

# CHISHOLM-TRAIL

## SPECIAL UTILITY DISTRICT

P. O. Box 249 • Florence, Texas 78527 • (254) 793-3103  
www.ctsud.org

### NOTICE OF MEETING CHISHOLM TRAIL SPECIAL UTILITY DISTRICT

Notice is hereby given that the Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell & Burnet Counties, Texas, will meet at the designated administrative office and meeting place for the District, 851 FM 970, Florence, Williamson County, Texas on Thursday, September 16, 2010, at 5:30 p.m. to consider and act on the following matters:

- I. Board convene
- II. Pledge of Allegiance
- III. Call roll of Directors
- IV. Public Comment (limited to 3 minutes)
- V. Consent Agenda

*CONSENT AGENDA: ALL ITEMS IN THIS SECTION ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE BOARD OF DIRECTORS. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.*

  - A. Approve minutes from the August 19, 2010 and September 2, 2010 Board of Directors Meetings.
  - B. Approve check register, payment of bills, and invoices for August 2010.
- VI. General Manager's Report regarding the following:
  - 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
  - E. Project Status Report for ongoing infrastructure projects:
    - a. US 183 Waterline Relocation
    - b. SH 195 Segments I, II, IV Waterline Relocation
    - c. RM 2338 Phase 1 and 2 Waterline Relocation
    - d. FM 970 Waterline Upgrade Projects
    - e. Ronald Reagan Phase I and II Water Main Project
    - f. Lake Georgetown North Water Treatment Plant Expansion Project
    - g. Lake Georgetown South Water Treatment Plant Site
- VII. 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.
  - 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.
  - C. Discussion and possible action to approve non-standard service agreement for Hines Ranches and the Ranches at Florence Subdivision.
  - D. Discussion and possible action to approve non-standard service agreement for the Texas Department of Public Safety.
  - 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.
  - 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.
  - 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.
  - 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.

- I. Discussion and possible action to approve Resolution No. 10-0916-03 adopting an amended Records Management Policy.
- 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.
- K. Discussion and possible action to approve writing off accounts receivable uncollected plumbing inspection fees in the amount of \$65, 805.
- 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.
- M. Discussion and possible action regarding wastewater lift station operations agreement with the Brazos River Authority.
- N. Discussion and possible action regarding engagement of auditor for FYE 2010 Annual Financial Audit.
- O. Discussion and possible action to approve job description for Technical Services Manager.
- P. Discussion and possible action to approve job description and salary range for Finance Manager.
- Q. Discussion and possible action regarding District and employee contribution share to group health insurance premiums.
- R. Discussion and possible action regarding proposed FYE 2011 budget.
- S. Discussion and possible action regarding sale of vacant property on CR 196.
- 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 Water Treatment Plant Project.
- 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.
  - b. Update on damage to water system and infrastructure.
  - c. Approve necessary actions to proceed with repair and replacement of damaged infrastructure.
  - d. Policy for customer leak adjustments due to damage caused by storm.
- V. Update on issues related to Pastor Pump Station Drainage Study.
- W. Discussion and possible action regarding annual performance evaluation of General Manager and salary adjustment for FYE 2011.
- X. Discussion and possible action items from Board Committee Reports
  - a. Personnel Committee: Update on creation of job description for Finance Manager position.
  - b. Finance Committee: Update on investment portfolio and FY 2011 Budget adoption.
  - c. Infrastructure Committee: Update on possibility of using Brushy Creek M.U.D. raw water intake for South Lake Georgetown Water Treatment Plant and update on District issues related to Tropical Storm Hermine.

VIII. Executive Session

IX. Possible action regarding items discussed in Executive Session.


**X. Adjourn**

**The Board of Directors may go into Executive Session, if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, and Government Code, of the Texas Open Meetings Act, on any matter that may come before the Board. No final action, decision, or vote will be taken on any subject or matter in Executive Session. No final action, decision, or vote on any matter may be taken unless the matter is specifically listed on the agenda for this meeting.**

**The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 254-793-3103 for further information.**

**Dated: September 13, 2010**

**By:**

  
\_\_\_\_\_  
**Jennifer McKnight**  
**General Manager**