

**Chisholm Trail Special Utility District  
Of Williamson, Bell, and Burnet Counties, Texas**

**Minutes of Meeting  
Of the Board of Directors  
October 15, 2009**

The Board of Directors of Chisholm Trail Special Utility District of Williamson, Bell, and Burnet Counties, Texas convened in a regularly scheduled meeting at the administrative office of Chisholm Trail Special Utility District located at 851 FM 970, Florence, Williamson County, Texas beginning at 5:30 p.m. on the 15<sup>th</sup> day of October, 2009. Notices of time, place, and subject of meeting were posted at the places and for the time required by law.

The meeting was called to order at 5:30 p.m.

Gordon Eurom led those present in the Pledge of Allegiance to the American flag.

Cheryl Owens called role:

Gordon Eurom	President
Marcus Canipe	Vice-President
Cash Mullen	Secretary
Mary Wilson	Treasurer
Mike Giguere	Director
Bob Johnson	Director
Gary Goodman	Director

All Board members were present. Also present were Jennifer McKnight, Tony Corbett, Craig Casper, Harry Randall, Cheryl Owens, and those listed on the attached sign in sheet.

**Public Comment**

There was no public comment.

**Customer Service Matters**

A. Customer concern of Mr. Richard W. Johnson

Jennifer McKnight provided information concerning a customer, Mr. Richard W. Johnson, 2453 Hwy 195, who received alleged destruction of private property caused from no PRV

being installed. Ms. McKnight explained that the previous General Manager had stated that Chisholm Trail SUD would provide the needed PRV's and the work order was not completed. The PRV's have now been installed. Mr. Johnson addressed the Board. **No action taken.**

### **Consent Agenda**

- A. Approval of Minutes of September 17, 2009 Board of Directors Meeting:
- B. Approval of Amended Minutes from March 19, 2009 Board of Directors Meeting.
- C. Approval of Payment of bills, invoices and check register for September 2009.
- D. Approval of District Investment Policy.
- E. Approval of sale of scrap metal and meters.

**On a motion made by Gary Goodman and seconded by Mary Wilson, the Board unanimously approved the Consent Agenda.**

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

Ms. McKnight presented the following:

- A. Operational Status Report and Water Loss Report
- B. Financial Reports
- C. Monthly Customer Service Report
- D. Project Status Report

### **Action Items**

- A. Brazos River Authority (BRA)

David Collinsworth from BRA provided an update concerning the pump acceleration, purchase of pump parts, and future water sources and availability.

P. District Consultants to Access and Perform Site Investigation/Surveying on Avant Property

Tony Corbett stated that he is working with Bob Wallace and Kent Sick on accessing the Avant property in order to perform site investigation and surveying services necessary to begin construction of a water treatment plant and related facilities. Bob Wallace needs access in order to survey the area, but Mr. Avant is not being corporative. Mr. Sick has sent correspondence to Mr. Avant. Mr. Avant reluctantly stated that he would allow the surveyors onto his property, but it is deer hunting season. Bob Wallace stated that he cannot send surveyors onto the property when hunters are out hunting.

Discussion incurred with the following thoughts: 1) attempt to purchase a hunting lease throughout a week; 2) make sure that no one is hunting on the property Monday-Friday during the noon hour, except for the holidays; 3) arrange a meeting with City of Georgetown, CTSUD and Mr. Avant; 4) send Mr. Avant a letter stating that project personnel will be on site on November 18<sup>th</sup>.

**Executive Session**

At 7:00pm, Gordon Eurom announced the Board of Directors would enter into Executive Session pursuant to applicable section of Subchapter D, Chapter 551, and Government Code, of the Texas Open Meetings Act to discuss real estate matters and to seek legal advice. **At 7:30 p.m., President Eurom announced the Board was out of Executive Session and that no final actions, decision, or votes were taken on any subject or matter while in Executive Session.**

E. Williams Drive Utility Relocation Project

1. Jennifer McKnight presented the First Amendment to the Utility Relocation Agreement (Phase I) providing for construction of a 24-inch transmission line in lieu of an 18-inch transmission line. **Gordon Eurom moved to approve the First Amendment to the Utility Relocation Agreement (Phase I). Gary Goodman seconded the motion, which passed unanimously.**
2. Jennifer McKnight presented bids for construction of Phase II water line improvements and stated the Board will need to determine whether to authorize Williamson County to proceed with a betterment project. **Gordon Eurom moved to notify Williamson County to proceed with the betterment project. Marcus Canipe seconded the motion, which passed unanimously.**

B. Baker-Aicklen & Associates

Jennifer McKnight presented information concerning a proposal from Baker-Aicklen &

Associates for FYE 2010 GIS Data Conversion and GPS Field Inventory Services in the amount of \$94,948.00. **Mike Giguere moved to approve the proposal from Baker-Aicklen & Associates, not to exceed \$100,000.00. Gordon Eurom seconded the motion, which passed unanimously.**

O. Relocation of District Raw Water Line Improvements Adjacent to Hwy 29

Jennifer McKnight presented information concerning the relocation of District raw water line improvements adjacent to Hwy 29. This item was requested by the Cimarron Hills subdivision.

