

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

**Minutes of Meeting of the Board of Directors  
September 16, 2010**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened in a 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 16<sup>th</sup> day of September, 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.

Mary Wilson led those present in the Pledge of Allegiance to the American flag.

Jennifer McKnight called role:

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

Five Board members were present, with Bob Johnson and Mike Giguere absent, thus constituting a quorum. Also present was Jennifer McKnight, Tony Corbett, Harry Randall and those listed on the attached sign-in sheet. Mike Giguere arrived at 6:11 p.m., thus making a total of six Board members present.

**Public Comment**

None

**Consent Agenda**

Marcus Canipe requested item A to be removed from the Consent Agenda for discussion.

- A. Approval of Minutes from August 19, 2010 and September 2, 2010 Board of Directors Meetings.  
In regards to the August 19<sup>th</sup> minutes, Action Item B, Marcus Canipe stated the Board only agreed to notify the customer and requested the minutes be amended to read "Gary Goodman moved to provide notice to Mrs. Havins before final capacity in the transmission line near her property is assigned to any third party and to *provide this notice* for an additional ten years".

In regards to the September 2<sup>nd</sup> minutes, on Action Item B, Mary Wilson stated her comment should be changed as follows: “Mary Wilson stated that a prior auditor engaged by the District was too closely aligned to staff.”

**Cash Mullen made a motion to approve the minutes as amended. Marcus Canipe seconded the motion, which the Board approved unanimously.**

B. Approval of Check Register, Payment of Bills, and Invoices for August 2010.

**Cash Mullen moved to approve Item B on the Consent Agenda. Marcus Canipe seconded the motion, which the Board approved unanimously.**

**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. Update on online billing features and E-Box

Ms. McKnight stated that the online bill features have all been implemented with only one problem yet to be resolved. She stated the problem deals with customers paying by check online when they are prohibited to pay by check because of previous returned checks. Ms. McKnight stated that currently there are 522 customers that have signed up to view bills online, about 817 per month are paying online, 390 per month are paying by phone, and about 2000 per month are using E-Box service. She stated that only 185 customers have signed up to receive an e-mail bill but that this feature is still new and there will be greater participation as customers learn about its availability.

- E. Project Status Reports

**Action Items**

- A. Discussion and possible action regarding request by customer at 1125 CR 230, Account No. 51-4519-00, for waiver of charges for usage during June 2010.

**Mike Giguere moved to deny a waiver or reduction of charges for usage during June 2010 for Account No. 51-4519-00. Gordon Eurom seconded the motion, which the Board approved unanimously.**

- B. Discussion and possible action regarding request by Liz Owen for presentation to the Board regarding Liberty National’s Group Life Insurance benefits at no cost to the District.

**Gordon Eurom moved to approve Liberty National's Group voluntary life insurance benefits at no cost to the District. Cash Mullen seconded the motion, which the Board approved unanimously.**

- C. Discussion and possible action to approve non-standard service agreement for Hines Ranches and the Ranches at Florence Subdivision.

**Mike Giguere moved to approve the non-standard service agreement for Hines Ranches and the Ranches at Florence Subdivision. Gordon Eurom seconded the motion, which the Board approved unanimously.**

- D. Discussion and possible action to approve non-standard service agreement for the Texas Department of Public Safety.

**This item was tabled.**

- E. Discussion and possible action to approve Resolution No. 10-0916-01 authorizing signatory authority for TexPool Accounts to General Manager, Board President, and Board Treasurer.

**Marcus Canipe moved to approve Resolution No. 10-0916-01. Gary Goodman seconded the motion, which the Board approved unanimously.**

- F. Discussion and possible action to approve Resolution No. 10-0916-02 authorizing General Manager, Bookkeeper, Board President, and Board Treasurer access to safe deposit box at Union State Bank.

**Gordon Eurom moved to approve Resolution No. 10-0916-02. Gary Goodman seconded the motion, which the Board approved unanimously.**

- G. Discussion and possible action regarding Inter-local Agreements (ILAs) with Williamson County regarding:

a. Waterline relocation and encasement as part of Williamson County's Ronald Reagan Phase III Road Project.

b. Conflicts between County roadway improvements and District easements.

**This item was tabled.**

- H. Discussion and possible action to approve First Amendment to Interlocal Agreement with Williamson County Regarding Relocation of Water System Improvements for the US 183 Project.

**This item was tabled.**

- I. Discussion and possible action to approve Resolution No. 10-0916-03 adopting an amended Records Management Policy.

**Gordon Eurom moved to approve Resolution No. 10-0916-03 adopting an amended Records Management Policy with an additional amendment to Section 1 (b) (i) to state: “extra identical copies of documents created only for convenience or reference or research by officers or employees of the District.” Cash Mullen seconded the motion, which the Board approved unanimously.**

- J. Discussion and possible action regarding election of taxable or reimbursable employer with Texas Workforce Commission for payment of unemployment benefits to be effective January 1, 2011.

**Mike Giguere moved to elect becoming a reimbursable employer with the Texas Workforce Commission effective January 1, 2011. Gordon Eurom seconded the motion, which the Board approved unanimously.**

- K. Discussion and possible action to approve writing off accounts receivable uncollected plumbing inspection fees in the amount of \$65,805.

