

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
April 19, 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 19th day of April, 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.

Gordon Pierce, Interim General Manager, called role:

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

Six Board members were present, with Pat Gower absent, thus constituting a quorum. Also present were Gordon Pierce (Interim General Manager), Tony Corbett, Harry Randall, Terri Sisk, Linda White, Jim Briggs, John Hatchel and those listed on the attached sign-in sheet.

Public Comments

John Fisher, Bell County Commissioner, from Killeen
Willie Kopecky, Sun City
Tim Brown, Bell County Commissioner, from Belton
Dan Kitraf, Killeen
Paul Dockrey, Florence
Bert Mansfield, Georgetown
J.R. Doerfler, Florence
Philip Clark, Liberty Hill
Belinda Kelly, Killeen
Scott Cospers, Killeen
Jeff Daniell, Florence
Coleen Beck, Killeen
Peggy Allen, Florence
Clyde Davis, Liberty Hill

Judy Parker, Killeen
Karen Mattis, Shady Oaks

Comments from all of the above indicated their views pertaining to the future status of the District.

Customer Request

- A. Discussion and possible action regarding request by customer at 1540 CR 220, Account No. 12-4837-00, to approve return of customer deposit. **Marcus Canipe moved to deny the request by customer at 1540 CR 220 to approve return of customer deposit. David Ciambrone seconded the motion, which the Board approved unanimously.**
- B. Discussion and possible action regarding claim for Tomlinson Family Trust related to water line easement obtained in January 2009 for Ronald Reagan Blvd. water line project (Joe Bolin). **Tabled for Executive Session.**

Consent Agenda

- A. Approve minutes from the March 5, 2012 and March 15, 2012 Board of Directors Meetings.
- B. Approve check register, payment of bills, and invoices for March 2012.
David Ciambrone moved to approve the minutes from the March 5, 2012 and March 15, 2012 Board of Directors Meetings, as well as the check register, payment of bills, and invoices for March 2012. Gary Goodman seconded the motion, which the Board approved unanimously.
- C. Approve the amended Interlocal Agreement with the City of Florence for an Emergency Interconnect. **Marcus Canipe moved to approve the amended Interlocal Agreement with the City of Florence for an Emergency Interconnect. David Ciambrone seconded the motion, which the Board approved unanimously.**

Action Items

- A. Discussion and possible action regarding update from District consultants regarding status of City of Georgetown feasibility study. Jim Briggs and John Hatchel gave overview reports from the feasibility study negotiation team meetings.
- B. Discussion and possible action to approve bid for Re-design Landscape and Irrigation at the North Lake Georgetown Pump Station. **This item was tabled for further study and consultation with the City of Georgetown.**
- C. Discussion and possible action to approve the Non-Standard Water Service Agreement for Estates at Stonewall Ranch. **Gary Goodman moved to approve the Non-Standard Water Service Agreement for Estates at Stonewall Ranch. Ed Pastor seconded the motion, which the Board approved unanimously.**

