

**VILLAGE OF THE HILLS  
MINUTES OF APRIL 14, 2016  
SPECIAL MEETING**

**1. Call to Order**

A meeting of the Board of Aldermen (“the BOA”) of the Village of The Hills (“the Village”) was held at the Village Offices at 102 Trophy Drive, The Hills, Texas 78738. Mayor Eric Ovlen called the meeting to order at 11:00 a.m. and the roll was called of the duly constituted officers and members of the Board to wit:

Eric Ovlen	Mayor
J.R. Smith	Mayor, Pro Tempore
Jim Nelson	Treasurer
Hilda Potsavich	Secretary
George Spencer	Alderman
Robert Smith	Alderman

**And all of said persons were present thus constituting a quorum.**

Also present were Dan Roark, Earl Wood, Beth Caccamisi, and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management Coordinator; Hal Lanham, representing the POA; Constable Patrick Youngren, and Clay Bales, A&M Forestry Service.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Alderman Robert Smith.

**3. Law Enforcement Monthly Report**

Officer Youngren reviewed the written report showing 20 traffic stops, 0 warnings, and 6 citations. Dan Roark reported on an open records request for details of traffic citations for the past three years. A monthly Law Enforcement Report was sent as an example of the information the Village retains with the offer to supply reports covering the three years requested. More detailed information would need to be requested directly from the Travis County District Attorney’s office.

**4. Treasurer’s Report**

Beth Caccamisi reviewed the written report showing \$333,055.65 in the General Fund and \$47,152.23 in the Solid Waste Fund. The only item over budget was the unexpected replacement of a new septic tank for the Park.

*Secretary Potsavich moved approval of the Treasurer’s Report; Alderman Robert Smith seconded the motion which carried unanimously.*

## **5. Consider, discuss and take any necessary action regarding Oak Wilt**

Secretary Potsavich reported Don Gardner, Certified Consulting Arborist, toured the Hills Golf Course and Country Club for Oak Wilt with a member of the Greens Superintendent's staff.

Mr. Clay Bales from the A&M Forestry Service reviewed trenching done in the Hills in 1993 and 2004 which seem to continue their effectiveness. He suggested checking the areas previously trenched at the end of May, when signs of Oak Wilt become visible. Mr. Bales then showed a presentation on Oak Wilt.

He reviewed 5 steps to help prevent Oak Wilt:

1. Don't prune branches on oak trees February 1<sup>st</sup> – June 30<sup>th</sup>
2. Use paint on all cuts or wounds to oak trees
3. Destroy all red oaks that are dead or dying near an Oak Wilt disease center
4. Don't move any firewood until it is well-seasoned
5. Plant native, non-oak tree species

Mr. Bales offered to speak to groups of residents if there is interest.

## **RECESS UNTIL 1:30 PM**

Mayor Ovlen reviewed the draft ordinance on Oak Wilt after returning from recess. He urged the BOA to review this complex document carefully, looking at all aspects of the ordinance. The Village attorney will be asked what responsibility the Village will have if the ordinance is or is not adopted.

## **6. Consider, discuss and take any necessary action on the appointment of George Spencer to the Board of Aldermen**

*Secretary Potsavich moved approval of the appointment of George Spencer to the Board of Aldermen; Alderman Robert Smith seconded the motion which carried unanimously.*

## **7. Swearing In of George Spencer**

George Spencer was sworn into office by Linda Lunney.

## **8. Approval of Minutes of March 10, 2016 regular meeting.**

*Treasurer Nelson moved approval of the Minutes of March 10, 2016 regular meeting; Secretary Potsavich seconded the motion which carried unanimously*

## **9. Park Liaison Report**

*Alderman Robert Smith moved approval of the appointment of Dan Kelley to the Park Commission; Secretary Potsavich seconded the motion which carried unanimously.*

*Alderman Robert Smith moved approval of the revised Park regulations and reservation forms; Alderman Spencer seconded the motion which carried unanimously.*

**10. Consider, discuss and take any necessary action on Park Rules signage**

*Alderman Robert Smith moved approval of the Park Rules signage with the correction of "The" Hills; Secretary Potsavich seconded the motion which carried unanimously.*

**11. Consider, discuss and take any necessary action on the Park grinder pump.**

Dan Roark reported on the emergency replacement the Friday before Easter of the lift station pump at the Park.

