



When completed, mail to:  
**UTILITIES AND DISTRICTS SECTION, MC-152**  
**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**  
**P.O. BOX 13087**  
**AUSTIN TX 78711-3087**  
 or fax to: (512) 239-6190

## DISTRICT REGISTRATION FORM\*

Legal Name of District or Authority: Travis County Municipal Utility District No. 2  
 District's Mailing Address: c/o Armbrust & Brown, PLLC, 100 Congress Avenue, Suite 1300  
 City: Austin Zip: 78701  
 District's Telephone Number: (512) 435-2300

**A. BOARD MEMBERS:**

TITLE	FULL NAME OF DIRECTOR (First, M.I., Last)	FULL MAILING ADDRESS (According to U.S. Post Office Standards, www.usps.com)	TELEPHONE NUMBERS			TERM OF OFFICE		
			Business	E-Mail	Home	Elected (E) Appointed (A) Elected by Precinct (P)	Term Begins (mm/dd/yyyy)	Term Ends (mm/dd/yyyy)
President	Roger W. Alford	11609 Pillion Place, Manor, Texas 78653			(512) 278-0307	E	05/08/2010	05/10/2014
Vice President	JoAnn Savage	13708 Glen Mark Drive, Manor, Texas 78653			(512) 272-4862	E	05/08/2010	05/10/2014
Secretary	Kristina Hayes	11213 Terrace Meadow Way, Manor, TX 78653	(512) 590-2039			A	04/01/2009	05/12/2012
Asst. Secretary	Mary E. (Betty) Moore	P.O. Box 211, Manor, Texas 78653-0211				A	04/01/2009	05/12/2012
Director	Jimmie Moore	11605 Mill Ridge Trace, Manor, Texas 78653			(512) 278-9340	E	05/08/2010	05/10/2014

(Note: List information for additional directors on back)

**B. CONSULTANTS AND REPRESENTATIVES (as applicable):**

POSITION	FULL NAME OF INDIVIDUAL	NAME OF FIRM OR ORGANIZATION	FULL MAILING ADDRESS (According to U.S. Post Office Standards, www.usps.com)	TELEPHONE NUMBERS	
				Business	Fax
General Manager	Jeff Garrett	SWWC Services, Inc.	9511 Ranch Road 620 North, Austin, Texas 78726	(512) 335-7580	(512) 335-0251
Operator	Jeff Garrett	SWWC Services, Inc.	9511 Ranch Road 620 North, Austin, Texas 78726	(512) 335-7580	(512) 335-0251
Attorney	Sue Brooks Littlefield	Armbrust & Brown, PLLC	100 Congress Ave., Ste. 1300, Austin, Texas 78701	(512) 435-2300	(512) 435-2360
Engineer	Ken Schroeder	Schroeder Engineering Co.	1015 Bee Cave Woods, Ste. 203, Austin, Texas 78746	(512) 469-7990	(512) 347-0998
Bookkeeper	Mary Bott/Allen Douthitt	Bott & Douthitt, PLLC	P.O. Box 2445, Round Rock, Texas 78680-2445	(512) 733-0700	(512) 733-0704
Financial Advisor	Cheryl Allen	Southwest Securities	701 Brazos St., Ste. 400, Austin, Texas 78701	(512) 320-5859	(512) 320-5865
Tax Collector	Nelda Wells Spears	Travis County Tax Assessor-Collector	5501 Airport Boulevard, Austin, Texas 78751-1410	(512) 854-9473	(512) 854-9056
Agent for Notice	Sue Brooks Littlefield	Armbrust & Brown, PLLC	100 Congress Ave., Ste. 1300, Austin, Texas 78701	(512) 435-2300	(512) 435-2360
Bond Counsel	Carol Polumbo	McCall, Parkhurst & Horton, L.L.P.	600 Congress Ave., Ste. 1800, Austin, Texas 78701	(512) 478-3805	(512) 472-0871

\* ALL INFORMATION IS SUBJECT TO THE OPEN RECORDS ACT AND WILL BE MADE AVAILABLE ON OUR WEB SITE (WWW.TCEQ.ORG).

# DISTRICT REGISTRATION FORM (continued)

**A. BOARD MEMBERS: (continued)**

TITLE	FULL NAME OF DIRECTOR (First, M.I., Last)	FULL MAILING ADDRESS (According to U.S. Post Office Standards, <a href="http://www.usps.com">www.usps.com</a> )	TELEPHONE NUMBERS			TERM OF OFFICE		
			Business	Fax	Home	Elected (E) Appointed (A) Elected by Precinct (P)	Term Begins (mm/dd/yyyy)	Term Ends (mm/dd/yyyy)

**CERTIFICATION:** I certify that the information contained herein is correct and complete to the best of my knowledge.

  
 Signature Title

Attorney for the District

Sue Brooks Littlefield  
Printed Name

(512) 435-2300  
Telephone

July 12, 2010  
Date

If you have questions on how to fill out this form or about the Water Districts program, please contact us at (512) 239-4691. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at (512) 239-3282.

**C. ADDITIONAL STATUTORY REQUIREMENTS (Texas Water Code):**

1. Requirements generally applicable to most district and authorities:
  - a. §49.055(d). File copies of directors' sworn statements, bonds, and oaths with the District's records. File copies of directors' sworn statements and oaths with the Secretary of State within 10 days.
  - b. §36.054(e) and §49.054(f). File names, mailing addresses and terms of new directors with TCEQ within 30 days after election or appointment.
  - c. Audit and financial reports:
    - (1) §49.194(a). File audit with the TCEQ within 135 days of fiscal year end, or §49.197(d). File financial dormancy affidavit with the TCEQ by January 31, or §49.198(c). File annual financial report with the TCEQ within 45 days of fiscal year end.
    - (2) §49.194(c). File audit, financial dormancy affidavit, or financial report with the District's records.
    - (3) §49.194(d). Submit annual filing affidavit to the TCEQ with either audit, financial dormancy affidavit, or financial report.
    - (4) §49.158. Notify the TCEQ of adoption of a fiscal year within 30 days of initial financial activity or after a change in the District's fiscal year.
    - d. §49.199(a). Adopt a code of ethics and other policies and procedures.
2. Requirements applicable to certain district and authorities, as specified in the statutes:
  - a. §49.453. File with the TCEQ the name, address and telephone number of the District's Agent for Notice, the person responsible for issuing forms to comply with the Notice to Purchaser requirements of §49.452.
  - b. §49.455. File information form and map, or any amendments, with each county and the TCEQ.
  - c. §49.451. Post district name signs at two entrances to the District within 30 days of the District's creation.
  - d. §49.062. Publish and file with the TCEQ a resolution establishing a meeting place outside the District.
  - e. §49.307(b), §49.301(f) & §49.302. File orders excluding and annexing land with each county and the TCEQ.