

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
September 15, 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 15th 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 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

Six Board members were present, with Ed Pastor 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. Mike Giguere left the meeting at 9:00 p.m.

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 presentation regarding his group's desire to obtain water service from the City of Georgetown and to have the subdivision decertified from District CCN.
2. **Charles Hooks:** resident of Westlake subdivision
 - *Expressed concerns that the water bill does not come until almost a month after usage is read.
 - *Needs to know the previous monthly billing charges sooner in case there is a leak; affects the customer and the District because it wastes water.
 - *Need different plumbing requirements.

Customer Requests

- A. Discussion and possible action regarding customer request for District enforcement of water restriction violations based on green yard and without pictorial evidence of violations. **Mike Giguere moved to keep the same policy and procedures that are currently followed, which is to take a picture of an alleged first violation and issue a warning, and the second time a violation is determined, to take a picture and then disconnect water service. Pat Gower seconded the motion, which the Board approved unanimously. (6-0)**

Consent Agenda

- A. Approve minutes from August 18, 2011 Board of Directors Meeting.
- B. Approve check register, payment of bills, and invoices for August 2011.

Cash Mullen moved to approve the Consent Agenda. Gary Goodman seconded the motion which the Board approved unanimously. (6-0)

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. Update on sale of property on PR 916
- E. 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. Liberty Hill I.S.D. Off-site Improvements
 - l. PRV Installation Project
 - m. Lake Georgetown North Water Treatment Plant Expansion Project
 - n. Woods Pump Station By-Pass Project

Action Items

- A. Discussion and possible action regarding request from members of Shady Oaks Ad-Hoc Water Committee to allow voluntary release of Shady Oaks subdivision from District CCN and return of impact fees paid by property owners. Mary Wilson stated it is not possible for the Board to

take action on this item at this meeting. She stated the District must take time to discuss the issue with the City. **This item was tabled.**

- B. Presentation by General Manager in response to letter submitted at August Board meeting by residents of Cimarron Hills subdivision regarding District water planning and schedule for future system upgrades. Ms. McKnight gave a presentation regarding water planning and system upgrades. **No action taken.**
- C. Discussion and possible action regarding voluntary release of Water Oak subdivision from District CCN. Mike Giguere stated it is premature for the Board to take action on this item as all issues must be considered. **This item was tabled.**
- D. Discussion and possible action to authorize General Manager to execute contract with water hauling company and to allow hauled raw water sales to customers for outdoor watering purposes. **Mike Giguere moved to authorize the General Manager to execute a contract with a water hauling company, with a limit to the amount of water the hauler can take, to allow hauled raw water sales to customers for outdoor watering purposes, and to put all information related to the service on the District website to ensure transparency to customers. Gary Goodman seconded the motion, which the Board approved unanimously. (6-0)**
- E. Discussion and possible action to approve engineering proposal from Halff Associates for Capital Improvement Plan Update and Operations and Maintenance Upgrade Study. **Mike Giguere moved to approve the contract with Halff Associates to perform the Capital Improvement Plan and Operations & Maintenance studies with an amendment to state fees are on a not to exceed time and materials basis. Cash Mullen seconded the motion, which the Board approved unanimously. (6-0)**
- F. Discussion and possible action regarding proposal from Bury+Partners for modeling of the Stonewall Tank fill valve and modified tank controls. **Gary Goodman moved to approve the proposal from Bury+Partners for modeling of the Stonewall Tank fill valve and modified tank controls. Marcus Canipe seconded the motion, which the Board approved unanimously. (6-0)**
- G. Discussion and possible action regarding proposal from King H₂O for purchase of wholesale groundwater. **Pat Gower moved to appoint a negotiating committee, consisting of a staff member and two Board members, to negotiate a contract with King H₂O for purchase of wholesale groundwater. Marcus Canipe seconded the motion, which the Board approved unanimously. (6-0)** The Board appointed Mike Giguere, Pat Gower and Jennifer McKnight to make up the negotiating committee to work with King H₂O.
- H. Discussion and possible action to approve Change Order No. 4 to the contract with Archer Western for the North Lake Georgetown Pump Station Project. **Mary Wilson moved to**

approve Change Order No. 4 to the contract with Archer Western for the North Lake Georgetown Pump Station Project. Cash Mullen seconded the motion, which the Board approved unanimously. (5-0)

- I. Discussion and possible action to approve Resolution No. 11-0915-01 adopting proposed Fiscal Year 2012 budget. **Cash Mullen moved to approve Resolution No. 11-0915-01 adopting proposed Fiscal Year 2012 budget. Gary Goodman seconded the motion, which the Board approved unanimously. (5-0)**
- J. Discussion and possible action to approve Resolution No. 11-0915-02 to request final release of escrowed funds from 2009 bond issuance from the TCEQ for reimbursement of expenses related to North Lake Georgetown Water Treatment Plant Expansion Project. **Marcus Canipe moved to approve Resolution No. 11-0915-02 to request final release of escrowed funds from 2009 bond issuance from the TCEQ for reimbursement of expenses related to North Lake Georgetown Water Treatment Plant Expansion Project. Cash Mullen seconded the motion, which the Board approved unanimously. (5-0)**
- K. Discussion and possible action regarding proposed issuance of bonds to finance water system improvements:
- a. Authorize preparation of application to TCEQ for authorization to issue bonds.
 - b. Adopt Resolution No. 11-0915-03 authorizing application to TCEQ for approval to issue Chisholm Trail Special Utility District Water System Revenue Bonds.
 - c. Adopt Resolution No. 11-0915-04 expressing intent to reimburse costs of improvement project(s) with bond proceeds.

