

**Chisholm Trail Special Utility District  
Of Williamson, Bell, and Burnet Counties, Texas  
Minutes of Meeting of the Board of Directors  
August 18, 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 4:00 p.m. on the 18th day of August, 2011. Notices of the time, place, and subject of the meeting were posted at the places and for the time required by law.

**Workshop Session:**

**At 4:00 p.m., Mary Wilson announced a quorum of the Board was present and the Board of Directors would enter into Executive Session pursuant to Section 551.071 of the Texas Open meetings Act for consultation with attorney.**

**The Executive Session was adjourned at 5:00 p.m.**

The regular meeting was called to order at 5:30 p.m.

**Mary Wilson announced that no final action, decision, or vote was taken on any matter during Executive Session.**

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

Five Board members were present, with Mike Giguere and Cash Mullen absent, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Terri Sisk, Harry Randall, Delores Goode and those listed on the attached sign-in sheet.

**Update by General Manager on current drought conditions.** Jennifer McKnight, General Manager gave an update to the Board of Directors on the current drought conditions and its effect on the pump stations, wells, and water availability to customers.

## Public Comments

1. Delton Robinson: representing Shady Oaks Water Ad Hoc Committee
  - \*Gave a power point presentation and stated that Shady Oaks is requesting Board of Directors' support for Shady Oaks subdivision to transfer water service to the City of Georgetown and for the District to reimburse the subdivision impact fees charged to date.
  
2. Rich Terry: representing residents of Cimarron Hills subdivision
  - \*Presented a letter and requested it to be an official record of the District.
  - \*Requested that by the September Board meeting the Board present a detailed report of the District's plan for future water, mitigated pump station from flood, and the District's plan for fire flow funding.
  - \*Board policy requires long-term planning; homeowners do not believe the Board has a long-term plan.
  
3. Linda Johnson: resident of Shady Oaks
  - \*Horrified that there is no fire flow
  - \*Plants are dying and home foundation problems will occur
  
4. Kurt Volkmer: resident of Shady Oaks
  - \*Recently moved here and trying to understand why CTSUD goes to Stage 4 and other surrounding subdivisions are not under such strict restrictions.
  - \*Disturbed about lack of fire flow

## Customer Requests

- A. Discussion and possible action regarding investigation of meter for customer at 6830 South Lakewood Drive, Account No. 35-1889-00. Mary Wilson moved to excuse the two months high usage at 6830 South Lakewood Drive, and to give the customer an average water bill for those two months. Marcus Canipe seconded the motion, which the Board approved unanimously.
  
- B. 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. Mary Wilson moved to require the customer to either pay for a second meter or to modify the second dwelling so it no longer fits the definition of a dwelling. Marcus Canipe seconded the motion, which the Board approved unanimously.
  
- C. Discussion and possible action regarding drought stage variance to obtain a bulk meter for construction purposes by Lennar Homes of Texas Land and Construction, Ltd. Pat Gower moved to follow staff recommendation and not allow Lennar Homes of Texas Land and Construction to obtain a bulk meter for construction purposes at this time. Mary Wilson seconded the motion, which the Board approved unanimously. Pat Gower stated that he wants to clarify that the General Manager can make the decision to approve/disapprove the distribution of bulk meters without Board action.

- D. Discussion and possible action regarding customer dispute of watering restriction violation and penalty assessed at 501 Ridge View Drive, Account No. 74-5269-01. **Ed Pastor moved to follow staff recommendation and deny a waiver to the watering restriction violation and penalty assessed at 501 Ridge View Drive. Marcus Canipe seconded the motion, which the Board approved unanimously.**

### **Consent Agenda**

- A. Approve minutes from July 16, 2011, July 21, 2011, and July 28, 2011 Board of Directors Meetings. **Pat Gower moved to approve the July 16, 2011 and the July 21, 2011 minutes as written, and to approve the July 28, 2011 minutes as amended to include the statement “Cash Mullen seconded the motion, which the Board approved unanimously” on Action Item D. Gary Goodman seconded the motion, which the Board approved unanimously.**
- B. Approve check register, payment of bills, and invoices for July 2011.
- C. Approve Quarterly Investment Report for third quarter of FY 2011.  
**Mary Wilson moved to approve items B and C of the Consent Agenda. Pat Gower 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. 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. Woods Pump Station By-Pass Project
  - n. Lake Georgetown South Water Treatment Plant Site

## Action Items

- A. Discussion and possible action regarding drought stage for customer watering restrictions. **No action taken.**
  
- B. Discussion and possible action to approve additional inspection services for North Lake Georgetown Pump Station and Woods By-Pass projects. **Pat Gower moved to approve additional funding to The Wallace Group for inspection services for the North Lake Georgetown Pump Station and Woods By-Pass projects. Ed Pastor seconded the motion, which the Board approved unanimously.**
  
