

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

**Minutes of Meeting of the Board of Directors
March 17, 2011**

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 of Chisholm Trail Special Utility District located at 851 FM 970, Florence, Williamson County, Texas beginning at 5:30 p.m. on the 17th day of March, 2011. Notices of the time, place, and subject of the meeting were posted at the places and for the time required by law.

Meeting was called to order at 5:30 p.m.

Mary Wilson led those present in the Pledge of Allegiance to the American flag.

Jennifer McKnight called role:

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

All Board members were present, thus constituting a quorum. Also present was Jennifer McKnight, Tony Corbett, Terri Sisk, Harry Randall, and those listed on the attached sign-in sheet.

Public Comment

Reverend Bill Gravell, a Board member of Sonterra MUD, requested CTSUD's support of Corn Hill Water Authority. Rev. Gravell stated the authority's sole purpose is to allow for funding for regional projects. Sonny Kretzschmar, Board member of Jarrell-Schwertner Water Supply Corporation, explained the authority hopes to facilitate numerous interconnects with multiple entities connected to a large source.

Customer Requests

Discussion and possible action regarding request to address the Board by Joe Bolin regarding compensation granted to the Tomlinson Family Trust through an easement conveyed to the District during January 2009. Mr. Bolin addressed the Board and stated his dissatisfaction with the reimbursement amount approved by the Board last month. Mike Giguere requested clarification on the difference in the amounts requested from the first invoice and the second invoice. Mr. Bolin stated that he felt that since the installation of the service line was not completed timely, he should receive a "bonus" and that is why the second invoice was for more. Mr. Bolin stated the first invoice represented

the actual cost for service line installation. **A motion was made by Bob Johnson to pay the amount decided last month. Marcus Canipe seconded the motion.** The Board felt that the motion was unnecessary and no vote was needed as a decision was made at the February 17, 2011 Board meeting approving a payment amount.

Consent Agenda

- A. Approval of Minutes from the February 17, 2011 Board of Directors Meeting.
- B. Approval of Check Register, Payment of Bills, and Invoices for February 2011.

Cash Mullen moved to approve the consent agenda. Gordon Eurom seconded the motion, which the Board approved unanimously.

General Manager's Report

Ms. McKnight presented the Manager's Report including the following information:

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

Action Items

- A. Presentation of Bell – Williamson County Regional Water Study performed by Jarrell-Schwertner Water Supply Corporation. David Fusilier, P.E., Naismith Engineering, presented a draft report on the Bell – Williamson County Regional Supply Facility Plan. **No action taken.**
- B. Discussion and possible action regarding contribution of remaining funds of \$190.00 to Jarrell-Schwertner Water Supply Corporation to prepare a report to include study in Brazos Region G Water Plan. **Mike Giguere moved to approve payment of the remaining funds of \$190.00 to Jarrell-Schwertner Water Supply Corporation. Gordon Eurom seconded the motion, which the Board approved unanimously.**
- C. Discussion and possible action regarding change orders for the North Lake Georgetown Pump Station Project:
 - a. Status of Change Order No. 1 related to delay damages: Bob Wallace stated the contractor rejected some of the language in Change Order No. 1 proposed by District Legal Counsel, but accepted the date of April 1st. Mr. Wallace is still waiting for the Corps of Engineers to approve the mitigation plan because the Corps of Engineers decided they wanted CTSUD to become a co-lessee of the property with the City of Georgetown. They later decided they wanted CTSUD's plan to be submitted by the City of Georgetown, which was done last week. Approval from the Corps of Engineers should occur soon. Mr. Wallace will call the Corps of Engineers for an update. Mr. Wallace stated that all easements should be received by next week. **Mike Giguere moved to approve Change Order No. 1 for the North Lake Georgetown Pump Station Project as written by the contractor. Gary Goodman seconded the motion, which the board approved unanimously.**


