

**CIBOLO CREEK MUNICIPAL AUTHORITY
MINUTES OF THE MEETING
February 9, 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. Richard Braud, Vice-President; Mrs. Reginna Agee, Secretary-Treasurer; Mr. Bobby Greaves, Director and Mr. T. "Jake" Jacobs, Director who arrived at 6:05 p.m. Mr. Ken Greenwald, President, was absent. Staff present: Mr. Clint Ellis, General Manager; Ms Christine Budnik, Assistant to the General Manager; Mr. Brandon Bradley, Special Projects Manager; Mr. Ryan Madsen, Business Manager; Mr. Nick Sherman, CCMA Project Manager and Mr. Robert Dabney, Utility Director.

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, as follows: (a) to deliberate the purchase, exchange, lease or value of real property, in accordance with Section 551.072 of the Texas Government Code: Executive Session was not held.

5. Discuss, consider, and take action on the purchase, exchange or lease of real property: No action was taken as Executive Session was not held.

6. Discuss, consider, and take action on the minutes from the January 26, 2017 Special Directors Meeting: Mrs. Agee motioned for approval with Mr. Greaves seconding and all Directors voting aye.

7. Discussion on systems information: Mr. Bradley and Mr. Ellis briefly went over information that was provided in packets. Regarding the Collection Systems report, Mr. Greaves asked about the root killer chemical that will be applied into the Randolph collection line. Mr. Ellis responded that a root intrusion has been identified and is being addressed. Mr. Bradley noted the line will be jetted and video taken. Other entities use the same chemical with no adverse affects on the system. Mr. Ellis added insulation at the admin. building has been removed and replaced after an exclusion was done. Mr. Dabney also added he will be meeting with Shermco on the blowers next week.

8. Discussion on potential SSLGC easement: Mr. Ellis referenced the overview map of the area in which SSLGC wishes to run their potable water line and noted they are asking for an easement. The area is outside the sludge fields and in the flood plain which provides no use to CCMA. There is an existing line in the area that needs to be addressed. The Directors had no issue with granting SSLGC right of access. Mr. Greaves said cost of encasing our line needs to be reimbursed to CCMA and to give SSLGC a wide easement at no cost. If a historical survey needs to be performed, that cost would also be incurred by SSLGC. Mrs. Agee noted the agreement between CCMA and SSLGC should state any costs incurred will be SSLGC's sole responsibility. It was the consensus of the Directors that the General Manager move forward on this matter.

At this time Mr. Ellis requested that item **14. (3) Update on Dietz Creek Lift Station Project**, be moved up. There was no objection from the Directors.

Mr. Sherman explained there were issues with the manufactured building that was delivered to the project. Reinforcing and nails are exposed in the concrete, as indicated from the photo he produced. The engineer believes we should reject the building which will delay the project somewhat. He will be

following up. Mr. Braud suggested a split CMU building with Mr. Sherman saying that would have to be designed at additional costs. Mr. Greaves did not feel that was the best option.

9. Receive presentation on construction projects timeline: Mr. Madsen distributed handouts of the presentation and explained this was a tool to give a better overview of the projects. The handouts included a project list of the OJR Expansion; Town Creek Lift Station and Force Main; South Schertz Plant and Schertz Lift Station with Force Main and Gravity Main. Mr. Madsen noted the timeline will be adjusted as necessary to indicate real time status. Mr. Greaves suggested adding design status and more specifics to each project. Mr. Sherman noted several new projects will be added as well.

10. Discuss, consider, and take action on a request for proposals for the Town Creek Lift Station and Force Main Upgrade Project, with selection to be on the basis of lowest priced technically acceptable: Mr. Sherman said as previously discussed at prior Board Meetings, the Town Creek Lift Station and force main is in need of upgrades due to capacity issues. The engineer is in the process of developing final details of design as requested by staff. Also, final coordination with SSLGC will be incorporated the final plans and specifications. Mr. Ellis added a late February bid is anticipated. A new wet well will not be built and pump cycling issues will be addressed with capacity manholes. The pending bond should cover additional scope of work on the project and he will obtain an updated opinion of probably cost from the engineer. Mr. Greaves motioned to allow the General Manager to move forward with the request for proposals based on lowest priced technically acceptable and to do so in an expeditious manner. Mr. Jacobs seconded and all Directors voted aye.

11. Discuss, consider, and take action on Order adopting a Records management and Retention Policy and appointing a Records Management Officer: Ms Budnik explained the existing Order dated back to 1990 and after legal review, had been updated. She has been following Texas State Library guidelines on management and retention of records and those current guidelines will become the policy that will be "Attachment A" to the Order. A certification letter will be forwarded to the Texas State Library that states their guidelines will be used in lieu of filing records control schedules with the Texas State Library and states CCMA will adopt these schedules. Mrs. Agee motioned for approval of the Order and to appoint Ms Budnik as Records Management Officer. Mr. Greaves seconded and all Directors voted aye.

12. Review of Risk Management Policy: Mr. Madsen explained the Authority's Risk Management Program is required to be reviewed every five years and was last updated in 2008. A copy of the Policy had been provided in Board packets for review. The fund has a target balance of \$600,000 and currently holds \$644,890. There was general discussion on purpose of the fund and it was the consensus of the Directors to retain that fund as well as the current balance.

13. Administrative Section: 13.1) End of Month Reports-January: Mr. Madsen reviewed Reports #1, #2 and #3 with no questions being asked. The Capital Budget had also been updated. **13.2) Discuss, consider, and take action on approval of expenditure list-February 9, 2017:** Mr. Ellis noted \$1,200 to \$1,800 per day is being saved by hauling to the landfill in house. The expenditure for the RDT rebuild as a capital budget item for this year. There was no further discussion and Mr. Jacobs motioned for approval of the list in the amount of \$144,011.18. Mrs. Agee seconded and all Directors voted aye.

14. Staff Reports Pertaining to: (1) Update on OJR Plant Expansion: Mr. Sherman stated we are waiting on TWDB review/approval to move forward. **(2) Update on South Plant:** Mr. Sherman has begun discussion with Robert Adams on developing a master plan to include both OJR and the South Plant. Mr. Madsen noted the southern tract for the south plant has been annexed. Mr. Ellis discussed dedication vs reservation for the OJR platting with the City of Schertz. The Board had previously approved reservation for the 3009 expansion, but the city is requiring dedication for

plat approval. There was also general discussion on construction of the South Plant as relates to the package plant and collection system the City of Schertz is constructing. **(3) Update on Dietz Creek Lift Station Project**: This item had been covered previously. **(4) Update on Town Creek Force Main**: Final design issues are being finalized and bidding process will proceed as approved in item #10.

15. Requests by Directors and/or General Manager for items to be placed on a future agenda: Mr. Ellis stated the employee handbook and general policies should be reviewed and updated as necessary. He asked the Directors if they would prefer a review committee or a Board presentation. Mrs. Agee commented staff could pull together a draft and present to the Directors to be combined with legal review. This could be done incrementally if it appeared presentation would be lengthy. Mr. Braud would like to see redlined versions. Mr. Ellis will follow up with legal counsel.

16. Adjourn: Being no further business, the meeting adjourned at 7:27 p.m.

AUTHORITY SEAL

APPROVED:

Richard Braud, Vice-President

ATTEST:

Reginna Agee, Secretary-Treasurer