

**REVISED - NOTICE OF SPECIAL MEETING
HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION**

January 25, 2017 6:00 P.M.


City Hall Council Chambers
1311 Chestnut Street
Bastrop, TX 78602

Executive Session: The Hunters Crossing Local Government Corporation reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item. In compliance with the Texas Open Meetings Act, Chapter 551 Government Code, Vernon's Texas Code, Annotated, the following item will be discussed in closed session.
A. Section 551.071 – Consultations with Attorney

1. Call Meeting to Order.
2. Public Comments. [Note: Persons may address the Board on any issue not otherwise listed on this Agenda. Please observe the time limit of three (3) minutes for general public comments. In accordance with the State of Texas Open Meetings Act, the Board cannot undertake discussion or take any action on Public Comments received at the meeting, but can: (1) recite Board/City policy on the points raised and/or (2) place items on an upcoming agenda for both discussion and action at that upcoming meeting.]
3. Approval of meeting minutes of September 28, 2016. (Pages 1-6)
4. Consideration, discussion and possible action on acceptance of the unaudited Quarterly Financial Summary reports for the period ending December 31, 2016. (Pages 7-8)
5. Consideration, discussion and possible action on the presentation of a Drainage Report related to Hunters Crossing, as prepared by LGA Engineering, and acknowledgment of the Report by the Hunters Crossing Local Government Corporation Board. (Page 9)
6. Informational update to Board, by Chair, on matters related to the Hunters Crossing Local Government Corporation and/or Public Improvement District.
7. Invitation for input from Board members related to issues for possible inclusion on future agendas.
8. Consideration, discussion, and possible action to confirm the time and date for the next quarterly meeting of the Hunters Crossing Local Government Corporation. (Pages 10-11)
9. Consideration, discussion, and possible action related to the conveyance from Forestar to the Hunters Crossing Local Government Corporation of the drainage, trails, and other common areas. (Page 12)
10. Adjourn.

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Bastrop, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted the 20th day of January, 2017 at 11:30 am. Copies of this agenda have been provided to those members of the media requesting such information.


Afton Figueroa, Assistant Finance Director

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS: THE CITY OF BASTROP IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. BASTROP CITY HALL AND COUNCIL CHAMBERS ARE WHEELCHAIR ACCESSIBLE AND SPECIALLY MARKED PARKING IS AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 512-332-8800. PLEASE PROVIDE FORTY-EIGHT HOURS NOTICE WHEN FEASIBLE.

STANDARDIZED AGENDA RECOMMENDATION FORM

**HUNTERS CROSSING LOCAL GOVERNMENT
CORPORATION**

**DATE SUBMITTED: 1/20/17
MEETING DATE: 1/25/17**

1. Agenda Item: **Approval of meeting minutes of September 28, 2016.**
2. Party Making Request: **Tracy Waldron, Chief Financial Officer**
3. Nature of Request: (Brief Overview) Attachments: Yes X No

4. Staff Recommendation: Approval of Minutes

**HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION
MINUTES
September 28, 2016, 6:00 PM**

The Hunters Crossing Local Government Corporation Board met on September 28, 2016, at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Board members in attendance were Marvin Townsend, Bill Peterson, Carolyn Smith, Brandon Johnson, and James Kershaw. Also in attendance were Trey Job, Tracy Waldron, and Heather Ambrose. Brian Rider and Ryan Gray were absent.

Members of the public in attendance were Daniel Wilson, Anthony Boehn, Collie Murray, Kay Wesson (for Howard Schain Properties), and Carlos Liriano.

1. Call Meeting to Order.

Acting Board Chair Marvin Townsend called the meeting to order at 6:00 p.m. with a quorum being present.

2. Public Comments.

There were no public comments.

Items 4 and 5 were heard out of order from the posted agenda:

4. CONDUCT A PUBLIC HEARING: The Board of Directors of Hunters Crossing Local Government Corporation of Bastrop, Texas will conduct a “Public Hearing” on the proposed Fiscal Year 2017 Budget and Fiscal Year 2017 Operations and Maintenance Assessment for the Hunters Crossing Public Improvement District.

