

**April 18, 2009**

2.  
**Organizational Chart & Human Resources  
Processes**
3.  
**Strategic Goals/2008 Workshop**
4.  
**2009 Top Priorities**
5.  
**Design Easy-to-understand Financial Report**
6.  
**GM Evaluation**
7.  
**Board Packets**
8.  
**Staff report format and processes**



REVISED APRIL 14, 2009

**NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT**


**April 18, 2009**

A workshop of the Board of Directors of Brushy Creek Municipal Utility District will be held on Saturday April 18, 2009, beginning at 8:30AM and Water Treatment Facility, 2300 Great Oaks Drive, Round Rock, Texas, to consider, and act on the matters set forth below.

1. Welcome, Introductions and Opening Remarks.
2. Organizational Chart and review of Human Resources processes.
3. Review Strategic Goals / 2008 Workshop.
4. Top priorities for 2009.
5. Design one-page easy to understand financial report.
6. Discussion and possible action regarding evaluation of the General Manager.
7. Board and Staff expectations regarding board packets.
8. Staff report format and processes.
9. Adjournment (Adjourn meeting. Action. Time.)

FILED FOR RECORD  
 4:00 PM  
 APR 14 2009  
*Nancy E. Rote*  
 County Clerk Williamson Co. TX

Dated this 14th day, April, 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 its administrative office at 16318 Great Oaks Drive; that said Notice was posted on April 14, 2009 at 3:45 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, Deputy Secretary

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 2  
Organizational Chart**

**BACKGROUND:** This item has been placed on the Agenda at the request of Director Yackle.

**FINANCIAL:** N/A

**RESOURCE:** Tom Clark

**LEGAL:** Not consulted

**STAFF RECOMMENDATION:** None

**COMMITTEE PARTICIPATION:** None

**ATTACHMENT:**

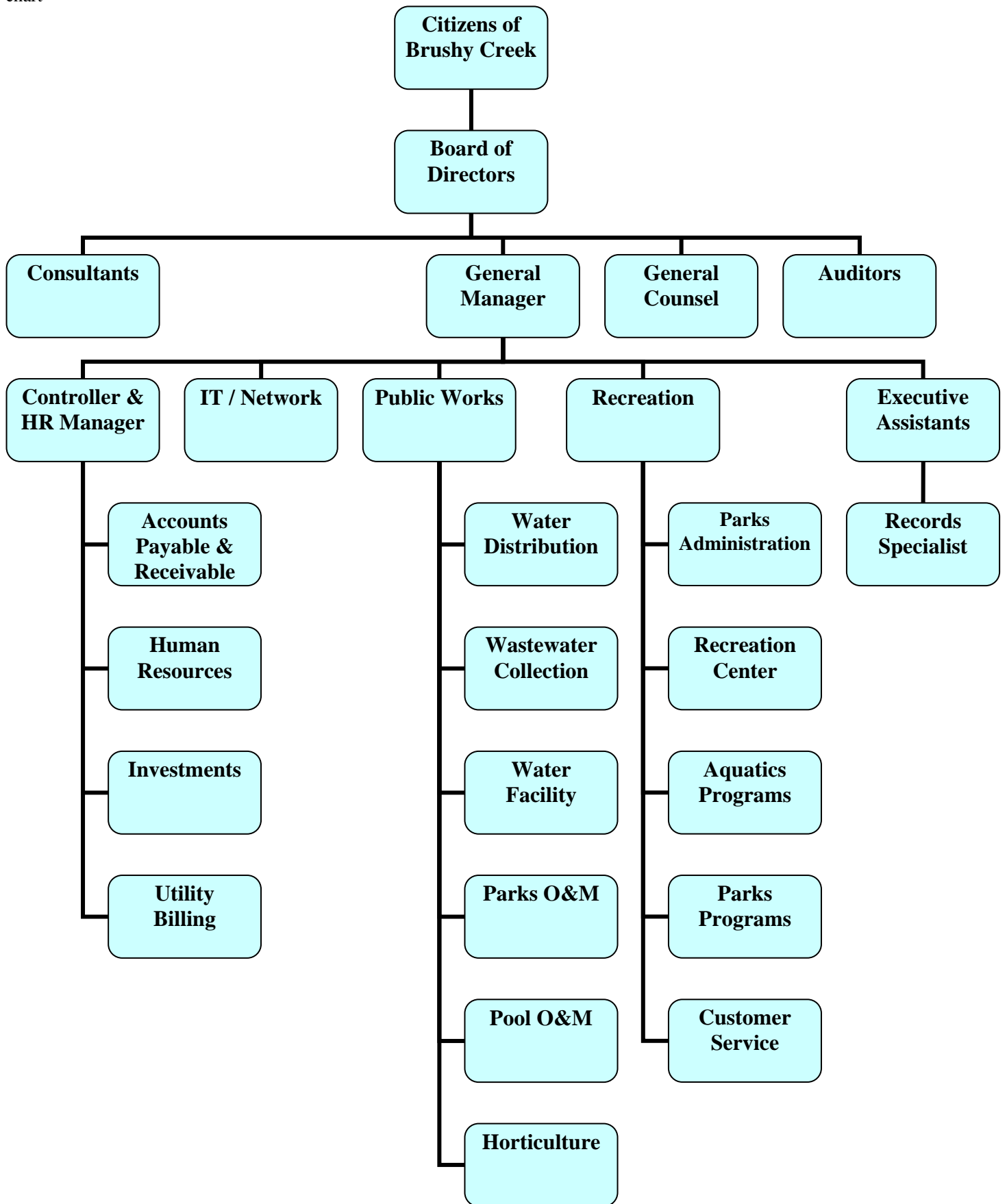
Organizational chart presented to Board 7/24/08

Organizational Chart Revised 2009.

Role of Human Resources document

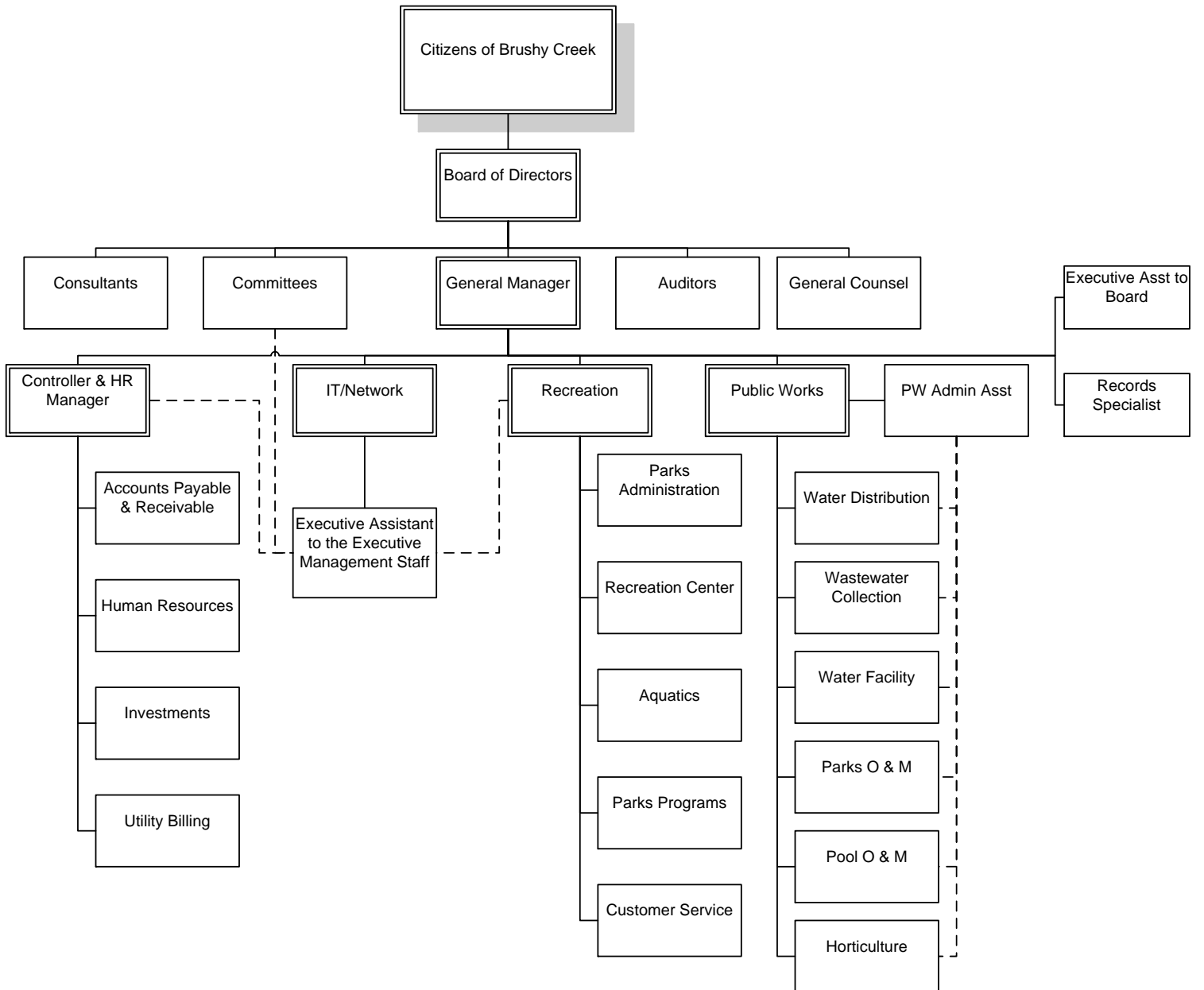
**RECOMMENDED MOTION:** N/A

Current organizational chart



# Brushy Creek Municipal Utility District

Organizational Chart FY 2008-2009



# **Brushy Creek Municipal Utility District**

## Role of Human Resources

The Human Resources (HR) department at Brushy Creek MUD is a new and developing department. Historically, the District's HR function has been limited to payroll and benefits administration. The District's board recognized that as the District grew and added staff, a more complete HR function was needed to address not only payroll and benefits administration, but all employment issues. As the department progresses, we will continuously roll out new procedures and services.

Human Resources partners with management of an organization through the development and support of staff. HR functions can be defined in five categories; Recruitment/ Employment, Employee Relations, Training and Organizational Development, Compensation, and Benefits and Retirement.

### **Recruitment / Employment**

BCMUD HR assists in the recruitment process by maintaining board approved job descriptions, verifying positions are funded by the board, posting position availability, receiving and screening resumes/ applications, and setting up interviews when requested. HR will provide interview questions and forms to be used during the recruitment process. For candidates that are considered for employment, HR will complete the necessary background checks.

HR will ensure all the paperwork is completed prior to hiring and paying of new employees. This includes internal and external paperwork. HR will provide an employment packet and instructions for documents that the District requires. HR will maintain the employee file throughout the employee's term with the district including any changes to the job title, pay rates, benefits, or other vital information and ensure that such changes are supported by District required paperwork.

HR will ensure that all employees remain in good standing for employment through documentation of, enforcement of, and dissemination of District policies and procedures, compliance with federal and state employment requirements, and complete performance appraisals.

### **Employee Relations**

Human Resources is responsible for ensuring that all employees are treated equitably and fairly under the law and within the guidelines of BCMUD personnel policies. HR will assist managers and coordinators with employee issues, both positive and negative. In all instances in which an employee is formally given a job correction notice, HR should at a minimum, be notified, and possibly consulted with or be involved in the discussion with the employee.

HR will participate in the functions that bring staff together such as brown bag meetings, celebrations of individual or district accomplishment, and other functions. HR will be involved in all aspects of improving employee morale.

