

**Chisholm Trail Special Utility District  
Of Williamson, Bell, and Burnet Counties, Texas  
Minutes of Meeting of the Board of Directors  
July 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 21<sup>st</sup> day of July, 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
Mike Giguere	Secretary
Cash Mullen	Treasurer
Gary Goodman	Director
Pat Gower	Director
Ed Pastor	Director

Seven Board members were present, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Terri Sisk, Harry Randall and those listed on the attached sign-in sheet.

**Public Comment**

1. Karen Mattis: Lives in Shady Oaks; selected the subdivision because of beautiful landscaping in the yards; she has huge concerns of CTSUD serving:
  - a. When will 9.9 MGD be in place; what is timeline for 30,000 homes to be built?
  - b. What programs could CTSUD provide like City of Georgetown gives free mulch?
  - c. What incentives/rebates to encourage rain collection?
  - d. Would like smart meters like City of Georgetown for online view of usage.
  - e. Timeline for water line relocations; what does it accomplish?
  - f. Would like a status report of the Community Grant Project.
2. Larry Brown: There are state laws regarding capacity upgrades; these laws require upgrades when 85% of capacity is reached. He wants to know where we are at 85% to 100%? Feels we need to come up with logistics on how we can manage water supply to allow some way to meet in the middle; restructure some amount to the customer.
3. Ernest Tucker: Live in Gabriels Overlook; lived there nine years and had restrictions every summer; every year CTSUD uses excuse that it's not a supply problem, but it's treatment and delivery problem.

4. Kambrah Garland: She is developer that put in the Vineyard; would like CTSUD to put information out that it is not the developer's new line that is causing lines to break in the Florence area; many water line breaks – is it possible to find another utility merge with so have more guys; problem not amount of water, but water outages.
5. Charles Hooks: He's a civil engineer/worked in Friendswood; he does not like that bills are one month behind and feels it needs to be brought to current month; believes CTSUD should encourage rain collection; what is the percent of water loss? Inquired when CYSUD notifies its customers with high usage.
6. Don Scott: Lives in Woodland Park; thinks CTSUD should do a better job of communicating; many folks in his subdivision have questions about the service provided; seems projects aren't completed on time.
7. Barry Caldwell: Live in Gabriels Overlook; worked hard to build house and install yard; understands it is a demand problem and not supply issue; why not raise fees on developers to pay for these projects; feels it is the board's job to get water to customers; if he had choice, he would fire them and get new directors; he feels they need to take responsibility for the problems and fix them; he does not appreciate CTSUD patrols going through his subdivision at night and shining lights on houses.
8. Delton Robinson: He is the President of the Shady Oaks HOA; he presented a petition to the Board signed by 90 people that are concerned about the service CTSUD is providing; he feels the Board needs to come up with a plan to service the needs of customers.
9. Reagan Jackson: Lives in the Shady Oaks subdivision; they are collecting shower water for outdoor watering; all need to cooperate; ask District to look at size of District and possibly give some away.
10. Robert Bailey: Inquired as to why customers are not allowed to have water wells. His deed restrictions prohibit them, but believes if allowed it would save treated water.
11. George DeVillar: Lives in Shady Oaks.
  - a. When will Board be able to respond to these questions?
  - b. What is the impact of restrictions on value of house? He was asked to share that with others because he's an appraiser.
  - c. District mission is to provide water in safe economic manner – does not think board is meeting their mission.
  - d. There is merit in the observation that there is lack of planning and execution.
12. Terry Beardmore
  - a. She loves her plants.
  - b. She feels the Board was selected by the community to be accountable.
  - c. Should send warnings by e-mail.
  - d. She has been guilty of watering on off days and she admits it but she must protect her investment.
13. Felipe de la Torre: Does not use water, but has been charged for water he did not use. He stated that he came to office, but he cannot get a resolution because he was told by office staff that he has a leak. He stated he does not have a leak and did not use the water he was billed for by CTSUD.

