

## **PUBLIC NOTICE:** RIESEL CITY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that the City Council of the City of Riesel, McLennan County, Texas, will hold a **REGULAR** called meeting on Tuesday **JANUARY 9<sup>th</sup>, 2024 at 6:30 PM** at Riesel City Hall, 104 N Hwy 6, to discuss the following matters:

1. Call meeting to Order, confirm quorum
2. **Consent Items:** Council Approval of:
  - a. Minutes from Council Meetings on 12/12/2023
  - b. Payment of Bills/Payroll & Monthly Financial Reports
3. **Visitor's Comments:** This is an opportunity for visitors to bring any item to the City Council's attention. Comments limited to 3 minutes per visitor. No deliberation may be held on the matter, except limited to a proposal to put the subject on the agenda for a subsequent meeting.
4. Discussion and action regarding sewer odor in the Charles Street area and a proposal from STV Engineers for odor monitoring
5. Consider and Act regarding approval to purchase the budgeted diesel Mule for the utility department
6. Consider and Act regarding approval to purchase a flatbed trailer for the utility department, as budgeted
7. Consideration and possible action regarding the upfit of the new police car
8. An **Executive/Closed Session** will be held pursuant to Section 551.074 of the Government Code (V.C.T.A.): Regarding Personnel Matters including but not limited to: assignments, duties, evaluation, employment actions, and hearing grievances: Police Chief, Matt Cosper

9. **Discussion and possible action** regarding Police Chief, Matt Cosper
  
10. An **Executive/Closed Session** will be held pursuant to Section 551.074 of the Government Code (V.C.T.A.): Regarding Personnel Matters including but not limited to: assignments, duties, evaluation, employment actions, and hearing grievances: Sgt. Walter Lloyd
  
11. **Discussion and possible action** regarding Police Sergeant, Walter Lloyd
  
12. Monthly Reports: a. Utility Report    b. Police Report    c. Secretary's Report
  
13. Discussion and possible directives to staff on data compilations, research, ordinances, regulations, or policies that the members of the Council desire to be compiled or drafted for review by the Council at a subsequent meeting; including possible action on ordinance violations and ordinance enforcement, including regarding weed and rubbish regulations, substandard building regulations, animal regulations, and health and safety regulations.
  
14. Adjournment

I hereby certify that this notice was placed at its present location at least 72 hours prior to the above meeting time. Posted on Saturday, 01/06/2024 at 3:30 pm.

*Alisha Flanary*

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Alisha Flanary, City Secretary

BE IT REMEMBERED that on Tuesday, **DECEMBER 12<sup>TH</sup>, 2023**, the Riesel City Council met in a REGULAR called meeting, at 6:30 p.m. in the Riesel City Hall Meeting Room, at 104 Hwy. 6 North in Riesel, Texas, with notice of said meeting having been posted at least 72 hours in advance in accordance with Section 551, Texas Government Code.

**Call to Order:** Mayor, Marshall Shaw, called the meeting to order at 6:30 PM

**Council Members Present:** Jennifer Hogg, Dustin Keller, Paul Winkler, Ralph May & Bobby Dieterich

**Employees Present:** Alisha Flanary, Walter Lloyd, Matthew Cospers, Jared Bonner, Randy Ehlers, Chelsea Brooks & Cristen Conner

**Visitors Present:** Rosalee Schraeder, Glyn Schraeder, Kevin Hogg, Phyllis Koester, Leigh Ann Holloway, Roger Fitzpatrick, Linda Hogg, Jeanne Lehrmann, Becky Kinder, Robert Bailey, Brian Fleming, Mike Car, Billy Heaton, Keith Pace, Dori Dieterich, Rodney Dieterich, Gary Bennett, Courtney Cormier, Dustin Keller, William Barker, Carl Vallee, Katelyn Vallee, Amanda Lueck, Tony Lueck, Teresa Grote, Steven Grote, Mike Dixon & Gary Cunha

**Consent Items:** Jennifer Hogg made a motion to approve the consent items: Minutes from 11/14/23; monthly financial reports and the payment of bills. With a second by Paul Winkler the motion carried unanimously.

