

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

President Delton Robinson led those present in the Pledge of Allegiance to the American flag.

Delton Robinson, President, announced that all Board members were present, thus constituting a quorum. Also present were Leonard Dougal, Jim Briggs, Harry Randall, Keith Walker, Danielle Ellis, Linda White, Noah Shaffer (Halff Associates), and those listed on the sign-in sheets.

**Public Comments**

None.

**Presentation and discussion regarding Brazos River Authority's (BRA) strategic water supply planning, resource management and regionalization services.** Representatives from the BRA were, John Hoffmann, Regional Manager, Central and Lower Basin, David Collingsworth, Regional Business Development Manager, Central Basin and Trey Buzbee, Regional Government and Customer Relations Manager, Central Basin. Mr. Hoffmann spoke to the Board of Directors in reference to the regions of the BRA, the role of each region, conservation, and potential water resources.

**Recess**

The Board recessed the meeting at 6:20 p.m.

**Reconvened**

The Board reconvened at 6:35 p.m. with all Directors present.

**Legislative Regular Agenda**

- B. **Consideration and possible action to approve the First Amendment to the First Amended and Restated Non-Standard Water Service Agreement involving Mission Oaks, including a consent to assignment of the Agreement to the City of Georgetown.** The first Amendment preserves the obligation of the Developer to pay for and construct the looped line, and also includes consent to assignment which will be needed for the District's closing. Pat Gower moved to approve the First Amendment to the First Amended and Restated Non-Standard Water Service Agreement involving Mission Oaks, including consent to assignment of the

Agreement to the City of Georgetown. Mike Sweeney seconded the motion, which the Board approved unanimously.

### **Board of Directors**

1. **Discussion and action to appoint a Board member to the office of Treasurer.** Mike Sweeney made a motion to appoint James Pletcher to the office of Treasurer. Pat Gower seconded the motion, which the Board approved unanimously.
  
2. **Discussion and action to appoint Board members to serve on Board Committees, including appointments to the Finance and Personnel Committees.** Delton Robinson, President, announced Board member assignments to the following committees:  
**Finance Committee:** James Pletcher, Pat Gower, Mike Sweeney  
**Personnel Committee:** Ed Pastor, Bob Johnson, Gary Goodman  
**Georgetown Transition Committee:** Delton Robinson, Ed Pastor, Mike Sweeney, Keith Walker (Transition Manager)  
**Governmental Interface Committee:** Delton Robinson, Mike Sweeney, Pat Gower  
**Communications Committee:** Mike Sweeney

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

- D. **Update on TCEQ status and review/approval of pending STM application.** Jim Briggs stated notice has been received from TCEQ stating that District customers are to be notified that they may request a public hearing from TCEQ. The City of Georgetown will notify all customers, as the City of Georgetown submitted the application. A cover letter of explanation will accompany the TCEQ notice.

**Employee Benefits:** Jim Briggs explained that a meeting has been scheduled for January 6, 2014 for Georgetown Human Resource representatives to meet with the District employees to explain health and retirement coverage with the City of Georgetown. District insurance coverage will be included on the January Board agenda.

### **Consent Agenda**

- A. **Approve minutes from the November 21, 2013 Board of Directors meeting.** Mike Sweeney moved to approve the minutes from the November 21, 2013 Board of Directors meeting contingent upon changing the month from "November" to "December", second sentence, at the top of the second page. Bob Johnson seconded the motion, which the Board approved unanimously.

### **Legislative Regular Agenda**

- A. **Consideration and possible action to approve the City of Florence Joint Use Agreement (Howell Tract).** Leonard Dougal gave the Board an overview of the agreement. There are no direct costs to the District associated with the Joint Use Agreement. The Agreement will facilitate the sale of water to the City of Florence. Pat Gower moved to approve the City of Florence Joint Use Agreement (Howell Tract) contingent upon Mr. Dougal securing an official documented easement that is more specific of the area in question.

- C. Consideration and action on awarding a bid for the SH 138 12" Waterline to Skyblue Utilities, Inc. of Kingsland, Texas and establishing a project budget in the amount of \$678,784.53. Wesley Wright, P.E., Systems Engineering Director, Georgetown Utility Systems, gave an overview of the bids submitted and recommended to the Board to award the bid to Skyblue Utilities. Mr. Wright explained that the \$678,784.53 is 5% more than the original bid of \$646,784.53. The 5% increase allows for any additional fees that might surface during construction. Pat Gower moved to award the bid to Skyblue Utilities, Inc. of Kingsland, Texas and establishing a project budget in the amount of \$678,784.53. Ed Pastor seconded the motion, which the Board approved unanimously.
- D. Consideration and possible action to approve an Interlocal Contract between Chisholm Trail Special Utility District and the City of Liberty Hill for retail wastewater billing services. The City of Liberty Hill does not have means to bill the approximate 1,200 wastewater customers who are District retail water customers and therefore, has requested assistance from the District. The District will receive revenue of \$1.45 per statement billed for managing the retail wastewater service. This administrative fee will be deducted from the wastewater fees collected prior to sending payment to the City of Liberty Hill. This fee will generate approximately \$1,740.00 per month (at approximately 1,200 billings) and will cover the cost of providing the service. Pat Gower moved to approve an Interlocal Contract between Chisholm Trail Special Utility District and the City of Liberty Hill for retail wastewater billing services. Gary Goodman seconded the motion, which the Board approved unanimously.
- E. Consideration and possible action to award a bid to Smith Pump Company, Inc., of Waco, Texas, for the repair of Domel Well Pump #2 in the amount of \$28,181.00. Wesley Wright, P.E., Systems Engineering Director, Georgetown Utility Systems, gave an overview of the bids submitted and recommended to the Board to award the bid to Smith Pump Company, Inc., of Waco, Texas in the amount of \$28,181.00. Ed Pastor moved to approve the bid and authorize execution of a contract to Smith Pump Company, Inc. of Waco, Texas in the amount of \$28,181.00. James Pletcher seconded the motion, which the Board approved unanimously.

#### Adjournment

The meeting adjourned at 7:45 p.m. on a motion by Ed Pastor and seconded by James Pletcher, which the Board approved unanimously.

  
Mike Sweeney, Secretary