

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

**Minutes of Meeting of the Board of Directors
April 21, 2011**

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 April, 2011. 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 Gordon Eurom and Bob Johnson absent, thus constituting a quorum. Also present was Jennifer McKnight, Tony Corbett, Terri Sisk , Harry Randall, and those listed on the attached sign-in sheet.

Public Comment

None.

Consent Agenda

Mary Wilson requested that Item C be removed from the consent agenda for discussion.

- A. Approval of Minutes from the March 17, 2011 Board of Directors Meeting.
- B. Approval of Check Register, Payment of Bills, and Invoices for March 2011.
- D. Approval of Resolution No. 11-0421-02 to add District Finance Manager to TexPool Accounts.

Cash Mullen moved to approve items A, B, and D on the consent agenda with a correction to Item G on the March minutes to read “Discussion and possible action regarding Double Eagle Meter pilot program location.” Mike Giguere seconded the motion, which the Board approved unanimously.

- C. Approval of Resolution No. 11-0421-01 authorizing District Investment Officer to open accounts at financial institutions.

Cash Mullen stated that he would like this document revised by legal counsel to simply state that he is authorized to open accounts at banks to invest District funds. He requested the revised document be considered by the board at the next board meeting.

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. Project Status Reports
- E. Highlights and review of Texas Rural Water Association Annual Conference

Marcus Canipe stated he would like staff to obtain information regarding using a collection agency for bad debt. Mary Wilson requested that staff present to the board next month the number of accounts that had bad debt and did not have a deposit on the account.

Action Items

- A. Discussion and possible action regarding requests by developer of Rancho Sienna Subdivision:

- a. Plan for concrete capping of electrical lines located next to District water lines in lieu of relocation.

Mike Giguere moved to authorize the General Manager to obtain a design for capping electrical lines from the District's engineers, to ensure that there is a proper legal agreement with the developer and the MUD to ensure the construction of capping of electrical lines is completed by the developer or the MUD, and to ensure there is an agreement with Perdenales Electrical Cooperation that they will repair any future damage to the electrical capping at their cost. Gary Goodman seconded the motion, which the Board approved unanimously.

- b. Amendment to district Water Conservation measures set out in the Water & Wastewater Service Agreement.

Mary Wilson moved to request that staff create revised water conservation measures to be included in non-standard service agreements and to present the revisions to the board at a future meeting. Cash Mullen seconded the motion, which the Board approved unanimously.

- B. Discussion and possible action to approve Interlocal Agreements (ILA):

- a. Amendment No. 1 to ILA with Williamson County for SH 195 Segments 2 and 4 and to authorize General Manager to approve agreements with Texas Department of Transportation (TxDOT) to facilitate County reimbursements from TxDOT.
- b. ILA with Williamson County for utility conflicts related to SH 29 at CR 260 and CR 266 intersections.

- c. ILA with Williamson County for utility conflicts related to SH 29 at Park Place and Jack Nicklaus intersections.
- d. ILA with Williamson County for utility conflicts related to Ronald Reagan Phase 4.

Mike Giguere moved to approve Amendment No. 1 to the ILA with Williamson County for SH 195 projects and the ILAs with Williamson County for CR 260 and CR 266, Park Place and Jack Nicklaus, and Ronald Reagan Phase 4 as presented, but not to authorize board execution until an ILA for CR 245 is approved and executed by both the District and Williamson County. Cash Mullen seconded the motion, which the Board approved unanimously.

C. Discussion and possible action to approve engineering agreements with Halff Associates:

- a. Design to remediate utility conflicts related to SH at CR 260 and CR 266 intersections.
- b. Design to remediate utility conflicts related to SH 29 at Park Place and Jack Nicklaus intersections.
- c. Design to remediate utility conflicts related to Ronald Reagan Phase 4.

Mike Giguere moved to approve all engineering agreements with Halff Associates for design work related to ILAs with Williamson County. Cash Mullen seconded the motion, which the Board approved unanimously.