### **Training and Organizational Development**

The training and organizational development role of HR has two functions. The first is to ensure staff are equipped with the knowledge and skills to perform their jobs in a way that does not put them or the District at harm or risk. The second is to enhance the skills of staff in such a way that increases their contribution to the District.

### **Compensation**

HR's primary role in compensation is payroll. The processing of payroll includes the calculation and issuance of paychecks and direct deposit vouchers, calculation and processing of employee benefits including retirement, and the calculation, processing and payment of employment taxes. HR ensures that all payroll transactions are supported by the appropriate documentation.

The compensation role of HR includes participating with management in the development of a salary and benefits scale.

### **Benefits and Retirement**

The district's fringe benefit program is managed by HR with assistance from an independent broker. HR works with the broker to competitively procure benefits that meet the parameters established by the board. HR assists each individual, eligible employee in selecting the benefit package that meets their needs.

HR also manages the District's leave policies. This includes ensuring staff eligibility, keeping staff informed of their benefits, and calculating the benefit.

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 3  
Strategic Goals / 2008 Workshop**

**BACKGROUND:** The Board previously established goals for the District as part of the Strategic plan. These goals were updated at the March 2008 workshop and a copy of the facilitators meeting minutes from this meeting is attached. Also attached is a sheet showing status of some of the goals as complete or not measurable. Also attached is the “A,B,C” list prepared last year and updated.

**FINANCIAL:** Any funding for new goals established will be considered during the annual budget process.

**RESOURCE:** Tom Clark

**LEGAL:** Not consulted

**STAFF RECOMMENDATION:** It is anticipated the Board will discuss the status of these goals at the meeting, determine which goals that are still pertinent to the District’s mission and provide staff direction for moving ahead with the goals still in effect or to set new goals for the future.

**COMMITTEE PARTICIPATION:** N/A

**ATTACHMENT:** Review of strategic goal from FY 2008 workshop sheet, March 2008 facilitator notes; A,B,C List of projects

**RECOMMENDED MOTION:** N/A

## Review of Strategic Goals from Fy 2008 workshop

<b>GOALS ESTABLISHED BY THE BOARD</b>	<b>Status</b>
Develop a 5-year financial plan	in progress, on schedule
Implement a safety plan for the District	PW part drafted. Pard and Rec under review
Establish processes, procedures and training for committees and sub-committees	Done
Establish a long-term operations plan	in progress
Establish an orientation program for the Board, staff and committees	Done
Establish an identity for the District	Not measurable
Establish relationships with external sources	Not Measurable
Implement state-of-the art technology to support Brushy Creek MUD's programs, services and activities	Long Range, milestones need adjusting

<b>REMOVE ITEMS COMPLETED OR NOT MEASURABLE</b>	<b>Status</b>
Develop a 5-year financial plan	in progress, on schedule
Implement a safety plan for the District	PW part drafted. Pard and Rec under review
<del>Establish processes, procedures and training for committees and sub-committees</del>	<del>Done</del>
Establish a long-term operations plan	in progress
<del>Establish an orientation program for the Board, staff and committees</del>	<del>Done</del>
<del>Establish an identity for the District</del>	<del>Not measurable</del>
<del>Establish relationships with external sources</del>	<del>Not Measurable</del>
Implement state-of-the art technology to support Brushy Creek MUD's programs, services and activities	Long Range, milestones need adjusting

<b>REMOVE ITEMS COMPLETED OR NOT MEASURABLE</b>	<b>Status</b>
Develop a 5-year financial plan	in progress, on schedule
Implement a safety plan for the District	PW part drafted. Pard and Rec under review
Establish a long-term operations plan	in progress
Implement state-of-the art technology to support Brushy Creek MUD's programs, services and activities	Long Range, milestones need adjusting

**Ground Rules**

- Cell phones off or on vibrate
- All fully participate
- No side-bar conversations
- Respect for each other
- Be honest
- Have fun

**Your Expectations**

- Be open with opinions, thoughts, and still be the “same neighbors” – MET
- Review the strategic goals – MET  
Establish new strategic goals as needed – NOT MET \*
- Simplify current process for agenda/packets for staff and board – MET
- Reach agreement on how we see the conduit for committees to work – NOT MET\*
- Reach agreement on appropriateness of completing a project plan – NOT MET\*

*\*Possible agenda items for the June Workshop*

**Parking Lot**

<b>What</b>	<b>Who</b>	<b>By When</b>
Understanding Each Other Activity for Board Members	Merrill	Board Meeting, 06/2008
Consent Agenda Policy	Tom	Board Meeting, 06/2008
Template for Communication/Marketing Plan	Merrill	03/08/ 2008
Strategic Plan – Goal Setting	Board	Board Meeting, 06/2008
Project Prioritization*	Board	Board Meeting, 06/2008

*\*Based on report from Tom to identify the following: what it will take to achieve all that has been identified; a list of things “eating our lunch;” % allocation to priorities A, B and C*

**PLUS/DELTA Board Relationships**

<b>Strengths of Board Relationships</b>	<b>Opportunities for Board Relationships</b>
Unique combination of skills	Board’s involvement in committees and projects
Each board member dedicated to services of the District	Direction from the Board gets misplaced
Demeanor has improved	Increase efficiency – large agendas – how to work them better
Board’s involvement in committees and projects	Have an understanding of what drives projects
	Not Board members on the same page for all things
	We never talk about the “elephant” in the room

	Decide level and trust in staff as well as board members assigned to committees
	Better job on committee updates
	Clarify confusion about ownership
	Decision to be made about the role of committees' responsibilities
	Concern about due process – the committees' involvement in decision-making
	Can take things personally
	Not reporting the activities of the committees to the full Board
	Reports from committee meetings are weak; need for more better accuracy

<b>Goal</b>	<b>Input Requested and Deliverable</b>	<b>Timeline and Accountability</b>
5 Year Plan	Subsidy for Parks and Recreation – What is the level of subsidy?	After the Master Plan (April time frame) – approval by Board
Safety Plan	Board approval of Complete safety procedures for each site and implementation plan (Safety Manual)	May – Jess
Committee Process, Procedures and Training	Task Force Committee to meet; input (changes) and buy-in from task force before Board approval; Final approval by Board	March 31 (tentative) meeting of the task force  Complete revised draft in Mid-May; send to committee members for buy-in/feedback  June – review period for committee members  July – approval by Board
Operating Procedures	Approval of charters	2 <sup>nd</sup> Meeting in April – Board
Orientation Program	Approval of outline/program (Margie to set meetings with Tullos and Yackle on getting feedback before submitting to Board)	Outline approved no later than 2 <sup>nd</sup> Meeting in May by Board

Identify of District	Feedback from Board; legislative agenda; make it a Board agenda item to discuss and plan	Complete communication and marketing plan/legislative agenda at June Workshop
Relationships with External Sources		Complete communication and marketing plan/legislative agenda at June Workshop
State of Art Technology	Prioritize the list of projects identified by the Technology Committee	Board – Review the list of proposed projects at the next Board meeting; set priorities

**FY2009 Budget Capital Project List**

	Priority Status	Project	Project Lead	Budget Amount	% Complete	Steps to take to get to completion	Estimated completion date
1	A	Admin IT position	Mark Palmer	\$ 57,615.00	50%	Interview candidates week of Feb 23.	March 15, 2009 Dependent on interview results.
2	A	MS Office Upgrades - PC Refresh	Mark Palmer	\$ 40,000.00	0%	Inventory current pc and application assets. Determine needs based on asset gaps.	TBD
3	A	Network Updates	Mark Palmer	\$ 20,000.00	0%	Inventory current network infrastructure. Determine needs based on infrastructure gaps.	TBD
4	A	New Servers	Mark Palmer	\$ 70,000.00	25%	Inventory current server assets and server applications. Determine needs based on server gaps.	TBD
5	A	System Backup	Mark Palmer	\$ 20,000.00	25%	Inventory and evaluate current backup systems. Determine needs based on back-up gaps.	TBD
6	A	Transfer Server Operations to WTF	Mark Palmer	\$ 100,000.00	0%	This can be removed from the list and considered once the District determines the space plans for its facilities.	TBD
7	A	Merit Pay	Mike Petter	\$ 55,000.00	100%	Completed - Included in FY2009 Budget	
8	A	\$5,000 FOR GENERATOR PM	Mike Wheeler	\$ 15,000.00	90%	proposals being reviewed	Jul-09
9	A	\$12,500 FOR AIR DRYER/COMPRESSOR PM,	Mike Wheeler		100%	done	
10	A	\$2,500 FOR HVAC PM,	Mike Wheeler		85%	working with Rec center to use one vendor for all maintenance	Jul-09
11	A	\$5,000 FOR VIBRATION ANALYSIS,	Mike Wheeler		0%	will be performed April 2009	Apr-09
12	A	DAM REPAIR	Mike Wheeler	\$ 40,000.00	20%	in process	Oct-09
13	A	FMS METER CALIBRATION, REPAIRS, Water Audit	Mike Wheeler	\$ 22,500.00	30%	meter calibrations 100% complete, water audit approximately 25% complete - information provided to JBS and water draw down test performed at WTP	Apr-09
14	A	Generator Quick Connect,	Mike Wheeler	\$ 55,000.00	10%	a plan is being developed to move the generator from the old wastewater site to cat hollow and to install quick connects at each lift station site	Jul-09
15	A	Portable Generator,	Mike Wheeler		0%	will be done after completion of 14 above	Sep-09
16	A	TV Monitor Equipment	Mike Wheeler		100%	done	
17	A	INCLUDES 620 METERS FOR REPLACEMENT @ 220 rate	Mike Wheeler	\$ 136,400.00	90%	bid on 2/26 board for approval / contract in legal	2/26/2009
18	A	MAINTENANCE BUILDING Storage and Parking	Mike Wheeler		10%	part of 901 great oaks space plan see #32	
19	A	Membrane Rack,	Mike Wheeler	\$ 500,000.00	100%	done	
20	A	NEW METERS @ \$220 rate	Mike Wheeler	\$ 18,000.00	n/a	this is driven by development	30-Sep-09
21	A	Pilot Study REMEDIATION,	Mike Wheeler	\$ 40,000.00	10%	waiting completion of item 19 above which was completed 2/25/2009	Sep-09
22	A	\$2,500 FOR METER CALIBRATION,	Mike Wheeler		100%	done	
23	A	TRAIL REPAIRS	Mike Wheeler		100%	the items in question were complete but trail repairs is an ongoing item	
24	A	PW Adm Asst	Mike Wheeler	\$ 53,866.00	100%		
25	A	PW Operator Trainee	Mike Wheeler	\$ 42,287.00	100%		
26	A	PW Operator Trainee	Mike Wheeler	\$ 42,287.00	100%		
27	A	Safety (trenching) Equipment	Mike Wheeler	\$ 8,000.00	0%	recommend renting shoring equipment as needed	Jul-09
28	A	Scada Upgrades	Mike Wheeler	\$ 25,000.00	95%	problems with firewall at community center; IT and technology committee working on resolution	Apr-09
29	A	SECURITY AND FIRE ALARM SYSTEM MONITORING - WTF	Mike Wheeler	\$ 5,000.00	100%	See #60 below	
30	A	Security System,	Mike Wheeler	\$ 25,000.00	100%	See #60 below	

