

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

**Minutes of Meeting of the Board of Directors
October 21, 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 21st day of October, 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 Marcus Canipe 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.

Public Comment

None

Consent Agenda

- A. Approval of Minutes from September 16, 2010 Board of Directors Meeting.
- B. Approval of Check Register, Payment of Bills, and Invoices for September 2010.
- C. Approve Quarterly Investment Report for fourth quarter of FY 2010.
- D. Designate General Manager & Bookkeeper in Auditor's Engagement letter to oversee FY 2011 audit.

Cash Mullen moved to approve the Consent Agenda. Gordon Eurom 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. Report on Water Loss Calculations for Flushing and Leaks
- C. Monthly Financial Reports
- D. Monthly Customer Service Report
- E. Project Status Reports

Action Items

- A. Discussion and possible action regarding request by customer at 108 Shoetop, Account No. 73-1710-03, for waiver of theft of service fees assessed to account.

Mary Wilson moved to be a kinder and gentler Board, to work with the customer, and to charge him \$500 and allow a payment plan. There was no second to the motion. Bob Johnson moved to charge three times the monthly base fee plus usage charges. Cash Mullen seconded the motion, which the Board approved (All FOR except Gary Goodman AGAINST).

- B. Discussion and possible action regarding request by customer at 1150 CR 241, Account No. 38-3101-00, to authorize office management to correct meter reading problems not associated with water leaks. No action taken.

- C. Discussion and possible action regarding request by customer at 831 Spring Creek, Account No. 12-0925-01, for additional leak adjustment for leak that occurred over multiple months.

Gordon Eurom moved to approve a second month leak adjustment for the customer at 831 Spring Creek, as it was the same leak that had carried over two billing cycles due to the lengthy period between when the meters are read and when the bills are sent out. Cash Mullen seconded the motion, which the Board approved unanimously.

- D. Discussion and possible action regarding annexation of the Madison Tract, the District's ability to serve Madison at Georgetown subdivision, and District customer response to the City of Georgetown council members.

Mary Wilson reported that she has been attending the City of Georgetown meetings and listening to customers' comments regarding the District. She stated that customers have an overall negative view of the District and no confidence in CTSUD's ability to supply needed water. Ms. Wilson said the District needs to educate the customers on conservation and the enormous cost of providing water service. **No action taken.**

- E. Discussion and possible action regarding City of Georgetown public notice for water and wastewater impact fees.

Ed Pastor, a District customer, addressed the Board regarding his concerns about a public notice issued by the City of Georgetown regarding their impact fee study. Mr. Pastor stated the map included in the publication encompasses the District's CCN and he is concerned the City of Georgetown is indicating they will be providing water service in this area. He is also concerned the City is planning to annex the area where he lives.

Ms. McKnight explained the map was presented in this way so that if in the future the City does provide service through a written agreement, they do not have to revise their land use study. However, they can only provide service in the District's CCN through a written agreement with the District. Tony Corbett explained that the City may be able to annex the area, but they cannot provide water service in the District's CCN without the District's expressed authorization.

No action taken.

F. Presentation by David Dunn with HDR Engineering regarding Regional Water Plan Update.

David Dunn presented a summary of the Region G Water Plan Update for the 2011 Report to the Texas Water Development Board. **No action taken.**

G. Discussion and possible action to approve a non-standard service agreement with the Texas Department of Public Safety.

Gary Goodman moved to approve a concept to allow the Texas Department of Public Safety (DPS) to submit total payment to the District for a CIP betterment project on SH 195 Segment 4, for the District to grant a credit to DPS for the amount paid towards the betterment project in excess of their impact fees to be applied to additional off-site facilities they will be required to fund, and to negotiate an Inter-local Agreement with them for their development. Gordon Eurom seconded the motion, which the Board approved unanimously.

H. Discussion and possible action regarding the SH 195 Segment 4 waterline project as follows:

1. Addition of betterment for 18" ductile iron pipe.
2. Advertise for bids pending easement acquisition by Williamson County.

Gordon Eurom moved to approve advertising for bids when all easements are obtained and a signed Inter-local Agreement is executed with DPS. Bob Johnson seconded the motion, which the Board approved unanimously.

I. Discussion and possible action regarding intake structure for South Lake Georgetown Water Treatment Plant.

Mary Wilson moved to have staff notify BCMUD that the District will not utilize their intake structure and to ask permission to cross their easement with a pipeline in the future. Gordon Eurom seconded the motion, which the Board approved unanimously.

