

**CIBOLO CREEK MUNICIPAL AUTHORITY  
MINUTES OF THE MEETING  
June 8, 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. Regina Agee-Secretary-Treasurer; and Mr. Bobby Greaves, Director. Mr. T. "Jake" Jacobs, Director, 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; Ms Shirley Taylor, Controller and Mr. Nick Sherman, CCMA Project Manager. Mr. Robert Dabney, Utility Director, was absent.

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

**4. Discuss, consider and take action on the minutes from the May 11, 2017 Directors Meeting:** Mr. Braud motioned for approval of the minutes as presented with Mrs. Agee seconding and all Directors voting aye.

**5. Discussion on systems information:** In addition to information provided in packets, Mr. Ellis explained that three of the digesters need to be rehabilitated due to leaking. He would like to make the repairs this year, and which would require a budget amendment. The digesters would need to be cleaned first, then structurally assessed before any repairs and coating would be made. The cost to clean each digester would be between \$25,000 and \$50,000, and he was looking at a July or August bid award. Mr. Bradley added after repairs, the digesters would be hooked up to odor control. In following up on discussion at the last Board Meeting, Mr. Bradley noted he looked further into land application and belt press operation. Land application costs roughly \$85 per dry ton with pressing and hauling to landfill at around \$425 per dry ton.

**6. Discussion on projects (1) Update on OJR plant expansion:** Mr. Sherman stated staff is working through the process of TWDB approvals to obtain a Notice to Proceed and the contractor is standing by. **(2) Update on South Plant:** Advertising the project is on track for first notice to be published July 5 and second July 12. Coordination continues with Schertz. **(3) Update on Dietz Creek project:** The project is approximately 95% complete. Successful start up of the crane, generator, odor control scrubber and all three pumps has been completed. Flow will be sent to the plant next week and if that test is successful, the old lift station will be demolished. **(4) Update on Town Creek lift station project:** The pre-bid meeting was held today with quite a bit of interest. Mr. Braud had a question on the South Plant phases and Mr. Madsen explained the master schedule may indicate dates that will ultimately change.

**7. Discussion on November 7, 2017 Board of Directors election:** Ms Budnik briefly went over pertinent dates and noted it is fairly early in the election process. The first day to file for a place on the ballot is July 22. This date falls on a Saturday and offices are not required to be open, so actual first day to file will be Monday, July 24. The last day to file is August 21 by 5:00 p.m. Candidate packets will be available prior to the first day to file. The Order and Notice of Election

and other related items will be presented for Board approval at the August meeting. She and Mr. Madsen will be attending an elections meeting at Bexar Co. on June 16.

**8. First presentation of draft FY2018 budget:** Mr. Madsen went over the powerpoint presentation which included the preparation schedule, budget overview/comparison which indicated a total increase of 6.81% to the general fund, projected revenue which took into account SAWS coming off the system and wet winter water averages, debt service/reserve fund payments, health/life/disability insurance costs, salaries/benefits. He noted more information will be forthcoming on firm insurance numbers.

**9. Discuss, consider and take action on amendment to Check Signing Policy:** Mr. Madsen stated the policy is being updated to include BFI for tipping fees as an approved exception to the requirement of having a Directors signature for amounts greater than \$10,000. This will allow for timely payments to BFI. Mrs. Agee motioned for approval of the amendment with Mr. Greaves seconding and all Directors voting aye.

**10. Administrative Section: 10.1) End of Month Reports-May:** There were no questions on reports #1, #2 or #3 and Mr. Madsen noted the capital budget had been updated and Change Orders for the Dietz Creek project will be added in at the end of the project. **10.2) Approval of Expenditure List-May 31, 2017:** Mr. Ellis noted the payment to Cleaning Guys was for minimal clean and haul off of digester material and quantities were verified. There was no further discussion and Mrs. Agee motioned for approval of the list in the amount of \$154,474.54. Mr. Greaves seconded and all Directors voted aye. **10.3) Approval of Expenditure List-June 8, 2017:** Mr. Greaves motioned for approval of the list in the amount of \$186,036.49 with Mrs. Agee seconding and all Directors voting aye.

**11. Requests by Directors and/or General Manager for items to be placed on a future agenda:** Mr. Ellis explained that the employee handbook is under revision and asked the Directors if they would prefer a committee be formed to review revisions or to just bring back the draft for their review. It was the consensus of the Directors to bring them a red line draft for review rather than go through a committee process. Mr. Ellis added he will probably also be reviewing and possibly revising Board and General Manager policies in the future.

**12. Adjournment:** Being no further business, the meeting adjourned at 6:55 p.m.

AUTHORITY SEAL

APPROVED:

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Ken Greenwald, President or  
Richard Braud, Vice-President

ATTEST:

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Reginna Agee, Secretary-Treasurer