

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
November 17, 2011**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened in a meeting at a designated meeting location for Chisholm Trail Special Utility District located at 6600 FM 970, Andice, TX 76527, Williamson County, Texas beginning at 5:30 p.m. on the 17th day of November, 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 5:33 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 Mike Giguere 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.

Board Member Resignation: Mary Wilson announced that Mike Giguere tendered his resignation and that the Board has 60 days to fill the vacant position.

Public Comments

1. Mike Sweeney: representing Woodland Park Ad Hoc Water Committee
 - * Provided a presentation regarding the Board's Monday Workshop
 - * Workshop presentation indicated District has 7.5 MGD, but not able to deliver that
 - * Pump capacity of 8 MGD, so can't get 8 MGD out
 - * Well of 2.5/one been out since July, so don't have this
 - * Wants to hold all bond projects until get ROI

Customer Request

- A. Discussion and possible action regarding request by customer at 3240 Highway 29 West, Account No. 73-5324-00, for payment to repair road alleged caused by District water line break.
Mr. Clikeman is requesting up to \$400.00 for repair of his road. **Mary Wilson moved to**

approve a payment not to exceed \$400.00 to the customer for repairs of road allegedly caused by District waterline break. Cash Mullen seconded the motion, which the Board approved unanimously.

Consent Agenda

- A. Approve minutes from October 6, 2011 and October 20, 2011 Board of Directors Meetings.
- B. Approve check register, payment of bills, and invoices for October 2011.

Cash Mullen moved to approve the Consent Agenda. Ed Pastor seconded the motion, which the Board approved unanimously.

Discussion and possible action regarding Board of Directors Essential Duties:

- A. Proposed annual goals and objectives for Fiscal Year 2012.
Board requested the General Manager to keep a list of accomplishments from goals and objectives throughout the fiscal year.
- F. Review quarterly reports on:
 - a) Safety Performance
 - b) System Reliability
 - c) Work Order Backlog – Mary Wilson requested that manual reads on all meters be conducted once each year. She stated this has been discussed in the past to make this a practice.

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. Staff report regarding status of negotiations with the City of Georgetown for CCN service territory transfers: nothing to report.
- 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. Water Source Procurement Efforts

Ms. McKnight stated the idea for hauling raw water from Cimarron Hills raw waterline was not feasible. She stated it would require BCMUD pumps to be on for water to be available and would not allow filling by a truck. The Board requested that since this idea is not feasible, staff explore other options for next summer.

Action Items

A. Discussion and possible action to approve Resolution No. 11-1117-01 approving new District Water Conservation and Drought Contingency Plan. Mary Wilson stated she would like to table this item for a couple of months to allow time for the Board to study the amended plans. **No action taken.**

B. Discussion and possible action regarding current drought restrictions. **Cash Mullen moved to go to Stage 1 Drought Restrictions. Marcus Canipe seconded the motion, which was approved (Wilson, Canipe, Mullen, Goodman, Pastor were FOR the motion, and Gower OPPOSED).**

Pat Gower moved to require the Stage 1 Drought Restrictions be mandatory. Marcus Canipe seconded the motion, which the Board approved unanimously.

C. Presentation by staff regarding billing cycle changes in January 2012. **Mary Wilson moved to approve the staff recommendation to change the billing cycle effective January 2012. Cash Mullen seconded the motion, which the Board approved unanimously.**

D. Discussion and possible action regarding Non-Standard Service Agreements:

a. Approve amendments to Non-Standard Service Agreements with developers of Shady Oaks Subdivision, Woodland Park Subdivision, and Cimarron Hills Subdivision. Mary Wilson stated she had spoken with staff at the City and they were agreeable with the fire flow tests provided by the developers. **Mary Wilson moved to approve the Non-Standard Service Agreements with developers of Shady Oaks Subdivision, Woodland Park Subdivision, and Cimarron Hills Subdivision. Marcus Canipe seconded the motion, which the Board approved unanimously.**

b. Approve Non-Standard Service Agreement with developer of Legacy of Georgetown. **Marcus Canipe moved to approve the Non-Standard Service Agreement with developer of Legacy of Georgetown. Cash Mullen seconded the motion, which the Board approved unanimously.**

c. Approve variance to District standard for fire line bypass. Brent Hammond, P.E., stated that the City of Georgetown is requesting a bypass with a locking gate for fire department and utility use only in case the backflow device fails. **Pat Gower moved to have the developer look at dual backflow device instead of a bypass. Gary Goodman seconded the motion, which was approved (Wilson, Canipe, Pastor, Gower, Goodman were FOR the motion, and Mullen OPPOSED). At the developer's request, Pat Gower withdrew the motion. No variance was granted.**

