

**VILLAGE OF THE HILLS  
MINUTES OF JANUARY 10, 2017  
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 9:00 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 Earl Wood, Beth Caccamisi, Wendy Smith and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management; Jim Jansen, Certified Public Accountant.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Alderman George Spencer.

**3. Consider, discuss and approve the Audit for fiscal year 2015-2016**

Jim Jansen of Jansen and Gregorczyk reviewed the Audit for fiscal year 2015 – 2016. The Village has no debt and increased its income by approximately \$100,000.

*Secretary Potsavich moved approval of the Audit for fiscal year 2015-2016; Alderman Spencer seconded the motion which carried unanimously.*

**4. Hills Club Liaison Report**

Mayor Ovlen reported continued meetings with James Walsh and improved offerings by the Club.

**5. POA Liaison Report**

Secretary Potsavich reviewed her written report including:

- The work being done on the Club Estates entry and gates were discussed.
- A resident asked the POA to set up a Facebook page to protest mandatory Club Membership. Residents are free to pursue this but without POA involvement.

- The POA Annual meeting is January 17.
- Shared cost of improved lighting of the office compound was discussed.

## **6. Law Enforcement Monthly Report**

The written report was reviewed showing: 6 traffic stops, 7 warnings, and 1 citation.

Earl Wood reviewed the results of the traffic monitors placed on The Hills Drive showing the The Hills does not have a speeding problem at this time.

## **7. Emergency Management Coordinator Report**

Terry Browder reviewed the materials he distributed on Travis County's Hazard Mitigation Plan Update. Mr. Browder also reported on the grand opening of the Baylor, Scott & White hospital on February 4<sup>th</sup> which will have all emergency services on display including a tour of the Emergency Center.

## **8. Consider, discuss and take any necessary action on the Youth Advisory Commission**

Mayor Ovlen reported a recent charity project which the YAC participated in. The facts that there is no place for students to "hang out" at night, and no transportation in the area to get around was brought up. They also discussed the lack of a safe ride program for the youth to use when they shouldn't drive.

## **9. Approval of Minutes of December 13, 2016 regular meeting minutes**

*Alderman Robert Smith moved approval of the December 13, 2016 regular meeting minutes; Secretary Potsavich seconded the motion which carried unanimously.*

## **10. Treasurer's Report**

Beth Caccamisi reviewed the written report showing \$318,677.46 in the General Fund and \$72,085.97 in the Solid Waste Fund.

*Treasurer Nelson moved approval of the Treasurer's Report; Secretary Potsavich seconded the motion which carried unanimously.*

## **11. Consider discuss and take any necessary action to make Wendy Smith a signer on Village checks**

*Treasurer Nelson moved to authorize Wendy Smith to sign Village checks; Secretary Potsavich seconded the motion which carried unanimously.*

## **12. Park Liaison Report**

Alderman Robert Smith reported on the most recent meeting:

- A proposal of \$8,000 for a survey of the park has been received. More proposals will be sought.

- Painting of the wood has been completed. An Eagle Scout will be submitting a proposal for repairs at the park.
- Increasing the electrical service is being investigated.

*Alderman Robert Smith moved to accept Carmen Spencer and Christy Thompson as new park commissioners; Secretary Potsavich seconded the motion which carried unanimously.*

### **13. Community Service Awards Update**

Awards are ready and will be presented at both the POA meeting and the volunteer appreciation event.

### **14. Volunteer recognition dinner update**

Secretary Potsavich reported on the progress of the volunteer recognition dinner on February 9.

### **15. Consider, discuss and take any necessary action on the Walking Trail**

There is nothing new to report on the walking trail.

### **16. Hurst Creek MUD Report**

Alderman Robert Smith reported on the tour of the Backwash Recovery facility during the last MUD meeting.

Earl Wood reported that maintenance would begin on the elevated tower on January 16. The work should take three to four weeks to complete. The culvert repair on Club Estates Parkway will begin in February, taking about two weeks.

Mr. Wood reported on a meter register flaw that has caused a number of meters to fail. These meters are under warranty and are being replaced by Metron. Customers will not be charged for any usage during their meter failure.

Mr. Wood also reported that the lighting in the office parking lot is being upgraded, with the cost shared among the three entities.

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

Earl Wood reported that a resident was requesting to clear some dead tree limbs out trees in the common area behind his house. The BOA will continue to follow established policy; a resident can request to clear an area in a common area at their expense on a case-by-case basis with approval from Village management.

Wendy Smith reviewed her first day and stated that she is investigating sources of funding for the walking trail and other ventures.

**18. Consider, discuss and take any necessary action on Village pay and benefits**

Mayor Ovlen reviewed the details of creating Village payroll and benefits.

*Secretary Potsavich moved to create a Village payroll and benefits for the Manager's position as stated in the Interlocal agreement; Treasurer Nelson seconded the motion which carried unanimously.*

**19. Update on the Interlocal Agreement between the Village of The Hills and Hurst Creek MUD**

Mayor Ovlen reviewed the updated Interlocal Agreement. A typographical error was pointed out and will be corrected.

*Treasurer Nelson moved approval of the updated Interlocal Agreement as corrected; Alderman Robert Smith seconded the agreement which carried unanimously.*

**20. Consider, discuss and take any action necessary on the municipal offices renovation.**

Earl Wood reported that he is waiting for a detailed quote from the contractor.

**21. Consider, discuss and take any action necessary on developing a Village Master Plan**

Mayor Ovlen discussed creating a master plan with the community and the other entities. He suggested a brain-storming session with a possible date of March 4<sup>th</sup>.

**22. Review Liaison assignments**

Secretary Potsavich reviewed the MUD liaison assignments. Mayor Ovlen reviewed the following assignments:

Club	Mayor, George Spencer
YAC	Mayor, Wendy Smith
Park	Robert Smith, Wendy Smith
Walking trail	J.R.Smith, Robert Smith, Wendy Smith
POA	Hilda Potsavich
Press	Jim Nelson
Security/Law	Robert Smith
Fence	J.R. Smith
Landscaping	Hilda Potsavich
Solid Waste	J.R. Smith

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

Erosion by the fence and Flintrock will be investigated. Mayor Pro Tempore J.R. Smith and Alderman Robert Smith reported on a tour of the Balcones Recycling plant with Progressive. Mayor Ovlen suggested developing a program to continue educating the residents on our recycling programs.

**24. Comments from Attending Visitors and Guests**

Christine Wilson, 6 Cloverbrook appeared to discuss driving safety problems in The Hills.

**21. Adjournment**

There being no further business, on motion by Secretary Potsavich, seconded by Alderman Robert Smith, the meeting was adjourned at 11:23 a.m.

Signed this 14<sup>th</sup> day of February, 2017.

(Seal)



Eric Ovlen, Mayor

Hilda Potsavich, Secretary