Chief Financial Officer Tracy Waldron advised that a public hearing is required for the approval of the Fiscal Year 2017 budget and assessments. The handouts provided gave the budget projections for the remainder of FY2016 and the proposed budget for FY2017, as well as a snapshot of the various funds (including M & O and Capital). Ms. Waldron explained that one of the highlights of the budget includes additional M & O revenue due to the multifamily lot that was sold in 2015. There is also increased capital fund revenue generated from the per-lot fee on single-family residential as it increased from \$301 to \$319 per lot. The M & O rate for multifamily rate was lowered to 0.0317 per square foot, which is what the commercial lots pay.

Ms. Waldron brought to the group’s attention that for FY 2017, there aren’t many changes. However, \$80,000 was included in “miscellaneous” projects for the estimated cost of the planned drainage work (pending the engineering and surveying results).

Ms. Waldron estimates that the M&O balance for the end of FY17 will be about \$34,294.

Ms. Waldron asked for questions from staff and Board members that were present.

Public Works Director Trey Job asked for confirmation that the multifamily rate was lowered to match the commercial rate and Ms. Waldron said that was correct. Ms. Waldron advised there will be an additional \$18.00 due to the capital increase only.

Mr. Townsend asked for questions and input from the public in attendance.

Anthony Boehn: Mr. Boehn inquired how the water expense shown in the budget is calculated. Ms. Waldron said it's based on the utility bills. Mr. Job added that it's calculated on an annual basis. Some of the areas are on well water and others are on City water meters. Mr. Boehn expressed his concern that water is being wasted in the area. He explained that sometimes the sprinklers are on during, or just after, rain showers and there have also been water leaks where water was shooting out forcefully. Board member Carolyn Smith stressed that the homeowners are the "eyes" of the subdivision. If something is not working properly, the property owners need to report it to Mr. Job right away. Mr. Job said that the broken 2" line was well water but still needs to be a concern as it is a waste of water if not repaired quickly.

Mr. Boehn added that high vegetation causes problems in seeing the leaks sometimes. In the example of the water leak, the water coming out could be heard before it was seen because the grass was so high.

Mr. Job explained that the Clean Scapes company is paid from the M & O portion of the budget to do the mowing, irrigation, landscaping, and pond/ground maintenance. In the current contract (2015), there are 26 "cuts" provided for each year for the primary and common areas, 36 "cuts" per year for the area outside the pool fence and the pocket park, and 12 "cuts" a year for the drainage areas. This number of cuts was a decrease over previous years to keep the costs to the homeowners lower. However, if the mowing is a concern for the property owners, the number of cuts can be increased but it will cost more. If more cuts are desired, this should be brought to the Board's attention.

Mr. Boehn mentioned that there is an area from Packhorse to Highway 71 that is very overgrown. Mr. Job said that is not under the Board's control as it is owned by another property owner. It is also outside the City limits.

Mr. Boehn inquired about mowing the baseball fields more often. Mr. Job explained that the baseball fields are owned by the PID and are actually designed for recreational use within the detention ponds. Sometimes the ponds are holding water and cannot be mowed but are intended to be mowed 12 times per year. The large amount of rainfall has probably hindered the ability to mow these areas.

Mr. Townsend asked Mr. Job if he receives report about the mowing. Mr. Job said he does a monthly "walk-through" but this year has been particularly difficult to the heavy rains.

Mr. Job stressed that the bid for Clean Scapes was significantly lower (around \$30,000 lower) than the other bids received. Mr. Boehn said they do a good job, but he just isn't sure what areas are supposed to be mowed. Mr. Job encouraged that citizens contact him if there are concerns.

There were no other public comments related to the FY 2016 - 2017 budget.