**Visitor's Comments:**

1. Leigh Ann Holloway addressed council members with her concerns regarding a traffic accident that occurred during the morning rush hour. She stated that she informed Chief Cospers about a 3 car accident at the stop light and that someone was trapped in their vehicle. She said that he didn't respond to the scene of the wreck until 7-10 minutes later. She expressed her concerns about his lack of urgency.
2. Linda Hogg commented regarding pot holes on N. Jena and on Wiebusch.
3. Becky Kinder asked council members to follow up on the previous comments she had made at other meetings regarding alleged unprofessional behavior by Sergeant Walter Lloyd and asked why no action was taken by the Chief. She asked new council members to review the video footage of the two incidents.
4. Billy Heaton stated that if there wasn't a spending or purchasing policy that one be implemented as soon as possible.

5. Dustin Keller made comments in response to comments made by Kevin Hogg at the previous council meeting. Keller stated that the financial reports that were used as a comparison between Chief Cosper and Chief Krumnow were not based on an equal period of time. He stated that the 2022 report where Krumnow served as Chief was based on 12 months of financial records compared to the 2023 report of Chief Cosper's records which was based on only 10 months of records.

**Sewer Odors:** Discussion was held regarding continued complaints about sewer gas odor in the Charles Street area. Letters were sent to all residents with visible smoke coming from their homes. Some residents are in the process of completing repairs, which may mitigate some of the problem. Engineers are also working on a proposal to monitor the sewer gases in the manholes and other possible actions to improve the situation.

**City Issued Clothing/Equipment:** Discussion was held regarding recent uniform, gear and equipment purchases made by the police department. Questions were addressed to Chief Cosper regarding the number of shirts, pants, badges, and hats, etc. There is currently no policy or guideline regarding the issuance of clothing or gear.

**GPS:** Discussion was held regarding hard wired GPS devices being installed on city vehicles to monitor speed, location and have real time viewing software. Bobby Dieterich made a motion to seek proposals for cost, installation, and monitoring services. Jennifer Hogg seconded the motion and it carried with four (4) Ayes and one (1) Nay by Dustin Keller.

**Expenditure Policy:** Discussion was held about implementing a purchasing policy and setting up a work session to discuss the matter in further detail.

**Comp Time:** Discussion was held pertaining to compensatory time received by Chief Cosper and Sergeant Lloyd. Jennifer Hogg stated that Chief Cosper had cashed in comp time twice resulting in over 100 hours of additional unbudgeted pay and that Sergeant Lloyd had cashed in 65 hours as well. Questions were addressed to the Chief as to whether overtime was still being scheduled to the new officers. Jennifer Hogg stated that they needed to get better control of the overtime.

**Citation Practices:** City Attorney, Mike Dixon stated that he was leery of discussing the citation practices of the police department because Council does not have the authority to control Law Enforcement practices. City Prosecutor, Gary Cunha, stated that he would meet privately with

Chief Cosper to discuss certain violations that are being issued that have resulted in the drastic increase in requests for trial.

**Solid Waste Contract:** Jennifer Hogg made a motion to approve an amendment to the Solid Waste Collection contract with Frontier Waste Solutions, renewing the contract for an additional five years, approving a proposed price increase and removing exclusive rights for temporary roll-off services. Ralph May seconded the motion, which carried unanimously.

**Executive Session:** An executive session with Walter Lloyd was removed from the agenda and not held at this time.

**Executive Session:** An executive session was held pursuant to Section 551.074 of the Government Code (V.C.T.A.) regarding the annual evaluations of Randy Ehlers, Alisha Flanary and Justin Carpenter. Jennifer Hogg made a motion to increase Randy and Alisha's pay by 2.5% and to increase Justin's pay to \$22.00 per hour. Ralph May seconded the motion, which carried unanimously.

