

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
GREATER TEXOMA UTILITY AUTHORITY**

MONDAY, SEPTEMBER 19, 2022

**AT THE ADMINISTRATIVE OFFICES
5100 AIRPORT DRIVE
DENISON TX 75020**

Members Present: Brad Morgan, Stanley Thomas, Matt Brown, Scott Blackerby, Robert Hallberg, Donald Johnston, and Ken Brawley

Members Absent:

Staff: Drew Satterwhite, Paul Sigle, Tasha Hamilton, Nichole Sims, Debi Atkins, and Velma Starks

General Counsel: Mike Wynne, Wynne and Smith
Bond Counsel:

Visitors: David Howerton, Plummer Associates, Inc.

I. Call to Order

Board President Brad Morgan called the meeting to order at 12:30 p.m.

II. Pledge of Allegiance

Board President Brad Morgan led the group in the Pledge of Allegiance.

III. Consent Agenda

Items marked with an asterisk () are considered routine by the Board of Directors and are enacted in one motion without discussion unless a Board Member or a Citizen request a specific item to be discussed and voted on separately.

IV. * Consider and act upon approval of Minutes of August 15, 2022, Meetings.

V. * Consider and act upon approval of accrued liabilities for August 2022.

Board Member Ken Brawley made the motion to approve the Consent Agenda as presented. Board Member Matt Brown seconded the motion. Motion passed unanimously.

VI. Citizens to be Heard.

General Manager Drew Satterwhite introduced Paul Sigle, appointed as the next General Manager, to the Board.

VII. Consider and act upon Change Order No. 1 to the contract with Landmark Structures for the City of Princeton South Elevated Storage Tank Project.

General Manager Drew Satterwhite provided background information for the Board. Open Market was used to obtain funds for construction of the elevated storage tank project. This project was bid first as we anticipate this project taking more time to complete than the water line. This project was awarded by the Board at the March 2022 meeting. Change Order No. 1 would result in a decrease of \$11,732.00, resulting in a revised contract amount of \$7,947,268.00. This change order included additions (site entrance extension and tank mixer platform) and deductions (stairs, overflow pipe, washdown riser material and lightning protection). These items were mostly value engineering items. Board Member Donald Johnston made the motion to approve Change Order No.1 contingent upon the City of Princeton's approval. Board Member Scott Blackerby seconded the motion. Motion passed unanimously.

VIII. Consider and act upon award of contract for the City of Potttsboro Dewatering Equipment Project.

General Manager Drew Satterwhite provided background information for the Board. The City of Potttsboro requested assistance in obtaining funding for a wastewater treatment plant rehabilitation and expansion project. The WWTP needs expansion in order to continue meeting TCEQ permit requirements. The Board authorized the issuance of \$8,420,000 in funding through the CWSRF in 2019. As the design on this project has progressed, the Engineers updated their cost estimates and believe the funds we have available will not be enough to award the project. The Board authorized the issuance of an additional \$2,160,000 through the TWDB's Development Fund in June 2022. During the design of this project, the engineer identified a used screw press that would save the City significant money on the overall project. This equipment was originally anticipated to be a part of the WWTP Expansion bid. BDP has a sludge dewatering screw press that was mounted on a covered trailer with a full package of accessories for a fully operating system which they used as a pilot unit to take to different plants to show how it would perform. BDP offered to sell the equipment to the City for \$265,000 plus unloading. The TWDB reviewed the draft bid package and requested that the system be provided with redundant pumps including a second sludge feed pump and a second polymer feed pump. The additional costs in the bid proposal were for providing these additional pumps as well as a new control panel that could operate both sludge feed pumps. The equipment has about 1500 hours of operation on it, which would be about one year of operation at the Potttsboro treatment plant. It was estimated that purchasing the equipment would save the City about \$250,000 by purchasing a used screw press that is in good working condition and replacing the construction of an enclosed building to house the equipment with the covered trailer. BDP Industries, Inc. was the low bidder in August for the equipment with a Total Bid Price of \$352,500.00. The general project bid came in higher resulting in there not being enough money for the plant. Discussions are taking place between the City of Potttsboro and Plummer Associates, Inc. The Authority Staff recommends the Board authorizes the General Manager to award contract to BDP Industries, Inc in the amount of \$352,500.00. Board Member

Stanley Thomas made the motion to authorize the General Manager to award the contract contingent on the City Manager of Pottsboro authorizing the General Manager to award the contract. Board Member Matt Brown seconded the motion. Motion passed unanimously.