- 5. ADJOURN PUBLIC HEARING: The Board of Directors of Hunters Crossing Local Government Corporation will adjourn the Public Hearing and convene into Regular Session to take any necessary action(s).**

At 6:15 PM, Board member Bill Peterson made the motion to adjourn the public hearing and reconvene into regular session. Motion was seconded by Brandon Johnson and carried unanimously.

3. Approval of meeting minutes of August 17, 2016.

Carolyn Smith made the motion to approve the minutes as presented. Seconded by James Kershaw and carried unanimously.

6. Consideration, discussion and possible action on approval of a Resolution of the Board of Directors of the Hunters Crossing Local Government Corporation of Bastrop, Texas approving and adopting the annual budget for Fiscal Year 2017, providing reimbursements for historic capital expenditures and to on-going operations and maintenance expenditures for public improvements in the Hunters Crossing Public Improvement District located in Bastrop, Texas; approving an updated assessment plan related to operations and maintenance expenditures and costs containing other provisions related to the Hunters Crossing Public Improvement District.

Mr. Townsend read aloud the caption of the Resolution as presented. He advised that the Resolution is an annual requirement.

James Kershaw made the motion to approve the Resolution. Seconded by Bill Peterson and carried unanimously.

7. Consideration, discussion and possible action on the nomination and election of President, Vice-President, and Secretary for the Hunters Crossing Local Government Corporation Public Improvement District Board.

Mr. Townsend advised that the Board's bylaws provide for the election of officers. Those positions needing filled at this time include: President; Vice-President; and Secretary. Mr. Townsend advised that the duties and responsibilities of each position were included in the agenda packet.

Carolyn Smith nominated Marvin Townsend as President of the Hunters Crossing Local Government Corporation Public Improvement District Board. Seconded by Brandon Johnson. Marvin Townsend was elected President by acclamation of a unanimous vote.

Brandon Johnson nominated Carolyn Smith as Vice-President of the Hunters Crossing Local Government Corporation Public Improvement District Board. Seconded by James Kershaw. Carolyn Smith was elected Vice-President by acclamation of a unanimous vote.

Carolyn Smith nominated Brandon Johnson as Secretary of the Hunters Crossing Local Government Corporation Public Improvement District Board. Seconded by James Kershaw. Brandon Johnson was elected Secretary by acclamation of a unanimous vote.

8. Consideration, discussion, and possible action related to the Clean Scapes, LLP Landscape Maintenance Agreement and Clean Scapes, LLP Mowing and Irrigation Agreement related to concerns about landscape maintenance, mowing, and mosquito prevention.

Mr. Townsend reminded those present that this item had already been discussed at some length during the public hearing. He inquired if anyone had any additional questions, comments, or discussion. There were no additional requests for information or comments.

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

Mr. Job passed out a map of the area. The cost is \$4,200 for the survey work in comparison to the last bid he brought to the board that was \$29,000. Property owners should be aware that they will see workers in the area soon. The pond will likely be drained and the culverts cleaned. Mr. Townsend stressed that Mr. Job needs to notify the HOA of the time and date the pond will be drained so they will be aware. Ms. Smith inquired what method would be used to drain the pond. Mr. Job stated the water will be pumped out of the pond. Mr. Townsend reminded those in attendance that during the time the pond is drained there will likely be an unpleasant odor due to the exposed sludge on the bottom. Ms. Smith said the odor should be ignored as this is what needs to happen to improve the drainage. Mr. Job said he did not expect the work to be done during the holidays and it can't be done when it's raining.

Citizen and property owner, Carlos Liriano, questioned the work being done and whether it's considered regular maintenance. Mr. Job said it is maintenance but the specific concern was about the possibility high sediment levels were causing the water to rise and flood. This was brought to the Board's attention following heavy rains this year.

Mr. Liriano asked if the survey can extend to include the area from the pond outside the PID. His concern was that the problem with the pond might be corrected, but issues further down in the outfall section might cause other drainage problems. Mr. Job agreed that Shiloh Road does have problems and they are being discussed with the County. Mr. Job said he was fairly certain that PID funds could not be used for that purpose. Ms. Smith suggested that Bastrop County be contacted to get areas outside the City limits cleared. Mr. Liriano asked whether the City could approach the County on behalf of the PID to try to get the work completed.

