

**Chisholm Trail Special Utility District
of Williamson, Bell, and Burnet Counties, Texas**

**Minutes of Meeting
of the Board of Directors
November 19, 2009**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened in a regularly scheduled meeting at the administrative office of Chisholm Trail Special Utility District located at 851 FM 970, Florence, Williamson County, Texas beginning at 5:30 p.m. on the 19th day of November, 2009. Notices of the time, place, and subject of the meeting were posted at the places and for the time required by law.

Meeting was called to order at 5:30 p.m.

Gordon Eurom led those present in the Pledge of allegiance to the American flag.

Cheryl Owens called role:

Gordon Eurom	President
Marcus Canipe	Vice President
Cash Mullen	Secretary
Mary Wilson	Treasurer
Mike Giguere	Director
Bob Johnson	Director
Gary Goodman	Director

All Board members were present with the exception of Mike Giguere and Marcus Canipe. Also present were Jennifer McKnight, Tony Corbett, Craig Casper, Harry Randall, Cheryl Owens, and those listed on the attached sign in sheet. Board Director, Mike Giguere, arrived at 5:50 p.m.

Public Comment

There was no public comment.

Consent Agenda

- A. Approval of Minutes

- B. Approval of Payment of Bills

On a motion made by Cash Mullen and seconded by Mary Wilson, the Board unanimously approved Item A and Item B on the Consent Agenda.

C. Approval of District Ethics Policy

Mrs. Wilson asked that the Ethics Policy be removed from the Consent Agenda and be tabled until reviewed by the Personnel Committee.

General Manager's Report

- A. Operational Status Report & Water Loss Report
- B. Monthly Financial Reports
- C. Monthly Customer Service Report
- D. Report on water conference in Forth Worth, November 16-17, 2009
- E. Project Status Report for ongoing infrastructure projects

Action Items

A. City of Georgetown Emergency Procurement for Interim Water Plant Improvements

Jennifer McKnight introduced Jim Briggs and Glen Dishong from the City of Georgetown, who addressed the Board concerning an emergency procurement for interim water plant improvements that includes the addition of a filter and two pumps. Georgetown is willing to grant CTSUD 1 MGD of off-peak additional water capacity through an amendment to the Joint Operating Agreement (JOA). The JOA amendment will include a depreciated rate for CTSUD's share of the filter and pump, and an agreement that allows CTSUD to have available water capacity from Rabbit Hill, if necessary.

B. Award Bid to QRO MEX Construction

C. Change Order

Jennifer McKnight presented information concerning a bid from QRO MEX Construction for waterline relocation on SH 195 Segment 1 in the amount of \$456,671.13. Todd Jackson, Halff Associates, presented Change Order No. 1 to the water line relocation on SH 195 Segment 1 project.

Mike Giguere moved to award the bid to QRO MEX Construction subject to receipt of full payment from Williamson County for all previous outstanding invoices within 30 days and to approve the presented Change Order No. 1. Bob Johnson seconded the motion, which the Board passed unanimously.

D. Bid for Waterline Installation on CR 213

Jennifer McKnight presented information concerning a water line installation on CR 213.

Gordon Eurom moved to approve the bid from Royal Vista, Inc. in the amount of \$49,726.00 for installation of an 8" waterline and to fund this project from the systems upgrade fund. Cash Mullen seconded the motion, which the Board approved unanimously.

E. The Wallace Group Task Orders

Jennifer McKnight presented the following Task Orders submitted by The Wallace Group:

1. Task Order No. 23 in the amount of \$27,500.00 for miscellaneous engineering services.
2. Task Order No. 24 in the amount of \$10,000.00 for full-time resident project representative.
3. Task Order No. 25 in the amount of \$223,000.00 for North Lake Georgetown WTP Modeling and Master Plan (for design of District pump station at site).

On a motion made by Bob Johnson and seconded by Mary Wilson, the Board approved unanimously Task Order No. 23 and No. 24. The Board deferred action on Task Order No. 25 and requested clarification on items that are included in the Scope of Work.

F. Engineering Proposals for Review of Subdivision Plans

Jennifer McKnight presented information concerning an engineering proposal for review of subdivision plans. The following engineering proposals were received: Halff Associates, The Wallace Group, Schaumburg & Polk, and Cobb Fendley.

Bob Johnson moved to approve the engineering proposal with Halff Associates. Cash Mullen seconded the motion, which the Board passed unanimously.

