

**Chisholm Trail Special Utility District  
Of Williamson, Bell, and Burnet Counties, Texas  
Minutes of Meeting of the Board of Directors  
November 21, 2013**

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 and meeting place for the District, 851 FM 970, Florence, Williamson County, Texas beginning at 5:30 p.m. on the 21<sup>st</sup> day of November, 2013. Notices of the time, place, and subject of the meeting were posted at the places and for the time required by law.

The meeting was called to order at 5:30 p.m.

Vice President Ed Pastor led those present in the Pledge of Allegiance to the American flag.

Six Board members were present, with Pat Gower absent, thus constituting a quorum. Also present were Leonard Dougal, Jim Briggs, Harry Randall, Keith Walker, Linda White, Noah Shaffer (Halff Associates), Danielle Ellis, and those listed on the sign-in sheets.

**Election Matters**

**Adopt Order canvassing the returns of the November 5, 2013 Election of Directors. Mike Sweeney made a motion to adopt Order canvassing the returns of the November 5, 2013 Election of Directors. Delton Robinson seconded the motion, which the Board approved unanimously.**

Newly re-elected Board Director, Gary Goodman and newly elected Board Directors, Robert Johnson and James Pletcher were issued their certificates of election.

Linda White, District Administrative Assistant and Notary, administered the Statement of Officers and Oath of Office to the newly re-elected Board Director, Gary Goodman and new elected Board Directors, Robert Johnson and James Pletcher.

Ed Pastor presented outgoing Board Directors, Marcus Canipe and David Ciambrone, with gifts in sincere appreciation for their dedicated years of service on the Board of Directors and to the customers.

Mike Sweeney made a motion to elect Delton Robinson as President of the Board of Directors, Ed Pastor as Vice President, Mike Sweeney as Secretary and Pat Gower as Treasurer. Gary Goodman spoke stating that he preferred the voting to be held on an individual basis. Mike Sweeney made a motion to approve Delton Robinson as President of the Board of Directors. James Pletcher seconded the motion, which the Board approved unanimously. Mike Sweeney made a motion to approve Ed Pastor as Vice President of the Board of Directors. Ed Pastor seconded the motion, which the Board approved unanimously. Delton Robinson made a motion to approve Mike Sweeney as Secretary of the Board of Directors. James Pletcher seconded the motion, which the Board approved unanimously. Mike Sweeney made a motion to approve Pat Gower as Treasurer

of the Board of Directors. Robert Johnson seconded the motion, which the Board approved unanimously.

Board of Director Committee assignments to serve on the Finance and Personnel committees will be announced at the December Board meeting.

### **General Manager's Report**

#### **D. Retail Billing – Liberty Hill**

CTSUD transferred the wastewater management to the City of Liberty Hill on November 1, 2013. The City of Liberty Hill would assume the retail billing of wastewater services for Summerland, Rancho Sienna and Middle Oaks. The City of Liberty Hill could not support the management of the retail billings for these developments and therefore requested the District's continued assistance in providing the retail billings to approximately 1,200 customers. The City of Liberty Hill understands the reconciliations would no longer be done by the District and the District would only be responsible for billing retail wastewater service in conjunction with the water service in those developments. The District will continue to provide the billing for this retail wastewater service until the District accounts are transferred to the City of Georgetown. The District will forward payments secured for those billings to the City of Liberty Hill for a fee of \$1.45 per statement billed. This fee will be subtracted from the payments collected prior to transferring funds to the City of Liberty Hill. Ed Pastor made a motion to approve the District continuing the retail billing of wastewater services for Summerland, Rancho Sienna and Middle Oaks for the City of Liberty Hill until such time the District accounts are transferred to the City of Georgetown. Mike Sweeney seconded the motion, which the Board approved unanimously. A contract agreement will be presented to the Board, for Board approval, at the November Board meeting.

### **Legislative Regular Agenda**

**D. Consideration and possible action to execute an agreement between CTSUD, Santa Rita Investments, Middlebrook Ltd., MUD 19, and MUD 19A for the transfer of water service rights.** The District has existing agreements with Santa Rita and Middlebrook that provides for certain system capacity in the form of connections (LUEs). The property owners would like the ability to transfer a portion of the commitment for service capacity from Santa Rita to Middlebrook. The agreement allows the transfer of capacity so long as the total between the two systems is not exceeded and the total impact fee collection remains unchanged. This amendment also provides for the assignment of the original agreements to the City of Georgetown without further consent. Gary Goodman made a motion to execute an agreement between CTSUD, Santa Rita Investments, Middlebrook Ltd, MUD 19 and MUD 19A for the transfer of water service rights. Mike Sweeney seconded the motion, which the Board approved unanimously.

