

**CIBOLO CREEK MUNICIPAL AUTHORITY
MINUTES OF THE MEETING
July 13, 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; and Mr. Bobby Greaves, Director and Mr. T. "Jake" Jacobs, Director. 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; Ms Shirley Taylor, Controller; Mr. Robert Dabney, Utility Director and Mr. Nick Sherman, CCMA Project Manager.

3. Citizens to be Heard: No citizens signed in to speak.

It was the consensus of the Directors to move up item #6, #7, #8 and #9.

6. 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 rehabilitation of the Town Creek Lift Station, including competitive bids and award of contract:

Mr. Greenwald called the meeting into closed session at 6:02 p.m.

7. Discuss, consider and take action regarding rehabilitation of the Town Creek Lift Station, including recommendation on acceptance of bid and award of contract: Mr. Greenwald called the meeting back into open session at 6:24 p.m. Mr. Braud motioned to allow the General Manager to enter into a contract with Pesado Construction with the lowest base bid of \$2,834,360.00. Mr. Greaves seconded and all Directors voted aye.

8. 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 procurement and installation of three self-priming centrifugal pump systems for the OJR Regional Water Reclamation Plant: Mr. Greenwald called the meeting into closed session at 6:02 p.m.

9. Discuss, consider and take action regarding procurement and installation of three self-priming centrifugal pump systems for the OJR Regional Water Reclamation Plant, including recommendation on acceptance of bid and award of contract: Mr. Greenwald called the meeting back into open session at 6:24 p.m. Mr. Ellis noted the bids had come back substantially higher than had been anticipated. Mrs. Agee motioned to reject all bids submitted for IFB # 2017-002 for the purchase of three self-priming centrifugal pump systems for the OJR Regional Water Reclamation Plant. Mr. Braud seconded and all Directors voted aye.

Item #4 and #5 were then addressed.

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. WQ15360001, styled as SOAH Docket no. 582-17-1850 and TCEQ Docket No. 2016-1876-MWD: Mr. Greenwald called the meeting into closed session at 6:02 p.m..

5. Discuss, consider, and take action concerning the Application of Green Valley Special Utility District for a new Texas Pollutant Discharge Elimination System Permit No. WQ1530001, styled as

SOAH Docket No. 582-17-1850 and TCEQ Docket No. 2016-1876-MWD: Mr. Greenwald called the meeting back into open session at 6:24 p.m. No action was taken.

The meeting then resumed with regular sequenced items.

10. Discuss, consider and take action on the minutes from the June 8, 2017 Directors Meeting: Mr. Jacobs motioned for approval of the minutes as presented with Mrs. Agee seconding and all Directors voting aye.

11. Discussion on systems information: In addition to information provided in packets, Mr. Bradley noted a few positions remain open at the plant. Mr. Ellis added things are going well at the plant. Mr. Braud asked about the interest being shown from outside our service area. Mr. Bradley said this is primarily the area around Loop 1604 and FM2252, Toepperwein Rd. and north of Lookout Rd. Mr. Ellis said SAWS has constructed a diversion, but have downstream capacity issues. He is working through these and other issues with them. Mr. Bradley also said the plant had experienced several power surges and lightning strikes.

12. Discussion on projects (1) Update on OJR Plant Expansion: Mr. Sherman stated the TWDB concurrence letter and Notice to Proceed paperwork has been received. Preliminary survey and layout work is set to begin soon. **(2) Update on South Plant:** We are on track to advertise for this project in August. **(3) Update on Dietz Creek Lift Station:** The project is nearing completion. The old lift station has been completely demolished and all gravity lines have been tied into the new station. Mr. Greenwald asked about the problems with the crane and Mr. Sherman said the pulley system twisted up and the crane company will be out to assess. The building will be inspected also. **(4) Update on Town Creek Lift Station:** This was discussed under a previous agenda item.

13. Discuss, consider and take action on odor control relocation at Maske Rd. in Schertz and associated budget amendment, if necessary: Mr. Bradley explained that CCMA conducted a temporary pilot program to address odor complaints along the Schertz gravity line and the surrounding OJR vicinity earlier this year. We began feeding SULFeND along Maske Rd. in January 2017. After several months of dosing and running tests, it was determined that this would be a viable solution to the odor problem. A permanent dosing station was planned for an area upstream of Maske Rd. on the Schertz gravity line. The capital cost for the permanent dosing station was estimated to be \$80,000. Due to cost, staff has decided to end the chemical feed at Maske Rd. and return to dosing Ferrous Sulfate at our Schertz lift station which will continue to address the surrounding OJR area. It is anticipated that once the new Schertz gravity line is installed, much of the odor issues around Elbel Rd. and Lone Oak subdivision will be resolved. Given this information, it is difficult to justify the large capital expense that may not be of use within two years. Mrs. Agee asked what time of day was the odor noticed around Elbel Rd. Mr. Ellis responded that was mostly during the evening. Mr. Braud questioned what if the odor comes back by the post office? Mr. Ellis answered scrubbers have been installed at the Dietz lift station which seem to work well, and some could be put by the high school. Mr. Braud would like to not have any odor coming back at all. Mr. Ellis will research options and have more information by the next Board Meeting. No action was taken.