## Customer Requests

- A. Discussion and possible action regarding request by customer at 6830 South Lakewood Drive, Account No. 35-1889-00, for second leak adjustment within a twelve month period. **Mary Wilson moved to allow a two month leak adjustment due to a single leak over a two month period. Mike Giguere seconded the motion, which the Board approved unanimously.** Mike Giguere then requested that staff review the account and bring additional information back to the board next month. He instructed staff to hold all late fees and penalties and to hold the balance on the account while the account is under investigation by the board.
- B. Discussion and possible action regarding request by customer at 201 Shirley Lane, Account No. 37-3736-02, to request return of customer deposit. **Gary Goodman moved to refund the customer's deposit because of her good credit history with the District. Mike Giguere seconded the motion, which the Board approved unanimously.** Mary Wilson asked that the policy for deposit refunds be placed back on the agenda next month for consideration by the board.
- C. Discussion and possible action regarding request by customer at 951 CR 260, Account No. 24-0432-01, regarding letter sent to customer for possible multiple connection to a single water meter. **Mike Giguere moved to allow staff to work with the customer to explore a waiver with TCEQ from the separate meter rule, to allow a 90 day period to seek the waiver, and to bring the issue back to the Board if TCEQ should grant a waiver as long as the property is not used as a rental property. Pat Gower seconded the motion, which the Board approved unanimously.**
- D. Discussion and possible action regarding request for water meter by a customer with property on CR 228. **Mike Giguere moved to deny the customer's request for a water meter at the property on CR 228. Marcus Canipe seconded the motion, which the Board approved unanimously.**

## Consent Agenda

- A. Approve minutes from June 16, 2011 and June 29, 2011 Board of Directors Meetings.
- B. Approve check register, payment of bills, and invoices for June 2011.

**Cash Mullen moved to approve the Consent Agenda. Mary Wilson 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. Drought Presentation and Update
- C. Report on change orders approved by General Manager during the month of June:
  1. Change Order No. 1 to the Fire Hydrant installation project in the amount of \$5,885.95 for additional pipe length necessary for installation of fire hydrant on CR 220.

2. Change Order No. 1 in the amount of \$4,100.00 and Change Order No. 2 in the amount of \$900.00 to the CR 258 PRV Installation Project as part of the Ronald Reagan Boulevard Main project for PRV installation adjustments due to unknown field conditions determined during construction.

D. Monthly Financial Reports

E. Monthly Customer Service Report

F. Update on Internal Revenue Service (IRS) audit of the District 401K plan

G. Project Status Report for ongoing infrastructure projects:

- a. US 183 Waterline Relocation
- b. SH 195 Segments II, IV Waterline Relocation
- c. RM 2338 Phase 1 and 2 Waterline Relocation
- d. FM 970 Waterline Upgrade Projects
- e. CR 228 Waterline Construction Project
- f. CR 250 and Northlake Maintenance Project
- g. Ronald Reagan Phase IV Water Main Projects
- h. CR 245 Waterline Relocation at RM 2338
- i. SH 29 Improvements at CR 260 and CR 266
- j. SH 29 Improvements at Jack Nicklaus Boulevard
- k. PRV Installation Project
- l. Lake Georgetown North Water Treatment Plant Expansion Project
- m. Lake Georgetown South Water Treatment Plant Site

**Action Items**

- A. Discussion and possible action regarding customer drought restrictions. No action taken.
- B. Discussion and possible action regarding short-term and long-term media message to customers regarding current drought crisis. No action taken.
- C. Discussion and possible action regarding request by developer of the Vineyards at Florence to present their development experience with the District. No action taken.
- D. Discussion and possible action regarding System Pressure Study with North Lake Georgetown Pump Station presented by Bury+Partners. Marcus Canipe moved to approve expanding the scope of the study to include modeling based on different production rates in million gallons per day to determine the effects on the District water system. Cash Mullen seconded the motion, which the Board approved unanimously.
- E. Discussion and possible action matters related to the North Lake Georgetown Pump Station project:
  - a. Approve Change Order No. 3 for deduction of generator and additions for SCADA and Chlorine Systems. Mike Giguere moved to approve Change Order #3 for a net change to the contract in an amount of \$6,247.30, and to approve contract