31	A	WET WELL LID REPLACEMENT PER W WW REPORT AND TML REPORT FOR LIFT STATIONS	Mike Wheeler	\$ 42,000.00	10%	will increase URS engineering amount at March 12 Board meeting to move forward with design	Sep-09
32	A	Re-furbish at 901 Great Oaks	Tom Clark	\$ 15,000.00	25%	space plan submitted to Board March 26	
				\$ 1,447,955.00			
33	B	New Phone System	Mark Palmer	\$ 40,000.00	25%	Business needs assessment is needed to determine whether the current phone systems meet needs.	TBD
34	B	Certification Pay	Mike Petter	\$ 8,000.00	45%	Public Works outline created, pending input from other departments	Included in FY2010 Budget
35	B	INCLUDES 620 METERS FOR REPLACEMENT @ 220 rate	Mike Wheeler	\$ 136,400.00		same as item #17	
36	B	PW Parks operator	Mike Wheeler	\$ 42,287.00		not budgeted	
37	B	remodel at 901 Great Oaks	Tom Clark	\$ 95,000.00	25%	same as #32	
				\$ 321,687.00			
39	C	new phone system, new email server, MSOffice Upgrade, New backup system, PC replacements	Mark Palmer	\$ 150,000.00	0%	District needs to have defined IT Policies and Standards to ensure consistency in its software and hardware assets.	
40	C	Replace CH Slide	Mark Wheeler	\$ 15,000.00		not budgeted	
41	C	ASSUME 6 LEAKS/YEAR, \$5,000 FOR ASPHALT, MATERIALS,	Mike Wheeler	\$ 26,000.00		not budgeted	
42	C	AUTO POOL VACUUM CLEANERS, DRINKING FOUNTAINS, CHAIRS, TABLES, AND BENCHES	Mike Wheeler	\$ 17,000.00		Picnic Tables & Chairs purchased in FY08 for the pools	
43	C	COMPRESSOR, EXCAVATOR FOR OAK WILT TRENCHING	Mike Wheeler	\$ 4,000.00		not budgeted	
44	C	CREEKSIDE AND CAT HOLLOW TENNIS & BASKETBALL COURT REPAIRS	Mike Wheeler	\$ 185,000.00		not budgeted	
45	C	HANDYMAN REPAIRS, ELECTRICAL REPAIRS, PEST CONTROL	Mike Wheeler	\$ 19,000.00		not budgeted	
46	C	HANDYMAN REPAIRS, ELECTRICIAN REPAIRS, PAINTING	Mike Wheeler	\$ 6,000.00		as permitted by budget	
47	A	HEATER REPAIRS	Mike Wheeler	\$ 9,000.00	100%	done	Oct-09
48	C	INCLUDES TWO NEW CHEMICAL ADDITIONS	Mike Wheeler	\$ 50,000.00		not budgeted	
49	C	New Vehicle	Mike Wheeler	\$ 25,000.00		not budgeted	
50	C	PARTS, SPARE PUMP	Mike Wheeler	\$ 8,300.00		not budgeted	
51	C	PICNIC TABLES	Mike Wheeler	\$ 5,000.00		not budgeted	
52	C	Playscape and Electrical outlets at Comm Park	Mike Wheeler	\$ 53,000.00	10%	electrical in progress	
53	C	PW Inspector	Mike Wheeler	\$ 60,079.00		not budgeted	
54	C	PW Parks Operator	Mike Wheeler	\$ 42,287.00		not budgeted	
55	C	ROAD BASE, SAND, etc.	Mike Wheeler	\$ 11,000.00		not budgeted	
56	C	SAMCO LEAK DETECTION CONTRACT 20 MILES ANNUALLY (60 MILES TOTAL)	Mike Wheeler	\$ 6,500.00		not budgeted	
57	C	TREE MANAGEMENT SOFTWARE	Mike Wheeler	\$ 1,300.00		not budgeted	
58	C	Two new vehicles	Mike Wheeler	\$ 47,000.00		not budgeted	
59	C	WET POND CLEANUP & ANNUAL MAINT;OAK WILT SUPP;TREE TRIMMING;STORM CLEANUP	Mike Wheeler	\$ 143,000.00		not budgeted; regular maintenance and inspection scheduled as part of Storm water permit.	
60	C	Firetrol (Pinnacle) and Marathon Fitness	Tim Ishman	\$ 8,000.00		Pinnacle contract signed to handle PM only on Fire Equipment at BCCC, WTF and 901. Marathon Fitness Services our existing equipment. Some of this may have been an increase over normal operating \$\$ due to anticipating more work due to the age of the equipment.	
62	A	INCLUDES REPAIRS TO CREEKSIDE MAIN DRAIN, PLASTER, FENCING, CH DECK REPAIRS, SENDERO DECK REPAIRS, FILTERS	Tim Ishman	\$ 80,000.00	20%	Creekside repairs to be discussed at 2/26 Board Mtg (Plaster, Drain, etc.). Fencing (BabyPool) completed FY09; Cat Hollow Deck Repair - estimate secured in FY09 Budget, needs to be presented to Board. Deck repair @ Sendero is related to standing water nothnig in FY 09 budget. Filter is Sendero replacement in that it is a residential system when it should be a commercial.	Baby Pool Completed 12/09. End of 4/2009 on Creekside work, Cat Hollow Deck Repair pending approval
63	C	Kiln	Tim Ishman	\$ 3,000.00	100%	Old sold, New smaller one purchased	Sep-09
64	C	New Vacuum, powerwasher and cart	Tim Ishman	\$ 4,000.00	50%	Vacuum's purchased at end of FY08	
66	C	Platforms, Movie Screen, Message Boards	Tim Ishman	\$ 7,850.00		Message board purchased end FY08	

61	C	Floor Stripping	Tim Ishman	\$ 4,000.00		routine maintenance, should be removed from this report
67	C	Replace two pieces of gym equipment and add one	Tim Ishman	\$ 21,000.00		not budgeted
65	C	Paint Building	Tim Ishman	\$ 30,000.00		routine maintenance, should be removed from this report
68	C	Records Audit	Tom Clark	\$ 38,000.00	100%	audit complete, in process of destroyin old records
				<b>\$ 1,079,316.00</b>		

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 4  
Top Priorities for 2009**

**BACKGROUND:** It is anticipated the Board will review the District's strategic goals and establish new goals for the upcoming year. Approved project worksheets tied to the District strategic goals are:

<b><u>Goal / Approved Project Plan</u></b>	<b><u>Status</u></b>
Active Net	Complete 4/2009
Lobby Renovation	Complete
Water and Wastewater Master Plan	Complete
Sendero Springs Pavilion	Complete
Utility Billing Software	Complete
Orientation for Board, Committees and Staff	Complete
Hairy Man Festival	Complete but annual
30 <sup>th</sup> Anniversary	Complete
4 <sup>th</sup> of July Parade	Complete but annual
Establish Relationships with External organizations	not measurable
Long term operations plan	SOP submitted to Board
Park and Rec Open Space Master Plan	on hold
Website	in progress
Establish Safety Plan	in progress
Scanning Archive	in progress
Establish an identity for the District	not measurable

**FINANCIAL:** N/A

**RESOURCE:** Director Shermer / Tom Clark

**LEGAL:** Not consulted

**STAFF RECOMMENDATION:** Staff requests the Board identify goals for the upcoming year and provide budget guidance to Staff. Staff requests feedback from the Board to set the tone for the FY 09-10 Budget.

**COMMITTEE PARTICIPATION:** N/A

**ATTACHMENT:** Strategic Plan updated 2/27/2008

**RECOMMENDED MOTION:** N/A

**Brushy Creek MUD  
2007--2008 Strategic Plan  
Updated 2/27/2008**

<b>Strategies</b>	<b>Tactics</b>	<b>Measures of Success</b>	<b>Estimated Completion Date</b>	<b>Action Plans</b> <i>(To be completed by Owners and respective Committee Members)</i>	<b>Owne rship</b>
<i>Develop a 5-year financial plan</i>	1. Assess needs: <ul style="list-style-type: none"> <li>• Define or develop financial guidelines for the District. (done)</li> <li>• Define prudent reserves for debt service. (done)</li> <li>• Define prudent reserves for operating funds. (done)</li> <li>• Define the District’s goals for future tax rates. (done)</li> <li>• Define the District’s goals for future debt service rates. (done)</li> <li>• Determine subsidy for District’s Parks and Recreation program (presented to Board)</li> </ul> 2. Determine priorities for	Quarterly reports match the budget	09/30/2007	<p><b>Current Status –</b>                      The project is complete and the planning tool is available for staff and Board members to use for financial planning. The tool will be used for the FY2009 budget planning.</p>	Tom Clark and Mike Petter

	<p>funding the assessed needs. (presented )</p> <p>3. Develop the budget:</p> <ul style="list-style-type: none"> <li>• Develop a detailed first-year budget. (done)</li> <li>• Develop preliminary budgets for years 2—5 (done)</li> </ul>				
<p><b><i>Implement a safety plan for the District</i></b></p>	<ol style="list-style-type: none"> <li>1. Define the areas that require a safety plan. (done)</li> <li>2. Develop a safety audit plan. (done)</li> <li>3. Define resources needed to conduct a safety audit plan. (done – ongoing)</li> <li>4. Identify deficiencies. (done – ongoing)</li> <li>5. Develop a budget to eliminate identified deficiencies. (done – ongoing)</li> <li>6. Develop an education and awareness plan and program. (done – ongoing)</li> <li>7. Implement the safety plan. (safety committee reviewing and developing)</li> </ol>	<p>Number of incidents reduced Insurance rates</p> <p>Success of subsequent audits</p> <p>Decrease in or negative costly accidents</p>	09/30/2007	<p><b>Current Status -</b>  <b>Established a Safety Committee, Safety Audit performed by TML (our insurance carrier). Funds included in several departments in FY 07-08 budget for equipment and training. The Public works Department has initiated a formal safety training program with monthly safety meetings, frequent training and in-service training for departments on the defibrillators, and first aid. Results are being reported in the various staff reports.</b></p>	<p>Tom Clark, Jesse Kennis</p>

<p><b><i>Establish processes, procedures and training for committees and sub-committees</i></b></p>	<ol style="list-style-type: none"> <li>1. Define the purpose of both committees and sub-committees (Committee charters). (done – bylaws under review)</li> <li>2. Design and develop processes and procedures. (under development)</li> <li>3. Design and development a communication and training plan (to include change management) for rollout and maintenance of processes, procedures and training.</li> <li>4. Implement the processes and procedures.</li> <li>5. Evaluate the results.</li> </ol>	<p>Timelines met</p> <p># of tasks completed</p> <p>Retention of committee members</p> <p>Public perception</p> <p>More efficient board meetings</p>	<p>01/31/08</p>	<p><b><u>Current Status –</u></b>  <b>A committee Task Force was appointed by the Board to review Committee roles and make recommendation to the Board. Meeting was held July 14, 2007 and meeting notes were prepare by the committee and sent to staff January 28. The task force recommended an additional committee (Technology Committee) and employing a full time It/Network Administrator and a full time Executive Assistant to coordinate Committee agendas and meetings (DONE).</b></p>	<p>Management Team</p>
<p><b><i>Establish a long-term operations plan</i></b></p>	<ol style="list-style-type: none"> <li>1. Define the purpose of all departments (Departmental charter statements).</li> <li>2. Assess and identify all resources and staff.</li> <li>3. Design and develop an operations plan.</li> <li>4. Establish performance plans (organization and individual) that link</li> </ol>	<p>Improved employee performance.</p> <p>Improved maintenance of facilities and equipment</p> <p>Compliance with policies and procedures</p> <p>Supporting documentation</p>	<p>12/31/08</p>	<p><b><u>Current Status –</u></b>  <b>Each Department has developed Department Charters and several have been reviewed by committees and approved by the Board. Formal on the job training has been initiated in the Public Works Department and the department is in process of developing Standard Operating</b></p>	<p>Management Team</p>

