

**CIBOLO CREEK MUNICIPAL AUTHORITY  
MINUTES OF THE MEETING  
May 11, 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. T. "Jake" Jacobs and Mr. Bobby Greaves, 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; Mr. Robert Dabney, Utility Director and Mr. Nick Sherman, CCMA Project Manager.

**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 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 6:03 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 6:19 p.m. No action was taken.

**6. Discuss, consider and take action on the minutes from the April 13, 2017 Directors Meeting:** Mr. Jacobs motioned for approval of the minutes as presented with Mrs. Agee seconding and all Directors voting aye.

**7. Discussion on systems information:** There were no questions on the information provided in packets. Mr. Ellis stated he had received a quote to repair portions of the cemetery on CCMA property at the OJR location. Mr. Bradley noted cost of repairs would be under \$5,000. After discussion, it was the consensus of the Directors that Mr. Ellis follow up with legal counsel prior to any repairs being made. Mr. Ellis reminded the Directors of the policy in place wherein recurring payments in excess of \$10,000 to certain vendors may be made without bringing those expenditures to the Directors for approval. He would like to consider adding BFI to the list of select vendors. By doing so, timely payments could be made to BFI for tipping fees. He will be bringing this back as an action item at the next Board Meeting. Mr. Greenwald suggested adding a line item in the budget specifically for tipping fees. Mr. Ellis then spoke about the digesters at the plant that are 20-30 years old and now leaking. Estimated cost to repair would be \$100,000 to \$200,000. He would like to start the repairs as soon as possible and suggested a budget reallocation so work could begin this year. Mr. Bradley added he had done a cost comparison between Bexar Waste hauling vs CCMA hauling. With all factors considered, he found that we were paying \$374.00 per trip to Bexar Waste and only \$73.76 per trip with CCMA hauling. This equates to an approximate \$2,000 a day savings. He will have a more in depth comparison on disposal next month.

**8. Discuss, consider and take action on ratifying the actions of the General Manager regarding Change Order #9 for the Dietz Creek Lift Station Project:** Mr. Sherman drew the Directors' attention to copy of the Change Order included in packets. He explained this was for work to include extending the main power feed lines, conduit, duct bank, grounding, etc. and additional chain link fencing to accommodate a change in the location of the GVEC overhead power rack. This location was changed by GVEC post bid and these changes were necessary to accommodate this relocation. Cost of the Change Order is \$18,018.52 with an additional sixteen days. Mr. Ellis noted re-bid was not necessary as the 25% threshold on Change Orders had not been met. Mr. Jacobs motioned for approval to ratify the actions of the General Manager regarding this Change Order in the amount of \$18,018.52 and sixteen added days. Mrs. Agee seconded and all Directors voted aye.

**9. Discuss, consider and take action on approval of Change order #10 and #11 for the Dietz Creek Lift Station Project:** Again, Mr. Sherman asked the Directors to turn to the tab in their packets under which were copies of the Change Orders. Change Order #10 included all costs to flatten the proposed grade into the lift station including removing two sections of an existing manhole, providing a new manhole section and top, new ring and cover, etc. All haul off and disposal of excess material would be included for a total cost of \$45,057 and additional twenty eight days. Change Order #11 would include all costs to repair and coat two existing manholes at the existing lift station site due to deterioration. Total cost of the work would be \$23,424 and an additional fourteen days. Mr. Braud motioned for approval of Change Order #10 in the amount of \$45,057 with an additional twenty eight days and approval of Change Order #11 in the amount of \$23,424 with an additional fourteen days. Mr. Greaves seconded and all Directors voted aye.

**10. Discuss, consider and take action on approval for the General Manager to enter into a contract for the design of the Schertz gravity main:** Mr. Sherman stated a proposal for design services had been requested of Alan Plummer Associates. He then distributed a revised budget for the project which reflected deletion of construction inspection services, as this can be done in house with CCMA staff. Robert Adams had provided start and finish dates. Mr. Greaves asked where this project was shown on the master schedule and Mr. Madsen responded the updated schedule was located under tab 1. Robert Adams was present and noted design should be good for indefinite amount of time even if the Schertz lift station project is pushed back. However, he would like for the design to retain current seal. Cost for the design portion would be approximately \$293,000 which amount also included some contingencies. Mrs. Agee motioned for approval for the General Manager to enter into the contract for a "not to exceed" amount of \$294,000. Mr. Greaves seconded and all Directors voted aye.

**11. Discuss, consider and take action on authorizing the General Manager to purchase multiple electric pumps for use at the OJR WWTP to include possible solicitation for bids, award and execution of a contract and budget amendment if necessary:** Mr. Dabney stated due to increased influent flow at the plant, diesel driven pumps have been relied upon for assistance. Even though these three pumps have worked well, they have proven to be very costly to operate due to cost of diesel and the fact the pumps are being rented. CCMA staff has researched use of purchased electric pumps for this application rather than diesel and results have shown this would be more cost effective. These pumps could also be used at other sites if needed as they are not submersibles. They should not have issues with ragging. Pricing for three pumps would exceed the \$75,000 threshold which would necessitate preparation of specifications and bid solicitation. Mr. Ellis added this item would be brought back for action at the next Board

Meeting. Mr. Agee questioned reasoning to approve going out for pricing at one meeting, then coming back at the next meeting for approval to bid, without handling the entire process at one meeting. Mr. Ellis responded he typically brings this to the Board initially if he feels associated costs would be sizeable, but he can certainly change this method in an effort to make the process more expedient. There was no further discussion and Mr. Greaves motioned for approval to go out for solicitation of bids for multiple pumps as described. Mr. Braud seconded and all Directors voted aye.