D. Discussion and possible action regarding North Lake Georgetown Pump Station Project:

- a. Approve change Order No. 2 related to increased costs for changes required by City of Georgetown and/or other regulatory agencies.

The board directed Bob Wallace to exclude the generator from the project and reflect the decrease in cost in the change order, and to get the change order ready for a special board meeting next week. **No action taken.**

- b. Approve Amendment No. 3 to Task Order No. 25 for full-time resident project representative to conduct construction inspections.

Mike Giguere moved to approve Amendment No. 3 to Task Order No. 25 in an amount not to exceed \$25,000 for full-time resident project representative to conduct construction inspections for the North Lake Georgetown Pump Station Project. Marcus Canipe seconded the motion, which the Board approved unanimously.

E. Discussion and possible action regarding possible terms for a Non-standard Water Service Agreement with the developer of Madison at Georgetown.

Mike Giguere moved to approve the Non-standard Water Service Agreement with the developer of Madison at Georgetown as presented with an addition to note that impact fees to be paid or credited will be accounted for based on the impact fee in effect at the time of platting each section. Cash Mullen seconded the motion, which the Board approved unanimously.

- F. Discussion and possible action to approve contract with Crossroads, Inc. to serve as District wastewater operations company. **Cash Mullen moved to approve the contract with Crossroads, Inc. to serve as District wastewater operations company. Marcus Canipe seconded the motion, which the Board approved unanimously.**
- G. Discussion and possible action to approve proposal for automated meter reading pilot program:
- a. Proposal from Johnson Lab and Supply for 25 Master Meters at a cost of \$4,112.50.
 - b. Proposal from HD Supply for 25 Neptune Meters at a cost of \$5,275.00.
- Mike Giguere moved to approve Johnson Lab and Supply for 25 Master Meters at a cost of \$4,112.50 to start the automated meter reading pilot program. Mary Wilson seconded the motion, which the Board approved unanimously.**
- H. Discussion and possible action to authorize funding for replacement of sign at District office building.
Mary Wilson moved to authorize the General Manager to spend up to \$3,200 to replace the damaged sign at the District office building. Mike Giguere seconded the motion, which the Board approved unanimously.
- I. Discussion and possible action to approve collateralization agreement with Union State Bank.
Cash Mullen moved to approve the collateralization agreement with Union State Bank. Mike Giguere seconded the motion, which was approved (Mullen, Goodman, Giguere, Wilson were FOR the motion, and Canipe OPPOSED).
- J. Discussion and possible action to approve District Management and Ethics Policy.
Mike Giguere moved to approve the District Management and Ethics Policy as presented by the Personnel Committee with changes made at the meeting tonight and adding Article V as presented in the board packet. Marcus Canipe seconded the motion, which the Board approved unanimously.
- K. Update by District Investment Officer regarding recent fund investments. **No action taken.**
- L. Discussion and possible action to amend District Employee Handbook:
- a. To include On-Call Policy for field employees
 - b. To amend sick and vacation accrual to bi-weekly
 - c. To amend language regarding vacation accrual to reflect months of service
 - d. To amend District/Employee share of health insurance to 88% / 12%
 - e. To include elective life insurance
 - f. To amend Employee Certification
- Mike Giguere moved to approve all presented amendments to the Employee Handbook, to authorize the on-call stipend to start May 1st, and to have the General Manager present an amended budget at the May meeting that includes the on-call stipend of \$50 per on-call person per week for the rest of the fiscal year. Gary Goodman seconded the motion, which the Board approved unanimously.**

M. Legislative update by District Legal Counsel. **No action taken.**

N. Discussion and possible action regarding status of Environmental Information Document (EID) for South Lake Georgetown Water Treatment Plant. **No action taken.**

O. Discussion and possible action regarding purchase agreement for south Lake Georgetown Water Treatment Plant. **No action taken.**

Adjournment

The meeting adjourned at 9:56 p.m. on a motion by Gary Goodman and seconded by Cash Mullen, which the Board approved unanimously.



Marcus Canipe, Vice President