	<p>performance to operations.</p> <p>5. Develop a communication and training plan, including change management, for roll out and maintenance of plan.</p> <p>6. Implement the plan.</p> <p>7. Evaluate the results.</p>	<p>Decrease in audit management comments</p> <p>Reduced administrative and operational costs (potential)</p>		<p><b>Procedures (SOP) for all tasks performed by the department</b></p>	
<p><b><i>Establish an orientation program for the Board, staff and committees</i></b></p>	<p>1. Assess and evaluate the needs of the Board, staff and committees. (formal written procedure being developed)</p> <p>2. Design and develop three programs: Board Orientation, Staff Orientation and Committee Orientation.</p> <p>3. Develop a communication and training plan (including change management) for roll out and maintenance.</p> <p>4. Implement the programs.</p> <p>5. Evaluate the results.</p>	<p>Shortened learning curve for all three groups</p> <p>Improved board/staff and committee public relations</p> <p>Effective meetings for board, staff and committees</p> <p>Retention of staff (employees)</p> <p>Improved employee morale</p> <p>Increase performance (efficiencies and output)</p>	<p>05/01/08</p>	<p><b>Current Status- Orientation is being done but a formal written procedure has not been completed. An outline was presented to the Board at the January 24 meeting and Direction was given for Directors Tullos and Yackle to review and provide staff input. Salary and benefits survey completed and adopted by the Board and in the process of implementing; purpose - to help retain staff.</b></p>	<p>Management Team</p>

<p><b><i>Establish an identity for the District</i></b></p>	<ol style="list-style-type: none"> <li>1. Increase the awareness of Brushy Creek MUD. (ongoing)</li> <li>2. Create a “vision” for the District. (done at February Retreat)</li> <li>3. Hold Town Hall meetings for input from the Community.</li> <li>4. Include the District’s developer (s) in the creation of the vision.</li> <li>5. Develop communication materials to support vision.</li> <li>6. Brand activities with the vision.</li> <li>7. Develop a survey to solicit input and feedback about the community’s perceptions.</li> </ol>	<p>Quality and quantity of materials</p> <p>Survey results</p> <p>Increased awareness</p> <p>Increased participation</p> <p>Increase information requests</p> <p>Increased maintenance of property values</p>	<p>09/30/08</p>	<p><b>Current Status –</b>  <b>Although the completion date of September 30, 2008 was established, this will be an ongoing task. Items that have occurred to date are: the District Customer Survey was completed: several positive articles in the Statesman and Leader have been published; we have a very good (first-name basis) relationship with the press; we met with Representative Gattis and Steve Ogden’s office during the legislative session to work on legislation including amendments to the open records requirements; worked with Congressman Carter to get a mailbox at the Community Center; we have developed a great working relationship with County Commissioners Birkman and Covey, Mayor Maxwell,</b></p>	<p>Tom Clark</p>
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				<p>Mayor Pro-Tem, City Manager and Utilities Director of Round Rock; through the Master Planning Process, we have held town hall meetings and focus groups. Results are being reported in the various staff reports to the Board.</p>	
<p><b>Establish relationships with external sources</b></p>	<ol style="list-style-type: none"> <li>1. Identify issues for relationships. (in progress)</li> <li>2. Identify target audience.</li> <li>3. Match issues to target audience.</li> <li>4. Assign resources.</li> <li>5. Build relationships.</li> <li>6. Report results.</li> </ol>	<p>Earned “seat at the table”</p> <p>Input is requested</p> <p>Sought out as a resource</p> <p>Participation in decision making process with key decision makers</p>	<p>09/30/08 (and on-going)</p>	<p><b>Current Status</b></p> <p>Same response as “Establish and identity for the District” plus we have been working to establish a good working relationship with Fern Bluff MUD by holding monthly meetings which President Tisch and Vice President Yackle have been attending. Results are being reported in the various staff reports. We have continued the relationships with the AWBD and CASE.</p>	<p>Management Team</p>
<p><b>Implement state-of-the art technology to</b></p>	<ol style="list-style-type: none"> <li>1. Conduct a needs assessment. (in progress)</li> </ol>	<p>Documented survey of customers’ needs, wants and desires</p>	<p>09/30/08</p>	<p><b>Current Status</b></p> <p>Are implementing a sign</p>	<p>Tom Clark, Jeff Grettler</p>

<p><i>support Brushy Creek MUD's programs, services and activities</i></p>	<ol style="list-style-type: none"> <li>2. Identify and inventory current systems.</li> <li>3. Assess compatibility of systems.</li> <li>4. Allocate resources.</li> <li>5. Secure funding.</li> <li>6. Report results.</li> </ol>	<p>Documented inventory and assessment of current systems and capabilities</p> <p>Successful implementation of new system(s)</p> <p>Reduced costs (frees up resources and provides for improved productivity)</p> <p>Meets customers' needs</p>		<p>program with LED Marquees. Have employed a full time IT/Network administrator. Results are being reported in various staff reports. SCADA improvements at the water facility continue; Board has authorized moving ahead with Class database upgrade, on-line bill pay and website upgrade; an automated meter reading system was investigated but put on hold pending completion of the W&amp;WW Master plan; IT is investigating hand held work order devices for coordinators.</p>	
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**2009 Strategies**

- *Design and develop a public relations plan and collateral.*
- *Design and implement an incentive and rewards (including continuing education) program for staff. (in progress)*
- *Identify and establish standards for the District that meet our community's expectations.(in progress through the Master Planning Progress)*
- *Expand Brushy Creek MUD's services.(waiting results of Master Plan)*

**Role of Board in Its Relationship with Staff and Committees**

Advantages and disadvantages to having the Board set direction and the staff and committees carry it out

Advantages	Disadvantages
More efficient	Communication (if not going back to Board)
Empowering	Less efficient/not aligned with goals
Respectful	Fear of failure (Board)
Clear direction	Loss of control
Total alignment	Responsibility on Board’s part (consequences)
Clearly defined line between board and staff	Details that matter to constituency and details that don’t trickle down accurately
Know where we stand	Public perception that Board is not involved in implementation
Free to do what we know professionally	Vision doesn’t trickle down from Board
Prevents conflict with multiple direction	Not all on same page with direction
Staff has one boss	
Each department head has ownership	
Easier to set clear priorities	
Peace of mind	

**Role of Committees**

Act as a conduit to provide information and ideas from the Board to the Community and from the Community to the Board.

**Committees’ Role:** Provide ideas and community feedback regarding specific tasks assigned by the Board or staff. Committees recommend; the Board decides.

**Next Steps**

Three items were placed in the “Parking Lot”

S:\Administration Dept\ Agendas and Minutes\2009 Agendas and Packets\04-18-09 Workshop (rescheduled from 03-28-09)\04 - Attach - 2007-2008 strategic plan.doc

- Operating Agreements for the Board – by April 9, 2007. Steve and Tom will take the lead on this issue. **(Done)**
- Notes from meeting – by February 13, 2007. Merrill will take responsibility for the notes. **(Done)**
- Tom’s Review – by February 23, 2007. Steve will take the lead on this issue. **(Done)**

The Board recommended a planning retreat to be scheduled every year. Below are the things the Board would keep and the things the Board would change about today’s meeting:

<b>Continue</b>	<b>Change</b>
Having a facilitator	Lunch today
Flexibility of the facilitator	Location
Focus	Add team building exercises to agenda
Results-oriented	Have more time
Template and system	
Lunch (Saturday)	
Open door to healing	
Overall attitude	
Location (off-site)	

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 5  
Design one-page easy to understand financial report**

**BACKGROUND:** This item was placed on the agenda at the request of Director Shermer.

**FINANCIAL:** Unknown at this time.

**RESOURCE:** Russ Shermer

**LEGAL:** Not consulted

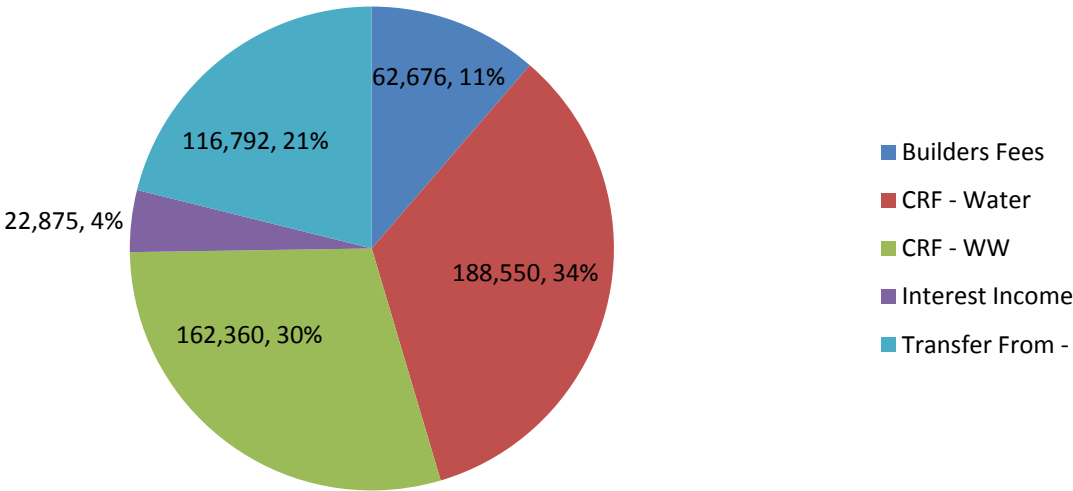
**STAFF RECOMMENDATION:** We anticipate discussion of financial reports provided to the Board and guidance to help streamline those reports.

