

**CIBOLO CREEK MUNICIPAL AUTHORITY
MINUTES OF THE MEETING
APRIL 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. Regina Agee, Secretary –Treasurer; Mr. Bobby Graves, Director and Mr. T."Jake" Jacobs, Director. Staff Present: Mr. Clint Ellis, General Manager; Mr. Ryan Madsen, Business Manager; Mr. Brandon Bradley, Special Projects Manager; Ms. Shirley Taylor, Controller; Mr. Nick Sherman, Project Manager; 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.

There was no item #4. Agenda numbering was inadvertently out of sequence.

5. Discuss, consider and take action on the minutes from the March 9, 2017 Directors Meeting: Mr. Jacobs motioned for approval of the minutes as presented with Ms. Agee seconded. All directors voted aye.

6. Discussion on systems information: There was no additional discussion on systems information.

7. Discuss, consider and take action regarding the emergency repairs of an effluent line at the Regional Water Reclamation Plant: Mr. Sherman explained that the existing 30" effluent line from the headworks to the "C" primary had a failure on Saturday at 10:30 p.m. The plant was able to isolate the problem and set up by-pass pumps to stabilize the line. We have sent a letter to TCEQ to request permission to by-pass the competitive bidding process so that we can move forward in fixing the line asap. Pepper Lawson Waterworks has provided us time and material numbers of approximately \$1,000 a day while we are waiting for TCEQ's permission to proceed with the emergency repairs. Mr. Calk, Collection Supervisor, was able to stabilize the line with a patch, steel mesh, some fiberglass and a concrete cap. We feel like we can fix the line with this patch. If this patch does not hold we would like to bring in Pepper Lawson Waterworks to make the emergency repairs. Mr. Graves made a motion to authorize the General Manager to bring in an outside contractor to repair the 30" effluent line based on the approval of TCEQ permission to the no competitive bidding process and to move forward on the emergency repair to the effluent line at the Regional Water Reclamation Plant if required . Mr. Braud seconded the motion and all directors voted aye. Mr. Ellis stated that in the event we do need to bring in a contractor that he would keep the board informed.

8. Discussion on historic structures: Mr. Ellis stated that he had included extensive information in the packet. Mr. Ellis mentioned that he been contacted by Mr. Dean Weirtz of

the Schertz Historic Commission who was very interested in a) visiting the structure at the recently acquired land purchased for the South Plant. b) would CCMA be interested in maintaining the site. In his discussion with Mr. Wertz Mr. Ellis also mention the cemetery site on the OJR Plant. On two separate visits Mr. Braud accompanied Mr. Ellis along with the San Antonio Preservation Society to visits the sites. Mr. Braud stated that we should wait for more information from the Conservation Society and local UT Archeologists to do more research. In the meantime CCMA should just do minimal work to protect the sites by trimming the trees and just leave the structures alone until we have more information from the Conservation Society.

9. Discuss, consider and take action regarding pre-selected equipment for the Odo J. Riedel Regional Water Reclamation Plan Expansion Improvements, including recommendation of acceptance of bid proposal and award of contract. Mr. Sherman and Mr. Adams went over the re-bid pre-bid equipment list for the OJR Expansion and explained the high scoring criteria that was used to award the contract. Mr. Sherman stated that the equipment re-bid equipment bid came back with the same high scoring criteria as the original bid but we are actually saving money. Mr. Graves made a motion to approve recommendation of the pre-selected equipment for the Odo J. Riedel Regional Water Reclamation Plan Expansion. Mr. Jacobs seconded and all board members voted aye.

10. Discuss, consider and take action regarding construction of the Odo J. Riedel Regional Water Reclamation Plant Expansion Improvements, including not limited to recommendations of acceptance of the bid and award of contract. Mr. Sherman stated that we received two bids. The low bidder was Pepper Lawson Waterworks. After a brief discussion and no further comments Mr. Graves made the motion to accept the bid and award the contract to the low bidder Pepper Lawson Waterworks in the amount of \$ 28,672,000 for the construction of the Odo J. Riedel Regional Water Reclamation Plant Expansion Improvements. Ms Agee seconded and all board members voted aye.

11. Discuss, consider , and take action to authorize the General Manager to issue request for qualifications and request for proposal to construct CCMA's South Wastewater Treatment Plant. Mr. Sherman stated that we are ready to proceed on the bidding the South Wastewater Treatment Plant. Mr. Sherman asked for the board's permission to move forward in advertising RFQ and the RFP. Ms. Agee made a motion to authorize the General Manager to move forward with advertising for the RFQ and the RFP for the CCMA's South Wastewater Treatment Plant. Mr. Graves seconded and all board members voted aye.

