

FILED FOR RECORD

NOTICE OF MEETING OF THE BOARD OF DIRECTORS OF
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT1:10 PM
DEC 04 2009 *om*

December 10, 2009

Nancy E. Raitin
County Clerk, Williamson Co., TX

A regular meeting of the Board of Directors of Brushy Creek Municipal Utility District will be held on the 10th day of December, 2009 at 6:00 p.m., in the District's office, 16318 Great Oaks Drive, Brushy Creek Subdivision, Round Rock, Texas, to consider, act, and approve expenditures on the following matters:

1. Call to order, roll call, establish quorum, and pledge of allegiance.
2. Announcements - None
3. Citizens' Comments (limited to 3 minutes).
4. Discussion regarding order of consideration of agenda items.
5. Citizen Advisory Committee Matters-Standing
 - a. Receive Community Center Advisory Committee Report regarding November 9, 2009, meeting (agenda attached).
 - b. Receive Water & Wastewater Committee Report regarding November 16, 2009 meeting (agenda attached).
6. Staff Reports
 - a. Payment Card Industry (PCI) validation;
 - b. Parks and Recreation Operation Analysis conducted by Ballard King;
 - c. Emergency shelter agreement with Williamson county;
 - d. Repairs at intake structure;
 - e. Sendero Springs Park multi-use field area;
 - f. Membrane system and modifications at Water Treatment Facility;
 - g. Water Treatment Facility security system;
 - h. Demolition and cleanup of maintenance yard; and
 - i. Review of Department Goals for FY 2009/10; and
 - j. General and No Litigation Certificate.

7. **Consent Agenda:** (All of the following items may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a Board member or the General Manager.)
- a. Adopt Order Declaring Marquees to be surplus property and authorize disposition thereof;
 - b. Approve 2010 Brushy Creek Women's Association Special Events Contracts:
 - i. Spring Egg Hunt
 - ii. 4th July Celebration
 - c. Approve FY2010 capital purchases:
 - i. Sendero Pool Thermal Blanket
 - ii. Sendero Pump Area Roof
 - iii. Truck for Regulatory Compliance Specialist
 - d. Approve contract for Water and Wastewater Service to 11.4-acre Beck Tract;
 - e. Approve Order for Destruction of District Records; and
 - f. Approve November 12, 2009 Board Meeting minutes and November 2, 9 and 24, 2009 special Board meeting minutes.
8. **Technology Department Matters:**
- a. Discussion concerning computer lease agreement; and
 - b. Discussion concerning job descriptions:
 - i. System Administrator
 - ii. Executive Administrator
9. **Public Works Department Matters:**
- a. Discussion and possible action concerning adoption of Order Declaring compressors located at Water Treatment Facility to be surplus property and authorizing disposition thereof; and
 - b. Discussion and possible action concerning annual mowing contract.
10. **Parks & Recreation Department Matters:**
- a. Discussion and possible action concerning bid for Phase II District sign project;
 - b. Discussion and possible action concerning Parks and Recreation Rate Order;
 - c. Discussion and possible action concerning Contract Instructor Insurance Requirements;
 - d. Discussion and possible action concerning out-of-District Programming; and
 - e. Discussion and possible action concerning date change for Hairy Man Festival.


11. Human Resources Department/Financial Matters:

- a. Discussion concerning amendment to Personnel Policy Article 2B Employee Recognition and Incentive Program;
- b. Approval of October Disbursement Report, October Detail and October Cash and Investment reports; and
- c. Approve Fourth Quarter Financials:
 - i. Consideration and approval of fourth fiscal quarter Variance Report;
 - ii. Consideration and approval of fourth fiscal quarter Financial Report; (FYE (09/30/09));
 - iii. Consideration and approval of Disbursement Reports for the month of September 2009; and
 - iv. Consideration and approval of fourth quarter 2009 Investment Report.

12. Administrative Department Matters:

- a. Discussion concerning Executive Assistant job description;
- b. Discussion and possible action concerning security agreement with Williamson County;
- c. Discussion concerning inventory of District properties;
- d. Discussion concerning review of unkept properties within the District and scheduling inspections of the properties; and
- e. Discussion concerning proposals raised at workshop:
 - (1) invest 5% of water revenues for park and recreational capital projects
 - (2) maintain flat tax rate if property evaluations are 3% or greater
- f. Discussion and possible action concerning proposed reorganization of departments.
- g. Discussion concerning TCEQ required posting of municipal utility district signs to entryways of District.