**Monthly reports** were submitted to council from the City Secretary, Utility Superintendent, and the Police Chief.

**Directives/Research:** Bobby Dieterich stated that the Council needed to follow up on citizen comments and questions regarding alleged unprofessional behavior and policy violations of Sergeant Lloyd related to an incident that occurred at an off-duty security job. He recommended that all council members watch the body cam videos of the incidents.

**ADJOURNMENT:** With no further business, Mayor Shaw adjourned the meeting at 9:53 PM.

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Mayor, Marshall Shaw

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Attest: Alisha Flanary, City Secretary

# **December 2023 Check Register**

General Fund

Water Fund

Sewer Fund

City of Riesel - General

1/5/2024 10:51 AM

Register: 1a - Unrestricted Cash:\*Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/01/2023	eft	United States Treasury	-split-	EFTPS Payme...	4,796.26		39,081.64
12/01/2023	20722	A-1 Striping & Pave...	Accounts Payable	Invoice# 6457	850.00		38,231.64
12/01/2023	20723	Aflac	Accounts Payable	Acct# BY511	107.77		38,123.87
12/01/2023	20724	Alfred Lehmann Serv...	Accounts Payable	Invoice# 963	900.00		37,223.87
12/01/2023	20725	AT&T Wireless Serv...	Accounts Payable	Acct# 2873296...	431.60		36,792.27
12/01/2023	20726	Blue360 Media	Accounts Payable		619.78		36,172.49
12/01/2023	20727	Bureau Veritas North...	Accounts Payable		2,657.40		33,515.09
12/01/2023	20728	City of Waco Fiscal ...	Accounts Payable		691.00		32,824.09
12/01/2023	20729	Edward Yu	Accounts Payable	Citation# 23 03...	72.00		32,752.09
12/01/2023	20730	Gafford Auto Parts	Accounts Payable	Invoice# 9333-...	187.58		32,564.51
12/01/2023	20731	Gary Cunha, PC	Accounts Payable	November 2023	1,000.00		31,564.51
12/01/2023	20732	Heidi Owens	Accounts Payable	Citation# 23 03...	42.00		31,522.51
12/01/2023	20733	Jeong Lee	Accounts Payable	Citation# 23 03...	72.00		31,450.51
12/01/2023	20734	Jian Yang	Accounts Payable	Citation# 23 02...	52.00		31,398.51
12/01/2023	20735	Jose Luna Ortega	Accounts Payable	Citation# 23 01...	3.00		31,395.51
12/01/2023	20736	Khayree Shavers	Accounts Payable	Citation# 23 02...	3.00		31,392.51
12/01/2023	20737	Majed Mohd Ibrahim...	Accounts Payable	Citation# 23 01...	36.00		31,356.51
12/01/2023	20738	McLennan County A...	Accounts Payable	Invoice# 42976	589.66		30,766.85
12/01/2023	20739	Rodriguez Tire Shop	Accounts Payable	Invoice# 8156	80.00		30,686.85
12/01/2023	20740	Rogelio Orea	Accounts Payable	CitatioN# 23 0...	62.00		30,624.85
12/01/2023	20741	Stein Lawn & Lands...	Accounts Payable	Invoice# 6007	500.00		30,124.85
12/01/2023	20742	Texas Security Equip...	Accounts Payable		1,447.97		28,676.88
12/01/2023	20743	The Wallace Group	Accounts Payable	Inv# CIRI2300...	67.50		28,609.38
12/01/2023	20744	TML Multistate Inter...	Accounts Payable	Invoice# PRIE...	8,292.44		20,316.94
12/01/2023	20745	TXU Energy	Accounts Payable	Invoice# 05200...	2,887.45		17,429.49
12/01/2023	20746	Waco-McLennan Co...	Accounts Payable	Qtrly Pymt Co...	889.43		16,540.06
12/01/2023	20747	Walter Juarez	Accounts Payable	Citation# 23 03...	22.00		16,518.06
12/01/2023	20748	Bennie Lee	Accounts Payable	Citation# 0137...	47.00		16,471.06
12/01/2023			General Fund Money ...	Funds Transfer		25,000.00	41,471.06
12/08/2023			-split-	Deposit		12,305.03	53,776.09
12/08/2023	et	TMRS	Accounts Payable	Retirement No...	4,239.45		49,536.64
12/08/2023	20749	Ambold's	Accounts Payable	Acct# 2790	42.95		49,493.69
12/08/2023	20750	Christopher Colunga	Accounts Payable	Christmas Parade	50.00		49,443.69
12/08/2023	20751	Jack Baker	Accounts Payable	Christmas Parade	100.00		49,343.69
12/08/2023	20752	Liberty National	Accounts Payable	Acct# 85805	570.89		48,772.80
12/08/2023	20753	Riesel Fuel Service	Accounts Payable	Invoice# 34061	1,664.92		47,107.88
12/08/2023	20754	Riesel Rustler	Accounts Payable	Invoice# 4026	5.00		47,102.88
12/08/2023	20755	Verizon	Accounts Payable	Acct# 850-460-...	45.91		47,056.97
12/08/2023	20756	Visa - Card Services	Accounts Payable	XXXXX XXX...	6,013.63		41,043.34
12/08/2023	20757	Wesley Emerson Curtis	Accounts Payable	Christmas Parade	50.00		40,993.34

