

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

**Minutes of Meeting
of the Board of Directors
December 17, 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 17th day of December, 2009. 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.

Marcus Canipe 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

Five Board members were present, with Mike Giguere and Gordon Eurom being absent, thus constituting a quorum. Also present were Jennifer McKnight, Tony Corbett, Craig Casper, Cheryl Owens, Harry Randall and those listed on the attached sign-in sheet.

Public Comment

There was no public comment.

Consent Agenda

- A. Approval of Minutes
- B. Approval of Payment of Bills

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

General Manager's Report

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

Ms. McKnight informed the Board that an emergency change order was approved by two Board officers related to Phase 1 of RM 2338. She stated a gate valve must be installed to allow isolation of groundwater and surface water and that it was not included in the construction plans. Ms. McKnight stated the cost will not exceed \$22,000.00 and the change order will be on the January agenda.

Action Items

- A. Brazos River Authority (BRA)

Jennifer McKnight presented information concerning the approval of a contract to purchase alliance water from the Brazos River Authority.

Mary Wilson made a motion not to execute the contract for the alliance water, to release the water reservation, and have the General Manager inform BRA. Cash Mullen seconded the motion, which the Board approved unanimously.

- B. Pinnacle

Jennifer McKnight presented information concerning possible extension of time for Pinnacle to pay the past due balance on impact fees. A letter was received from Pinnacle requesting an extension of time.

Mary Wilson moved to terminate any contractual agreement with Pinnacle and to deny an extension of time to pay the past due balance on impact fees. Cash Mullen seconded the motion, which the Board approved unanimously.

C. North Lake Georgetown Water Treatment Plant

Jennifer McKnight introduced Bob Wallace. Mr. Wallace presented a proposal for North Lake Georgetown WTP Modeling and Master Plan for design of District pump station.

Cash Mullen moved to approve Task Order No. 25 for the design of the pump station with the cost not to exceed \$223,000.00. Bob Johnson seconded the motion, which the Board approved unanimously.

D. Subdivision Plan Review

Jennifer McKnight presented a contract with Halff Associates, Inc. for subdivision plan review. The cost for the plan review will be collected from the developer prior to the plan review.

Bob Johnson moved to approve the contract with Halff Associates, Inc. Cash Mullen seconded the motion, which the Board approved unanimously.

E. Supplemental Agreement for Halff Associates

Todd Jackson presented a Supplemental Agreement with Halff Associates, Inc. for environmental work performed by subcontractor, SWCA, regarding sensitive geological features found along Williams Drive.

Mary Wilson moved to approve the Supplemental Agreement with Halff Associates, Inc. Gary Goodman seconded the motion, which the Board approved unanimously.

F. Trench Repair

Todd Jackson presented information concerning a trench repair reimbursement request from Williamson County not to exceed \$25,000.00. The trench repair will be performed by J.C. Evans on Williams Drive Phase I project and is necessary because the trench is unstable for waterline installation.

Mary Wilson moved to approve payment for the trench repair not to exceed \$25,000.00. Cash Mullen seconded the motion, which the Board approved unanimously.

G. Ronald Reagan

Jennifer McKnight provided information concerning the possible participation of Chisholm Trail SUD with Williamson County to obtain easement for the Ronald Reagan Phase 3 and Phase 4 Infrastructure Improvement Projects. Ms. McKnight stated the District can request proposals for a land acquisition company or can explore the possibility of jointly securing easements with Williamson County.

Mary Wilson moved to approve the General Manager to discuss the possible acquisition of easements in conjunction with the County for Ronald Reagan Phase 3 and Phase 4 Infrastructure Improvement Projects and bring a cost estimate to the Board in January. Gary Goodman seconded the motion, which the Board approved unanimously.

H. District 401K

Jennifer McKnight presented:

1. Resolution No. 09-1217-01: Compliance with Pension Protection Act of 2006.
2. Resolution No. 09-1217-02: Amend 401K eligibility to ninety (90) days of employment and reduce employee loans to two (2) per year.

Marcus Canipe moved to approve Resolution No. 09-1217-01 and Resolution No. 09-1217-02 after amending 401K participation eligibility to 6 months. Mary Wilson seconded the motion, which the Board approved unanimously.

I. High Pressure Reduction Solutions

Jennifer McKnight presented a study of pressures out in the field to determine high pressure areas and alternative solutions for distribution system pressure reduction.

Marcus Canipe moved to approve to solicit proposals for a preliminary engineering study to find solutions in high pressure areas in the distribution system. Mary Wilson seconded the motion, which the Board approved unanimously.

J. District Rules Governing Water and Wastewater Service

Cash Mullen moved to approve deletion of Section 2.9 (c) of District Rules of Governing Water and Wastewater Service to no longer require proof of ownership or tenancy to apply for water service. Marcus Canipe seconded the motion, which the Board approved unanimously.

K. Service Truck and Back-up Haul Truck

Marcus Canipe moved to approve the purchase of a Ford F-150 for \$18,330.00 from Philpott Ford. Mary Wilson seconded the motion, which the Board approved unanimously.

Mary Wilson moved to purchase the pre-owned haul truck Ford F-550 for \$30,138.87 from Houston Automotive Group. Bob Johnson seconded the motion, which passed with a vote of Marcus Canipe, Bob Johnson, Mary Wilson and Gary Goodman FOR and Cash Mullen AGAINST.

L. Easement and Water Service Agreement with Hogan's

Bob Johnson moved to approve the Easement and Water Service Agreement with the Hogans. Cash Mullen seconded the motion, which the board passed unanimously.

M. Supak Agreement

Marcus Canipe moved to approve the mediation agreement with the Supaks for raw water line easement. Cash Mullen seconded the motion, which the Board approved unanimously.

Adjournment

The meeting adjourned at 8:47 p.m. on a motion made by Marcus Canipe, seconded by Cash Mullen, and approved unanimously.



Cassius Mullen, Board Secretary