J. Discussion and possible action regarding water line upgrade on CR 228.

Bob Johnson moved to approve a waterline upgrade project on CR 228 using Fund 100 funds. Gordon Eurom seconded the motion, which the Board approved unanimously.

K. Discussion and possible action to approve items requested by the Brazos River Authority including:

1. Order Regarding Agreements Pertaining to Williamson County Regional Raw Water Line

2. Closing Certificate for Contract Revenue Bonds Series 2010
3. General Certificate for Contract Revenue Bonds Series 2010

Gordon Eurom moved to approve all items requested by BRA but requested legal counsel to review the Preliminary Official Statement before release. Cash Mullen seconded the motion, which the Board approved unanimously.

- L. Discussion and possible action to approve Inter-local Agreement with the City of Georgetown, the City of Round Rock, and Brushy Creek M.U.D. for Review of Brazos River Authority System Rates.

Gordon Eurom moved to approve the ILA with District funding not to exceed \$7,500. Cash Mullen seconded the motion, which the Board approved (All FOR except Bob Johnson AGAINST).

- M. Discussion and possible action regarding authorized signatures for public funds intra-bank and inter-bank transfers. This item was tabled.

- N. Discussion and possible action to approve bids for repairs to District infrastructure damaged by Tropical Storm Hermine as follows:

1. Bid for final repair to Mountain Creek Bridge Crossing
2. Bid for fence replacement at Domel Pump Station
3. Bid for road repairs at Domel Pump Station
4. Bid for repair of water storage tank at Domel Pump Station

Gordon Eurom moved to approve the lowest bids received by staff for repair to Mountain Creek Bridge Crossing and for fence replacement at Domel Pump Station. Cash Mullen seconded the motion, which the Board approved unanimously.

No action required for bid for road repairs at Domel Pump Station.

No action required for bid for repair of the water storage tank at Domel Pump Station.

- O. Discussion and possible action regarding amendments to Section 9 of the District Rules Governing Water and Wastewater Service including adopting new water tap fee and other fee changes.

Gordon Eurom moved to approve all amendments to Section 9 of the District Rules as presented except for connection and tap fees. Cash Mullen seconded the motion, which the Board approved unanimously.

- P. Discussion and possible action regarding water rate study to occur in FY 2011.

The Board directed staff to schedule a workshop during the morning on a weekday after January 1, 2011 to discuss Board assumptions for a rate study. **No action taken.**

- Q. Discussion and possible action to approve job description and salary range for Finance Manager.

Cash Mullen moved to approve the job description and salary range for the Finance Manager provided by the Personnel Committee subject to grammatical corrections. Gary Goodman seconded the motion, which the Board approved unanimously.

R. Discussion and possible action regarding regional salary and benefits study for water district personnel.

The Board directed the General Manager to locate a consulting firm to collect data from local entities for a salary survey. President Mary Wilson asked Board members to e-mail the information they would like included in the survey to the General Manager. She also informed the General Manager that the Board only wants the consultant to gather the data and not to analyze it for recommendations or conclusions. **No action taken.**

S. Discussion and possible action regarding water line placement across parcel 124B in the SH 195 Segment 4 project.

The Board directed staff to request the County to purchase an easement going around, on the side opposite SH195, structures on Parcel 124B. **No action taken.**

T. Discussion and possible action regarding agreement to purchase land for South Lake Georgetown Water Treatment Plant and associated easements.

Staff, Bob Wallace, and Tony Corbett presented a conceptual agreement to be drafted and presented to the property owner for possible land purchase for the South lake Georgetown Water Treatment Plant. **No action taken.**

U. Discussion and possible action to amend Fiscal Year 2011 budget amendment to reflect General Manager's salary adjustment.

Mary Wilson moved to amend the FY 2011 budget to reflect the General Manager's salary increase of \$2,000 effective October 1, 2010. Gordon Eurom seconded the motion, which the Board approved unanimously. Tony Corbett stated a resolution has been drafted, and as required by TCEQ, it is to be attached to the minutes regarding the budget amendment.

V. Discussion and possible action items from Board Committee Reports

No reports were provided. **No action was taken.**

VIII. Executive Session

No Executive Session was held.

IX. Possible action regarding items discussed in Executive Session.

X. Adjournment

The meeting adjourned at 11:00 p.m. on a motion by Mary Wilson and seconded by Bob Johnson, which the Board approved unanimously.


Gordon Eurom, Secretary