**COMMITTEE PARTICIPATION:** None

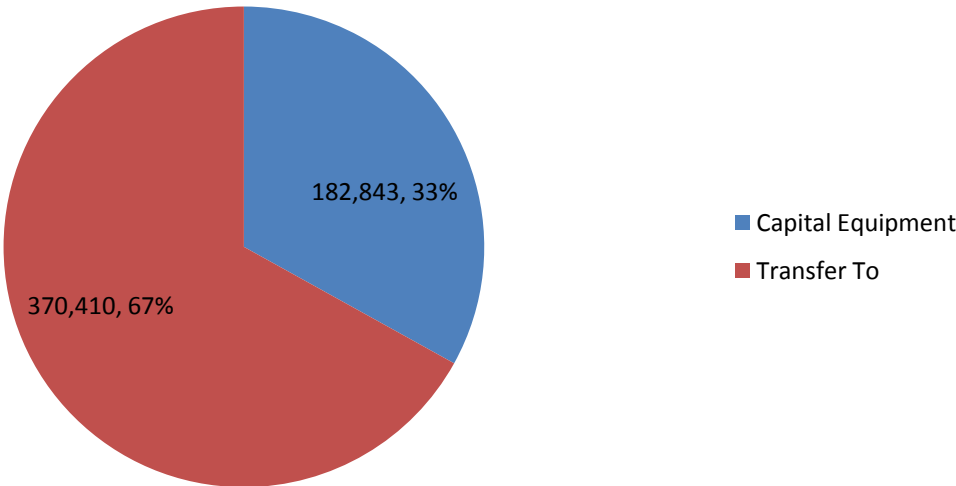
**ATTACHMENT:** Pie Charts

**RECOMMENDED MOTION:** None

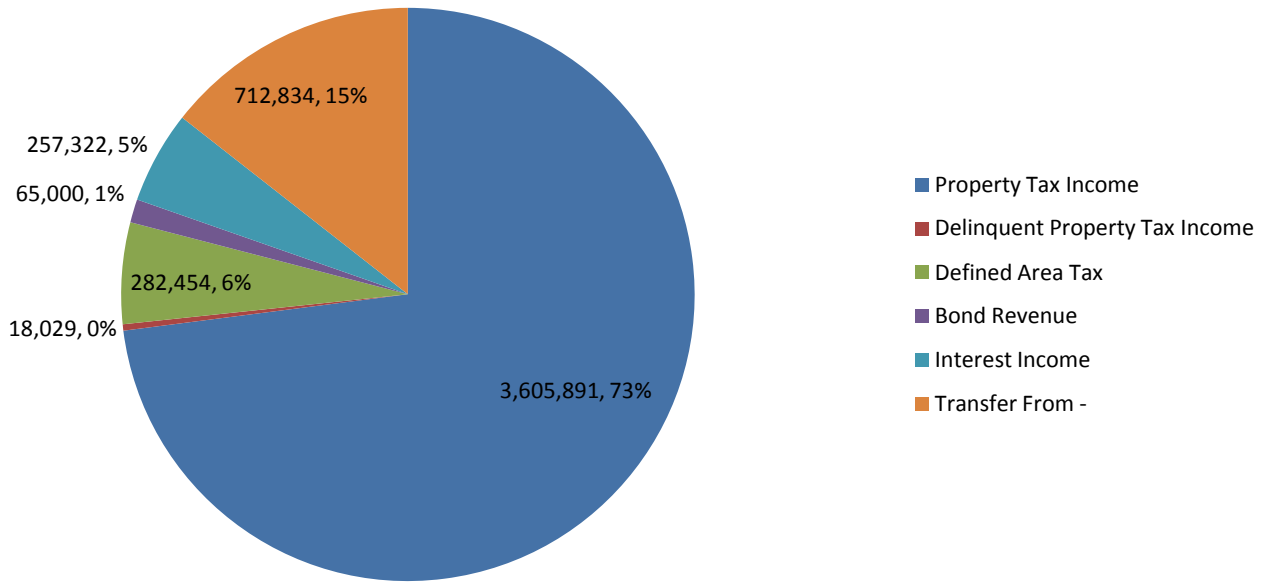
### Capital Fund FY2009 Annual Budget - Revenue



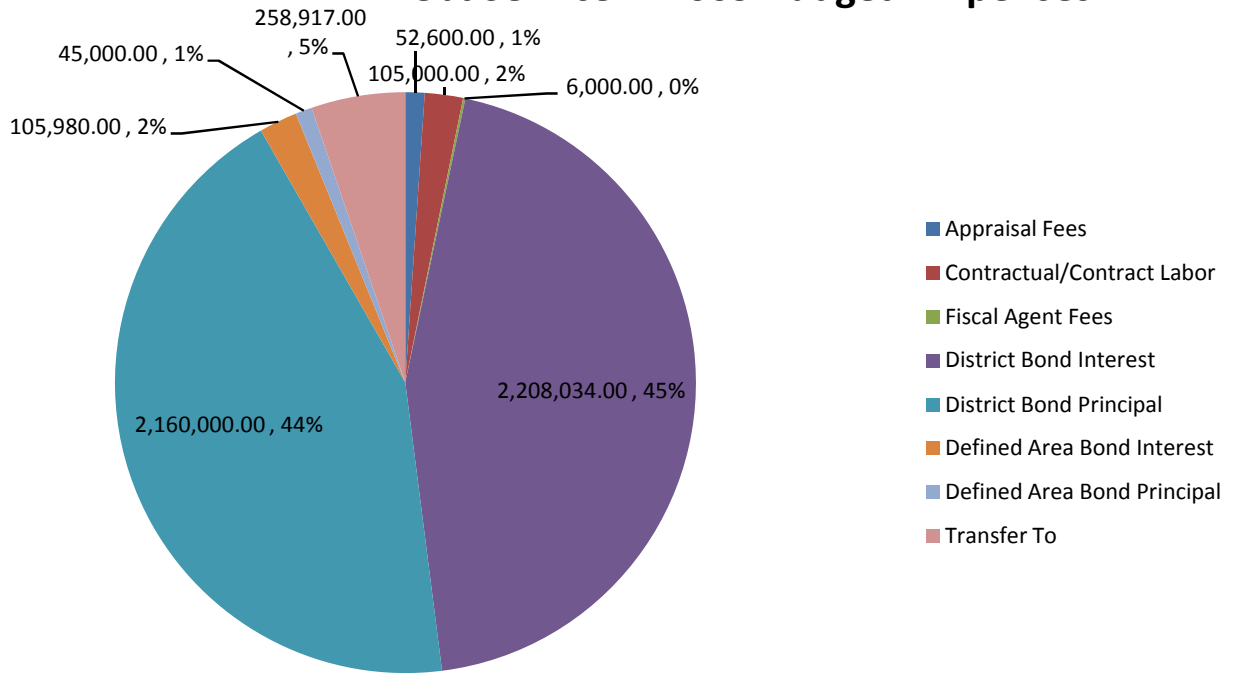
### Capital Fund FY2009 Annual Budget - Expenses



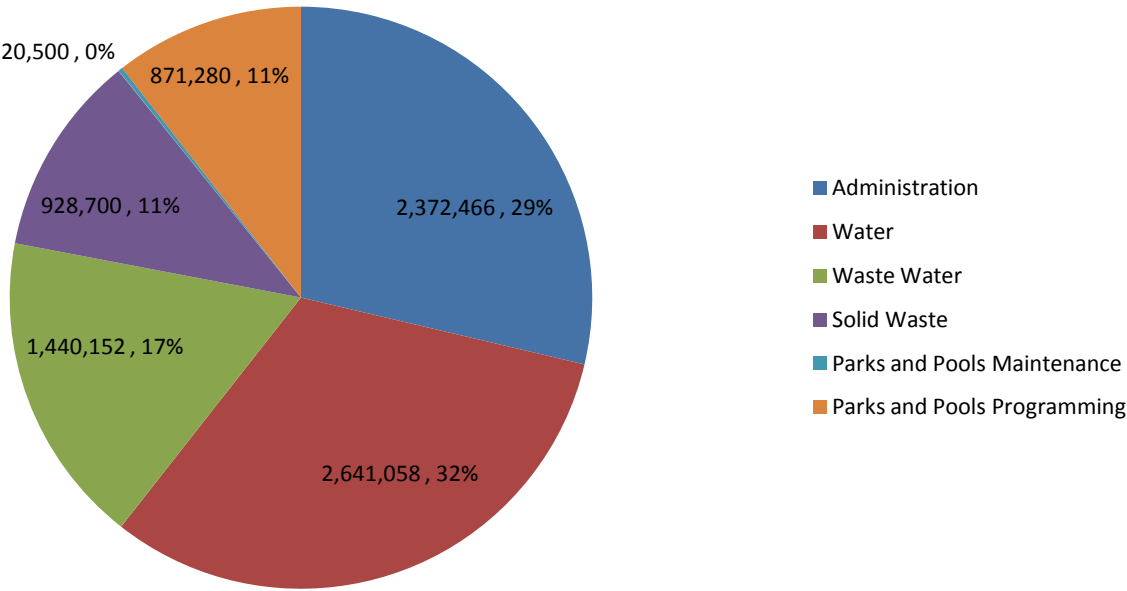
### Debt Service FY2009 Budget - Revenue



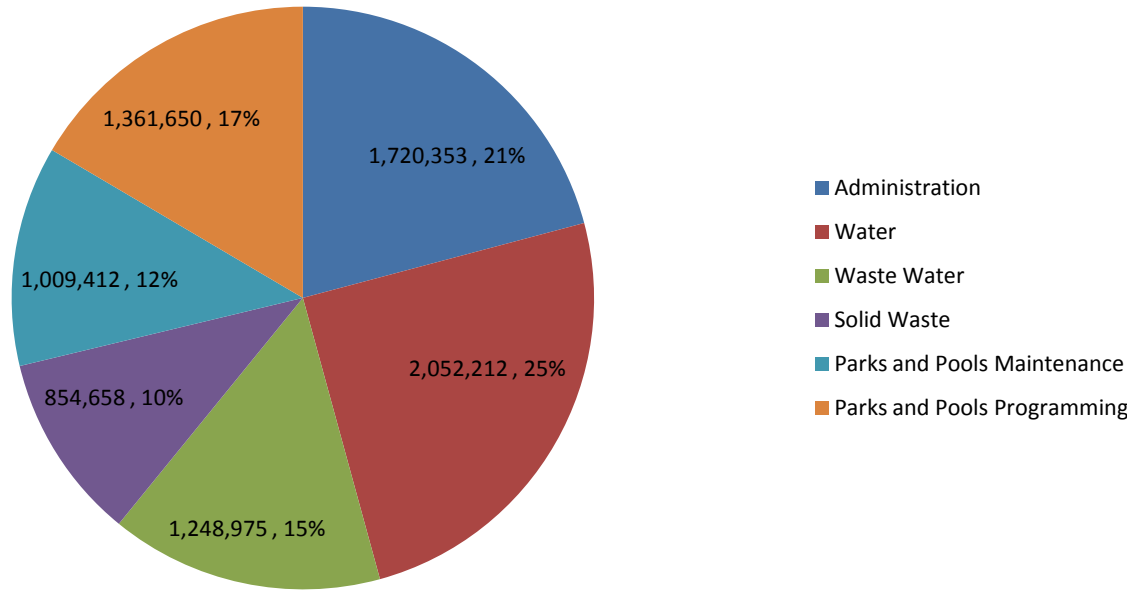
### Debt Service FY2009 Budget - Expenses



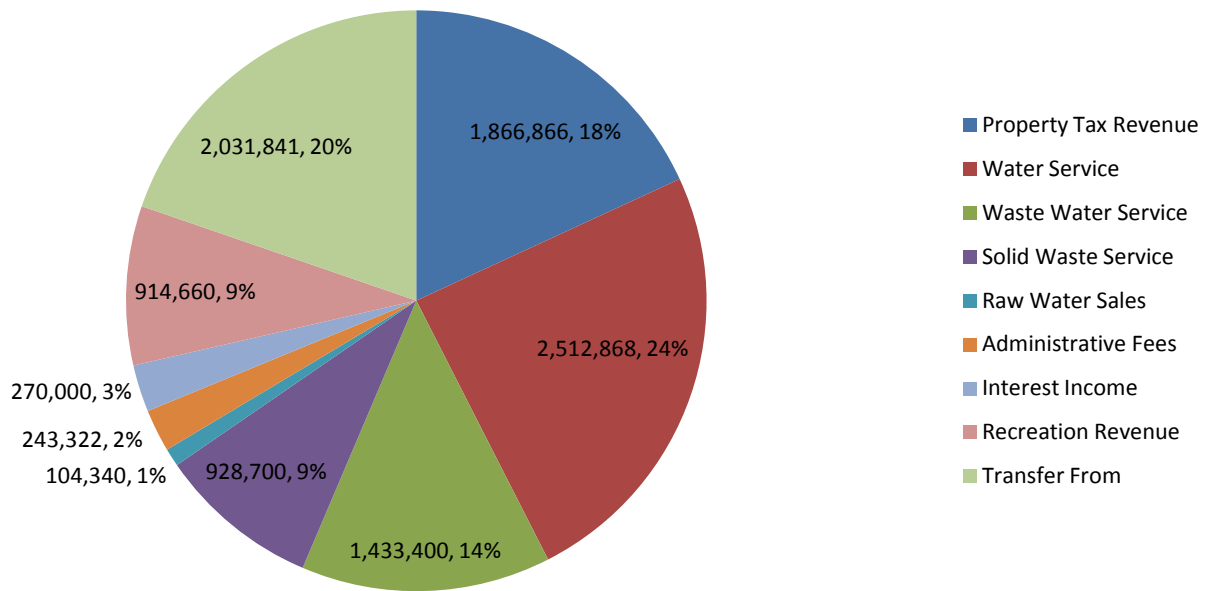
### General Fund FY2009 Budget - Revenue by Department