- D. Discussion and possible action to approve amending the District Ethics and Management Policy. Legal Counsel will incorporate the following verbiage into Section 5.04: Role of the General Manager, of the District Ethics and Management Policy to read: “The General Manager shall provide the Board pertinent data and information for purposes of initiation of Drought Response Stages under the District’s Drought Contingency Plan. Under emergency conditions, the General Manager shall be authorized to initiate Drought Response Stages after endeavoring to consult with and obtain the concurrence of the President of the Board of Directors of the District, in accordance with the terms and conditions set forth in the District’s Drought Contingency Plan.” **Cash Mullen moved to approve the amended District Ethics and Management Policy. Dave Ciabrone seconded the motion, which the Board approved unanimously.**
- E. Discussion and possible action to approve Resolution No. 12-0419-01 amending the Water Conservation Plan and the District Drought Contingency Plan. Legal Counsel will incorporate the following verbiage into Section V: Authorization, of the Drought Contingency Plan to read: “In recognition of the fact that emergencies, operational failures, or other circumstances may require initiation of a Drought Response Stage before a meeting of the Board of Directors may be scheduled, the General Manager shall be authorized to initiate Drought Response Stages when necessary to continue the provision of continuous and adequate water service to the District’s water customers. In all such circumstances, the General Manager shall endeavor to notify, consult, and obtain the concurrence of, the President of the Board of Directors prior to the initiation of a Drought Response Stage. All Drought Response Stages initiated by the General Manager shall be reviewed by the Board of Directors at its next regular meeting.” **David Ciabrone moved to approve Resolution No. 12-0419-01 amending the Water Conservation Plan and the District Drought Contingency Plan. Cash Mullen seconded the motion, which the Board approved unanimously.**
- F. Discussion and possible action to approve the Contract for Billing Services for Liberty Hill Wastewater Billing Services. **Cash Mullen moved to approve the Contract for Billing Services for Liberty Hill Wastewater Billing Services. Ed Pastor seconded the motion, which the Board approved unanimously.**
- G. Discussion and possible action to approve the job description for a summer intern engineering student for the District. **This item was tabled.**
- H. Discussion and possible action to approve Resolution No. 12-0419-02 naming the Trustees to the 401k Plan. Board Personnel Committee met with Thornton Strategies, District financial advisors, who recommended that the positions of General Manager and Finance Manager (not to indicate specific staff names) be the designated Trustees to the 401k Plan. **Ed Pastor moved to approve Resolution No. 12-0419-02 naming the Trustees to the 401k Plan. Dave Ciabrone seconded the motion, which the Board approved unanimously.**
- I. Discussion and possible action to approve bid for replacement/repairs of two air conditioning compressors at the District office. **Marcus Canipe moved to approve awarding the bid for**

the replacement/repairs of two air conditioning compressors at the District office to the low bidder, Smith Heating & Air Conditioning, in the amount of \$9,160.00 total for the two units. David Ciambrone seconded the motion, which the Board approved unanimously.

- J. Discussion and possible action to approve Resolution No. 12-0419-03 to amend the project budgets for the O&M Study and the CIP Update. **Cash Mullen moved to approve Resolution No. 12-0419-03 to amend the project budgets for the O&M Study and the CIP Update. Gary Goodman seconded the motion, which the Board approved unanimously.**
- K. Discussion and possible action to approve Resolution No. 12-0419-04 amending FY 2012 budget regarding the Shady Oaks Interconnect. **Marcus Canipe moved to approve Resolution No. 12-0419-04 amending FY 2012 budget regarding the Shady Oaks Interconnect. Cash Mullen seconded the motion, which the Board approved unanimously.**
- L. Discussion and possible action to schedule a Board Workshop. **Gary Goodman moved to approve scheduling a Board Workshop for Wednesday, May 30, 2012, beginning at 9:30 a.m. David Ciambrone seconded the motion, which the Board approved unanimously.**
- M. Discussion and possible action on data collection and analysis relative to Board Workshop. Board discussed various aspects of the District in reference to topics for the Board Workshop. **No action was taken.**
- N. Discussion and possible action regarding Chisholm Trail Special Utility District easements on the US 183 project. **Tabled for Executive Session.**

Interim General Manager's Report

Gordon Pierce presented the Interim General 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
- D. Correspondence

1. U.S. Department of Justice approving the District's change in the general election date to November 6, 2012.

Executive Session

At 9:35 p.m., Mary Wilson announced that the Board of Directors would enter into Executive Session pursuant to the applicable section of Subchapter D, Chapter 551.074, of the Texas Open meetings Act.

At 10:08 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.

Customer Request, A:

Discussion and possible action regarding claim for Tomlinson Family Trust related to water line easement obtained in January 2009 for Ronald Reagan Blvd. water line project (Joe Bolin).

Action Item, N:

Discussion and possible action regarding Chisholm Trail Special Utility District easements on the US 183 project.

Adjournment

The meeting adjourned at 10:11 p.m. on a motion by David Ciambone and seconded by Gary Goodman, which the Board approved unanimously.



Ed Pastor, Secretary