G. Fire Hydrant Improvements

Jennifer McKnight presented information concerning the possibility of initiating a fire hydrant improvement project. For Fiscal Year 2010, the staff recommended installation of four fire hydrants.

Gordon Eurom moved to approve the fire hydrant improvement project. Mike Giguere seconded the motion, which the Board approved unanimously.

H. Retainage on Ronald Reagan Phase I

Mike Giguere moved to approve releasing 80% retainage to contractor, McLean Construction, on Ronald Reagan Phase I water main project. Cash Mullen seconded the motion, which the Board passed unanimously.

I. Ronald Reagan Phase III

Jennifer McKnight presented information concerning the approval of infrastructure improvements on Phase III of Ronald Reagan Drive to begin by Williamson County in May 2010. Harry Randall addressed the Board concerning the possibility of upgrading and/or re-routing by focusing primarily on obtaining easement rights while construction is in the planning stage.

The Board took no action and requested the approximate amount of easements that will have to be acquired to be presented next month.

J. District Rules, Section 9

Jennifer McKnight presented an amendment to Section 9 of District Rules to add a collection fee in the amount of \$60.00. The current policy includes a "disconnect fee" of \$60.00, and the staff recommends adding a "collection fee" to the current policy. Ms. McKnight clarified that a customer will not be charged both fees.

Mike Giguere moved to amend Section 9 of District Rules to include \$60.00 collection fee. Gordon Eurom seconded the motion and the Board approved the motion unanimously.

K. District Rules, Section 7.3 and Section 9.10

Mary Wilson moved to amend Section 7.3 of District Rules to allow persons over the age of 65 to be exempt from paying \$10.00 late fee, but are subject to the collection fee of \$60.00, and to amend Section 9.0 to require submittal of an application and proof of age to the District office to qualify for the exemption. Gordon Eurom seconded the motion, which passed with a vote as follows: Mike Giguere (No); Gordon Eurom, Cash Mullen, Mary Wilson, Bob Johnson, Gary Goodman (Yes).

L. Pay Periods

Jennifer McKnight presented information concerning the change of staff pay periods to bi-weekly pay periods, to begin January 1, 2010, and to allow interim pay periods for the remainder of 2009.

Cash Mullen moved to approve the change in pay period dates, and Gary Goodman seconded the motion. The board approved the motion unanimously.

N. Plumbing Permit

Mary Wilson moved to approve creation of a plumbing permit and charge a fee of \$50.00 for the permit. Bob Johnson seconded the motion, which passed with a vote as follows: Mike Giguere (No); Gordon Eurom, Cash Mullen, Mary Wilson, Bob Johnson, Gary Goodman (Yes).

Discussion ensued.

Gordon Eurom moved to require a plumbing permit, but not charge a fee for the permit. Mary Wilson seconded the motion, which passed unanimously.

O. Texas Rural Water Association's Water Board Director's Governance Conference

Information about the Texas Rural Water Association's Water Board Directors Governance Conference to be held in Austin on January 21-22, 2010 was discussed.

Mike Giguere moved to allow Director attendance at the TRWA Water Board Director's Conference, January 21-22, 2010, at a cost not to exceed \$455.00 per person. Gary Goodman seconded the motion, which passed unanimously.

P. Board Workshop

A workshop was set for Saturday, February 6, 2010, beginning at 8 a.m. to discuss future growth and water projections.

Executive Session

At 9:31 p.m., Gordon Eurom announced the Board of Directors would enter into Executive Session pursuant to applicable section of Subchapter D, Chapter 551 and Government Code, of the Texas Open Meetings Act to discuss personnel matters.

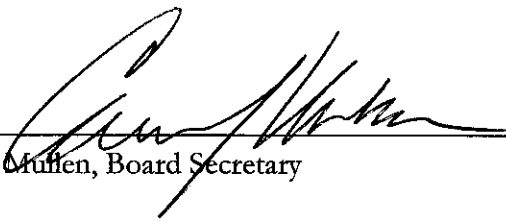
At 10:02 p.m., Gordon Eurom reconvened the public portion of the Board meeting. He announced that no final action, decision, or vote was taken on any matter during Executive Session.

M. Job Description for Exempt Field Manager

Gary Goodman made a motion to approve the exempt job description for the Field Manager and to allow the General Manager to decide the salary within the approved range and budget adopted by the Board. Mike Giguere seconded the motion which was approved unanimously.

Adjournment

The meeting adjourned at 10:05 p.m. on a motion made by Bob Johnson, seconded by Mary Wilson, which the Board approved unanimously.



Cassius Mullen, Board Secretary