**A. Consideration and possible action to approve the Change Order #1 for the SH 195 Segment 2 – 8-inch Waterline Relocation with Skyblue Utilities, Inc., of Kingsland, Texas, in the amount of \$3,750.00.** The Change Order is an overrun of existing quantities for water

services that was in the original bid. During construction, four unidentified water services were discovered in the field. Ed Pastor made a motion to approve the Change Order #1 for the SH 195 Segment 2 – 8-inch Waterline Relocation with Skyblue Utilities, Inc., of Kingsland, Texas, in the amount of \$3,750.00. Robert Johnson seconded the motion, which the Board approved unanimously.

B. Consideration and possible action to approve the Change Order #1 for the Liberty Hill ISD Waterline Improvements with Skyblue Utilities, Inc., of Kingsland, Texas, in the amount of \$21,484.00. The Change Order is an overrun of existing quantities for 30-inch boring that was in the original bid. This is an increase in the 30-inch bore item to avoid conflict with trees and landscaping at Quarry Lake Estates. Gary Goodman made a motion to approve the Change Order #1 for the Liberty Hill ISD Waterline Improvements with Skyblue Utilities, Inc., of Kingsland, Texas, in the amount of \$21,484.00. Mike Sweeney seconded the motion, which the Board approved unanimously.

C. Consideration and possible action to approve corrected documents for Change Order #1 and Change Order #2, as well as approve Change Order #3 in the amount of \$3,600.00 for the RM 2338/CR 248 15-inch Waterline Replacement with Nelson Lewis, Inc., of Marble Falls, Texas. The original contract award amount was \$4,422,617.29 in January 2013. In February 2013, Change Order #1 was approved reducing the contract amount by \$141,883.55 to \$4,280,733.74. The executed document for Change Order #1 showed an original contract amount of \$1,922,581.00 an addition of \$2,358,152.74.

The existing executed documentation for Change Order #1 is not an accurate reflection of the Board's action. Ultimately both calculation methods end up with the same contract price after Change Order #1 (\$4,280,733.74). However, the original documentation shows a change order far in excess of state purchasing law and CTSUD purchasing policy.

The Board previously approved Change Order #2 in the amount of \$40,070.11.

Change Order #3 is to fund an overrun of existing quantities for water services that was in the original bid. During construction, four (4) unidentified water services were discovered in the field at a cost of \$3,600.00.

Mike Sweeney made a motion to approve corrected documents for Change Order #1 and Change Order #2, as well as approve Change Order #3 in the amount of \$3,600.00 for the RM 2338/CR 248 15-inch Waterline Replacement with Nelson Lewis, Inc., of Marble Falls, Texas. Ed Pastor seconded the motion, which the Board approved unanimously.

E. Consideration and possible action to approve partial release of easement on Karankawa tract. The easement is set at its present location. Williamson County is requesting a Partial Release for the 26 acre "Karankawa Cave" site. This site is north of the existing line. The County needs the partial release because, without it, U.S. Fish and Wildlife Service will not give permission to TxDOT to commence construction of the final section of 195. TxDOT cannot begin construction without the permission of U.S. Fish and Wildlife. Ed Pastor made a motion to approve partial release of easement on Karankawa tract. Gary Goodman seconded the motion, which the Board approved unanimously.

**General Manager's Report**

Jim Briggs presented the General Manager's Report including the following information:

- E. Operational Status Report & Water Loss Report
- F. Monthly Financial Reports
- G. Project Status Report

Included in this report was a spreadsheet from Capital Hydrant providing an update on the status of fire hydrant maintenance, repairs, and fire flow pressures.

**Consent Agenda**

- A. Approve minutes from the October 17, 2013 and November 15, 2013 Board meetings.  
Ed Pastor made a motion to accept the minutes as written. Gary Goodman seconded the motion, which the Board approved unanimously.

**Adjournment**

The meeting adjourned at 7:00 p.m. on a motion by Ed Pastor and seconded by James Pletcher, which the Board approved unanimously.



Mike Sweeney, Secretary