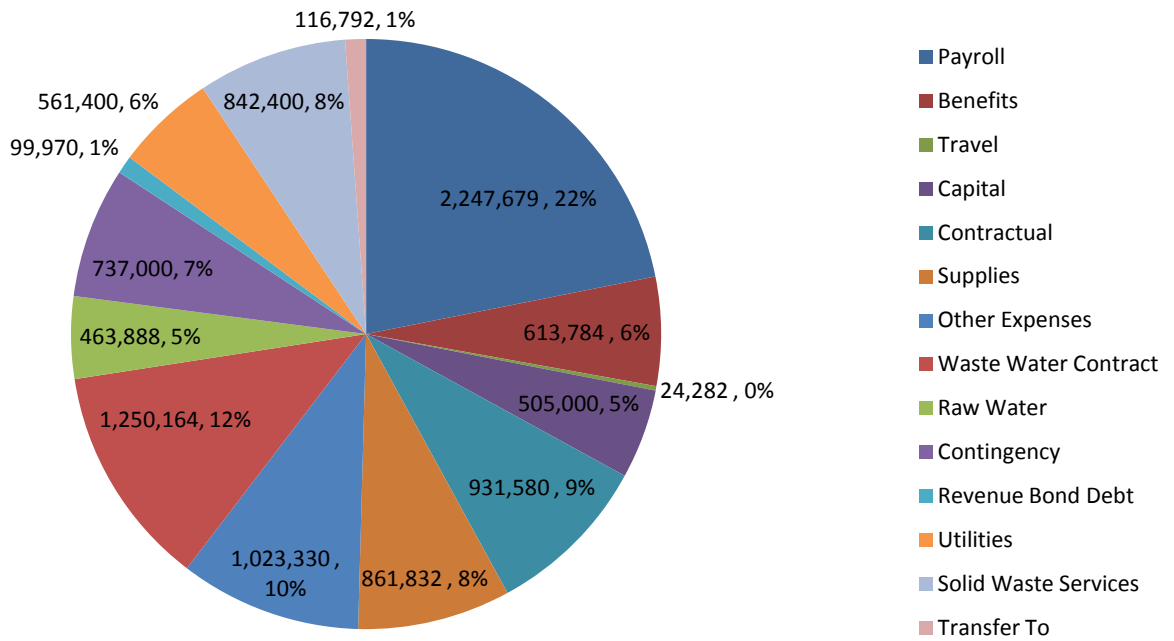
### General Fund FY2009 Budget - Expenses by Department



### General Fund FY2009 Budget - Revenue by Type



### General Fund FY2009 Budget - Expenses by Type



**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 6  
Discussion and Possible Action Regarding Evaluation of the General Manager**

**BACKGROUND:** At the January 8, 2009 Board meeting the Board discussed the preparation of an evaluation form in addition to procedures for conducting the annual performance evaluation of the General Manager. A committee was formed consisting of Directors Shermer and Grahl to prepare a recommended procedure for conducting the evaluation before the end of February. Staff was subsequently directed to place this item on the Board Workshop Agenda for discussion. Directors Shermer and Grahl will bring the material to the meeting for review and discussion.

**FINANCIAL:** N/A

**RESOURCE:** Director Grahl, Director Shermer

**LEGAL:** Not Consulted

**STAFF RECOMMENDATION:** N/A

**COMMITTEE PARTICIPATION:** None

**ATTACHMENT:** None

**RECOMMENDED MOTION:** None

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 7  
Board and Staff Expectations Regarding Board Packets**

**BACKGROUND:** In an attempt to manage information and better schedule staff and Board member time, certain guidelines are needed to organize the posting of the agenda and the preparation and distribution of the Board packet. Additionally, in order for packets to be delivered timely, deadlines are in place to allow time for staff and Board members to add items to an agenda and allow staff time to prepare back up information to be included in the packet.

**FINANCIAL:** N/A

**RESOURCE:** Director Tullos, Tom Clark

**LEGAL:** Not consulted

**STAFF RECOMMENDATION:** Staff is seeking feedback on the attached draft guidelines

**COMMITTEE PARTICIPATION:** N/A

**ATTACHMENT:**

Draft Agenda and board Packet Management Policy  
Staff Agenda and Board Packet Preparation Procedures

**RECOMMENDED MOTION: none** - provide staff direction so a final copy may be presented to the Board for adoption.

DRAFT - April 14, 2009

**Agenda and Board Packet Management Policy**

**Agenda Management:**

**PURPOSE: in an attempt to manage information reviewed and acted upon by the Brushy Creek Municipal Utility District Board of Directors, certain guidelines are needed to organize the agenda and packet. Additionally, in order for packets to be delivered timely, deadlines are in place to allow time for staff and Board members to add items to an agenda and allow staff time to prepare back up information to be included in the packet.**

1. The General Manager:
  - a. Will discuss proposed and pending agenda items with management and Board Members weekly to determine timing for placement on future agendas.
  - b. Will consider proposed agenda items to ensure staff is not pursuing matters the Board has previously authorized unless circumstances have changed to warrant the matter being re-visited.
  - c. Will ensure that new projects or plans of action requiring District resources have a "Concept Worksheet" prepared and presented to the Board for consideration.
  - d. Will ensure items from staff are pulled from the agenda that are not submitted timely.
  - e. Will inform board members of deadlines established and delays caused by failure to meet deadlines or late requests for items to be placed on the agenda.
  - f. Will inform the Board President of continued delays to preparing the packet or agenda caused by late requests from a Board Member.
  - g. Will place items on an agenda in accordance with the sections identified as:
    - (i) Discussion only – *new matters not previously considered*
    - (ii) Discussion and Action – *previous matters discussed needing further discussion prior to action*
    - (iii) Action – *routine matters; Discussion items previously considered by Board ready for action*

- (iv) Of the above three categories, agenda items should be grouped by department when possible to help flow of board meeting; for example, public works items together, parks and recreation items together, etc.
- (v) Exceptions will include items that are time sensitive requiring quick action or routine in nature. Supporting documentation may or may not be provided for items placed on the agenda after established deadlines.

2. The Board of Directors:

- a. Will request agenda items at least ten days prior to the next board meeting when possible, but no later than close of business the Wednesday *one week prior* to the regular Thursday board meeting
- b. Will prepare an executive summary sheet as appropriate for inclusion in board packet in accordance with staff deadline to ensure General Manager has opportunity to review for quality control purposes described above.
- c. Will discuss timing of agenda items with the General Manager if deadlines have been exceeded and determine how to incorporate the item or hold until next meeting; the General Manager will alert the Board if continued problems arise with last minute additions.

**Board Packet Management:**

The General Manager:

1. Board Packet preparation

- a. will establish an internal deadline for staff to meet for his review of all content to be placed in the board packet; the General Manager's review will ensure completeness and accuracy of information presented to the Board of Directors
- b. for items previously agreed to be placed on the agenda by the General Manager, staff will meet an internal deadline and provide back up information for him to review prior to placement in a board packet

***Pros:*** General Manager will review for completeness and accuracy and appropriateness; prevents staff from pursuing issues the General Manager is unaware of or the Board has previously addressed

***Cons:*** Failing to meet the deadline will mean agenda item is held for next meeting

s/my documents/board items/board packet discussion

## 2. Executive Summaries

- a. Staff generally prepares most executive summaries for the board packet.
- b. Occasionally a Director may need to prepare an executive summary for the board packet. Internal packet deadlines as described herein must be followed in order to be included in the board packet.
- c. For agenda items that include an advisory committee's recommendation, it is imperative that the recommendation as presented on the executive summary accurately reflect the committee's full recommendation.
- d. For agenda items where legal has been consulted, the executive summary must be reviewed by the District' legal counsel prior to inclusion in the board packet for accuracy and completeness.

## 3. Packet Delivery

Each Director will receive an electronic copy of the packet via email link and each Director will advise the General Manager as to the type of packet he/she wishes to receive.

### *Hardcopy:*

- a. Packets are to be hand delivered to Board members requesting delivery the Friday before the Thursday board meeting.  
(Tony has agreed to accept electronic packets)
- b. Packets prepared for special meetings will be delivered at least two days in advance unless extenuating circumstances arise.

### *Electronic:*

- a. A link for an electronic packet will be emailed to Board members and the District's legal counsel the Friday before the Thursday board meeting.
- b. A public packet will be made available on the District's website; however, attorney client privileged information will not be included.

# **STAFF AGENDA AND BOARD PACKET PREPARATION PROCEDURES**

## **I. AGENDA PREPARATION AND DEADLINES**

### **Board meeting agendas must be posted 72 hours prior to Board meeting.**

1. Create electronic folder for each Agenda/Board Packet in Parking Lot (S:\BOARD PACKETS PARKING LOT). This is the location for staff to place executive summaries and attachments (for their ultimate removal to final packet location see II.1).
2. Place executive summary template in each meeting Parking Lot. (S:\Office Manager\Agendas and Minutes\Templates)
3. Prepare agenda grouping items by Department where possible.
4. Email draft agenda to staff and Board counsel by 5:00 pm the Monday prior to the week of the Board meeting.
5. Staff agenda revisions and/or additions are to be returned to Executive Assistant by 3:00 pm the next day (Tuesday).
6. Email draft agenda to Directors, Board counsel and staff by 5:00 pm the Tuesday prior to the week of the board meeting.
7. Director and Board counsel Agenda revisions are to be returned to Executive Assistant by 10:00 am the next day (Wednesday).
8. If any Director has made substantive changes to the Agenda then it is re-sent to Directors, staff and Board counsel by 11:00 am the Thursday prior to the week of the Board meeting. Final revisions are due to the Executive Assistant by 5:00 the same day and a final Agenda is sent to Directors and Board counsel at that time. (This step is to ensure all Directors are aware of all items on final Agenda).
9. Staff executive summaries and attachments deadline is 5:00 pm, the Wednesday prior to the week of the Board meeting. At that time move upcoming meeting from Parking Lot into final packet location (See II1) and delete parking lot folder for that meeting date only.
10. Any items pulled from the Agenda thereafter will remain on the Agenda and will be verbally pulled during meeting. If time allows, any documents concerning the pulled item will be removed and a placeholder will be included in the packet reflecting that the item has been pulled.
11. Committee Reports. Post committee agenda from corresponding meeting included as a report on the Agenda, along with Board meeting Agenda (See 13).

12. Post Agenda (fax to Williamson County Clerk's Office 512.943.5244) by 4:00 pm the Friday prior to the week of the Board meeting for regularly scheduled Board meetings. Any other Agendas must be posted in accordance with the 72-hour posting rule. Maintain calendar of County Clerk's holiday closure and adjust posting of agenda accordingly.
13. Post file-stamped copy on bulletin board located at entry to Community Center. (Include committee agendas if posted with Board meeting agenda)
14. Certain meetings must be posted as a board agenda such as Parks Walk-Through and Committee Appreciation Dinner. Consult Board counsel on posting requirements for other events where a quorum of Directors will be present.