Ms. Smith added that debris outside the PID is impeding the flow of drainage. Mr. Townsend said that he feels this should be addressed with the County Commissioners. Mr. Peterson explained that the County has restrictions on the extent of improvements/corrections that can be done by them. However, FEMA may be able to provide additional assistance.

Mr. Liriano inquired whether the Hunters Crossing HOA has done anything related to the drainage problems. If not, he feels the homeowners need to do their part and contact the County officials themselves as well. He also feels that businesses in the area should also press the issue. Mr. Liriano suggested the County be contacted prior to spending the \$80,000 for the drainage work as the problem clearly extends beyond the pond. Mr. Townsend said that a petition from landowners might help the County be aware of their concerns. Mr. Townsend said that the homeowners could voluntarily circulate this if they chose. Ms. Smith said she could help in that area. She had sent a letter to previous City Manager Michael Talbot who suggested that the more voices asking for help, the better.

Ms. Smith said that some property owners in the area are experiencing increases in their homeowners insurance as a result of the repeated flooding. Mr. Liriano said that flood damage could also impact the property value of these homes when they are placed for sale.

Bill Peterson said he feels that Mr. Job is on the right track to correcting the problems.

Mr. Boehn, who lives on Wildcat, says the water washes over the road heavily resembling a river and was wondering if it was possible to divert that extra water. Mr. Job said that part of the reason water backs up is that the original property was very flat, and as houses have been built, it's somewhat impeded the natural flow of the runoff.

Carolyn Smith made the motion that a petition be prepared to Bastrop County expressing the Board's and Hunters Crossing property owner's concerns about downstream drainage. Seconded by Brandon Johnson and carried unanimously.

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

No requests were presented.

11. **Consideration, discussion, and possible action on setting the time and date for the next quarterly meeting of the Hunters Crossing Local Government Corporation.**

Carolyn Smith made the motion to set Wednesday, January 25, 2017 at 6:00 pm as the next regular meeting date for the Hunters Crossing Local Government Corporation. Seconded by Bill Peterson and carried unanimously.

12. **Adjourn.**

Chair Marvin Townsend adjourned the meeting at 6:56 pm.

STANDARDIZED AGENDA RECOMMENDATION FORM

**HUNTERS CROSSING LOCAL GOVERNMENT
CORPORATION**

**DATE SUBMITTED: 1/20/17
MEETING DATE: 1/25/17**

1. Agenda Item: **Consideration, discussion and possible action on acceptance of the unaudited Quarterly Financial Summary reports for the period ending December 31, 2016.**

2. Party Making Request: **Tracy Waldron, Chief Financial Officer**

3. Nature of Request: (Brief Overview) Attachments: Yes X No _____

4. Staff Recommendation: Acceptance of the unaudited Quarterly Financial Summary Reports for the period ending December 31, 2016.

