

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

**Minutes of Meeting  
of the Board of Directors  
April 15, 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 15<sup>th</sup> day of April, 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 Bob Johnson absent, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Craig Casper, Harry Randall and those listed on the attached sign-in sheet.

**Public Comment**

None

**Consent Agenda**

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

**Cash Mullen moved to approve the consent agenda. Gordon Eurom seconded the motion, which the Board approved unanimously.**

## Action Items

A. Leak Adjustment at 20103 Fox Chase Circle, Account No. 36-4137-00

Ms. McKnight explained that this customer had a leak that affected two billing cycles. At the customer's request a leak adjustment was provided on the second billing cycle as it was the larger bill. However, the customer was requesting a second leak adjustment for the first affected bill. **Gordon Eurom moved to treat the situation as a single leak and to allow a second leak adjustment. Marcus Canipe seconded the motion, which the Board approved (all FOR except Giguere abstained).**

B. Waiver of Collection Fee at 108 Roberts Circle, Account No. 32-2854-00

Mary Wilson moved to approve waiving the collection fee for the customer at 108 Roberts Circle, Account No. 32-2854-00 because he is a good customer and it is the right thing to do. Cash Mullen seconded the motion, which the Board approved (all FOR except Giguere and Canipe abstained).

## General Manager's Report

Ms. McKnight presented the Manager's Report including the following information:

- A. Operational Status Report & Water Loss Report
- B. Monthly Financial Reports
- C. Monthly Customer Service Report
- D. Report on Texas Rural Water Association Conference held in March
- E. Project Status Reports

## Action Items (cont.)

C. Billing Processing, Penalty Assessment, Bad Debt Collection, and Payment Options

Ms. McKnight gave a presentation regarding the District's current billing process and possible alternatives for the billing cycle, historical late fees and collection fees assessed, status of bad debt for historical years and the current fiscal year, and possible additional payment options for District customers.

**Gordon Eurom moved to approve additional payment options for customers including E-Box Service for online bank bill pay, X-Press pay for online bill pay through the District's website, and Incode services for online bill viewing and electronic billing service. Gary Goodman seconded the motion, which the Board approved unanimously.**

D. Past-Due Water Reservation Fees Owed by Developer

**Gordon Eurom moved to approve maintaining the contract with developer of Snow Woods subdivision and to provide notice to the developer that the water reservation will terminate if fees are not paid and the reserved water is subject to reassignment by the District. Marcus Canipe seconded the motion, which the Board approved unanimously.**

E. Engineer Attendance at Meetings

Gordon Eurom moved to inform engineering consultants that their attendance at meetings is not mandatory unless specifically requested by the General Manager. Mary Wilson seconded the motion, which the Board approved unanimously.

F. Interlocal Agreement with Williamson County for Waterline Relocation During Ronald Reagan Phase 3

G. Interlocal Agreement with Williamson County Regarding Conflicts Between Roadway Improvements and District Easements

(Items F and G were considered together by the Board.)

Gordon Eurom moved to approve both Inter-Local Agreements with Williamson County subject to any proposed changes by the County being approved by the District General Manager and Legal Counsel, and subject to both agreements being approved by the County. Marcus Canipe seconded the motion, which the Board approved unanimously.

H. Collateralization Agreements with Banks

Mike Giguere moved to have signed agreements from all required banks by the next regular Board meeting. Gary Goodman seconded the motion. The matter was tabled, but after discussion, Director Mary Wilson agreed to obtain a signed collateral agreement with Prosperity Bank by the next Board meeting.

I. Amendment to District Investment Policy

Mary Wilson moved to amend the District Investment Policy to include Section 2.04 which requires written collateralization agreements with all District banks holding District deposits over the FDIC coverage amount. Gordon Eurom seconded the motion, which the Board approved unanimously.

J. Fire Hydrant Bids

Cash Mullen moved to approve the bid for installation of four fire hydrants from Bulls-Eye Excavating Inc. for \$15,976.80. Mary Wilson seconded the motion, which the Board approved unanimously.

K. Administrative Policy A-03

Gordon Eurom moved to approve Administrative Policy A-03 regarding format for adopted and amended District policies. Marcus Canipe seconded the motion, which the Board approved unanimously.

L. Contract Extension for West Ridge Subdivision

Mary Wilson moved to decline approval of a contract extension with the developer of the West Ridge Subdivision and to require execution of a new contract after the expiration date of the current contract. Cash Mullen seconded the motion, which the Board approved unanimously.

M. Change Date of May Regular Board Meeting

**No action taken.** The Board will meet in a special meeting on Wednesday, May 19, 2010 at 1:30 p.m. to canvass the election, but the regular Board meeting will remain at its usual date and time (May 20, 2010 at 5:30 p.m.)

N. Resolution No. 10-0415-01

This item was tabled. **No action taken.**

O. Fiscal Year 2010 Budget Amendments

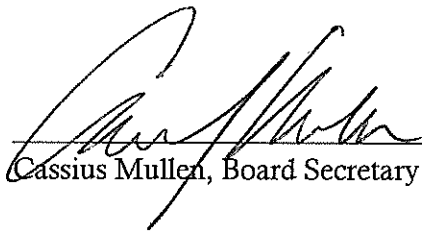
This item was tabled until next month. **No action taken.**

P. Litigation Matter Styled Henry J. Gudenau v. Chisholm Trail Special Utility District

**No action taken.**

**Adjournment**

**The meeting adjourned at 9:55 p.m. on a motion made by Cash Mullen, seconded by Mary Wilson, and approved unanimously.**



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Cassius Mullen, Board Secretary