Dated this 4th day of December, 2009.
Brushy Creek Municipal Utility District



Tom Clark, General Manager

The Board of Directors may go into Executive Session if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session. Please note that this notice supplants the District's previous policy of specifically identifying those agenda items that would be discussed in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Margie Anthes at 512-255-7871 for further information.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of Brushy Creek Municipal Utility District, is a true and correct copy of said Notice: that a true and correct copy of said notice was posted at a place convenient and readily accessible to the general public at all times, in an administrative office at 16318 Great Oaks Drive that said Notice was posted on December 4, 2009 at 1:00 p.m., and that a true and correct copy of said Notice was furnished to the County Clerk of Williamson County, the only county in which Brushy Creek Municipal Utility District is located.

Brushy Creek Municipal Utility District



Margie Anthes, Executive Assistant

NOTICE OF MEETING OF THE
WATER AND WASTEWATER COMMITTEE
AND THE BOARD OF DIRECTORS OF
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
November 16, 2009

Nancy E. Rata
County Clerk, Williamson Co. TX

A special meeting of the Board of Directors of Brushy Creek Municipal Utility District and a Committee meeting of the Water and Wastewater Committee of Brushy Creek Municipal Utility District will be held on the November 16, 2009 at 7:00 p.m., at the District's Water Facility located at 2300 Great Oaks Drive, Round Rock, Texas; to consider and act on the following matters listed below. Please note that the Board of Directors meeting will not be held if a quorum of the Board is not in attendance, but the Water and Wastewater Committee will meet nonetheless.

1. Call to Order, Pledge of Allegiance and Roll Call.
 - a. Approval of Water and Wastewater Committee Minutes from August 17, 2009.
 - b. Approval of Water and Wastewater Committee Minutes from September 9, 2009.
2. Citizens Communications (limited to 3 minutes)
3. Staff and Committee Reports:
 - a. Stormwater Permit Committee
 - i. SWP Year 2 Notice of Change Report
 - ii. SWP Year 2 Annual Report
 - iii. Creekside Clean up
 - b. Drought Stage II Termination
 - c. 2010 FY Budget
 - d. Intake system update
 - e. Well repairs update
4. Discussion and possible action regarding:
 - a. Drought Contingency Plan
 - b. Set up date and time for Intake Structure Tour
 - c. Appointment of Chairperson for Committee
 - d. Recruitment of new Committee members
5. Board of Directors: The Water/Wastewater Chair report will be placed on the *Board of Directors meeting scheduled for December 10, 2009.*
6. Establish Agenda for next meeting
7. Adjournment


Dated this November 13, 2009
Brushy Creek Municipal Utility District


Mike Wheeler, Public Works Manager

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Brushy Creek Municipal Utility District

Lillian Cardenas, Executive Assistant

REVISED
MEETING OF THE
COMMUNITY CENTER ADVISORY COMMITTEE
AND THE BOARD OF DIRECTORS OF
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
 November 9, 2009

A special meeting of the Board of Directors of Brushy Creek Municipal Utility District and a Committee meeting of the Community Center Advisory Committee of Brushy Creek Municipal Utility District will be held on November 9, 2009 at 6:30PM, at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Dr., Round Rock, Texas to consider and act on the following matters listed below. Please note that the Board of Directors meeting will not be held if a quorum of the Board is not in attendance, but the Community Center Advisory Committee will meet nonetheless.

1. Call to Order, Pledge of Allegiance, Roll Call, and Establish quorum.
 - a. Approval of the minutes from the September 14, 2009 CCAC meeting.
2. Citizens Communications (limited to 3 minutes)
3. Staff & Committee Report
 - a. 80/20 Contractor Insurance
 - b. Halloween Programs
 - i. Spookyfest
 - ii. Monster mash
 - iii. Freaky Friday
 - c. Project Concept Worksheet: 5th Grade Promotion Lock-in
 - d. Activenet Update
 - e. 2010 Committee Overview
4. Discussion and possible action regarding:
 - a. Reinstalling of Community Center PA System
 - b. Parks & Recreation Advisory Committee representative report
5. Board of Directors' Meeting: *The Community Center Advisory Committee Chair Report will be placed on the December 10, 2009 Board of Directors' Meeting Agenda.*
6. Establish Agenda for next Meeting
 - Community Center Beautification Project
 - New Program Worksheet: Flag Football
 - Fit 4 Life
 - Short Term Membership Concept
 - Membership Handbook Revisions
7. Adjournment.

FILED FOR RECORD

2:59 PM
NOV 06 2009

Nancy E. Rata
County Clerk, Williamson Co. TX

Dated this November 6, 2009,
Brushy Creek Municipal Utility District


Tim Ishman, Parks and Recreation Department Manager

The Board of Directors may go into Executive Session if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session. Please note that this notice supplants the District's previous policy of specifically identifying those agenda items that would be discussed in Executive Session.

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Brushy Creek Municipal Utility District


Lillian Cardenas, Executive Assistant