

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
February 16, 2012**

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 16th day of February, 2012. 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 roll:

Mary Wilson	President
Marcus Canipe	Vice-President
Ed Pastor	Secretary
Cash Mullen	Treasurer
Gary Goodman	Director
Pat Gower	Director

Five Board members were present, with Pat Gower absent, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Harry Randall, Terri Sisk, John Hatchel and those listed on the attached sign-in sheet.

Public Comments

None

Customer Request

Discussion and possible action regarding request by customer at 1700 CR 258, Account No. 24-0843-04, to approve waiving usage charges related to leak.

Pouyan Berenji explained he had a leak but thought the District would unlock the meter and leave it off. His plumber did not show up and when he arrived at home, 20 days later, he had experienced a large leak. **Marcus Canipe moved to allow a second month leak adjustment to Mr. Berenji's account, allow for a payment plan, and charge the disconnect fee. Ed Pastor seconded the motion. The motion failed (FOR: Canipe, Goodman, Mullen. AGAINST: Wilson, Pastor).**

Cash Mullen moved to allow Mr. Berenji to pay one-half of the adjusted bill. Mary Wilson seconded the motion. The motion failed (FOR: Wilson, Mullen, Goodman. AGAINST: Pastor, Canipe).

Mary Wilson moved to give Mr. Berenji a \$700.00 total bill for the two months and charge the disconnect fee. There was not a second to the motion and Mary Wilson withdrew the motion.

Marcus Canipe moved to reduce the bill to \$800.00 for the two months and to charge the penalties. Ed Pastor seconded the motion, which the Board approved unanimously.

Consent Agenda

- A. Approve minutes from the January 19, 2012 Board of Directors Meeting.
- B. Approve check register, payment of bills, and invoices for January 2012.
- C. Approve quarterly Investment Report for 4th quarter of FY 2011.

Cash Mullen moved to approve the Consent Agenda. Ed Pastor 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. 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 Blvd.
 - k. Liberty Hill I.S.D. Off-site Improvements
 - l. CR 215 Waterline Replacement Project
 - m. RM 2338/CR 248 15-inch main replacement project
 - n. PRV Installation Project
 - o. Stonewall Fill Valve
 - p. SH 138 Waterline Replacement Project
 - q. Lake Georgetown North Water Treatment Plant Expansion Project
 - r. Abandoned Site Reuse Study
 - s. City of Georgetown Consolidation Feasibility Study

Action Items

- A. Discussion and possible action to approve Operations and Maintenance Study presented by Halff Associates. Noah Schaffer with Halff Associates and Trey Taylor with Bury+Partners presented the Operations and Maintenance Study. **No action taken.**

- B. Discussion and possible action to approve Resolution No. 12-0216-01 changing the District's General Election to November uniform election date. **Cash Mullen moved to approve Resolution No. 12-0216-01 changing the District's General Election to the November uniform election date. Marcus Canipe seconded the motion, which the Board approved unanimously.**
- C. Discussion and possible action to approve Resolution No. 12-0216-02 amending FY 2012 budget. **Cash Mullen moved to approve Resolution No. 12-0216-02 amending FY 2012 budget. Ed Pastor seconded the motion, which the Board approved unanimously.**
- D. Discussion and possible action regarding District employee health insurance options for March 1, 2012. **Marcus Canipe moved to renew the District employee health insurance plan for March 1, 2012. Gary Goodman seconded the motion, which the Board approved unanimously.**
- E. Discussion and possible action to approve job description for Technical Services Manager. **This item was tabled for future consideration.**
- F. Discussion and possible action to approve temporary construction easement acquisition for 24" waterline upgrade on Williams Drive to replace existing 15" waterline. **Marcus Canipe moved to approve temporary construction easement acquisition for 24" waterline upgrade on Williams Drive to replace existing 15" waterline, and to add \$90,000.00 for easement acquisition as proposed by staff. Ed Pastor seconded the motion, which the Board approved unanimously.** The Board directed Half Associates to bring estimates for the 24" line upgrade next month so that they can determine the linear feet the District can afford to replace during the first phase.
- G. Discussion and possible action regarding agreement for construction of water system improvements and provision of water service to Water Oak subdivision. **Marcus Canipe moved to approve the agreement for construction of water system improvements and provision of water service to Water Oak subdivision. Gary Goodman seconded the motion, which the Board approved unanimously.**
- H. Discussion and possible action regarding Interlocal Agreement with Liberty Hill Independent School District for water service to new high school. **Marcus Canipe moved to approve the retail agreement as presented in the packet with subsequent user fee deleted, and authorize staff and legal counsel to engage in negotiations for possible wholesale water service for the high school. Gary Goodman seconded the motion, which the Board approved unanimously.**
- I. Discussion and possible action regarding District policies:
- a. Approve Ethics and Management Policy
Cash Mullen moved to approve Ethics and Management Policy with amendments to include: change date of election to November, clarification of a quorum as defined by legal counsel, designation of Board President to declare drought stage, and add to role

