

Chisholm Trail Special Utility District
Policy for Posting of Board Meeting Agendas
November, 2015

In order to comply with legislation passed by the Texas State Legislature related to the amendment of Section 551.054 of the Texas Government Code, the following Policy is proposed for adoption, effective September 1, 2015.

1. All Board Meetings will be posted at least 72 hours prior to the to the meeting on the District's Website: www.ctsud.org and will also be posted on the entrance door (readily available to the public) at the District's Office, located at 851 FM 970, Florence, TX 76527; and on the bulletin board outside Georgetown City Hall, located at 113 East 8th Street, Georgetown, TX, 78626.
2. Certification of posting will be added to each posting stating that the notice of the meeting has been properly posted: See Certificate of Posting below:

CERTIFICATE OF POSTING

I certify that this Notice of Meeting for the Chisholm Trail Special Utility District Board of Directors was posted at the District Office: 851 FM 970, Florence, TX 76527; on the District's Website: www.ctsud.org ; and at Georgetown City Hall, 113 East 8th Street, Georgetown, TX, 78626 on the _____ day of _____, 2015 at _____ a place readily accessible to the general public at all times, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

3. Documentation will be maintained by the Board Liaison, under the direction of the General Manager, verifying that all meetings have been properly posted on the District's website: (A) A copy of the certified agenda will be retained in the District's official records. (B) The Board Liaison will print a copy of the certified agenda from the website visibly showing the web address, date and time. The copies will be retained in the District's official records for 2 years according to GR1000-01a1 of the Texas State Library Retention Schedule for Records Common to all Local Governments.

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4. The Board Secretary will be responsible to insure that the District complies with this policy and that documentation exists to verify compliance.
5. A copy of the certified agenda will be included with the minutes of the board meeting to be approved by the Board as acknowledgement by the Board that the meeting was legally posted.

APPROVED BY RESOLUTION OF THE CHISHOLM TRAIL SPECIAL UTILITY BOARD
November 19, 2015