

**THE VILLAGE OF SAN LEANNA
MINUTES**

Special Board of Aldermen Public Meeting

Monday, July 20, 2026

7:00 p.m. – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Helen Rockenbaugh, Stephanie Grayson, , Jonathan Fein, Mary Wright

Danny Villarreal was absent.

Helen Rockenbaugh moved to approve the minutes of the Regular B of A Meeting on June 18, 2026; Stephanie Grayson seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist Cahir Doherty provided an update regarding oak wilt conditions and ongoing mitigation efforts throughout the Village noting struggling trees, plans to raise the canopy and an increase in door-to-door tree trimmers.

C. ITEMS SCHEDULED FOR ACTION

1. The Council discussed oak wilt mitigation planning updates for the oak wilt centers located on Circle Drive and between San Leanna Drive and Katy Lane. Rebecca Howe noted that the Village was awaiting updated quotes and cost share paperwork. No action was taken.
2. The Council discussed the Community Development Block Grant Urban County Cooperation Agreement. Helen Rockenbaugh moved to approve the agreement; Stephanie Grayson seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. The Council considered renewal of the Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances. Helen Rockenbaugh moved to table renewal of the agreement until the August meeting due to some concerns over the implementation; Stephanie Grayson seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. The Council discussed open ordinance violations at 511 Hacienda Drive, 11507 Sombrero Drive, 11706 Chapel Lane, 11909 Bluebonnet Lane, and 11903 Sleepy Hollow Lane. The Council reviewed the current status of the violations and discussed appropriate follow-up and enforcement measures. No action was taken.
5. The Council considered a request for a time extension pertaining to the open Junked Vehicle Ordinance violation at 11517 Hunting Creek Lane. Helen Rockenbaugh moved to approve the requested time extension to July 30, 2026; Jonathan Fein seconded; motion carried with a vote of 4 in favor – 0 opposed.
6. The Council discussed upcoming events at the Village of San Leanna Community Center including Bingo, Garden Club, and a Recycling Event in August. Jonathan Fein moved to

approve the proposed upcoming Community Center events; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.

7. The Council considered offering a water bill rebate to residents who attend the Village of San Leanna Recycling and Water Conservation event scheduled for August 2026. Stephanie Grayson moved to approve the water bill rebate program as presented; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.
8. The financial report and reconciliation for June 2026 were reviewed. Stephanie Grayson moved to approve the financial report; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
9. The Council discussed proposed updates to the Arborist contract and rates. XXX moved to renew Arborist Services with Cahir Dorety at the rate of \$1200 per month for base services and \$100 per hour for extra services, adding dead deer removal to the contract at the rate of \$400 per instance; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
10. Updates to the Water Operator and Assistant Water Operator rates were discussed. XXX moved to renew contract services with Byron Townsend, as Water Operator, at the rate of \$38,616 per year (paid monthly at \$3,218) and with Daniel Cisneros, as Assistant Water Operator, at the rate of \$4,800 per year (paid monthly at \$400); Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Council discussed the proposed FY 2026-2027 budget and property tax rate in depth. Budget priorities, anticipated revenues and expenditures, and the proposed tax rate were reviewed in preparation for finalization and publication.

E. REPORTS AND INFORMATION

- 1) Mayor's Report – Mayor Molly Quirk reported on administrative updates and drainage impacts during recent storms.
- 2) Zoning Report – Claire Dunn was not present to report. Rebecca Howe conveyed updates on open building permits as provided by email, including one permit close out.
- 3) Administrative Report – Rebecca Howe reported on budget timelines and upcoming reports.
- 4) Roads – Danny Villarreal was not present to report on Roads. Council discussed road paint near stop signs and
- 5) Public Affairs – Mary Wright reported on a successful 4th of July event. Council discussed a potential plan for a Halloween Block Party in the place of Trunk-or-Treat and upcoming Bingo events.
- 6) Public Safety – Stephanie Grayson reported on the upcoming National Night Out event on October 6, 2026.
- 7) Water – Jonathan Fein reported on the drought status and the status of the water system. The Aquifer District was in Stage 3 Exceptional Drought Status with a mandatory 40%

conservation period. The City of Austin was in Conservation Stage. Mr. Fein reported that the water system was running smoothly and that well levels had fallen 0.4 ft. since the previous month, to a level of 146.1 ft. The burn ban was not in effect.

- 8) Environmental – Helen Rockenbaugh updated the Board on park maintenance, plans for the Recycling and Water Conservation Event, and Arbor Day on November 7, 2026.

F. ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned into Executive Session pursuant to Texas Government Code Section 551.074 to discuss employee performance reviews, cost of living and performance-based raises, and other relevant employee matters.

G. RESUME REGULAR MEETING

The Board resumed the regular meeting following Executive Session.

H. ITEMS SCHEDULED FOR ACTION (Cont'd)

11. Jonathan Fein moved to finalize the employee compensation budget lines as follows:

David Dominguez (Meter Reader) at \$5,100 per year paid monthly;
Claire Dunn (Zoning Administrator) at \$12,984 per year paid monthly;
Rebecca Howe (2/3 City Administrator, 1/3 Bookkeeper) at \$75,750 per year paid monthly;
Rebecca Howe (Employee Benefit Stipend) at \$3000 per year paid monthly.

An intern would be hired to assist with clerical tasks.

Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.

12. The Council considered finalization of the proposed FY 2026-2027 budget and property tax rate for publication. Stephanie Grayson moved to approve the proposed budget and tax rate for publication; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

I. ADJOURNMENT

Jonathan Fein moved to adjourn the meeting; Helen Rockenbaugh seconded; meeting adjourned at 9:50 pm.