**12. POA Liaison Report**

Secretary Potsavich reviewed her written report. Among other business; the POA reviewed insurance policies; reviewed a draft of new language in the AC Rule Book; and discussed signage warning of tailgating at the gates

**13. Hills Club Liaison Report**

Mayor Ovlen continues to work at keeping communications open with the Hills Club.

**14. Consider, discuss and take any necessary action regarding the Walking Trail.**

Dan Roark reported on prices for several different solutions for make the walking trail cross walks ADA compliant. The most economical solution are panels at \$110 for each panel. The Village will install 10 panels.

Mayor Pro Tempore J.R. Smith suggested buying sealant for the walking trail and having volunteers apply it. Mr. Roark will investigate the feasibility of the application by volunteers.

Mayor Ovlen suggested that the walking trail committee meet and walk the trail to determine what areas needed attention first. The Mayor asked Dan Roark to put together several financial options to help in the planning of future expansion.

**15. Consider, discuss and take any necessary action regarding the Fencecrete Fence.**

Dan Roark reported that Fencecrete has completed the installation of 110 deteriorating panels. The new panels will be marked for a 10-year warranty. Additional drainage panels were added as needed. The MUD is studying the drainage along the fence to make sure it is performing properly.

**16. Hurst Creek MUD Report**

Earl Wood was attending a meeting on the Backwash Recovery Project. Dan Roark reported on an issue with the billing system. A number of residents were emailed a 0-balance bill that was sent out through a glitch in the system. The issue was resolved and corrected bills were sent to the affected residents.

### **17. Emergency Management Coordinator Report**

Terry Browder reviewed handouts on a \$84,000 Pre-Disaster Mitigation Grant The Hills is joining with Travis County and 3 other jurisdictions. Travis County is requesting \$3,000 from The Village to help meet the 25% local match to the Federal share of 75%.

*Treasurer Nelson moved approval of a \$3,000 share of the local match to the Pre-Disaster Mitigation Grant; Secretary Potsavich seconded the motion which carried unanimously.*

Mr. Browder also passed out information on the updated FEMA Flood Plain maps.

### **18. City Administrator's Report**

Dan Roark reported on the request from Travis County to annex Serene Hills Drive along The Hills Park. Mr. Roark asked John Almond, POA Road Committee, to contact the county about the maintenance history of this section of the road.

The POA has asked the Village to contribute to the striping of the center of The Hills Drive. Mr. Roark will research the cost.

### **19. Consider, discuss and take any necessary action on deer population management**

This item has been tabled until next month, giving time to see what the population is and to investigate what neighboring communities are experiencing.

### **20. Consider, discuss and take any necessary action on a Youth Advisory Commission**

Mayor Ovlen reported that there are 179 students in 8<sup>th</sup> – 12<sup>th</sup> grade this year and 125 students will be eligible to join the Youth Advisory Commission next year. After two broadcast emails, five positive responses were received. The Mayor received a request to consider middle school students.

### **21. New Business Items Introduced by Members of the Board of Alderman**

No new business.

### **22. Comments from Attending Visitors and Guests.**

There were no visitors at this time.

### **23. The Board will meet in Executive Session to discuss personnel issues in accordance with Texas Government Code Section 551.074.**

*Secretary Potsavich moved to adjourn to Executive Session; Alderman Robert Smith seconded the motion which carried unanimously.*

The BOA went into Executive Session at 3:30 pm regarding personnel issues.

**24. Adjournment**

The BOA came out of Executive Session at 4:27 pm and adjourned the regular meeting at 4:30 pm.

Signed this 12<sup>th</sup> day of May, 2016.

(Seal)



Eric Ovlen, Mayor

Hilda Potsavich, Secretary