on the status of COVID-19 on District operations and properties. He noted that the City of Austin had closed the City greenbelt, and described the limited hours when the District's property was open. The Board took no action regarding the matter.

The Board then discussed whether to institute a reservation system for limited use of the District's playground equipment. The Board expressed some interest, but had a number of questions about feasibility and cost. The Board authorized Director Stewart to gather more information and present her findings and recommendations to the Board at a future meeting.

9. **Access to Greenbelt Lands (Agenda Item 8)**

Director Bitner provided a report regarding the revenues received by the District from the collection of user access fees at the District's greenbelt entrance. Mr. Emmons provided a report regarding security incidents within the Barton Creek Greenbelt. The Board discussed potential installation of security cameras to monitor usage.

The Board also discussed whether to post or establish formal hours for charging user access fees. The Board took no action regarding the matter at this time.

Director Connor moved that the Board reopen the District playground. Director Stewart seconded the motion. The motion failed 1-3-1, with Directors Vetromile, Bitner and Marris voting against the motion and Director Stewart abstaining.

**10. Greenbelt Access Policies (Agenda Item 8)**

The Board tabled consideration of this matter after a brief status update.

**11. Security Patrols (Agenda Item 9)**

The Board briefly discussed the scheduling of security patrols within the District and greenbelt. Director Stewart moved that the Board authorize the same patrol schedule through August. Director Marris seconded the motion, which carried 4-0-1, with Director Connor abstaining.

**12. District Management Services (Agenda Item 10)**

The Board generally discussed the presentations and proposals of the management firms and whether to change management companies. After discussion, Director Stewart moved that legal counsel prepare a new contract with Pinnacle for a three year term with a two year extension. Director Marris seconded the motion, which carried 4-0-1, with Director Connor abstaining.

**13. Remodeling of Administration Building (Agenda Item 11)**

Director Marris provided a status report regarding her efforts to select window specifications for the building remodeling project. She stated that she was still working on the selection of windows. The Board also discussed whether to include a water bottle filler in the project and whether there was adequate and appropriate space available for the filler. The Board authorized Director Marris to continue to investigate the project.

**14. Budget and Tax Rate Process (Agenda Item 12)**

The Board discussed the potential schedule for adoption of a budget and tax rates. The Board tentatively scheduled meetings for August 25 and September 22.

**15. Engagement of Auditor (Agenda Item 13)**

The Board considered a proposal from Maxwell Locke & Ritter to conduct the District's annual fiscal year audit. Director Bitner moved that the Board approve the engagement letter subject to final review by legal counsel. Director Marris seconded the motion, which carried 4-0, with Director Connor not voting.

**16. November 3, 2020 Director Election (Agenda Item 14)**

Director Stewart moved that the Board adopt the Order Calling the Director Election for November 3, 2020. Director Connor seconded the motion, which carried unanimously (5-0). Director Stewart also moved approval of election service agreements and a joint election agreement with Travis County. Director Marrs seconded the motion, which carried unanimously (5-0).

**17. Tree Care Proposal (Agenda Item 16)**

Mr. Emmons presented a proposal for tree maintenance by Davey Tree Care at the office building tract. The Board asked the General Manager to secure a bid from another firm.

**18. Scheduling of Future Board Meetings (Agenda Item 17)**

The Board scheduled meetings for August 25, 2020 and September 22, 2020 for the August and September regular meetings. The Board also discussed rescheduling the special budget workshop from August 11, 2020 to August 6, 2020.

**19. Summary of Action Items (Agenda Item 18)**

The Board summarized the following action items:

1. Legal counsel would prepare a new management contract with Pinnacle;
2. Director Marrs would continue to work on the building renovation project;
3. Legal counsel would review the audit proposal;
4. The General Manager would send an Eblast to residents regarding the TxDOT project;
5. Director Marrs would contact LCNA regarding the TxDOT project;
6. The General Manager would work with Director Stewart on a reservation system for use of the District playground equipment; and
7. The General Manager would secure an additional proposal for tree maintenance services.

**20. Adjournment (Agenda Item 19)**

Director Marrs moved to adjourn the meeting at 8:55 p.m. The meeting adjourned at 8:55 p.m.

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Secretary