IX. Consider and act upon a resolution for Authority Staff to execute insurance documents.

General Manager Drew Satterwhite provided background information for the Board. The Authority's staff (General Manager, Assistant General Manager, and Finance Officer) needs authorization to sign insurance policy documents for a new employee. The Authority provides 10-year term life insurance policies to all employees. The employee pays 1/3rd of the premium, which is deducted from payroll, and the Authority pays for 2/3rd of the premiums. We seek out these policies through our insurance agent which is Hemphins Insurance out of Denison. Nationwide Insurance provides the best deal, and they require a resolution be adopted by the governing board of the organization given that we the Authority will be procuring and paying part of the premiums. Board Member Donald Johnston made the motion to approve the resolution. Board Member Scott Blackerby seconded the motion. Motion passed unanimously.

X. Consider and act upon Budget Amendment for FY 2021-2022.

General Manager Drew Satterwhite provided background information for the Board. The Budget Committee (Robert Hallberg, Stanley Thomas, and Brad Morgan) reviewed the Budget on Monday September 12, 2022. The staff recommends amending the budget to reflect expenditures and revenues more accurately as they occurred during the course of the year, which results in a more favorable reflection on expenses and revenues in the audit. Board Member Matt Brown made motion to approve the Budget Amendment for 2021-2022. Board Member Ken Brawley seconded the motion. Motion passed unanimously.

XI. Consider and act upon Budget for Fiscal Year October 1, 2022 – September 30, 2023

General Manager Drew Satterwhite provided background information for the Board. The Budget consists of the following categories: Construction Budget, General Fund Budget, Collin Grayson Municipal Alliance Budget, Solid Waste, and Combined Bond Budget. General Manager Drew Satterwhite briefly discussed each. Discussion was held. Board Member Scott Blackerby made the motion to adopt the Budget for Fiscal Year October 1, 2022 – September 30, 2023. Board Member Stanley Thomas seconded the motion. Motion passed unanimously.

Board Member Ken Brawley made the motion to convene into Executive Session at 12:59 p.m. Board Member Donald Johnston seconded the motion.

XII. Executive Session

Pursuant to Government Code, Section 551,074, the Board of Directors may adjourn into closed Executive Session to discuss the following:

A. Personnel Matters

- (i) Consider evaluation, duties and employment of Authority General Manager
- (ii) Consider evaluation and duties of administrative and operational personnel

Board reconvened into Regular Session at 1:44 pm. No action was taken during the Executive Session. Board Member Matt Brown made the motion to increase the proposed staff wage and benefit cost to \$1,260,957.14. Board Member Robert Hallberg seconded the motion. Motion passed unanimously.

XIII. Regular Session

XIV. Receive General Manager's Report: The General Manager will update the Board on operational and other activities of the Authority.

Assistant General Manager Paul Sigle provided the General Manager Report. Updates were provided on the following:

- Gainesville water line improvements
- CGMA system improvements
- Two Bond issuances scheduled to close in November
- CGMA Electrical Switch project should be completed next year
- Gunter Water and Sewer System Sale
- Theda Anderson, Registration Coordinator, retiring after 11 years
- Paul Sigle continuing training with Drew Satterwhite

Board President Brad Morgan talked about the possibility of moving the meeting to 12:00 pm and having lunch at 11:30 a.m. An action item will be brought to the board next month to move the meeting up.

Board Policy Manual will need to be updated.

XV. Adjourn.

Board Member Matt Brown made the motion to adjourn. Board Member Scott Blackerby seconded the motion. Board President Brad Morgan declared the meeting adjourned at 1:50 p.m.

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Velma Starks
Recording Secretary

SDR
Secretary-Treasurer