- C. Discussion and possible action regarding Technical Memorandum submitted by Bury+Partners regarding additional water modeling performed to determine water system flow capabilities. **Pat Gower moved to request that Bury+Partners bring a proposal to next month's Board meeting for working with staff in developing a control sequence. Marcus Canipe seconded the motion, which the Board approved unanimously.**
  
- D. Discussion and possible action to approve engineering proposal from Halff Associates for Capital Improvement Plan Update and Operations and Maintenance Upgrade Study. **Pat Gower moved to approve the engineering proposal from Halff Associates for Capital Improvement Plan Update and Operations and Maintenance Upgrade Study. Gary Goodman seconded the motion, which failed (Goodman, Wilson, Gower were FOR the motion, and Pastor and Canipe OPPOSED).**

**Pat Gower moved to approve hiring Halff Associates and to entertain a proposal from Don Rauschuber. Gary Goodman seconded the motion, which failed (Gower, Goodman, Wilson were FOR the motion, and Pastor and Canipe OPPOSED).**

**Mary Wilson moved to approve hiring Halff Associates for the Capital Improvement Plan Update and Operations and Maintenance Upgrade Study. Pat Gower seconded the motion, which failed (Gower, Wilson, Goodman were FOR the motion, and Pastor and Canipe OPPOSED).**

This item will be tabled for further discussion during the Board Budget Workshop. Don Rauschuber will be invited to attend and to submit a proposal for the Board during the Board Budget Workshop.

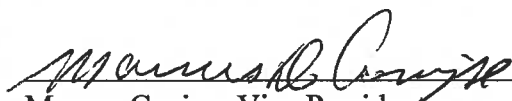
- E. Discussion and possible action to approve Interlocal Agreement with Liberty Hill Independent School District to provide water service to new high school. **Mary Wilson moved to approve Interlocal Agreement with Liberty Hill Independent School District to provide water service to new high school, subject to a four (4) hour time limit on fire flow. Gary Goodman seconded the motion, which was approved (Wilson, Gower, Goodman, Canipe were FOR the motion, and Pastor was OPPOSED).**

- F. Discussion and possible action to approve engineering proposal from Halff Associates for reimbursable design services for offsite improvements to serve Liberty Hill Independent School District. Mary Wilson moved to approve the engineering proposal from Halff Associates for reimbursable design services for offsite improvements to serve Liberty Hill Independent School District. Pat Gower seconded the motion, which was approved (Wilson, Gower, Goodman, Canipe were FOR the motion, and Pastor was OPPOSED).
- G. Discussion and possible action regarding meter pilot study and staff recommendations for meter change out program. Delores Goode gave a presentation to the Board and stated staff recommends changing to Master Meter AMR. Mary Wilson moved to have staff bring additional information to the Board including references, cost per meter, technical and maintenance support information, and warranty information. Ed Pastor seconded the motion, which was approved (Wilson, Goodman, Canipe, Pastor were FOR the motion, and Gower was OPPOSED).
- H. Discussion and possible action regarding one-time sale of up to 500 acre-feet of raw water to Brushy Creek Municipal Utility District (BCMUD) contingent upon approval by the Brazos River Authority (BRA). Gary Goodman moved to approve a one-time sale of up to 500 acre-feet of raw water to BCMUD and to fully recover our cost, contingent upon approval by the BRA. Pat Gower seconded the motion, which was approved (Wilson, Goodman, Canipe, Gower were FOR the motion, and Pastor was OPPOSED).
- I. Discussion and possible action regarding return of customer deposits prior to account termination. No action taken.
- J. Discussion and possible action regarding possible regional water project with Jonah Water Special Utility District and water well availability for future water sources. Ms. McKnight stated she met with Jonah Water SUD and they are interested in a regional water treatment project with the District. Additionally, she stated she met with representatives of the Thornhill Group who have groundwater available off SH 195 that they would like to sell to the District. She stated she will provide a proposal to the Board next month. No action taken.
- K. Discussion and possible action regarding proposed annual agenda plan for achieving Board Essential Duties set forth in the District's Management and Ethics Policy. Pat Gower presented a list of the Board's essential duties and asked for input from the Board. He stated he will put these items on a calendar to present to the Board in order to assist the Board in meeting their duties. No action taken.
- L. Discussion and possible action regarding continuation of contract with Williamson County for election services. Ms. McKnight stated the County plans to continue hosting May elections at this time. No action taken.

M. Discussion and possible action to set date for FY 2012 Budget Workshop. The Board agreed to set the date for the FY 2012 Budget Workshop on Wednesday, September 7, 2011, at 9:00 a.m.

Adjournment

**The meeting adjourned at 11:00 p.m. on a motion by Pat Gower and seconded by Ed Pastor, which the Board approved unanimously.**

  
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Marcus Canipe, Vice President