**12. Discuss, consider and take action to allow the General Manager to purchase security equipment for various locations throughout the system to include the administrative**

**building**: Mr. Bradley explained staff has met with four companies for proposals for an expanded and modern security camera installation at the plant, and recommends the system proposed by Quality Fence and Welding. Their product allows incorporation into our gate access, security cameras and ability to expand to our other facilities as well as tie into the alarm systems. He felt working with one company that can handle the entire process was the best option. Mr. Braud asked if an operating procedure was required and Mr. Ellis responded signs are onsite. Mr. Bradley noted video would be live as well as recorded and Mr. Ellis added he wanted uniformity throughout the system. Mr. Greaves wanted to be sure we looked at all the technology and that the environment at the plant be taken into consideration. Mr. Greenwald wanted to ensure the system is expandable in the future and to choose a reputable firm. No action was taken at this time so that more information can be gathered.

**13. Discuss, consider and take action on approval of appointment for FY2017 audit**: Mr.

Madsen stated an engagement letter has been received from ABIP in the “not to exceed” amount of \$19,310. The cost is higher than previous years because of the requirement to perform a single audit, which is an examination of an entity that expends \$750,000 for more of Federal assistance. CCMA is required to do this because of our funding from the Texas Water Development Board. Mr. Greaves motioned for approval of the selection of ABIP as auditor for the FY2017 audit at the “not to exceed” cost of \$19,310. Mr. Braud seconded and all Directors voted aye.

**14. Discussion on computer security**: After research, Mr. Madsen will be working with the national Cybersecurity and Communications Integration Center (NCCIC), a division of the Department of Homeland Security. A pre-assessment conference has been held and CCMA has been accepted into the program and all the paperwork has been finalized. The only cost to CCMA will be if a local consultant such as Computer Rescue is needed to help field questions. The assessment will be held in May/June with a 6 week turnaround time for final report, which will be presented at a future Board Meeting. A follow up assessment can also be performed at the plant after the expansion is complete.

**15. Review/recommendations on FY2018 budget salaries**: Mr. Madsen stated he had included a lot of information in the memo provided in packets, which detailed utilization of a COLA combined with merit increases based on annual evaluations. He projected a roughly 2% payroll increase to maintain our current level. Mr. Ellis noted they had assumed a 1% COLA and an overall 5% increase to salaries budget for FY2018. There was discussion that realistic decisions need to be taken into account as the economy is picking up and our salary levels need to be competitive in order to obtain and retain employees. It was the consensus of the Directors that a 2% COLA be factored into the evaluation related merit increase. Mr. Madsen will make the adjustment which will be reflected in the presentation of the draft budget next month.

**16. Administrative Section: 16.1) End of Month Reports-May:** Mr. Madsen noted this should actually be for the end of April. There were no questions on Reports #1, #2 and #3. The Capital Budget had been updated. **16.2) Approval of Expenditure List-April 28, 2017:** Mr. Braud questioned the line item for Bear Oil. Mr. Madsen answered this was for diesel. There were no other questions and Mr. Jacobs motioned for approval of the list in the amount of \$49,049.96. Mrs. Agee seconded and all Directors voted aye. **16.3) Approval of Expenditure List-May 11, 2017:** Mr. Greaves asked about the expenditure to Mustang Equipment. Mr. Dabney responded this was for a chain harrow and 10 ft. disc. Mr. Greenwald asked about the expenditure to Cibolo and Ms Budnik answered that is a recurring monthly billing for water at Town Creek lift station. There was no further discussion and Mrs. Agee motioned for approval of the list in the amount of \$405,408.10. Mr. Jacobs seconded and all Directors voted aye.

**17. Staff Reports Pertaining to: (1) Update on OJR Plant Expansion:** Mr. Ellis commented the Notice to Proceed should be received from the TWDB by the end of May. **(2) Update on South Plant:** Mr. Sherman noted an update was included in the master schedule in packets. We are anticipating advertising the project May 17 and May 24. **(3) Update on Dietz Creek Lift Station Project:** The project is approximately 90% complete. We have gotten the conditional green tag and started up several components. **(4) Update on Town Creek Force Main:** The first advertisement run May 10 and the second will run May 17. Mr. Sherman noted Cibolo has been very helpful on this project.

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

**19. Adjournment:** Being no further business, the meeting adjourned at 8:06 p.m.

AUTHORITY SEAL

APPROVED:

ATTEST:

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Ken Greenwald, President

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Reginna Agee, Secretary-Treasurer