

**Chisholm Trail Special Utility District  
Of Williamson, Bell, and Burnet Counties, Texas  
Minutes of Meeting of the Board of Directors  
January 16, 2014**

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 16<sup>th</sup> day of January, 2014. 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.

Linda White called roll:

Delton Robinson	President
Ed Pastor	Vice President
Mike Sweeney	Secretary
James Pletcher	Treasurer
Gary Goodman	Director
Pat Gower	Director
Bob Johnson	Director

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 (Half Associates), and those listed on the sign-in sheets.

**Public Comments**

None.

**Legislative Regular Agenda**

- A. Presentation and consideration to accept the District's Financial Statements for the year ending September 30, 2013, and related year-end audit results. Jimmy Romell and Nancy Olson, Audit Associates with Maxwell Locke & Ritter, Austin, Texas, the District's auditing firm, presented to the Board an annual overview of the audit and provided an unqualified opinion of the FY 2012-2013. Gary Goodman moved to approve the FY 2013 Annual Audit as presented by Maxwell Locke & Ritter. Bob Johnson seconded the motion, which the Board approved unanimously.

**General Manager's Report**

- A. Operations Report – Jim Briggs presented to the Board various charts and graphs as he introduced a revised way of reporting the information gathered for the Operations Report. Mr. Briggs stated this is the means by which the Georgetown Utilities Department reports their Operations Reports. Mr. Briggs explained that the charts and graphs are easier to

visualize and follow on a monthly basis. The Board expressed their preference to have the reports prepared as charts and graphs.

- B. Financial Reports – Jim Briggs suggested that the Financial Reports be prepared on a quarterly basis rather than a monthly basis.
- C. Project Status Reports – Noah Shaffer, Harry Randall and Wesley Wright updated the Board on the various projects.
- D. Update on TCEQ status and review/approval of pending STM application. Jim Briggs shared that on January 8, 2014 a cover letter of explanation accompanied the TCEQ STM Notice letter, and were mailed to the District customers, nearby utilities and others required by TCEQ. TCEQ was notified of the mailing. There is a 30 day comment period from the day that the letters were mailed that persons may provide comments to TCEQ about the STM application and as to whether or not they desire a public hearing from TCEQ. District customers may respond directly to TCEQ. The District also has set to take comments on the District's website.

#### Consent Agenda

- A. Approve minutes from the December 19, 2013 Board of Directors meeting. Pat Gower moved to approve the minutes from the December 19, 2013 Board of Directors meeting. Mike Sweeney seconded the motion, which the Board approved unanimously.

#### Legislative Regular Agenda

- B. Consideration and possible recommendation to award a contract with MC Sandblasting & Painting, of Cedar Springs, Michigan, for the rehabilitation of Braun Elevated Storage Tank and establishing a budget in the amount of \$306,900.00. 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 MC Sandblasting & Painting, Cedar Springs, Michigan. Mr. Wright explained that the \$306,900.00 is 5% more than the original bid of \$292,900.00. The 5% increase allows for any additional fees that might surface during construction. Mr. Wright stated that at this time there will be no logo painted on the elevated storage tank. Pat Gower moved to award the bid to MC Sandblasting & Painting, Cedar Springs, Michigan and establishing a project budget in the amount of \$306,900.00. Mike Sweeney seconded the motion, which the Board approved unanimously.
- C. Consideration and possible adoption of revisions to the CTSUD: Construction Standards and Details as follows:
  - 1. W-06 Typical Fire Hydrant Installation
  - 2. W-03A Typical Water Service – Elevation
  - 3. W-03B Single Water Service – Plan
  - 4. W-03C Double Water Service – Plan

Nosh Schaffer, P.E., Halff Associates gave an overview of the reasoning for the revisions for each standard. Pat Gower moved to approve the revisions to the CTSUD Construction Standards and Details. Gary Goodman seconded the motion, which the Board approved unanimously.

**NOTE:** Gary Goodman excused himself from the Board meeting at 6:40 p.m., due to a conflicting engagement. Six Board members remained in session, thus constituting a quorum.

**D. Consideration and possible action to approve District signatory matters including:**

1. Removal of signatory authority of outgoing Board members.
2. Approve Resolution No. 14-0116-01 to designate signatory authority to Board President, Vice-President, Secretary, Treasurer, and Interim Transition Manager.
3. Approve Resolution No. 14-0116-02 to amend authorized representatives for District TexPool accounts.
4. Approve Resolution No. 14-0116-03 to amend authorized users of safe deposit box at Union State Bank.

Pat Gower moved to add Jim Briggs onto the District banking signatory cards and as an authorized user of the safe deposit box at Union State Bank. Ed Pastor seconded the motion, which the Board approved unanimously. Due to adding Mr. Briggs to the District signatory cards, the signatory resolutions were tabled and will be on the February agenda.

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The Board chose to address the following agenda item before adjourning into Executive Session:

- A. **Consideration and possible action to approve Employee Benefits and Health Insurance for 2014.** Pat Gower moved to designate Jim Briggs and Micki Rundell as trustees of the District's 401K Plan and to remove any other trustees from the District's 401K Plan. Mike Sweeney seconded the motion, which the Board approved unanimously.

**Recess**

The Board recessed the meeting at 7:20 p.m., for a short break.

**Reconvened**

The Board reconvened at 7:28 p.m. with six Board members present.

**Executive Session**

At 7:29 p.m., President Delton Robinson announced to the public that the Board of Directors would convene in Executive Session as authorized by the following Sections of the Texas Open Meetings Act: Section 551.071, Section 551.072 and Section 551.074.

**Adjourn Executive Session**

At 7:55 p.m., the Board of Directors adjourned the Executive Session by unanimous acclamation by the Board.

**Reconvened Public Session**

The Board convened into Public Session at 7:56 p.m.

Delton Robinson stated that the employee benefits and health insurance for 2014 would be tabled for future consideration.

**Employee Health Coverage**

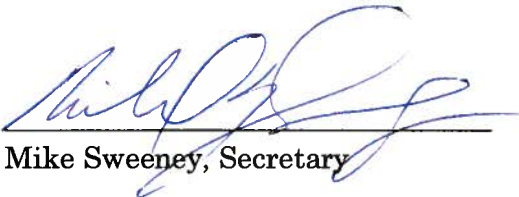
Pat Gower stated that the District would tentatively maintain Blue Cross/Blue Shield coverage for the employees, with the District continuing to cover 88% of the cost and employees continuing to cover 12% of the cost. Mr. Gower also stated that the employees would continue with the District until closing, rather than becoming employees of the City of Georgetown with health coverage provided by the City. In the interim, Keith Walker is going to continue researching insurance options with recommendations to be presented to the Board at a next meeting. No final action was taken on the employee health insurance coverage issue.

**401K Plan**

Pat Gower stated that Jim Briggs, trustee of the District's 401K Plan, and the administrator of the District's 401K Plan, will schedule staff meetings regarding retirement plans.

**Adjournment**

The meeting adjourned at 8:40 p.m. on a motion by Pat Gower and seconded by Mike Sweeney, which the Board approved unanimously.



Mike Sweeney, Secretary