



JACKSON WALKER L.L.P.
ATTORNEYS & COUNSELORS

MEMORANDUM

TO: Jim Briggs, General Manager of Chisholm Trail Special Utility District

FROM: Leonard Dougal and Mallory Beck

DATE: October 7, 2015

RE: Amendment to Rules for Posting Notice of Board Meetings for Special Utility Districts

The purpose of this memorandum is to provide an update on new legislation passed in the 2015 Legislative Session which impacts the requirements for posting notice of board meetings for water districts or other districts or political subdivisions, including Chisholm Trail Special Utility District (“Chisholm”).

House Bill 3357 amended Section 551.054 of the Texas Government Code and addressed the requirements for posting notice for water districts or other districts or political subdivisions that extend into fewer than four counties. These districts, which include Chisholm, are now required to post notice of each meeting at a place convenient to the public in the administrative office of the district or political subdivision and either provide notice of each meeting to the county clerk of each county in which the district or political subdivision is located or post notice of each meeting on the district’s or political subdivision’s Internet website.

Previously, Chisholm was required to both post the notice in its administrative office and provide the notice to the county clerk of each county in which Chisholm Trail extends. Now, however, Chisholm is only required to post the notice in its office and on its website. House Bill 3357 was passed by the Texas Legislature during the 84th Regular Session in 2015 and was signed into law by the Governor. It became effective September 1, 2015.

Attached hereto as “Attachment A” are some tips for documenting Chisholm’s compliance with posting of notice on Chisholm’s website and a sample certification to add to the bottom of Chisholm’s regular agenda, or any other posted notice, stating that the notice was posted by the appropriate means.

Attachment A

Tips for Complying with Notice by Web-posting

- Assign the person otherwise in charge of complying with notice requirements the duty to ensure the web-posting occurs timely each month
- Ensure the person charged with such compliance is familiar with the steps and time required to post a document to the district's website
- Maintain this Attachment and/or Memorandum in a file along with other notice requirements in case the person typically responsible for this task is unexpectedly unavailable
- Take a screen-shot of the notice or print the notice immediately after web-posting so that the web address (URL) and the date and time are visible
- Include the below sample certification on each agenda certifying that notice was posted on the district's website
- Maintain a log of web-posting and ensure that each time a posting is complete the person responsible for the posting signs the log indicating the required notice was timely posted

Sample Certification to Include on Agenda

I certify that the above agenda for _____ (for example, this Meeting of the Board of Directors of the Chisholm Trail Special Utility District) was posted _____ (for example, on the bulletin board at the offices of Chisholm Trail Special Utility District located at Georgetown City Hall, Georgetown, Texas) and was posted online at www.ctsud.org on _____, 20__ (Month day, year) by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

(signature of person responsible for posting notice)
(Printed Name and Title of person responsible for posting notice)