City of Riesel - General

1/5/2024 10:51 AM

Register: 1a - Unrestricted Cash:\*Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/08/2023	20758	Bennie Lee	Accounts Payable	Citation# 0137...	47.00		40,946.34
12/15/2023			1 - General Governmen...	Deposit		427.59	41,373.93
12/15/2023	eft	United States Treasury	-split-	EFTPS Payme...	4,766.82		36,607.11
12/15/2023	20759	Anco Pioneer Insura...	Accounts Payable		462.00		36,145.11
12/15/2023	20760	CTWP	Accounts Payable	Invoice# 15240...	480.05		35,665.06
12/15/2023	20761	Dagoberto Ramirez	Accounts Payable	Citation# 23 02...	42.00		35,623.06
12/15/2023	20762	Haley & Davis PC	Accounts Payable	Invoice# 2373...	340.00		35,283.06
12/15/2023	20763	Harish Bojja	Accounts Payable	Citation# 23 02...	12.00		35,271.06
12/15/2023	20764	HOT Network Consu...	Accounts Payable	Invoice# 76843	400.00		34,871.06
12/15/2023	20765	Matt Cospers	Accounts Payable	Reimbursement	6.46		34,864.60
12/15/2023	20766	McLennan County El...	Accounts Payable	Final Costs Joi...	772.14		34,092.46
12/15/2023	20767	Pattillo Brown & Hil...	Accounts Payable	Invoice# 477894	2,850.00		31,242.46
12/15/2023	20768	Texas Security Equip...	Accounts Payable	Invoice# 3391	48.00		31,194.46
12/15/2023	20769	TXU Energy	Accounts Payable	Invoice# 05200...	2,889.13		28,305.33
12/15/2023	20770	Windstream	Accounts Payable	Acct# 1250364...	885.99		27,419.34
12/15/2023	20771	Yanni Esparza	Accounts Payable	Citation# 23 03...	42.00		27,377.34
12/22/2023	20772	Aflac	Accounts Payable	Acct# BY511	107.77		27,269.57
12/22/2023	20773	CASS Transport	Accounts Payable	Invoice# 3017	101.36		27,168.21
12/22/2023	20774	City of Waco Fiscal ...	Accounts Payable	Invoice# 30066	666.00		26,502.21
12/22/2023	20775	Garcia Martinez	Accounts Payable	Citation# 23 04...	2.00		26,500.21
12/22/2023	20776	Quill Corporation	Accounts Payable	Invoice# 35857...	251.94		26,248.27
12/22/2023	20777	Stein Lawn & Lands...	Accounts Payable	Invoice# 6054	250.00		25,998.27
12/22/2023	20778	TimeClock Plus	Accounts Payable	Invoice# INV0...	640.97		25,357.30
12/22/2023	20779	TML Multistate Inter...	Accounts Payable	Invoice# PRIE...	8,292.44		17,064.86
12/29/2023	eft	United States Treasury	-split-	EFTPS Payme...	4,660.56		12,404.30
12/29/2023	20780	Abel Villarreal	Accounts Payable	Citation# 23 04...	2.00		12,402.30
12/29/2023	20781	AT&T Wireless Serv...	Accounts Payable	Acct# 2873296...	431.60		11,970.70
12/29/2023	20782	Cameron Country Do...	Accounts Payable	Invoice# PH56...	41,500.00		-29,529.30
12/29/2023	20783	City of Waco Fiscal ...	Accounts Payable	Invoice# 30017	25.00		-29,554.30
12/29/2023	20784	Edward Nix	Accounts Payable	Citation# 1605...	2.78		-29,557.08
12/29/2023	20785	Gary Cunha, PC	Accounts Payable	December 2023	1,000.00		-30,557.08
12/29/2023	20786	Motorola Solutions	Accounts Payable	Invoice# 82817...	750.00		-31,307.08
12/29/2023			General Fund Money ...	Pollice car		42,000.00	10,692.92
12/29/2023			General Fund Money ...	Funds Transfer		25,000.00	35,692.92