- allowances to be used for additional SCADA and Chlorine System work. Pat Gower seconded the motion, which the Board approved unanimously.**
- b. Approve Change Order No. 4 for temporary waterline connection at Woods Pump Station. **No action taken.**
  - c. Approve bid for temporary waterline connection at Woods Pump Station. **Pat Gower moved to award an emergency contract to Royal Vista to construct a temporary bypass at Woods Pump Station due to the need to get water to the customers during the current drought conditions. Gary Goodman seconded the motion, which the Board approved unanimously.**
  - d. Approve engineering proposal from Halff Associates for design of permanent waterline connection on Williams Drive to by-pass Woods Pump Station after completion of North Lake Georgetown Pump Station. **Mike Giguere moved to approve the engineering proposal from Halff Associates for design of permanent waterline connection on Williams Drive to by-pass Woods Pump Station after completion of North Lake Georgetown Pump Station. Cash Mullen seconded the motion, which the Board approved unanimously.**
- F. Discussion and possible action to approve Amendment No. 6 to The Wallace Group Task Order No. 16 to add \$7,000.00 for additional design services necessary due to unknown field conditions during construction of the PRV on CR 258 as part of the Ronald Reagan Boulevard Main Project. **Ed Pastor moved to approve Amendment No. 6 to The Wallace Group Task Order No. 16 to add \$7,000.00 for additional design services necessary due to unknown field conditions during construction of the PRV on CR 258 as part of the Ronald Reagan Boulevard Main Project. Cash Mullen seconded the motion, which the Board approved unanimously.**
- G. Discussion and possible action to amend District utility alignment standards (W-01A & W-01B) and details to conform to requirements in water service agreements. **Mike Giguere moved to amend the District utility alignment standards (W-01A & W-01B) and details to conform to requirements in water service agreements. Mary Wilson seconded the motion, which the Board approved unanimously.**
- H. Discussion and possible action to provide written consent to the assignment of the Liberty Hill Wastewater System to the City of Liberty Hill due to their purchase of the system from the Lower Colorado River Authority (LCRA). **Pat Gower moved to approve written consent to the assignment of the Liberty Hill Wastewater System to the City of Liberty Hill due to their purchase of the system from the Lower Colorado River Authority. Cash Mullen seconded the motion, which the Board approved unanimously.**
- I. Discussion and possible action to remove Debbie Mount and appoint Jennifer McKnight and Terri Sisk as plan trustees for District 401K Plan. **Marcus Canipe moved to approve removal of Debbie Mount and to appoint Jennifer McKnight and Terri Sisk as the plan trustees for**

**District 401K Plan. Ed Pastor seconded the motion, which the Board approved unanimously.**

- J. Discussion and possible action to amend District Employee Policy Handbook to allow vacation pay when additional hours are worked in the same week. **Marcus Canipe moved to amend the District Employee Policy Handbook to allow vacation pay when additional hours are worked in the same week. Mike Giguere seconded the motion, which the Board approved unanimously.**
- K. Discussion and possible action to approve Resolution No. 11-0721-01 to designate District signatory authority for all District banking accounts, money market accounts, and certificate of deposits. **Cash Mullen moved to approve Resolution No. 11-0721-01, with amendments by legal counsel as requested by the board, to designate District signatory authority for all District banking accounts, money market accounts, and certificate of deposits. Gary Goodman seconded the motion, which was approved (Mullen, Goodman, Canipe, Gower, Wilson, Pastor were FOR the motion, and Giguere was OPPOSED).**
- L. Discussion and possible action regarding special meeting for Board training and budget workshop during August. **No action taken.**
- M. Legislative update by District Legal Counsel. **No action taken.**

Adjournment

**The meeting adjourned at 12:06 a.m. on a motion by Mary Wilson and seconded by Cash Mullen, which the Board approved unanimously.**

  
\_\_\_\_\_  
Marcus Canipe, Vice President