

**MEETING MINUTES
BRUSHY CREEK MUNICIPAL UTILITY DISTRICT**

A Workshop of the Board of Directors of Brushy Creek Municipal Utility District was held on the 18th day of April, 2009, beginning at 8:00 a.m. at the Water Treatment Facility, 2300 Great Oaks drive, Round Rock, Texas. Notices of the time, place and the subject of the meeting, and the actions to be taken at the meeting, were posted at the places and for the time required by the laws of the State of Texas.

Agenda Item 1: Call to order.

The meeting was called to order at 8:34 a.m. with the following directors present: President Paul Tisch, Vice President Cris Yackle, Treasurer Rebecca Tullos, Secretary Russ Shermer and Assistant Secretary/Treasurer Bob Grahl. General Manager Tom Clark and other staff were present.

Executive Session.

President Tisch announced at 8:39 a.m. that the Board would go into executive session to discuss Agenda Item 6, Discussion and possible action regarding evaluation of the General Manager. At 11:58 a.m., President Tisch reconvened the meeting. President Tisch announced that no final actions or votes were taken in Executive session.

Recess

The meeting recessed at 11:59 a.m. President Tisch reconvened the meeting at 12:17 p.m. with all Directors present.

Agenda Item 6 (Continued): Discussion and possible action regarding evaluation of the General Manager.

The Board and staff discussed the General Manager's review process and how the process will relate to setting the District's budgets and goals. Mike Petter explained the current employee review process and stated that the process is based on the job description. He requested direction from the Board to amend the process to include annual goals.

Agenda Item 2: Organizational Chart and review of Human Processes.

The General Manager gave an overview of the organizational chart and noted that the only change was that Lillian Cardenas would report to the IT Manager.

Agenda Item 5: Design one-page easy to understand financial report.

Director Shermer discussed the concept of providing citizens with a simple way of describing budget monies and expenditures. The Board reviewed the pie charts presented

in the packet. Staff was directed to make revisions and load onto the website along with tax rates for the last five years.

Agenda Item 7: Board and Staff expectations regarding board packets.

Director Tullos presented the revised packet and agenda preparation process. After discussion staff was directed to review the process with the department managers and present a draft policy for Board approval

Agenda Item 8: Staff report format and processes.

The Board and staff discussed the format of staff reports. Staff will prepare a report format for presentation to the Board at the May 14th Board meeting.

Recess

The meeting recessed at 2:41 p.m. President Tisch reconvened the meeting at 2:48 p.m. with all Directors present.

Agenda Item 8 (Continued): Staff report format and processes.

Staff directed to review all open project plans and staff reports and make sure they are all updated.

Agenda Item 3: Review Strategic Goals/2008 Workshop

Agenda Item 4: Top priorities for 2009.

Staff was directed to schedule a Board workshop for discussion of these agenda items.

Adjournment:

Director Grahl moved to adjourn the meeting. The motion was seconded by Director Shermer, and passed unanimously. The meeting adjourned at 4:00 p.m.



Russ Shermer, Board Secretary