City of Riesel - Water

1/5/2024 11:06 AM

Register: Water Fund:1a - Unrestricted Cash:Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/01/2023			-split-	Deposit		1,912.21	95,261.73
12/01/2023	17146	Bio Chem Lab, Inc.	Accounts Payable	Invoice# 15451...	30.00		95,231.73
12/01/2023	17147	Cinthy Alvarez	Accounts Payable	378 S Memoria...	227.70		95,004.03
12/01/2023	17148	Core & Main	Accounts Payable	Invoice# T905...	1,688.71		93,315.32
12/01/2023	17149	DSHS Central Lab M...	Accounts Payable		170.82		93,144.50
12/01/2023	17150	Jeff Southland	Accounts Payable	106 Indian Trai...	235.67		92,908.83
12/01/2023	17151	Jennifer Hogg	Accounts Payable	225 S Fair Park...	300.00		92,608.83
12/01/2023	17152	LoneStar Maintenanc...	Accounts Payable		769.82		91,839.01
12/01/2023	17153	Marty Merritt	Accounts Payable	315 E Frederic...	246.40		91,592.61
12/01/2023	17154	National Wholesale ...	Accounts Payable		1,493.82		90,098.79
12/01/2023	17155	Navasota Valley Elec...	Accounts Payable		5,237.90		84,860.89
12/01/2023	17156	RVS Software	Accounts Payable	Invoice# 187789	88.94		84,771.95
12/01/2023	17157	Texas Commission o...	Accounts Payable		1,234.85		83,537.10
12/01/2023	17158	The Wallace Group	Accounts Payable	Invoice# CIRI2...	1,193.75		82,343.35
12/01/2023	17159	Tri-County S.U.D.	Accounts Payable	Acct# 2441	500.00		81,843.35
12/01/2023	17161	Henritta Mormino v	Accounts Payable	November 2023	153.13		81,690.22
12/01/2023			Water Fund:1b - Restri...	Water Ckg to ...	3,000.00		78,690.22
12/01/2023			Water Fund:Water Fun...	Funds Transfer		25,000.00	103,690.22
12/04/2023			-split-	Deposit		4,798.00	108,488.22
12/05/2023			-split-	Deposit		5,290.79	113,779.01
12/05/2023			Water Fund:Water Fun...	November Rev...	54,143.80		59,635.21
12/05/2023			Due to/from Sewer Fund	November Sew...	11,444.37		48,190.84
12/06/2023			-split-	Deposit		6,524.17	54,715.01
12/06/2023		Bailey Davis	Water Revenue:Refunds		335.00		54,380.01
12/07/2023			-split-	Deposit		1,848.96	56,228.97
12/08/2023			-split-	Deposit		5,178.33	61,407.30
12/08/2023	17162	Frontier Waste Soluti...	Accounts Payable	Invoice# 202311	11,114.04		50,293.26
12/08/2023	17163	McLennan County G...	Accounts Payable	November 2023	109.26		50,184.00
12/08/2023	17164	The Wallace Group	Accounts Payable	Invoice# CIRI2...	270.00		49,914.00
12/11/2023			-split-	Deposit		3,244.48	53,158.48
12/12/2023			-split-	Deposit		12,241.00	65,399.48
12/12/2023			Water Revenue:Return...	nsf online billy ...	80.20		65,319.28
12/13/2023			-split-	Deposit		1,979.28	67,298.56
12/14/2023			-split-	Deposit		3,137.07	70,435.63
12/15/2023			-split-	Deposit		600.00	71,035.63
12/15/2023			-split-	Deposit		3,385.46	74,421.09
12/15/2023	17165	Airgas	Accounts Payable	Invoice# 55042...	298.00		74,123.09
12/15/2023	17166	Devante Green	Accounts Payable	310 Kattner De...	214.76		73,908.33
12/15/2023	17167	DSHS Central Lab M...	Accounts Payable	VOID:			73,908.33
12/18/2023			-split-	Deposit		5,291.42	79,199.75