of General Manager to inform Board President of drought conditions. Ed Pastor seconded the motion, which the Board approved unanimously.

b. Approve Resolution No. 12-0216-04 regarding Records Retention Policy

Ed Pastor moved to approve Resolution No. 12-0216-04 regarding Records Retention Policy. Cash Mullen seconded the motion, which the Board approved unanimously.

c. Approve Resolution No. 12-0216-03 amending Water Conservation and Drought Plans

Gary Goodman moved to approve Resolution No. 12-0216-03 amending Water Conservation and Drought Plans, with amendments to have Board President declare stages in Drought Plan, to delete 2006 data from Water Conservation Plan and add 2011 data, and to correct current ground storage capacity in Water Conservation Plan to reflect only tanks in use. Ed Pastor seconded the motion, which the Board approved unanimously.

J. Discussion and possible action to engage Don Rauschuber (DGR Engineering) as engineering consultant to review all District engineering projects. **Ed Pastor made a motion to engage Don Rauschuber (DGR Engineering) as engineering consultant to review District engineering projects as requested by the Board. Gary Goodman seconded the motion, which the Board approved unanimously.**

K. Discussion and possible action regarding SH 195 Segment 4 easement acquisition. **Marcus Canipe moved to request the County to obtain an additional 10 feet for the easement where there is a conflict with the City of Georgetown's wastewater line. Ed Pastor seconded the motion, which the Board approved unanimously.**

L. Discussion and possible action regarding Interlocal Agreements with the City of Georgetown:

a. Approve Interlocal Agreement for due diligence and evaluation of the feasibility of consolidation of service areas and facilities with the City and/or collaboration on regional water supplies. **Cash Mullen moved to approve the Interlocal Agreement for due diligence and evaluation of the feasibility of consolidation of service areas and facilities with the City and/or collaboration on regional water supplies. Gary Goodman seconded the motion, which the Board approved unanimously.**

b. Approve Interlocal Agreement with the City of Georgetown regarding interconnect and water supply to the Shady Oaks subdivision. **Marcus Canipe moved to approve the Interlocal Agreement with the City of Georgetown regarding interconnect and water supply to the Shady Oaks subdivision, with a budget up to \$100,000.00, with the General Manager having the ability to increase the budget if necessary. Cash Mullen seconded the motion, which the Board approved unanimously.**

M. Discussion and possible action regarding request to install a privately owned fire hydrant at 9850 SH 29 West. **Cash Mullen moved to approve the request to install privately owned fire**

hydrants at 9850 SH 29 West, and for the agreement to be filed at Williamson County. Gary Goodman seconded the motion, which the Board approved unanimously.

Executive Session

At 12:04 a.m., Mary Wilson announced that the Board of Directors would enter into Executive Session pursuant to the applicable section of Subchapter D, Chapter 551.074, of the Texas Open Meetings Act.

At 12:09 a.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.

Possible action regarding items discussed in Executive Session.

N. Discussion and possible action regarding personnel matter with the General Manager.

Marcus Canipe moved to authorize Mary Wilson and Marcus Canipe to prepare a performance evaluation of the General Manager reflecting the Board's discussion of January 19, 2012, to present to the General Manager, and to place such evaluation in the General Manager's personnel file. Cash Mullen seconded the motion, which the Board approved unanimously.

Adjournment

The meeting adjourned at 12:12 a.m. on a motion by Gary Goodman and seconded by Ed Pastor, which the Board approved unanimously.



Ed Pastor, Secretary