**Marcus Canipe moved to approve writing off the accounts receivable uncollected plumbing inspection fees in the amount of \$65,805. Cash Mullen seconded the motion, which the Board approved unanimously.**

- L. Discussion and possible action regarding amendments to District Rules Governing Water and Wastewater Service as follows:

- a. Section 2.8 related to requirements for customer deposits
- b. Section 7.16 related to billing adjustment policy for leaks
- c. Section 9 to add \$600.00 Sewer Connection Fee

**Mike Giguere moved to continue to require all new accounts to pay a deposit and to return the deposit after twelve months if no late fees, to delete Section 2.8 (e) of the District service rules pertaining to \$5000 deposits for builders, to require owners with multiple accounts to pay a deposit on every new account, and to amend Section 7.1 to allow only once per year leak adjustment by reducing all volumetric usage to the lowest volumetric rate. Gordon Eurom seconded the motion, which the Board approved unanimously.**

- M. Discussion and possible action regarding wastewater lift station operation agreement with the Brazos River Authority.

**This item was tabled.**

- N. Discussion and possible action regarding engagement of auditor for FYE 2010 Annual Financial Audit.

**Marcus Canipe moved to approve Padgett, Stratemann & Company, LLP as the auditors for the FYE 2010 Annual Financial Audit. Mary Wilson seconded the motion, which the Board approved unanimously.**

**Gordon Eurom moved to approve delegating Cash Mullin as having the authority to sign the engagement letter securing Padgett, Stratemann & Company, LLP as the District's auditors for the FYE 2010 Annual Financial Audit. Marcus Canipe seconded the motion, which the Board approved unanimously.**

- O. Discussion and possible action to approve job description for Technical Services Manager.  
**Mike Giguere moved to approve the job description as written in 2008 for the Technical Services Manager. Marcus Canipe seconded the motion, which the Board approved unanimously.**
- P. Discussion and possible action to approve job description and salary range for Finance Manager.  
**Gordon Eurom moved to authorize the General Manager to advertise for the Finance Manager vacancy based on input from the Personnel Committee regarding salary range and minimum requirements for the position. Mike Giguere seconded the motion, which the Board approved unanimously.**
- Q. Discussion and possible action regarding District and employee contribution share to group health insurance premiums.  
**Marcus Canipe moved to make the District and employee contribution share for group health insurance premiums to be an 88%-12% split, effective October 1, 2010. Cash Mullen seconded the motion, which the Board approved (All FOR except Mary Wilson AGAINST).**
- R. Discussion and possible action regarding proposed FYE 2011 budget.  
**Gordon Eurom moved to fund the North Lake Georgetown Pump Station from Fund 200 of the budget and to authorize an update to the Capital Improvement Projects in the Impact Fee Study. Mike Giguere seconded the motion, which the Board approved unanimously.**
- Mary Wilson moved to approve the budget presented by the General Manager with the change of the North Lake Georgetown Pump Station being funded through Fund 200. Marcus Canipe seconded the motion, which the Board approved unanimously.**
- S. Discussion and possible action regarding sale of vacant property on CR 196.  
**Mary Wilson moved to approve the sale of vacant property on CR 196 as it is surplus property of the District and is not needed by the District, and to list the selling price at \$25,000.00. Gary Goodman seconded the motion**  
The motion carried on a vote of 5-1, with Marcus Canipe voting no.

T. Discussion and possible action regarding addition to Task Order No. 21 in the amount of \$141,528 with the Wallace Group for engineering related to environmental impact study for the South Lake Georgetown Waste Treatment Plant Project.

**This item was tabled.**

U. Discussion and possible action on matters related to Tropical Storm Hermine including:

- a. Approval of emergency expenditures by General Manager for emergency system repairs.  
**Mike Giguere moved to approve payment to Royal Vista, Inc. for \$7,616.00 and to Dan Williams Company for \$2,021.50 for emergency repairs after Tropical Storm Hermine. Cash Mullen seconded the motion, which the Board approved unanimously.**
- b. Update on damage to water system and infrastructure.
- c. Approve necessary actions to proceed with repair and replacement of damaged infrastructure.

**Mike Giguere move to approve the following actions to proceed with repairs and replacements of damaged infrastructure:**

- **To authorize the General Manager to expend up to \$30,000 for tank repairs.**
- **To authorize the General Manager to pay The Wallace Group for an amended and adequate damage assessment.**
- **To authorize the repair of motors #2, #5, #6, and the spare motor at Domel No. 1.**
- **To secure three (3) bids for road repairs and to authorize the General Manager to proceed with the repairs from the lowest bidder.**

**Cash Mullen seconded the motion, which the Board approved unanimously.**

d. Policy for customer leak adjustments due to damage caused by storm.

**Mike Giguere moved to approve Administrative Policy No. A-04 regarding leak adjustments for customers affected by Tropical Storm Hermine. Cash Mullen seconded the motion, which the Board approved unanimously.**

V. Update on issues related to Pastor Pump Station Drainage Study.

**This item was tabled.**

VIII. Executive Session

**At 10:45 p.m., Mary Wilson announced the Board of Directors would enter into Executive Session pursuant to Section 551.074 of the Texas Open Meetings Act for deliberations regarding annual evaluation and possible salary adjustment for General Manager.**

**At 11:50 p.m., Mary Wilson reconvened the public portion of the Board meeting. Ms. Wilson announced that no final action, decision, or vote was taken on any matter during Executive Session.**

**ACTION AFTER EXECUTIVE SESSION:**

- W. Discussion and possible action regarding annual performance evaluation of General Manager and salary adjustment for FYE 2011.

**No action taken.**

- X. Discussion and possible action items from Board Committee Reports

**No reports were given and no action was taken.**

**Adjournment**

**The meeting adjourned at 11:51 p.m. on a motion made by Mary Wilson, seconded by Gordon Eurom, which the Board approved unanimously.**



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Gordon Eurom, Secretary