12. Discuss, consider and take action on rate structure. Mr. Madsen stated he included the Willdan Presentation in the packets. Staff recommends keeping the same rate structure through FY 19. Mr. Madsen stated that they have met with the cities and they are aware of the increases. Our plan for FY 20-FY 21 is to increase at a 3% inflation rate. FY 20 \$3.93 and FY 21 \$4.05. Mr. Ellis stated that we will be experiencing significant new growth of approximately 1,000 new connections each year. Mr. Ellis also stated that he received a letter from the City of Garden Ridge stating they are getting into the waste water business and are going to construct new sewer lines along FM2252 and would tie into CCMA's line. Mr. Jacobs made the

motion to approve the current rate structure presented by Willdan/Economists.Com FY 18- \$3.58, FY 19- \$3.83, FY 20 - \$ 3.93 and FY 21- \$ 4.05 as presented Mr. Graves seconded and all board members voted aye.

13. Discussion on Schertz Force Main evaluation: Mr. Sherman stated that Mr. Adams has enclosed information (Tab #3) on the evaluation of the Schertz Force Main. Mr. Sherman stated that we are in the process of upgrading the Schertz LS and the gravity line from the Schertz Lift Station to the Post Office. At this point Mr. Sherman stated that we do not need to move forward on the upgrading of the Schertz LS to the plant.

14. Discuss, consider and take action on revised Impact Fee Order: Mr. Madsen stated as in the memo we have received TCEQ's approval on CCMA's Final Impact Fee Order. (1,800 for the North Side Basin and \$1,411 for the South Side Basin) Mr. Madsen stated that our legal council has advised us to have the final version of the revised Impact Fees order approved by the board. Mr. Braud made the motion to approve the revised FINAL CCMA Impact Fee Order. Mr. Graves seconded and all members voted aye.

15. Administrative Section : 15.1 Quarterly Investment Review in Accordance with Public Funds Investment Act: There were no questions on the report. **15.2 End of 2nd Quarter Reports :** There were no questions on the report. **15.3 End of the Month Report – March 17** There were no questions on the report. **15.4 Approval of Expenditure List- March 31, 2017–** There were no questions on the report. Ms. Agee motioned for the approval of the list as presented in the amount of \$ 85,845.43. Mr. Jacobs seconded and all members voted aye. **15.5 Approval of Expenditure List – April 13, 2017 –** There were no questions on the report. Mr. Braud motioned for the approval of the list as presented in the amount of \$466,076.65. Ms. Agee seconded and all members voted aye.

16. Staff Reports Pertaining to: (1) Update on OJR Plant Expansion: Mr. Sherman said he had nothing to add. There was no further discussion. **(2) Update on South Plant :** Mr. Sherman said that had nothing else to add. There was no further discussion. **(3). Update on Dietz Creek Lift Station Proposal :** Mr. Sherman stated that he is in the process of obtaining the 20 year extended warranty along with a Revised Quote Acceptance Letter from the contractor. There is a hold up on obtaining the building permit for the Electrical Building from the City of Schertz. Mr. Sherman stated that Pepper Lawson has been working with the City of Schertz to reduce the cost of the permit. Mr. Sherman stated that the contractor has been able to work with Schertz and reduce the amount from \$27,000 to about \$4,000 and \$5,000. In closing Mr. Sherman stated that the contractor had contacted him late this afternoon and the permit has been secured and the inspection will take place on Monday, April 17,2017. **(4) Update on Town Creek Force Main :** Mr. Sherman stated that legal counsel is reviewing the front-end documents with some slight changes and the RFQ will be released as soon as possible. Mr. Ellis added that we are changing two items (1) Removing the Dispute Resolution and replacing it with a more traditional dispute resolution method and (2) Removing the mandatory arbitration clause. In case we have to challenge a dispute during construction we will use a standard court of law.

17. Requests by Directors and/or General Manger for items to be placed on a future agenda.

There were no items of discussion for future agendas.

18. Adjournment : Being no further business, the meeting adjourned at 7:48 p.m.

AUTHORITY SEAL

APPROVED:

Ken Greenwald, President

Reginna Agee, Secretary-Treasurer