

**CIBOLO CREEK MUNICIPAL AUTHORITY  
MINUTES OF THE MEETING  
AUGUST 10, 2017**

**1. Call to Order:** The meeting of the Cibolo Creek Municipal Authority was called to order at 6:00 p.m. at CCMA's office at 100 Dietz Road, Schertz, Tx.

**2. Roll Call :** Present for the meeting: Mr. Ken Greenwald, President; Mr. Richard Braud, Vice-President; Mrs. Reginna Agee- Secretary-Treasurer; Mr. Bobby Greaves, Director; and Mr. T "Jake" Jacobs, Director. Staff present : Mr. Clint Ellis, General Manager, Mr. Brandon Bradley, Special Projects Manager; Mr. Ryan Madsen, Business Manager; Ms. Shirley Taylor, Controller; Mr. Nick Sherman, Project Manager and Mr. Robert Dabney, Utility Director. Ms. Chris Budnik, Assistant to the General Manager was absent.

**3. Citizens to be Heard:** There were no citizens present.

**4. The Board of Directors of Cibolo Creek Municipal Authority may enter into Executive Session under Texas Government Code Section 551.071 to receive advice from its attorney concerning the Application of Green Valley Special Utility District for a new Texas Pollutant Discharge Elimination System Permit No. WQ 15360001, styled as SOAH Docket No. 582-17-1850 and TCEQ Docket No. 2016 -1876-MWD.** The Executive Session was not held.

**5. Discuss, consider, and take action concerning the Application of Green Valley Special Utility District for a new Texas Pollution Discharge Elimination System Permit No. WQ1530001, styled as SOAH Docket No. 582-17-1850 and TCEQ Docket No. 2016-1876-MWD.**  
No action was taken.

**6. Discuss, consider and take action on the minutes from the July 13, 2017 Director's Meeting:**  
Mr. Jacobs motioned for approval of the minutes as presented with Mr. Greaves seconding and all Directors voting aye.

**7. Discussion on systems information:** In addition to information provided in the packet Mr. Bradley added that this last week we had a record rainfall for one day and the system did well. Mr. Bradley reported that the Collections Department did an outstanding job and there were no high water alarms.

**8. Discussion on Project: (1) Update on OJR Plant Expansion:** Mr. Sherman reported that we received the TWDB letter to proceed for the OJR Expansion. The Contractor has been notified and starting next Tuesday, August 15 the contractor will begin mobilizing his equipment and work will start. **(2) Update on South Plant:** Mr. Sherman reported that we are still continuing to coordinate with the City of Schertz for platting and permitting of the South Plant. Mr. Sherman also stated the plant schedule still tracks to be completed several months prior to the City of Schertz estimated completion of their gravity trunk main. **(3) Update on Dietz Creek Lift Station Project:** Mr. Sherman reported that the new Dietz Lift Station is operating well.

They are continuing to work on minor issues like adjusting the pumps on-off times and that PSI conducted an inspection of the crane. **(4) Update on Town Creek Force Main:** Mr. Sherman reported that contracts have been sent to the contractor for the Town Creek Lift Station and pre-construction meeting are being scheduled for the week after next.

**9. Discuss, consider and take action on amendment to professional services contract with APAI relating to the design and construction of the OJR Regional WWTP Expansion.** Mr. Ellis reported that staff received a request from Alan Plummer Associates (APAI) for an increase in scope for professional services performed in support of the OJR Plant Expansion. Robert Adams, Engineer from APAI, added that with the changing from a CMAR approach to a competitive bid approach, the increased time to rebid the job and the coordinating of the entire project with the Texas Water Development Board the original design contract needs to be modified in the amount of \$ 125,642. After a brief discussion by all board members Mr. Braud motioned for approval and Ms. Agee seconded and all Directors voting aye.

**10. Discuss, consider and take action on Order declaring certain equipment as surplus property and authorizing the sale of such equipment.** Mr. Ellis stated that we have a 1991 Better Built manure spreader that has been abandoned and has no worth. Mr. Newberry, Facility Manager Supervisor, has a person interested in removing it from CCMA's property at no charge. The cost for CCMA to remove it would be more costly than trying to sell for scrap. After a brief discussion Mr. Graves motioned for approval and Mr. Jacobs seconded and all directors voting aye.

**11. Discuss, consider and take action on Order of Election, Notice of Election, contract with Guadalupe County Election and Bexar County Election Memorandum of Understanding.** Mr. Ellis stated that the President and Secretary – Treasurer need to read and sign the contracts entering into the agreement with the Guadalupe County Election and Bexar County Election Memorandum and the board members need to approve. Ms. Agee motioned for approval and Mr. Braud seconded and all Directors voting aye.

**12: Administrative Section 12.1 ) End of Month Reports – July 2017:** There were no questions on Reports #1, #2 and #3. **Expenditure List 7-28-17:** There was no discussion and Ms. Agee motioned for approval and Mr. Braud seconded and all Directors voting aye. **Expenditure List 8-10-17:** There was no discussion and Mr. Greaves made the motion for approval and Mr. Jacobs seconded and all Directors voting aye.

**13. Requests by Directors and/or General Manager for items to be placed on future agenda.** There was no discussion.

**14 Executive session held in accordance with section 551.074 of the Texas Government Code, Personnel Matters: Annual Evaluation of the General Manager.** No Executive Session was held.

**15. Discuss, consider and take action regarding the annual evaluation of the General Manager:** No action was taken .

**16. Adjournment :** Being no further business, the meeting adjourned at 6:56 p.m.

AUTHORITY SEAL.

APPROVED

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Ken Greenwald, President or  
Richard Bruad, Vice-President

ATTEST:

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Reginna Agee, Secretary – Treasurer