14. Discuss, consider and take action regarding procurement of two self-priming centrifugal pump systems for the OJR Regional Water Reclamation Plant, and associated budget amendment if necessary: Mr. Dabney said approval of the system would allow staff to purchase two electric pumps which would serve as back up pumping capacity during rain events. The pumps would also replace the rental diesel pumps currently onsite, eliminating the cost of diesel fuel. Three quotes had been received and he was recommending purchase of two Gorman Rupp pumps from Precision Pumps for a total of \$68,000 which cost would include any electrical work. A budget amendment in the same amount to 03-502B is requested. Mr. Jacobs motioned for approval to purchase the pumps from Precision Pumps with

electrical costs included in the total amount of \$68,000 and associated budget amendment in that amount to line item 03-502B. Mr. Greaves seconded and all Directors voted aye.

15. Discuss, consider and take action on approval to clean and inspect digester and associated budget amendment if necessary:

Mr. Dabney stated this item addresses the cleaning of Digester #1 in preparation for a structural inspection and potential repair and would include removal of all liquids / solids, to clean the interior walls in preparation to inspect and apply a sealer to repair the leaking walls. Digester #1 has been pumped down to a point where no more solids will move until entry is made and cleaning has started. We have received three quotes for the cleaning and staff recommends using SWS Environmental at a daily rate of \$4,880 and a not-to-exceed price of \$58,560. Upon completion of cleaning of the digester interior, CCMA will contact an engineer to inspect the digester prior to approval and moving forward with applying a sealer to the inside of the digester. A budget reallocation of \$50,000 is requested from 03-400 to 03-502D, along with a budget amendment of \$10,000 to 03-502D (misc. maintenance). Mr. Greaves wanted to ensure line item 03-502D was the proper budget placement. Mr. Madsen and Ms Taylor will follow up. Mr. Ellis noted this would be the first step in addressing the digester condition. If this process works out well on the first digester, work will begin on the next one. Mrs. Agee motioned for approval to contract with SWS Environmental for cleaning of the digester and associated budget allocation and amendment as presented. Mr. Braud seconded and all Directors voted aye.

16. Discuss, consider and take action on approval to purchase loaner pump located at the trickling filter at the OJR plant and associated budget amendment if necessary:

Mr. Dabney stated the item would allow staff to purchase the third and final pump for trickling filter "C". A loaner pump brought in by Xylem while warranty work was being performed on a small pump is still onsite. Xylem has provided a quote of \$21,000 for purchase of the loaner pump with a year warranty. Given that the loaner is in good operational condition and a new pump would cost in the neighborhood of \$60,000, staff recommended purchasing the loaner pump. As associated budget amendment to 03-502B would be required in the amount of \$21,000. Mrs. Agee motioned for approval to purchase the loaner pump for \$21,000 and budget amendment in the same amount of 03-502B. Mr. Jacobs seconded and all Directors voted aye.

17. Discuss, consider and take action on order declaring certain CCMA property as surplus:

Mr. Madsen explained the Order is needed to declare the following items as surplus: one Gorman Rupp T6 pump with control panel and one 50 kw Generac diesel generator with automatic transfer switch. Mr. Sherman noted the generator is in good shape. Mr. Madsen added there may be some trade options he could look into. Mrs. Agee motioned for approval of the Order and Mr. Greaves seconded with all Directors voting aye.

18. Discuss, consider and take action on approval to release draft FY2018 budget to the cities and

RAFB: Mr. Madsen stated after discussions during the budget presentation at the June Board meeting, no budgetary changes were necessary and it was staff's recommendation that the draft budget be released to the cities and RAFB for any comments. Mrs. Agee asked if the budget would need to be adjusted after previously approved budget amendments. Mr. Madsen said those amendments would be addressed in the current fiscal year budget. Mrs. Agee motioned for approval to release and Mr. Braud seconded. All Directors voted aye.

19. Administrative Section: 19.1) Quarterly Investment Review in accordance with Public Funds

Investment Act: Mr. Madsen reviewed with the Directors the investment letter and attached investment listings. There were no questions. **19.2) End of Quarter Reports-3rd Qtr.:** Mr. Braud asked if the overage under the building and structural maintenance was for the admin. building and Mr. Madsen said those expenditures were for the plant. There was no further discussion. **19.3) End of Month Reports-June:** There were no questions on Report #1, #2 or #3 and the Capital Budget had been updated. **19.4) Approval of expenditure list-June 30, 2017:** There were no questions and Mr. Jacobs motioned for approval of the list as presented in the amount of \$104,036.75. Mrs. Agee seconded and all Directors voted aye. **19.5) Approval of expenditure list-July 13, 2017:** Mr. Bradley noted hay sales are beginning

with the first cutting having just finished. There were no questions and Mrs. Agee motioned for approval of the list as presented in the amount of \$298,676.95. Mr. Braud seconded and all Directors voted aye.

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

21. The Board of Directors of Cibolo Creek Municipal Authority may enter into Executive Session under Texas Government Code Section 551.074: Personnel Matters, regarding the annual evaluation of the General Manager: Executive Session was not held, with Mr. Greenwald asking the Directors to fill out the evaluation forms that were in their packets and return to him as soon as possible.

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

23. Adjournment: Being no further business, the meeting adjourned at 7:35 p.m.

AUTHORITY SEAL

APPROVED:

Ken Greenwald, President or
Richard Braud, Vice-President

ATTEST:

Reginna Agee, Secretary-Treasurer