

**Chisholm Trail Special Utility District
Of Williamson, Bell, and Burnet Counties, Texas
Minutes of Meeting of the Board of Directors
March 20, 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 20th day of March, 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

Six Board members were present, with James Pletcher absent, thus constituting a quorum. Also present were Jim Briggs, Harry Randall, Keith Walker, Danielle Ellis, Linda White, Leonard Dougal and those listed on the sign-in sheets.

Public Comments

None.

General Manager's Report

- A. **Operations Report** – Jim Briggs presented to the Board graphs indicating the meter counts, gallons of water used and sold.

- B. **Update on TCEQ status and review/approval of pending STM application.** There were no updates to report.

- C. **Project Status Reports** – Wesley Wright updated the Board on the Braun EST Rehabilitation and the SH 138 12-inch Waterline projects. The Braun EST Rehabilitation is progressing without any complications. Final completion is expected the latter part of June. The SH 138 12-inch Waterline is progressing with final completion expected in August.

Consent Agenda

- A. Approve minutes from the January 29, 2014 and February 20, 2014 Board of Directors meetings. The February 20th minutes stated that the installation of Pump #4 at the North Lake Georgetown Pump Station has been placed on hold for the time being. Ed Pastor asked for an explanation. Wesley Wright stated that if the District does consolidate with Georgetown, there will be no need for Pump #4 and that Georgetown has other options under consideration. Pat Gower moved to approve the minutes from the January 29, 2014 and February 20, 2014 Board of Directors meetings. Gary Goodman seconded the motion, which the Board approved unanimously.

Legislative Regular Agenda

- A. Consideration and possible action to approve additional work by District's audit firm to bring Chisholm Trail Special Utility District into compliance with the provisions of the District's loan with the USDA. The USDA requires a report on compliance and on internal controls to be filed by the District's auditors along with the annual audit. Previous auditors have not filed this report. The District was notified by the USDA that a recent review of the District's file revealed the deficiency. Maxwell Locke and Ritter have agreed to perform the necessary work for \$3,000.00. Staff recommended authorizing up to \$3,500.00 in expense before requiring additional Board action. Pat Gower moved to approve the additional work by District's audit firm to bring Chisholm Trail Special Utility District into compliance with the provisions of the District's loan with the USDA. Bob Johnson seconded the motion, which the Board approved unanimously.
- B. Update on Open Records Request Policy. The District has received a number of requests for public information under the Texas Public Information Act (the "Act"). This is an update to provide the Board with information regarding the District's current policy. On October 15, 2009, the District updated its policy which includes summaries of the requirements and procedures of the Act, such as information required to be produced, information that may be withheld, time limits for responses and requests for decision to the attorney general, and acceptable charges. The policy also includes a time limit equal to 36 hours on the amount of time that personnel of the District are required to spend producing public information for inspection or duplication by a single requestor in a 12-month period corresponding with the District's fiscal year. **No action needed on this item.**
- C. Consideration and possible action to implement a Records Retention Policy for the District. The District has extensive records, much of which date back to the founding of the District. In order for the District to become compliant with the Texas State Library Records Retention requirements for public entities, the District will adopt the Texas State Library standard retention schedule for public entities and will file a retention schedule with the Texas State Library. Included with the District's filing, payment in the amount of \$1,400.00 (2 staff licenses @\$700/each) will be included. As soon as the Texas State Library accepts the District's retention schedule and payment, the District will begin implementing its plan. The Georgetown Records Management Office will supply use of a scanner. Ed Pastor moved to approve for the District to implement a Records Retention Policy. Gary Goodman seconded the motion, which the Board approved unanimously.

- H. Discussion and direction to staff on Water Supply Resource Management Policy. Jim Briggs gave a presentation to the Board on policies and procedures regarding the District's water supply, existing entitlements, and future Non-Standard Service Agreements. A Board Work Shop will be scheduled before the April Board meeting to discuss further.

Recess

The Board recessed the meeting at 6:50 p.m., for a short break.

Reconvened

The Board reconvened at 7:05 p.m. with six Board members present.

- D. Consideration and possible action to approve amendments to the Interlocal Agreement between Georgetown Utility Systems and CTSUD. The following proposed amendments to the existing interlocal agreement for management services are: 1) combined system water master plan, 2) cooperative utility bill printing and presentment (Dataprose); and 3) shared online account management and payment process (Insite). Staff recommends approval for the proposed amendments to allow for future system planning and utility billing/account management enhancements. **Mike Sweeney moved to approve amendments to the Interlocal Agreement between Georgetown Utility Systems and CTSUD. Gary Goodman seconded the motion, which the Board approved unanimously.**
- E. Consideration and possible action to approve a Consent to Assignment from the District to the City of Georgetown related to certain agreements to which the District is a party. The Asset Transfer and Utility System Consolidation Agreement between the District and the City of Georgetown executed on October 15, 2013 requires that the City pursue consent for the assignment of contract rights and liabilities related to existing contracts and agreements to which the District is a party and such consent is not specifically granted within the existing contract. The actual assignment of rights and liabilities is effective upon close of the utility consolidation detailed in the Asset Transfer and Utility System Consolidation Agreement. The City has engaged the services of Water Resource Management, Inc. to pursue Consent to Assignment of said contracts and agreements. A Consent to Assignment will be pursued for each agreement where specific consent is required. This item exists to allow the Board to consider execution of each Consent to Assignment when executed by the counter party. **Stonewall Ranch MUD Consent to Assignment was included for Board approval. Pat Gower moved to approve the Stonewall Ranch MUD Consent to Assignment and any future submitted Consent to Assignments, per legal counsel approval. Mike Sweeney seconded the motion, which the Board approved unanimously.**
- F. Consideration and possible action to extend the professional services agreement with Keith Walker for Business Management services to Chisholm Trail Special Utility District. As the transition of the District to the City of Georgetown continues, it will be beneficial to extend the business management services agreement with Keith Walker. Keith will focus on business management aspects of the District under the direction of the General