- d. Approve Non-Standard Service Agreement with developer of Gabriel Springs Subdivision. **Marcus Canipe moved to approve the Non-Standard Service Agreement with developer of Gabriel Springs Subdivision. Pat Gower seconded the motion, which the Board approved unanimously.**
 - e. Approve Non-Standard Service Agreement with developer of Water Oak Subdivision. **Pat Gower moved to approve the Non-Standard Service Agreement with developer of Water Oak Subdivision contingent on engineering model indicating flow can be sustained at 3,500 gpm. Gary Goodman seconded the motion, which the Board approved unanimously.**
- E. Discussion and possible action regarding assignment of LUEs within Summerlyn development. **Tony Corbett stated after review of the contract, no action is required for this item. No action taken.**
- F. Discussion and possible action to award bid and authorize execution of contract for Pressure Reducing Valve Project. **Cash Mullen moved to approve awarding the bid for the Pressure Reducing Valve Project to the low bidder M&C Fonseca Construction Company, Inc., in the amount of \$290,656.80 and authorizing the execution of the project contract. Pat Gower seconded the motion, which the Board approved unanimously.**
- G. Discussion and possible action to approve engineering design proposal from Bury+Partners for SH 138 Water Line Replacement Project (budgeted FY 2012 project). **Cash Mullen moved to approve engineering design proposal from Bury+Partners for SH 138 Waterline Replacement Project. Pat Gower seconded the motion, which the Board approved unanimously.**
- H. Discussion and possible action to approve proposals from Half Associates including:
- a. Engineering design proposal for Williams Drive Water Line Replacement Project (bond project). **No action taken.**
 - b. Engineering design proposal for Ronald Reagan Water Line Project (bond project). **No action taken.**
 - c. Engineering design proposal for CR 215 Water Line Replacement Project (budgeted FY 2012 project). **Cash Mullen moved to approve engineering design for CR 215 Water Line Replacement Project. Pat Gower seconded the motion, which the Board approved unanimously.**
- I. Discussion and possible action to approve amendment to Interlocal Agreement with Williamson County for utility relocation on US 183. **Pat Gower moved to approve the amendment to Interlocal Agreement with Williamson County for utility relocation on US 183, to have the District hire a contractor for additional work needed in the utility relocation in order to save money for County tax payers. Mary Wilson seconded the motion, which the Board approved unanimously.**

- J. Discussion and possible to approve District auditor's recommendation regarding close out of 1999 Bond Series. Marcus Canipe moved to approve the District auditor's recommendation regarding close out of 1999 Bond Series from District accounting. Cash Mullen seconded the motion, which the Board approved unanimously.
- K. Discussion and possible action regarding water deposit bank account. Mary Wilson moved to approve staff's recommendation to close water deposit bank account pending auditor review and approval. Marcus Canipe seconded the motion, which the Board approved unanimously.
- L. Discussion and possible action regarding annual review of Section 3.6 of District Rules Governing Water and Wastewater Service related to theft of service fees. Ed Pastor moved to not change Section 3.6 of District Rules Governing Water and Wastewater Service related to theft of service fees. Pat Gower seconded the motion, which the Board approved unanimously.
- M. Discussion and possible action to award bid for fence replacement at the Braun Plant site (budgeted FY 2012). Ed Pastor moved to approve awarding the bid for the fence replacement at the Braun Plant site to the low bidder Lott Fence, in the amount of \$16,798.50. Cash Mullen seconded the motion, which the Board approved unanimously.
- N. Discussion and possible action to approve purchase of 400 KW Trailer Mounted Generator (budgeted FY 2010). Ed Pastor moved to approve awarding the bid for the 400 KW Trailer Mounted Generator to the low bidder, Total Energy Solutions Company, LLC, in the amount of \$97,850.00. Pat Gower seconded the motion, which the Board approved unanimously.
- O. Discussion and possible action to approve proposal for emergency call system and authorize General Manager execute contract (budgeted FY 2012). Marcus Canipe moved to approve proposal for emergency call system and authorize General Manager to execute contract for up to 2 years. Pat Gower seconded the motion, which the Board approved unanimously.

At 9:22 p.m., Mary Wilson announced that the Board of Directors would enter into Executive Session pursuant to the applicable section of Subchapter D, Chapter 551.071, of the Texas Open Meetings Act.

At 9:45 p.m., the Board of Directors reconvened the public portion of the meeting and Mary Wilson announced that no final action, decision, or vote was taken on any matter in Executive Session.

- P. Discussion and possible action regarding reservation of additional surface water from Brazos River Authority if available. No action taken.

Adjournment

The meeting adjourned at 9:50 p.m. on a motion by Cash Mullen and seconded by Pat Gower, which the Board approved unanimously.



Marcus Canipe, Vice President