City of Riesel - Water

1/5/2024 11:06 AM

Register: Water Fund:1a - Unrestricted Cash:Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/19/2023			-split-	Deposit		1,311.95	80,511.70
12/20/2023			-split-	Deposit		2,885.62	83,397.32
12/21/2023			-split-	Deposit		633.34	84,030.66
12/22/2023			-split-	Deposit		559.37	84,590.03
12/22/2023	17168	Gafford Auto Parts	Accounts Payable	Invoice# 9333-...	46.73		84,543.30
12/22/2023	17169	Kameryn Forrest	Accounts Payable	404 E Adams ...	291.60		84,251.70
12/22/2023	17170	Navasota Valley Elec...	Accounts Payable		4,763.56		79,488.14
12/22/2023	17171	RVS Software	Accounts Payable	Invoice# 188299	250.46		79,237.68
12/22/2023	17172	The Wallace Group	Accounts Payable	Invoice# CIRI2...	945.00		78,292.68
12/26/2023			-split-	Deposit		914.90	79,207.58
12/27/2023			-split-	Deposit		492.94	79,700.52
12/28/2023			-split-	Deposit		518.77	80,219.29
12/29/2023			-split-	Deposit		392.73	80,612.02
12/29/2023	eft	United States Postal ...	Accounts Payable	December Wat...	245.31		80,366.71
12/29/2023	17173	Bio Chem Lab, Inc.	Accounts Payable	Invoice# 15538...	30.00		80,336.71
12/29/2023	17174	Brian Bullock	Accounts Payable	Hydraulic Stud...	830.00		79,506.71
12/29/2023	17175	Texas Rural Water A...	Accounts Payable	2024 Dues	580.00		78,926.71
12/29/2023	17176	The Wallace Group	Accounts Payable	Invoice# CIRI2...	3,305.75		75,620.96
12/29/2023	17177	Tri-County S.U.D.	Accounts Payable	Acct# 2441	500.00		75,120.96
12/29/2023			Water Fund:Water Fun...	Funds Transfer		25,000.00	100,120.96
12/30/2023			-split-	Deposit		100.00	100,220.96