#### Miscellaneous Agenda information:

- Per AG ruling, "Report" is not a sufficient agenda item title to notify public of agenda item subject. The wording of the agenda item must include a clear description of the topic to be discussed.
- Any revised agenda should reflect "Revised (date)" in heading.
- Do not include the word "draft" on any consent items in packet.
- Include both redline and clean copy of documents where applicable (discretionary).

## **II. BOARD PACKET PREPARATION AND DEADLINES**

1. Create folder (final packet location) for each Agenda/Board Packet (S:\Office Manager\Agendas and Minutes).
2. Add agenda number and review each executive summary.
3. Confirm attachments are included if referenced in executive summary.
4. Prepare Index (S:\Office Manager\Agendas and Minutes\Templates-Board Packet prep).
5. Create PDF of Board packet. Load Board packet onto website. Load Agenda separate from Board packet.
6. Include index and copy of posted agenda with each packet. Insert numbered index dividers between each Agenda item and colored paper between multiple items under same Agenda item (discretionary).
7. Email link to Board packet to Directors, Staff and Board counsel.
8. Make 8 copies of packet, hole-punch all but Director Tullos' and deliver as follows:
  - a. Hand deliver Board packet to the homes of Directors Tullos and Tisch (address labels in desk drawer).

- b. Copy of packet in Director Grahl, Director Yackle and Controller's in-box.
  - c. Place copy in General Manager, resident and Deputy Secretary's binders.
  - d. Email copy to AA Statesman ([alorenz@statesman.com](mailto:alorenz@statesman.com)) and RR Leader ([city@rrleader.com](mailto:city@rrleader.com)).
9. File original Board packet in corresponding permanent Board Packet binder (sealed documents should be removed and kept in office of Deputy Secretary).

10. Supplements:

- a. Prepare cover sheet (S:\Office Manager\ Agendas and Minutes\Templates-Board Packet prep).
- b. Email to Directors, Board counsel and staff **no later than 5:00 pm Tuesday before Board meeting**. Place hard copy in General Manager, Resident and Deputy Secretary's binders.
- c. Add to Board packet on website after removing any attorney client privilege documents.
- d. File original with original Board packet.

11. Handouts:

If time allows:

- a. Prepare Cover Sheet (see 10a for location).
- b. Hard copies for all on dais.
- c. Hard copy for Controller, Resident and Deputy Secretary's binders.
- d. Add to Board packet on website.
- e. File original with original Board packet.

If received during Board meeting:

- a. Stamp "Public" or "Staff" handout.
- b. Follow above distribution with exception of preparation of cover sheet.

**Board Packet  
April 18, 2009**

**Executive Summary  
Agenda Item 8  
Staff reports and format**

**BACKGROUND:** Currently, several reports are provided to the Board to include monthly staff reports, quarterly general manager reports and, Staff is preparing a new report to report the status of direction given during Board meetings and subsequent follow-up. These reports are attached in the format Staff believes the Board has requested. Staff is requesting feedback from the Board on the reports and their formats.

**FINANCIAL:** N/A

**RESOURCE:** All staff

**LEGAL:** Not consulted

**STAFF RECOMMENDATION:** Staff prefers a simplified format that avoids redundancy and does not add to the current workload.

**COMMITTEE PARTICIPATION:** N/A

**ATTACHMENT:**

First Page of GM Staff Report using Access database  
General Manager quarterly report  
Board Meeting Direction/Follow-up Report

**RECOMMENDED MOTION:** N/A

## *General Manager's Staff Report to the Board of Directors*

<i>Item #</i>	<i>Project Title / Description</i>	<i>Status of Action Taken</i>	<i>Action Since Last Report</i>	<i>Closed date</i>
16	BRA Regional Water	Discussions are in progress to resolve equity payment issue. 5/8 Requested report from legal. 6/3: Met w/customers & BRA. Recommend ind. Eng. Review agreement & calculate true-up provisions.RR. 3/16 RR anticipate receiving draft report 4/1 from CDM which will be shared with us.	4/9/09 Anticipate receiving draft report from CDM. BRA is attempting to sched. meeting-date has not been set.	
18	Property at 4200 Deer Tract.	Sale of lot on hold pending outcome of Parks MP. 1/24 No action since last report. 2/8 Ditto. 2/28 No action to be taken until results of Parks MP recd.;4/10 On hold; 5/8 On Hold. 6/26: On Hold; 9/11 On hold.2/17/09 On hold pending Parks MP. This item will be removed from report.	3/17 This item will remain on the report at the request of Dir. Tullos	
22	901 Great Oaks	Currently using for storage pending renovation of lobby & maintenance yard. 5/8 staff preparing plan. 6/17 Staff to propose funds in FY09 budget for renovations.9/11: Inventory complete. Funds budgeted in FY09 for minor remodeling. 03/26/09 Presented Space Plan at Board meeting.	4/9/09 Space plan on 4/9/09 agenda for approval.	
29	Conferences/Training	02/17/09 GM to attend TWUA meeting March 2-4.	03/17/09 No items to report.	
30	Elections Handbook	Draft under review. 2/24 Met w/Tullos & Yackle; waitg for info frm legal; will submit at 2/14 mtg.2/8 Item on Agenda.2/28 Dir Cand. Handbook approved at 2/14 mtg. Having difficulty enforcing sign location & size at CC. 4/10: Need to sched mtg w/Dir Tullos & Yackle to finalize docs. 5/8: no action since last report. 6/26 Ditto; 9/11: ditto.02/17/09 - 95% complete. Ex Asst. to complete and	3/17 This item will remain on the report at the request of Dir. Tullos.	
120	Rental Property on Sam Bass	Renter moved, waiting M Plan completion to determine status of well field re potential sale of prop. Staff proceeding w/plans to demolish adjacent pump station in preparation for sale of prop. 2/17/09 On hold until next fiscal year.	04/09/09 On hold until next fiscal year.	

# Report Date Second Quarter 2009

Project	Project Lead	Budget/Resource Allocated	% complete	Status - ahead / behind schedule or on time	Additional Board Action Required	Update
1 District Inventory	Mike Petter	\$ 10,000.00	100% complete			contract approved by the Board
2 5 Year Financial Plan	Mike Petter	\$ -	25% on schedule		the plan will be presented to the Board in April	staff are working on 5-year projections
3 Records Audit	Tom Clark	\$ 38,000.00	100% complete		approve destruction of records in Phase II	file plan approved, preparing records for destruction
4 New IT Position	Mark Palmer	\$ 57,615.00	100% complete		none	New hire John Overstreet employed
5 On-Line Billpay	Mark Palmer	\$ -	100% complete		none	completed software installation in December 2008
6 Renovation of 901 Great Oaks	Tom Clark	\$ 15,000.00	10% on schedule		approve surplus list and building space use plan	old furniture has been inventoried and is being placed on surplus list for disposal; plan presented to Board for approval
7 New Server room at WTF	Mark Palmer	\$ 95,000.00	0%	this item is implemented as employees are evaluation	none	No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
8 Merit Pay Increase (5%)	All	\$ 55,000.00			none	merit raises are given to employees based upon their annual evaluation on the employee's anniversary date
9 New Email Server (changed to replace all servers)	Mark Palmer	\$ 10,000.00	0%			No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
10 MS Office Upgrade (PC Refresh)	Mark Palmer	\$ 20,000.00	0%			No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
11 New backup system	Mark Palmer	\$ 50,000.00	0%			No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
12 PC Replacements	Mark Palmer	\$ 20,000.00	0%			No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
13 Operations Plan by Department	All	\$ -	90% behind schedule		Draft SOP's to Board at December meeting	Procedures submitted to Board December 2009; this item is being delayed because of managerial staff changes. An updated project worksheet is being drafted.
14 Recreation Program License Exemptions	Tim Ishman	N/A	100% complete		none	Staff recommended not getting a licence
15 Parks Master Plan Task	Tim Ishman	\$ -	30% established	no schedule	none	Staff is working on the list and reporting to Park committee. Many of the maintenance items have been completed. Staff is working on a plan to address the items that are not budgeted. Parks Master Plan Task force met in February and is scheduled to meet again in April 2009.
16 Activenet Update	Mark Palmer	\$ 40,000.00	100% complete		none	implementation complete in January. Training and implementation occurred in January 2009. Hardware and infrastructure finalized. Program live and operational.
17 SCADA Improvements and Programming	Mike Wheeler	\$ 15,000.00	90% on schedule		none	SCADA improvements to lift stations 90% complete; switches needed to reduce noise causing false alarms. Technology Committee is assisting IT
18 Intake Repairs	Mike Wheeler	\$ 450,000.00	5% on schedule		the Board will be asked to approve an agreement with Chisholm Trail SUD prior to proceeding with the final repairs	Safety repairs near completion, CH2Mhill in process of submitting amendment to agreement for engineering report to 1) cost to move sensitive equipment out of flood zone, 2) items needed to accommodate Chisholm to use intake, 3) additional repairs needed to get fully functional
19 Walsh Ranch Trail	Mike Wheeler	\$ 15,000.00	15% behind schedule		Staff is working with County for additional assistance after design of improvements by URS Engineering, board may need to improve repairs depending on cost	first phase from Bereahs Road to Park Street 75% complete
20 Safety Audit Issues (trenching, wet well lid replacement)	Mike Wheeler	\$ 50,000.00	15% on schedule			improvements under design by URS Engineering
21 WTF Pilot Study	Mike Wheeler	\$ 267,000.00	25% on schedule		additional equipment needed to enhance pilot and potential additional capacity	plan outlined prepared for submittal to TCEQ for approval prior to starting study
22 Sewer Monitoring	Mike Wheeler	\$ 40,000.00	35% on schedule		none	new equipment purchased and in use; agreement with Bury Partners approved to review sewer tapes
23 Water Distribution/ Meter / Hydrant Survey	Mike Wheeler	\$ 35,000.00	25% on schedule		no action required	This item is being conducted in-house. The first step was to hire the 2-meter readers and get them trained which has been completed. The next step is a valve/hydrant survey which staff is currently working on.
24 Maintenance Yard	Tom Clark	\$ 75,000.00	20% on schedule		Maintenance yard and 901 great oaks space plan to Board on 4/9 for approval	staff in process of fine tuning pricing to determine which items need to be returned to Board for approval
25 New Operator Trainee	Mike Wheeler	\$ 42,287.00	100% complete		no action required	completed, staff on board
26 New Operator Trainee	Mike Wheeler	\$ 42,287.00	100% complete		no action required	completed, staff on board
27 New PW Admin Assistant	Tom Clark	\$ 53,866.00	100% complete		no action required	completed, staff on board
28 New Vehicle - Water	Mike Wheeler	\$ 22,000.00	100% complete		complete	Completed
29 Replacement meters - 620	Mike Wheeler	\$ 136,400.00	20% on schedule	dictated by development	approve agreement when complete	waiting approval of agreement to accept meter order and start replacement
30 New Meter installations	Mike Wheeler	\$ 18,000.00	N/A		none	Will be reported under Public Works staff report
31 Generator Quick Connect	Mike Wheeler	\$ 5,000.00	10% on schedule		after cost estimates are procured, staff will request Board approval if required by policy	staff are seeking cost estimates / proposals
32 Portable Generator	Mike Wheeler	\$ 10,000.00	0% no action taken		none	No action taken since last report.
33 UPS Upgrades	Mark Palmer	\$ 8,500.00	0%		additional work may be required to increase air compressor capacity that may require Board approval	No action taken since last report. Will provide more direction and input after System Administrator completed 60 days of employment.
34 New Membrane Filter	Mike Wheeler	\$ 500,000.00	100% complete			installation of the membranes is complete
35 WTF Security System	Mike Wheeler	\$ 15,000.00	5%		none	In progress
36 WTF Fire System monitoring	Mike Wheeler	\$ 5,000.00	5%		none	In progress
37 WTF - Air Dryer	Mike Wheeler	\$ 12,500.00	100% complete		none	this item is complete
38 WTF Vibration Analysis	Mike Wheeler	\$ 5,000.00	0% on schedule		none	analysis is a budgeted item, will be performed in March 2009
39 WTF HVAC Maintenance	Mike Wheeler	\$ 2,500.00	40% on schedule		none	staff is evaluating the system along with HVAC at the Community Center