Mike Giguere moved to authorize preparation of an application to TCEQ for authorization to issue up to \$16,000,000.00 bonds, to adopt Resolution No. 11-0915-03 to authorize the application to TCEQ for Water System Revenue Bonds, and to adopt Resolution No. 11-0915-04 to express intent to reimburse costs of improvement projects with bond proceeds. Marcus Canipe seconded the motion, which the Board approved unanimously. (6-0)

- L. Discussion and possible action to solicit engineering qualification statements from approved engineering firms for environmental permitting related to the South Water Treatment Plant project. The Board directed the General Manager to develop a Request for Proposal for this service but to hold off on sending to engineering firms. The Board directed the General Manager to develop a Request for Proposals for this service but to wait for Board direction to send to engineering firms. **This item was tabled.**
- M. Discussion and possible regarding meter change out program. **Pat Gower made a motion for Infinity and Master Meter representatives to work with staff to run various tests and then submit a report to determine if each company can capture reads with their particular software running simultaneously with ITRON software. Gary Goodman seconded the motion, which the Board approved unanimously. (5-0)**

- N. Discussion and possible action to approve Temporary Amendment to the Water Availability Agreement with the Brazos River Authority. Pat Gower moved to approve Temporary Amendment to the Water Availability Agreement with the Brazos River Authority. Gary Goodman seconded the motion, which the Board approved unanimously. (5-0)
- O. Discussion and possible action regarding committee member appointment to District Impact Fee Advisory Committee for Fiscal Year 2012. Mike Giguere moved to appoint Charles Hooks to the District Impact Fee Advisory Committee for Fiscal Year 2012. Mary Wilson seconded the motion, which was approved (Giguere, Wilson, Mullen, Goodman, Canipe were FOR the motion, and Gower was OPPOSED). (5-1)
- P. Discussion and possible action to no longer accept electronic checks through online bill pay. Mary Wilson moved to approve to no longer accept electronic checks and to publicize for two months prior to stopping the practice. Cash Mullen seconded the motion, which the Board approved unanimously. (5-0)
- Q. Discussion and possible action to authorize General Manager and Finance Manager to obtain credit card through Wells Fargo Bank in lieu of State procurement card program with \$10,000 credit limit for General Manager and \$5,000 credit limit for Finance Manager. Cash Mullen moved to authorize the General Manager and Finance Manager to obtain credit card through Wells Fargo Bank in lieu of State Procurement card program with \$10,000 credit limit for General Manager and \$5,000 credit limit for Finance Manager. Pat Gower seconded the motion, which the Board approved unanimously. (5-0)
- R. Discussion and possible action to approve restated District 401K Plan. Cash Mullen moved to approve restated District 401K Plan. Marcus Canipe seconded the motion, which the Board approved unanimously. (5-0)
- S. Discussion and possible action regarding repair to Domel Well #2 well in the amount of \$22,590.00. Marcus Canipe moved to approve repairs to Domel Well #2 well in the amount of \$22,590.00. Cash Mullen seconded the motion, which the Board approved unanimously. (5-0)
- T. Discussion and possible action to adopt FY 2012 Board Essential Duties Calendar. Mary Wilson moved to adopt FY2012 Board Essential Duties Calendar as presented at this Board meeting, and to ask General Manager and Legal Counsel to review and present to Board. Pat Gower seconded the motion, which the Board approved unanimously. (5-0)
- U. Discussion and possible action regarding Georgetown Utility System Staff recommendations and the City Council discussions regarding CCN transfer of properties. Mike Giguere moved for Legal Counsel to assist the General Manager in contacting Georgetown Utility System and preparing a letter asking Georgetown Utility System to provide CTSUD with a proposal for

the transfer of properties. Cash Mullen seconded the motion, which the Board approved unanimously. (6-0)

- V. Discussion and possible action regarding petitions for decertification of CCN service territory. No action taken.

- W. Discussion and possible action regarding Personnel Matter: request by David Owens for one-time payout of unused 40 hours of vacation time from FY 2011. Gary Goodman moved to approve a one-time payout of 30 unused hours of vacation time from FY 2011 for David Owens. Marcus Canipe seconded the motion, which the Board approved unanimously. (5-0)

- X. Discussion and possible action regarding Personnel Matter: annual evaluation of General Manager. This item was tabled.

Adjournment

The meeting adjourned at 10:45 p.m. on a motion by Cash Mullen and seconded by Mary Wilson, which the Board approved unanimously.



Marcus Canipe, Vice President