Bob Wallace confirmed that there is not enough room for three lines. Ms. McKnight is to notify Cimarron Hills subdivision that the District is agreeable to relocating the raw water line at Cimarron Hill's expense and that they will need to first obtain an easement at their expense.

D. Status of District Water System and Drought Stage III

Jennifer McKnight provided information regarding the current status of the Districts' water systems and stage III of the drought conditions. **No action was taken by the Board.**

F. Fire Hydrant Improvement Project

Jennifer McKnight presented information concerning the initiation of the fire hydrant improvement project. **No action taken.**

G. Pinnacle Development

Jennifer McKnight presented information concerning the possible termination of Non-Standard Service Agreement with Pinnacle Development due to a breach of contract. Pinnacle is currently in default to the District for impact fees (\$2,931,450.00) and water reservation fees (\$77,520.00). Tony Corbett provided some guidance from a legal prospective. Bob Johnson moved to accept staffs recommendation and to mail a final bill (\$2,931,450.00 + \$77,520.00) by certified mail, allowing 30 days to pay and authorize legal counsel to then send a letter terminating the agreement if payment is not received. **Mike Giguere seconded the motion, which passed unanimously.**

H. District Retail Sewer Service

Jennifer McKnight provided information regarding provision of a retail sewer service by Chisholm Trail SUD. The Board requested a workshop prior to the next Board meeting to discuss the item. **Bob Johnson moved to not enter into retail sewer services. Motion died from lack of a second.**

I. Double Eagle Information Systems, LLC

Jennifer McKnight presented a proposal from Double Eagle Meter Information System, LLC for a pilot program to place an AMR System at 25 sites in the Rancho Sienna Development at a cost of \$3,392.75. **Mary Wilson moved to approve the proposal from Double Eagle Meter Information System, LLC. Gordon Eurom seconded the motion, which passed unanimously.**

J. Administrative Policy A-01, Cash Handling Policy

Jennifer McKnight presented Administrative Policy A-01, Cash Handling Policy. This policy sets forth guide lines for those handling District funds. **Mary Wilson moved to approve Administrative Policy A-01. Cash Mullen seconded the motion, which passed unanimously.**

K. Administrative Policy A-02, Unclaimed Property Policy

Jennifer McKnight presented Administrative Policy A-02, Unclaimed Property Policy. **Gordon Eurom moved to approve Administrative Policy A-02. Mary Wilson seconded the motion, which passed unanimously.**

L. Purchasing Policy P-04, Purchasing Card Policy

Jennifer McKnight presented Purchasing Policy P-04, Purchasing Card Policy. **Mary Wilson moved to approve the Purchasing Policy P-04, as amended to have the Board President review the General Manager's statement. Cash Mullen seconded the motion, which passed unanimously.**

M. Public Information Policy

Jennifer McKnight presented the Public Information Policy. This policy was developed in accordance with the Public Information Act and was reviewed by legal counsel. **Mike**

**Giguere moved to approve the Public Information Policy. Gordon Eurom seconded the motion, which passed unanimously.**

N. District Identity Theft Prevention Program

Jennifer McKnight presented a District Identity Theft Prevention Program. **Gordon Eurom moved to approve the District Identity Theft Prevention Program. Mike Giguere seconded the motion, which passed unanimously.**

C. Construction of District Pump Station at North Lake Georgetown Water Treatment Plant

Jennifer McKnight presented information concerning acceleration of the schedule for the construction of a District pump station at the North Lake Georgetown Water Treatment Plant. The proposed cost is estimated at \$2,300,000.00. **Mary Wilson moved to approve to accelerate this project from FY 2012 to FY 2010. Gordon Eurom seconded the motion, which passed unanimously.**

Q. Resolution No. 091015-01

Tony Corbett presented a resolution authorizing acquisition of easement by condemnation on property owned by Warren P. Roche, Jeauet Roche, and Randal C. Roche. **Gordon Eurom moved to adopt Resolution No. 091015-01. Bob Johnson seconded the motion, which passed unanimously.**

**H204Texas: The Water Event Conference**

Gordon Eurom shared information concerning a water conference involving the Texas House and Senate Natural Resource Committee's Chairmen, in Fort Worth, Texas. Gordon Eurom requested the General Manager attend from Chisholm Trail SUD.

**Adjournment**

**The meeting adjourned at 10:10 p.m. on a motion made by Mike Giguere which was seconded by Gordon Eurom, and approved unanimously.**

  
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Cassius Mullen, Board Secretary