## STAFF DIRECTION STATUS REPORT

Board Meeting Date	Staff Member	Description	Direction	Status
3/12/2009	Margie	Scheduling of Board meetings	Staff directed to begin meetings at 6:00pm. Place on 2d meeting in May agenda to reevaluate and discuss possibility of beginning summer meetings at 5:00pm.	<u>5/28</u>
3/26/2009	Margie	Brushy Oaks Farmers Market	Add to 4/9 Agenda.	<u>4/26</u>
8/15/2008	Mark	Technology	research leasing office computers	<b><u>On hold until Technology Inventory Completed</u></b>
1/8/2009	Mark	Visiflow Project concept	Investigate the system and other alternative document management system for update at future Board meeting	<b><u>Reviewing former "Scanning Program" project plan &amp; evaluating goals to determine what gaps, if any, exist with the current doc mgmnt structure &amp; design.</u></b>
2/12/2009	Mark	Departmental metrics	Technology report - add number of computer issues (non server or infrastructure related); number of hours roughly spent on projects v day to day work.	<b><u>April 2009 - Collecting data and pulling together report</u></b>
2/12/2009	Mark	Staff Reports	Get with Russ on report software and discuss with Tom;	<b><u>on task list</u></b>
3/12/2009	Mark	Microix Employee time clock software	Analyze how the system works particularly with Spring break counselors; include as 3/26 agenda item.	<b><u>Mike Petter will be reporting on how system is working with Spring Break</u></b>
3/12/2009	Mike P.	Add old marquees to surplus property list		
3/26/2009	Mike P.	Approve surplus of vehicles & equipment for disposal	Make changes to surplus form and bring back to 4/9 Agenda.	<b><u>revising form; add to 4/23 agenda</u></b>
1/27/2009	Mike P.	Winter averaging	Put additional info on website as to how winter averaging can affect monthly bills.	
9/25/2008	Mike W.	Builders' directional signs	Remove Builder's directional signs	<u>4/2</u>
9/25/2008	Mike W.		Conduct tree/plant survey	<b><u>04/02/09 working on this month.</u></b>
9/25/2008	Mike W.		Respond to Claudia and HOA on maintenance issues	<b><u>done</u></b>
1/8/2009	Mike W.	Sendero Springs Park Landscape Plan	Work on interlocal; need map w/tree survey of the ones they want to remove. Add to 2/12 Agenda	<b><u>04/02/09 Will be presented at 04/23 Board Meeting.</u></b>
1/22/2009	Mike W.	Pool maintenance	Staff directed to bring back draft maintenance plan for the pools within two months	<u>4/2</u>
1/22/2009	Mike W.	Relocate trailer to Water Facility	Staff directed to move the trailer to the WF	<b><u>per later instruction, moving to 901 Great Oaks</u></b>
1/22/2009	Mike W.	Walsh MS trail plan expansion for pedestrian Xings	Mike W., we need to get the materials order in preparation for this; we need to measure and re-price the additional trail footage	<b><u>04/02/09 Material ordered and trail in process of being built.</u></b>
1/22/2009	Mike W.	Walsh MS trail plan expansion for pedestrian Xings	Next time it's brought to the Board for a cost estimate, include whatever would be needed to get kids to the middle school.	<b><u>04/02/09 Material ordered and trail in process of being built.</u></b>
2/12/2009	Mike W.	Greenbelt items	we need to make sure we have all of the items on the list. After 30 day from letter, we need to re-inventory and coordinate new list with Tom fo second 'nastygram'	<b><u>04/02/09 Second walk thru complete. Working on next step.</u></b>
2/12/2009	Mike W.	sendero trail washout	get with Tom on this - Russ informed trail washout - we need to go safari	<b><u>04/02/09 Scheduled.</u></b>
2/26/2009	Mike W.	Elec/water for 2009 BBQ cook off	Research costs for possible placement in FY 2010	<b><u>04/02/09 work being completed this month.</u></b>

2/26/2009	Mike W.	Sendero HOA landscape plan	Research retention issues. Formalize plan & expedite effort to bring back funding estimates and other details to Board. Check with US Fish & Wildlife. Research "in kind" \$\$.	<b>04/02/09 Staff formulating plan for 04/23 Board Meeting.</b>
2/26/2009	Mike W.	water meters bid	put on next agenda, set up meeting with HD, have them attend next Board meeting; include warranty details in packet. Get additional references. See if they'll lower their bid. Find out how long the hand held unit lasts and how much is it to replace.	<b>04/02/09 Legal has contract.</b>
3/12/2009	Mike W.	disc golf course parking lot	Research painting portion of Liberty Walk curb red striped "no parking."	<b>04/02/09 waiting on permit from U.S. Fish and Wildlife.</b>
3/12/2009	Mike W.	Membrane system and modifications at WTF	Provide update at 3/26 Board meeting re Mike and Jason's meeting w/Joe Jenkins.	<b>04/02/09 Joe Jenkins to present at 04/09 Board Meeting.</b>
3/12/2009	Mike W.	Water meters bid	Research long term relationship locked-in price. Find out how long the battery lasts.	<b>04/02/09 Legal has contract.</b>
3/26/2009	Mike W.	update re repairs at intake structure	Impress on T Morales we don't want a repeat of the problems we had when WTF was built	<b>04/02/09 Joe Jenkins will present at 04/09/09 Board Meeting.</b>
3/26/2009	Mike W.	Sendero HOA Landscape Plan	Work with SS HOA. Have Rachel come up with site plan then work on landscape plan. Residents can volunteer to do the work as long as it's done along the lines of "Keep Brushy Keep Beautiful" type of initiative. Have by 2d meeting of April and have Rachel attend.	<b>04/02/09 Staff formulating plan for 04/23 Board Meeting.</b>
3/26/2009	Mike W.	901 Great Oaks space plan	Get prices to move ahead and fine tune. Rachel, bluebonnets in the adjacent lots?	<b>04/02/09 In progress.</b>
3/26/2009	Mike W.	Update re membrane system & modification at WTF	Joe Jenkins to next Board meeting - discussion and action / authorization of improvements at WTF to enhance operation Mike W - get with Tom and Mike P to discuss budget on this item	<b>04/02/09 Joe Jenkins to present at 04/09 Board Meeting.</b>
1/22/2009	Tim	Youth Services organization project guidelines	#2-possible projects; also - include district's intent in the program overview and identify that projects will benefit the district. #3a-needs to be moved up in the process. #2-critical that a contact person be available. RT recommends create form for each project with start/finish date, contacts. #7 - hold ceremony at "BC facilities" as opposed to limiting to meeting rooms. need to prepare a form for them to fill out to submit their project	<b>02/12/09 Dir Tullos to review and follow up with Staff</b>
12/11/2008	Tim	Child care licensing	Staff directed to work on standards of care as concerns youth; return to Board 2d meeting in March	<b>4/23/09 agenda</b>
2/12/2009	Tim	ActiveNet convenience/xaction fees	Fees continue to be absorbed by District. Prepare recommendation during budget process if any changes are recommended	<b>7/30</b>
2/12/2009	Tim	SS pool expenditures	Place sign on fence stating that parents must stay in the baby pool area when their child is in the pool.	<b>4/23/09 agenda</b>
3/26/2009	Tim	Aquatics Coord job duties	Research uses for Creekside storage building. Make sure no items are stored in any Pool electrical or boiler rooms. Use storage at the Pavilion. Add to 2d meeting of April - Bring Plan for year round use of the pool. Check on usage of Sendero Springs pool by other schools. 1)define the program we want to do, 2) what can we do with what we have, 3) look at hospitals, aerobic, etc, 4) develop plan to enhance what we have, 4) can we guarantee success?	<b>in progress</b>

3/26/2009	Tim	Activenet at pools	Do some research before pools open to look at what kind of reports we might want, practice running those reports using the CC report data. Provide report on ActiveNet conversion at 2d meeting in April.	<b><u>4/23/09 agenda</u></b>
2/12/2009	Tim	2009 BBQ Cook off	Staff investigate sponsorship.	<b><u>5/1</u></b>
3/26/2009	Tim/Tom/Tony	Brushy Oaks Farmers Market	Work with vendor and legal, bring contract and details to April 9 Board packet	<b><u>4/26</u></b>
1/22/2009	Tom	GM Quarterly Report	Do not override information in each report; change date and include as new report; sort by dept.; highlight updates to item;	<b><u>4/30</u></b>
1/22/2009	Tom	Report on status of written procedures for District permit process	Capture Timelines in permit process (RT). Incorporate objective and start/end date. Bring template to next meeting.	<b><u>3/30</u></b>
2/12/2009	Tom	901 Great Oaks	Prepare simple floor plan for the building. Return to Board in 30 days.	<b><u>On 4/9 agenda</u></b>
2/26/2009	Tom	citizen comment	get with Janey Miller on cleaning up Fern Bluff lot (detention pond vandalism)	<b><u>Meeting scheduled for 4/17</u></b>
2/26/2009	Tom	HH request to amend LUE calc methodology	Research. Add to last Board meeting in March as D/A	<b><u>Will add to 4/26 Agenda</u></b>
2/26/2009	Tom	HH request to amend LUE calc methodology	research LUE tables Round Rock, Pflugerville, Cedar Park, Georgetown	<b><u>On 4/9 agenda</u></b>
3/12/2009	Tom	Potential disposition of District properties	Prepare map and description of District owned properties. Description to include background history, boundaries, in/out of District; how acquired; any appraisals and recommendations to retain/sell properties.	<b><u>in progress</u></b>
3/12/2009	Tom	Vandalism to 16600 Pocono near detention pond	Meet with homeowners who abut the detention pond. Include Sheriff, Oakbrook HOA and Janie Miller of Fern Bluff to discuss resolution of problem. Research no trespass signs (options: minors/curfew).	<b><u>in progress</u></b>
3/26/2009	Tom	Sbfd request to lease land	Research alternative lease price	
3/26/2009	Tom	901 Great Oaks space plan	Make sure cell phone tower access is controlled by the District. Research use of open field area.	<b><u>in progress</u></b>
3/26/2009	Tim/Tom/Tony	Brushy Oaks Farmers Market	Work with vendor and legal, bring contract and details to April 9 Board packet	<b><u>4/26</u></b>
1/22/2009	Tom	LCRA/BRA & Fern Bluff Subregional WW Agreement	GM to secure legal counsel (Paul Terrell or Mark Dietz) for legal representation to resolve protest 1 as soon as possible and to LCRA agreement	<b><u>na</u></b>
2/26/2009	Tony	water meter bid	prepare agreement	<b><u>agreement drafted and returned to HD for comment</u></b>
3/12/2009	Tony	Water meters bid	Negotiate purchase contract and include in next Board packet as action item.	<b><u>agreement drafted and returned to HD for comment</u></b>
3/12/2009	Tony	Written procedures for permit process	Check on irrigation permitting responsibilities. Present update on any legislation that may affect the District.	