City of Riesel - Sewer

1/5/2024 11:03 AM

Register: 1a - Unrestricted Cash:Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
12/01/2023	8383	Bio Chem Lab	Accounts Payable	Invoice# 25447...	462.00			53,367.44
12/01/2023	8384	JNB Construction	Accounts Payable		52,039.50			1,327.94
12/01/2023	8385	Reliant Energy	Accounts Payable	Inv# 113 012 8...	295.51			1,032.43
12/01/2023	8386	The Wallace Group	Accounts Payable	Invoice# CIR12...	6,199.20			-5,166.77
12/01/2023	8387	Sims Platics of Waco	Accounts Payable	VOID: Invoice...				-5,166.77
12/01/2023			Sewer Fund Money Ma...	Funds Transfer			5,000.00	-166.77
12/04/2023			Sewer Fund Money Ma...	Sewer Invoices			5,000.00	4,833.23
12/08/2023	8388	Metro Plumbing	Accounts Payable	Invoice# 2190	380.00			4,453.23
12/08/2023	8389	The Wallace Group	Accounts Payable	Invoice# CIR12...	5,884.51			-1,431.28
12/15/2023	8390	Bio Chem Lab	Accounts Payable	Invoice# 28259...	549.00			-1,980.28
12/15/2023	8391	MARC	Accounts Payable	Invoice# 08060...	580.00			-2,560.28
12/15/2023	8392	Reliant Energy	Accounts Payable	Inv# 113 012 9...	35.63			-2,595.91
12/15/2023	8393	Metro Plumbing	Accounts Payable	Invoice# 2234	4,850.86			-7,446.77
12/27/2023			Sewer Fund Money Ma...	sewer payables			11,000.00	3,553.23
12/29/2023	8394	The Wallace Group	Accounts Payable	Invoice# CIR12...	6,038.00			-2,484.77
12/29/2023			Sewer Fund Money Ma...	Funds Transfer			5,000.00	2,515.23

## City of Riesel - GENERAL FUND Balance Sheet - Bank Accounts

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1a - Unrestricted Cash	
*Checking	35,692.92
Payroll	97,276.60
Petty Cash	
Court Cash	100.00
General Cash	100.00
Petty Cash - Other	5,000.00
Total Petty Cash	5,200.00
Total 1a - Unrestricted Cash	138,169.52
1b - Restricted Cash	
2013 I & S Fund	1,894.52
POA / Drug Seizure	100.00
Total 1b - Restricted Cash	1,994.52
2a - Unrestricted Investments	
General Fund (sept)	4,435.57
General Fund II (may)	41,485.80
General Fund III (june)	20,841.99
Total 2a - Unrestricted Investments	66,763.36
Charles St Project Fund	129,062.78
General Fund Money Market	
*General Fund	2,344,179.94
City Hall Building	313,188.48
Drug Seizure/POA	4,335.40
Judicial Betterment	8,235.14
Land	127,482.75
Security	141,728.62
Technology	160,711.71
General Fund Money Market - Other	1,279.80
Total General Fund Money Market	3,101,141.84
Total Checking/Savings	3,437,132.02
Total Current Assets	3,437,132.02
<b>TOTAL ASSETS</b>	<b>3,437,132.02</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>

**City of Riesel - WATER FUND**  
**Balance Sheet - Bank Accounts**

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Construction Fund	
3a - Unrestricted Cash	
Construction Checking	17,030
Total 3a - Unrestricted Cash	17,030
3b - Restricted Cash	
Construction I & S	107,947
Total 3b - Restricted Cash	107,947
Total Construction Fund	124,977
COR ARPA GRANT ALLUVIUM WELL...	100
Water Fund	
1a - Unrestricted Cash	
Checking	100,221
Total 1a - Unrestricted Cash	100,221
1b - Restricted Cash	
2021 TWDB Escrow	5,306,565
2021 TWDB Debt Service	196,717
2021 TWDB Principal for LF	407,359
Water III Interest & Sinking	52,075
Total 1b - Restricted Cash	5,962,716
2b - Restricted Investments	
Water \$100,000 CD (Sept)	131,275
Water III Reserve Fund	38,224
Total 2b - Restricted Investments	169,499
Water Fund Money Market	
*Water Fund	1,373,059
Arsenic	236,741
Contingency	100,000
Line Replacement	170,280
Water Fund Money Market - Other	130,984
Total Water Fund Money Market	2,011,064
Total Water Fund	8,243,500
Total Checking/Savings	8,368,577
Total Current Assets	8,368,577
<b>TOTAL ASSETS</b>	<b>8,368,577</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0</b>