- b. Change Order No. 2 related to plan changes required by City of Georgetown plan review: Bob Wallace stated the contractor is still getting prices so it will be next week before he will know the costs. Mr. Wallace believes the costs will be within the \$200-\$250K range. Monday morning, March 21st, Mike Giguere, Jennifer McKnight and Bob Wallace will meet with the City of Georgetown City Manager to determine if the City of Georgetown could reduce their requirements.
- D. Discussion and possible action to approve engineer's reimbursable costs for regulatory review related to North Lake Georgetown Pump Station in the amount of \$7,625.00. **Mike Giguere moved to approve the engineer's reimbursable cost of \$7,625.00 for regulatory review of the North Lake Georgetown Pump Station. Cash Mullen seconded the motion, which the Board approved unanimously.**
- E. Status report on Brazos River Authority System Rate review performed by the City of Georgetown. Ms. McKnight stated the review was completed by the City of Georgetown's engineering firm. The study revealed there are no issues that would substantiate a regulatory review of the rates. She stated the participants agreed to send a letter to Brazos River Authority requesting additional participation and input in annual system rate setting. **No action taken.**
- F. Discussion and possible action to approve bid for fire hydrant installation project. Gordon Eurom stated that the Infrastructure Committee is suggesting that for next year, all remaining fire hydrants be installed during FY 2012. A dollar amount is to be included into the budget for FY 2012. The Infrastructure Committee is requesting that the current contractor, Bullseye Excavation, be asked if he would consider holding his current bid amount for next year. **Mike Giguere moved to approve Bullseye Excavation to install five (5) fire hydrants at a cost of \$21,614.15. Gary Goodman seconded the motion, which the Board approved unanimously.**
- G. Discussion and possible action regarding Double Eagle Meter pilot program location. **Gordon Eurom moved to approve changing the pilot program to a subdivision location of the General Manager's choice. Gary Goodman seconded the motion, which the Board approved unanimously.**
- H. Discussion and possible action regarding wastewater operations contract with Brazos River Authority. **Joined with I. (below) in a single motion.**
- I. Discussion and possible action to approve contract negotiations with wastewater operations company. **Mike Giguere moved to not pursue a wastewater operations contract with Brazos River Authority and to authorize the General Manager to bring to the Board a contract with a wastewater operations company for Board consideration. Bob Johnson seconded the motion, which the Board approved unanimously.**

- J. Discussion and possible action regarding joining Texas Rural Water Association's Rural Water Emergency Assistance Cooperative (RWEAC). **Cash Mullen moved to approve Chisholm Trail S.U.D. to join RWEAC. Mike Giguere seconded the motion, which the Board approved unanimously.**
- K. Discussion and possible action to approve list of qualified engineering firms for District projects. **Mike Giguere moved to approve the top four (4) firms, including Bury+Partners, Freese and Nichols, Halff Associates, Inc. and Schaumburg & Polk, Inc., as qualified engineering firms for District projects. Cash Mullen seconded the motion, which the Board approved unanimously.**
- L. Discussion and possible action regarding election matters related to the May 14, 2011 General Election. **No action taken.**
- M. Discussion and possible action regarding Lower Colorado River Authority (LCRA) sale of Liberty Hill Regional Wastewater System. **Bob Johnson moved to not consider any further pursuit of the purchase of the Liberty Hill Regional Wastewater System. Cash Mullen seconded the motion, which the Board approved unanimously.**
- N. Discussion and possible action regarding District Capital Improvement Plan and expenditures from Fund 200 for current projects underway. **Gordon Eurom moved to approve no updates to the District Capital Improvement Plan and allow expenditures from Fund 200 for current projects underway. Cash Mullen seconded the motion, which the Board approved unanimously.**
- O. Discussion and possible action to approve District Management and Ethics Policy. **Mike Giguere moved to have the Board Personnel Committee review the District Management and Ethics Policy and bring any suggested revisions to the April Board meeting. Cash Mullen seconded the motion, which the Board approved unanimously.**
- P. Discussion and possible action to approve amended District Investment Policy. **Mike Giguere moved to approve the amended District Investment Policy as presented except to delete commercial paper, repurchase agreements, and money market funds, and to add money market accounts with a maximum portfolio of 90%. Gordon Eurom seconded the motion, which the Board approved unanimously.**
- Q. Discussion and possible action to approve Resolution No. 11-0317-01 to amend Fiscal Year 2011 Budget. **Cash Mullen moved to approve Resolution No. 11-0317-01 to amend Fiscal Year 2011 Budget with the exception of on-call pay as shown on Schedule O. Bob Johnson seconded the motion, which the Board approved unanimously.**
- R. Legislative update by District Legal Counsel. **Tony Corbett gave an update to the Board.**

- S. Discussion and possible action regarding District participation in the Corn Hill Regional Water Authority. **Gordon Eurom moved to approve the District supporting the Corn Hill Regional Water Authority and to communicate that support to the State legislative representatives. Cash Mullen seconded the motion, which the Board approved unanimously.** Tony Corbett will draft a resolution, if the Board wants to formalize the District's support in the Corn Hill Regional Water Authority.
- T. Discussion and possible action regarding Director attendance at the Florence Chamber of Commerce Annual Banquet at a cost of \$20.00 per Director. The Board discussion was that any interested Board member will purchase their own banquet ticket if they choose to attend the banquet. **No action taken.**
- U. Discussion and possible action regarding easement acquisition for North lake Georgetown Pump Station discharge line. **No action taken.**

Adjournment

The meeting adjourned at 8:50 p.m. on a motion by Gordon Eurom and seconded by Cash Mullen, which the Board approved unanimously.



Gordon Eurom, Secretary