

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
November 27, 2012**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened at a meeting at the administrative office of Chisholm Trail Special Utility District located at 851 FM 970, Florence Williamson County, Texas beginning at noon on the 27th day of November, 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 12:00 p.m.

Pat Gower led those present in the Pledge of Allegiance to the American flag.

Gordon Pierce, Interim General Manager, called roll:

Pat Gower	President
Ed Pastor	Vice-President
Mike Sweeney	Secretary
Delton Robinson	Treasurer
Gary Goodman	Director
Marcus Canipe	Director
David Ciabrone	Director

Six Board members were present, with Gary Goodman absent, thus constituting a quorum. Also present were Gordon Pierce and John Hatchel. Leonard Dougal was reached via. phone connection and included during the meeting.

Executive Session

At 12:05 p.m., Pat Gower announced that the Board of Directors would enter into Executive Session to seek legal advice from counsel as authorized by Section 551.071, Texas Government Code, and/or discuss the purchase, exchange, lease or value of real property in Williamson, Bell and Burnet Counties, pursuant to Section 551.072, Texas Government Code.

- A. Discuss the terms of a Definitive Agreement between the District and the City of Georgetown regarding the Consolidation Feasibility Study.

Reconvene for action, if any, on Executive Session item(s)

At 12:55 p.m., the Board of Directors reconvened the public portion of the meeting and Pat Gower announced that no final action, decision, or vote was taken on any matter in Executive Session.

Recess

The Board recessed the meeting at 12:55 p.m.

Reconvened

The Board reconvened into a workshop meeting at 1:05 p.m. with six directors present, Gary Goodman was absent, thus constituting a quorum. Also present were Gordon Pierce, John Hatchel, Keith Walker, Linda White, and those listed on the sign-in sheet.

- VI. Discussion and possible action to approve Resolution No. 12-1127-01 amending the FY 2013 budget for CR 250 and Northlake 6" waterline upgrade. Ed Pastor moved to approve a not to exceed an expenditure of \$18,000.00 for the CR 250 and Northlake 6" waterline upgrade. Marcus Canipe seconded the motion, which the Board approved unanimously.
- VII. Discussion and possible action to solicit bids for Williams Drive upgrade. Discussions included various aspects of replacements/repairs of the waterlines, as a whole or in segments, and securing funding to support the upgrade.
- VIII. Overview of District Policies.
- A. Board of Directors Management and Ethics Policy – discussion occurred regarding various aspects of the policy. Board in agreement for staff to inform legal counsel of discussions and for legal counsel to incorporate revisions into a “redline” policy for possible review in December.
- B. Rules Governing Water and Wastewater Services – discussion occurred regarding customer dissatisfaction, as well as reviewing various customer policies. The Board was in agreement for staff to secure a copy of the City of Georgetown’s Utility Department Customer Service policies and procedures, to incorporate Georgetown’s policies and procedures into the District’s customer service policy and procedures. The District’s legal counsel is to prepare a “redline” version which incorporates the revisions. Staff is to visit with the District’s Customer Service Representatives as to the “how to” begin incorporating the changes. The Board will review the “redline” merging policies in December.
- C. Water Conservation and Drought Contingency Plan – Board in agreement to leave plans as currently written.

Recess

The Board recessed the meeting at 2:50 p.m.

Reconvened

The Board reconvened at 3:10 p.m. with all directors present (Gary Goodman joined the meeting), thus constituting a quorum.

D. Employee Personnel Policies – Staff is to review various aspects of the City of Georgetown’s Employee Personnel Policies.

E General Manager

1. Authority to resolve customer complaints – discussions occurred and Board in agreement for the General Manager to have authority to resolve customer complaints.

2. Spending authority – discussions occurred and Board determined that the General Manager’s spending limit was adequate.

F. Discuss revision of Board agenda preparation, positioning of Board agenda and delivery of Board packets.

1. Discuss reduction of reports placed into the Board packets

2. Discuss agenda coordination with President of the Board

Discussions occurred regarding excluding excessive materials in the Board notebooks; the Interim General Manager and President of the Board will review and coordinate the Board agenda; advancing notification deadline by one day to submit items for the agenda; change delivery of Board notebooks to Monday of the week of the Board meeting; and change posting of the agenda to the County Clerk’s offices to Monday of the week of the Board meeting. The Board was in agreement of the discussed changes.

G. Discussion and possible action to appoint Board committees:

1. Personnel – Pat Gower moved to approve Ed Pastor as Chairman of the Personnel Committee, with David Ciambrone and Gary Goodman as members of the Personnel Committee. David Ciambrone seconded the motion, which the Board approved unanimously.

2. Finance – Pat Gower moved to approve Delton Robinson as Chairman of the Finance Committee, with Mike Sweeney and Marcus Canipe as members of the finance committee. David Ciambrone seconded the motion, which the Board approved unanimously.

H. Discussion and possible action to approve District signatory matters including:

1. Removal of signatory authority of outgoing Board members

2. Approve Resolution No. 12-1127-02 to designate signatory authority to Board President, Vice-President, Secretary, Treasurer, and Interim General Manager

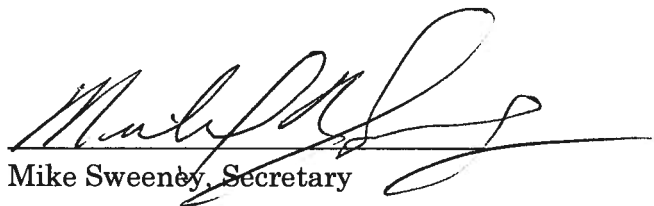
3. Approve Resolution No. 12-1127-03 to amend authorized representatives for District TexPool Accounts

Pat Gower moved to approve District signatory matters, including Resolution No. 12-1127-02 and Resolution 12-1127-03. Gary Goodman seconded the motion, which the Board approved unanimously.

I. Discussion and possible action regarding proposed annual agenda plan for achieving Board essential duties as set forth in the Board of Directors Management and Ethics Policy.

Adjournment

The meeting adjourned at 4:10 p.m. on a motion by Ed Pastor and seconded by David Ciambone, which the Board approved unanimously.



Mike Sweeney, Secretary