Manager, Jim Briggs, who is directly accountable to the Board. This extension will be for a minimum of three (3) months and no more than six (6) months. **Ed Pastor moved to approve extending the professional services agreement with Keith Walker for Business Management services to Chisholm Trail Special Utility District. Bob Johnson seconded the motion, which the Board approved unanimously.**

- G. Consideration and possible action to award a bid to T. Morales Company for Electrical Upgrades for Domel Well Pump #1 and #2 in the amount of \$8,850.00. Staff recently conducted an evaluation of the Domel wells and found that Wells #1 and #2 were having high ampere spikes during startup, this could lead to reduced life or untimely failure of the well motors. Staff requested bids from three (3) contractors and two (2) bids were received by staff, with one (1) being a no bid. The lowest qualified bid was provided by T. Morales Company in the amount of \$8,850.00. **Pat Gower moved to approve awarding bid to T. Morales Company for electrical upgrades for Domel Well Pump #1 and #2 in the amount of \$8,850.00. Ed Pastor seconded the motion, which the Board approved unanimously.**
- I. Consideration and action upon the fourth amendment to the Cimarron Hills Non-Standard Service Agreement. The developer of Cimarron Hills has requested the inclusion of additional property (approximately 155 acres) into the existing Non-Standard Service Agreement. Additionally, the developer has requested existing water allocations (land use equivalents-LUEs) be allowed to be transferred to this new area. No additional LUEs are being requested and the developer has agreed to include a consent agreement regarding the proposed CTSUD and Georgetown consolidation. **Tabled.**
- J. Consideration and action upon a Non-Standard Service Agreement for Fredrickson Ranch. Fredrickson Ranch is a proposed single-family residential development with 98 lots. The development is requesting a Non-Standard Service Agreement. Most of the development's infrastructure is installed. Upon approval, the developer will complete internal improvements and testing. The developer will obtain service by extending a 12" main from SH 29 to the development. The proposed agreement includes provisions for water development administrative fees and performance guarantees. Impact fees are payable upon permitting. **Gary Goodman moved to approve a Non-Standard Service Agreement for Fredrickson Ranch. Mike Sweeney seconded the motion. The motion passed (all FOR except Ed Pastor AGAINST).**
- K. Consideration and action upon a Non-Standard Service Agreement for Wilderness Cove. Wilderness Cove is a proposed single-family residential development with 21 lots. The development is requesting a Non-Standard Service Agreement. Upon approval, the developer will complete internal improvements along with 8" offsite water line improvements necessary to serve the development. The proposed agreement includes provisions for water development administrative fees and performance guarantees. Impact fees are payable upon permitting. **Mike Sweeney moved to approve a Non-Standard Service Agreement for Wilderness Cove. Bob Johnson seconded the motion. The motion passed (all FOR except Ed Pastor AGAINST).**

- L. Consideration and action upon a Non-Standard Agreement for Oakland Park. Oakland Park is a proposed single-family residential development with 24 lots. The development is requesting a Non-Standard Service Agreement. Upon approval of the agreement, the developer will complete internal improvements along with approximately 1,500 linear feet of 8" offsite water line improvements. The proposed agreement includes provisions for water development administrative fees and performance guarantees. Impact fees are payable upon permitting. Gary Goodman moved to approve a Non-Standard Service Agreement for Oakland Park. Pat Gower seconded the motion. The motion passed (all FOR except Ed Pastor AGAINST).
- M. Consideration and action upon the second amendment to the Highland Meadows Non-Standard Service Agreement. The developer has requested that the provisions requiring the District to provide sewer service be removed from the Non-Standard Service Agreement. The developer has also asked that the platting requirement be extended. Pat Gower moved to approve the second amendment to the Highland Meadows Non-Standard Service Agreement as modified. Gary Goodman seconded the motion, which the Board approved unanimously.

Executive Session

At 8:02 p.m., President Delton Robinson announced to the public that the Board of Directors would convene in Executive Session to seek legal opinion and advice from the District's legal counsel regarding TCEQ status and review/approval of pending STM application, as authorized pursuant to Section 551.072, Texas Government Code.

V. C. 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, Government Code, regarding the Asset Transfer Agreement providing for transfer of service territory and assets to the City of Georgetown.

Adjourn Executive Session


At 9:30 p.m., the Board of Directors adjourned the Executive Session by unanimous acclamation by the Board.

Reconvene into Public Session

Delton Robinson announced that no final action, decision, or vote was taken on any matter in Executive Session.

Adjournment

The meeting adjourned at 9:31 p.m. on a motion by Gary Goodman and seconded by Bob Johnson, which the Board approved unanimously.


Mike Sweeney, Secretary