

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

**Minutes of Work Session of the Board of Directors
September 10, 2011**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened in a work session at the administrative office of Chisholm Trail Special Utility District located at 851 FM 970, Florence, Williamson County, Texas beginning at 8:00 a.m. on the 10th day of September, 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 8:00 a.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
Pat Gower	Director
Gary Goodman	Director
Ed Pastor	Director

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

BUDGET WORK SESSION

- a. Review and discuss Fund 100 budget for FY 2012 (O&M Budget)
- b. Review and discuss Fund 200 budget for FY 2012 (CIP Budget)
- c. Review and discuss Fund 300 budget for FY 2012 (Wastewater Budget)

Staff presented proposed budgets for Fund 100, Fund 200, and Fund 300.

Discussion and possible action regarding Board recommendations for upgrade projects and capital improvement projects for FY 2012.

The Board considered staff recommended upgrade projects for FY 2012 that included:

- 4" line upgrade on CR 215
- 12" line upgrade on SH 138
- Trailer mounted 400 KW Diesel Generator
- Quick connections at three plant sites
- Flow meter and SCADA connection for Liberty Hill interconnect
- Flow control valve at Stonewall

- Bond projects to include 24" line on Ronald Reagan, 18" line on Williams Drive, elevated storage tank, and Domel Pressure Plant Improvement Projects

Discussion and possible action regarding Board recommendations for FY 2012 budget.

The Board requested the following changes be made to the FY 2012 Budget:

- Additional funds to recondition wells.
- Add funds in budget for air conditioning the SCADA Box at the one plant site.
- Remove cost for meter replacements and add cost for computer and software only.
- Remove cost for yard maintenance at well sites.
- Remove additional Utility Worker.
- Add funds to budget for redesign of website.
- Add Customer Service Supervisor position and change proposed hourly rate.
- Change raises for hourly employees to 3%.
- Add funds for ½ of sale of PR 916 as General Manager discretionary for non-exempt employees.
- Change raises for exempt employees (except GM) to 2%.
- Remove salary adjustments based on salary survey.
- Add allocation of 10% of personnel staff costs to Fund 300 and reduce Fund 100.
- Reduce Fund 100 by allocations other than staff costs to Fund 300.
- Change Retail Water Sales using average water usage of 16,000 gallons for summer months.
- Change Schedule R by reducing line #11 to \$45,000, #12 to \$75,000 and #13 to \$25,000.
- Remove Thornhill Group item on Schedule R.

Executive Session

At 1:38 p.m., Mary Wilson announced the Board of Directors would enter into Executive Session pursuant to the applicable section of Subchapter D, Chapter 551.072, and Government Code, of the Texas Open Meetings Act, to consider annual evaluation of the General Manager.

At 3:15 p.m., the Board reconvened the public portion of the meeting and Mary Wilson announced that no final decisions, actions or votes were taken in Executive Session.

Possible action regarding items discussed in Executive Session. **No action taken.**

ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Mike Giguere, Secretary