CITY OF BASTROP, TEXAS
LGC PID REVENUE SUMMARY
As of 12/31/2016

	FY16-17	
	Budget	Actual
AD VALOREM REVENUE		
M&O Funds		
Commercial - Current - M&O	\$ 37,881	\$ 4,293
Commercial - Flat - Current - M&O	\$ 14,348	\$ 14,348
Multifamily-M&O	\$ 17,400	\$ 17,400
Single Family - Flat - Current - M&O	\$ 11,279	\$ 8,936
Single Family - Flat - Delinquent - M&O	\$ 500	\$ 18
Penalty and Interest - M&O	\$ 250	\$ 20
Prorated PID Fees- M&O	\$ -	\$ -
Interest Income	\$ 525	\$ 246
TOTAL M&O FUNDS RECEIVED:	\$ 82,183	\$ 45,261
Capital Funds		
Commercial - Current - Capital	\$ 84,844	\$ 9,615
Multifamily-Capital	\$ 37,325	\$ 37,325
Single Family - Flat - Current - Capital	\$ 155,353	\$ 123,054
Single Family - Flat - Delinquent - Capital	\$ 2,200	\$ 155
Penalty and Interest - Capital	\$ 650	\$ 43
Prorated PID Fees - Capital	\$ -	\$ -
Interest Income	\$ 375	\$ 105
TOTAL CIP FUNDS RECEIVED:	\$ 280,747	\$ 170,297
TOTAL AD VALOREM TAXES	\$ 362,930	\$ 215,558
EXPENSES		
Maintenance & Repairs		
Irrigation	\$ 10,000	\$ -
Miscellaneous Repairs	\$ 5,000	\$ 11
Miscellaneous Projects*	\$ 80,000	\$ 18,557
Total Maintenance & Repairs	\$ 95,000	\$ 18,568
Contractual Services		
Mowing Services	\$ 41,000	\$ 10,154
Maintenance Services	\$ 20,000	\$ 4,763
Security Services	\$ -	\$ -
Professional Services/ Audit	\$ 6,000	\$ -
Property Tax Fees	\$ 1,500	\$ 1,071
Total Contractual Services:	\$ 68,500	\$ 15,988
Occupancy		
Utilities	\$ 5,500	\$ 3,001
Well User Fees	\$ 750	\$ 191
Total Occupancy:	\$ 6,250	\$ 3,191
Miscellaneous & Other		
Miscellaneous Expenses	\$ 500	\$ 123
Reimbursement to Developer	\$ 285,000	\$ -
	\$ 285,500	\$ 123
	\$ 455,250	\$ 37,870

**This category includes drainage work to be performed*

STANDARDIZED AGENDA RECOMMENDATION FORM

**HUNTERS CROSSING LOCAL GOVERNMENT
CORPORATION**

**DATE SUBMITTED: 1/20/17
MEETING DATE: 1/25/17**

1. Agenda Item: **Consideration, discussion and possible action on the presentation of a Drainage Report related to Hunters Crossing, as prepared by LGA Engineering, and acknowledgment of the Report by the Hunters Crossing Local Government Corporation Board.**
2. Party Making Request: **Tracy Waldron, Chief Financial Officer**
3. Nature of Request: (Brief Overview) Attachments: Yes _____ No X
The report is under review by City staff and information will be provided at the meeting of 1/25/17.
4. Staff Recommendation: Acknowledgment of Report.

STANDARDIZED AGENDA RECOMMENDATION FORM

**HUNTERS CROSSING LOCAL GOVERNMENT
CORPORATION**

**DATE SUBMITTED: 1/20/17
MEETING DATE: 1/25/17**

1. Agenda Item: **Consideration, discussion, and possible action to confirm the time and date for the next quarterly meeting of the Hunters Crossing Local Government Corporation.**

2. Party Making Request: **Tracy Waldron, Chief Financial Officer**

3. Nature of Request: (Brief Overview) Attachments: Yes X No _____

4. Staff Recommendation: Confirm the time and date for next quarterly meeting as Wednesday, April 26, 2017 at 6:00 PM.

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City Council Mtg
@ 6:30 pm

City Holiday –
Offices Closed

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City Council Mtg
@ 6:30 pm

Hunters
Crossing Local
Government
Corporation Mtg

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STANDARDIZED AGENDA RECOMMENDATION FORM

**HUNTERS CROSSING LOCAL GOVERNMENT
CORPORATION**

**DATE SUBMITTED: 1/20/17
MEETING DATE: 1/25/17**

1. Agenda Item: **Consideration, discussion, and possible action related to the conveyance from Forestar to the Hunters Crossing Local Government Corporation of the drainage, trails, and other common areas.**
2. Party Making Request: **Brian Rider, Board Member**
3. Nature of Request: (Brief Overview) Attachments: Yes _____ No X
4. Staff Recommendation: _____