

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

**Minutes of Meeting
of the Board of Directors
March 18, 2010**

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 18th day of March, 2010. 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.

Jennifer McKnight called role:

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

Six Board members were present, with Mike Giguere absent, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Harry Randall and those listed on the attached sign-in sheet. Mike Giguere arrived at the meeting at 5:55 p.m.

Public Comment

None

Consent Agenda

- A. Approval of Minutes from February 18, 2010 Board Meeting
- B. Approval of Check Register, Payment of Bills, and Invoices for February 2010

Mary Wilson moved to approve the consent agenda. Cash Mullen seconded the motion, which the Board approved unanimously.

General Manager's Report

- A. Operational Status Report & Water Loss Report

- B. Monthly Financial Reports
- C. Monthly Customer Service Report
- D. Project Status Report

Gordon Eurom noted there is a calculation error on the Water Loss Report and asked that it be revised and e-mailed to the Board. Cash Mullen noted there was an error on Page 7 of the Executive Summary in the Finance Report. He stated that the Statement of Revenue/Expense Highlights for Fund 200 was not updated to reflect February 2010.

Action Items

A. Billing Due Dates and Late Fee Assessment

Ms. McKnight explained the District's billing procedure including number of days to pay. She stated the District allows a minimum of 15 days to pay the initial bill. If payment is not received by the due date, the following day a late fee is assessed and customers are allowed a minimum of an additional 10 days to pay. If payment is not received by the final due date a collection fee is assessed and the account is subject to disconnection. Ms. McKnight stated that she provided a comparison with other Districts and Chisholm Trail's billing practices are similar to other District's procedures. Discussion ensued and the item was tabled until next month for additional consideration. Mr. Eurom requested that a report regarding bad debt be provided to the Board each month. **No action taken.**

B. Banking E-Box

Bob Johnson moved to decline the Bank E-box service for receipt of online bill payments through customer banks. Mary Wilson seconded the motion, which the Board approved unanimously.

C. Engagement of 401K Advisor

Mike Giguere moved to approve a ninety-day engagement with Thornton Capital Strategies, LLC, to evaluate their performance and reconsider a continued engagement after their performance is reviewed. Gordon Eurom seconded the motion, which the Board approved unanimously.

D. Interlocal Agreement with Williamson County for Ronald Reagan Phase 3 Project

Mike Giguere moved to approve a revised Interlocal Agreement (ILA) with Williamson County for Ronald Reagan Phase 3 Project that will require the County to pay all costs to encase the existing 6" waterline at the area it will cross Ronald Reagan, encase the existing line 6" waterline that crosses CR 245 in two locations and was not encased by the County when they moved the road, and to allow Board officers to execute the ILA if the County is in agreement. Gary Goodman seconded the motion, which the Board approved unanimously.

E. Proposal from Halff Associates for Engineering Design Related to Ronald Reagan Phase 3

Mary Wilson moved to allow the General Manager to approve a new proposal from Halff Associates for engineering design related to conflict areas in Williamson County's

Ronald Reagan Phase 3 Project. Bob Johnson seconded the motion, which the Board approved with all for except Eurom against.

F. Interlocal Agreement with Williamson County for Land Acquisition Services for Ronald Reagan Phase 4

Mary Wilson moved to not approve the Interlocal Agreement with Williamson County and to not acquire land at this time along Phase 4 of Ronald Reagan Blvd. Cash Mullen seconded the motion, which the Board approved unanimously.

G. Proposal from Half Associates for Surveying Services Related to Ronald Reagan Phase 4
No action taken.

H. Order No. 10-0318-01 Authorizing General Manager to Negotiate Land Acquisition
No action taken.

I. Wallace Group Task Orders

a. Gordon Eurom moved to approve Amendment No. 5 to Task Order No. 16 to move \$10,000 of unexpended funds from Environmental Assessment to Surveys for survey and design related to a PRV for the 15" waterline. Bob Johnson seconded the motion, which the Board approved unanimously.

b. Mary Wilson moved to approve Amendment No. 21E to Task Order No. 21 (CTSUD Water Treatment Plant Project) to add \$10,000 for preliminary study of Avant suggested alternative site. Gordon Eurom seconded the motion, which the Board approved unanimously.

c. Mike Giguere moved to approve Amendment No. 3 to Task Order No. 23 (CTSUD Water Treatment Plant Project) to add funds for final bill on Highway 195 and Master Plant Modeling (\$2500) and for engineer participation in Lake Georgetown North Water Treatment Plant Committee Meetings (\$5000). Cash Mullen seconded the motion, which the Board approved unanimously.

J. Collateral Agreements

Mary Wilson stated that she has presented a collateral agreement drafted by District's legal counsel to the banks but that the executed agreements have not yet been submitted to the District. No action taken.

K. Amendments to District Rules Governing Water and Wastewater Service

Marcus Canipe moved to amend Section 2.11 of District Rules Governing Water and Wastewater Service to add Temporary Service for Real Estate Inspections, to amend Section 9 to add fee for Temporary Service for Real Estate Inspections of \$75, and to amend Section 9 to reduce Service Trip Fee to \$25 and increase After-Hours Service Trip Fee to \$50. Gary Goodman seconded the motion, which the Board approved unanimously.

L. Concrete Slab Bids

Gary Goodman moved to approve the lowest bid from Guthrie Concrete Construction in the amount of \$5,600 for construction of a 1400 square foot slab at the District warehouse. Marcus Canipe seconded the motion, which the Board approved unanimously.

M. Fire Hydrant Bids

Marcus Canipe moved to approve the lowest bid from McLean Construction in the amount of \$18,669 for installation of four fire hydrants. Gordon Eurom seconded the motion. The motion failed on a vote of three (3) FOR and four (4) AGAINST. (FOR: Canipe, Eurom, and Giguere; AGAINST: Goodman, Johnson, Mullen, and Wilson). The Board requested staff to solicit new bids for the project.

N. District Quarterly Newsletter

Mary Wilson moved to approve quarterly newsletters to be printed on 8.5 x 11 paper and included as a bill stuffer. Cash Mullen seconded the motion, which the Board approved unanimously.

O. Order No. 10-0318-02 to Cancel Election

Ms. McKnight informed the Board that the three incumbents had applied for the ballot and one write-in candidate had applied to run for a position on the Board. She stated that the election is opposed and cannot be canceled. **No action taken.**

P. Condemnation Resolutions

Gordon Eurom moved to approve two resolutions authorizing acquisition of easements by condemnation as follows: Resolution No. 10-0318-01 for Parcel No. 17 owned by Dwayne and Darlene Stephens, and Resolution No. 10-0318-02 for Parcel No. 21 owned by Rick Risley. Marcus Canipe seconded the motion, which the Board approved unanimously.

Adjournment

The meeting adjourned at 9:22 p.m. on a motion made by Mike Giguere, seconded by Cash Mullen, and approved unanimously.



Cassius Mullen, Board Secretary