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Cash Basis

**City of Riesel - SEWER FUND**  
**Balance Sheet - Bank Accounts**  
As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1a - Unrestricted Cash	
Checking	2,515.23
Total 1a - Unrestricted Cash	2,515.23
1b - Restricted Cash	
Sewer Jr. Interest & Sinking	23,262.21
Total 1b - Restricted Cash	23,262.21
2b - Restricted Investments	
Sewer 1999 Reserve Bond (sept)	47,440.33
Sewer Repair&Replacement (sept)	6,003.33
Sewer Reserve Bond (jan)	13,625.47
Total 2b - Restricted Investments	67,069.13
Sewer Fund Money Market	
* Sewer Fund	81,849.83
CLFRF Sewer Rehab Project	253,617.94
Contingency	75,000.00
Line Replacement	150,872.71
Sewer Fund Money Market - Other	151,835.63
Total Sewer Fund Money Market	713,176.11
Total Checking/Savings	806,022.68
Total Current Assets	806,022.68
<b>TOTAL ASSETS</b>	<b>806,022.68</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>

**City of Riesel - General**  
**Profit & Loss YTD Comparison**  
 December 2023

	Dec 23	Oct - Dec 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>1 - General Government Income</b>		
<b>Franchise Fee</b>		
Gas Companies	0.00	7,343.29
Phone Companies	3.09	475.11
<b>Total Franchise Fee</b>	3.09	7,818.40
<b>Interest Income</b>		
2013 I & S	0.41	0.65
Charles Street Improvements	54.78	162.52
General Fund	0.00	1,279.80
General Money Market	1,283.73	2,515.77
<b>Total Interest Income</b>	1,338.92	3,958.74
<b>Miscellaneous Income</b>		
Inspection Permit	0.00	9,217.62
Plat Fee - Ordinance #2002-02	0.00	1,700.00
Restitution Pay	1,221.00	1,221.00
Sign Lease Agreement	0.00	9,000.00
<b>Total Miscellaneous Income</b>	1,221.00	21,138.62
<b>Mixed Beverage Tax</b>	427.59	1,029.18
<b>Property Tax Income</b>		
<b>Property Tax Income - General</b>		
2013	0.00	96.67
2014	0.00	98.63
2015	0.00	116.98
2016	0.00	106.20
2017	0.00	174.09
2018	0.00	230.07
2019	0.00	222.42
2020	0.00	208.81
2021	0.00	748.91
2022	23.62	2,235.40
2023	57,242.53	78,963.23
<b>Total Property Tax Income - General</b>	57,266.15	83,201.41
<b>Property Tax Penalty Fee</b>		
2013	0.00	125.68
2014	0.00	116.39
2015	0.00	124.00
2016	0.00	99.83
2017	0.00	141.04
2018	0.00	140.88
2019	0.00	103.16
2020	0.00	76.70
2021	0.00	232.65
2022	5.19	459.59
<b>Total Property Tax Penalty Fee</b>	5.19	1,619.92
<b>Total Property Tax Income</b>	57,271.34	84,821.33
<b>Sales Tax</b>		
Gross Collections	9,844.02	33,809.57
Streets Allocation	2,461.01	11,226.30
<b>Total Sales Tax</b>	12,305.03	45,035.87
<b>Total 1 - General Government Income</b>	72,566.97	163,802.14

**City of Riesel - General  
Profit & Loss YTD Comparison  
December 2023**

	Dec 23	Oct - Dec 23
<b>3 - Court Income</b>		
Citations		
Overpmts	-513.78	-1,561.78
Revenue	48,485.89	165,754.43
<b>Total Citations</b>	47,972.11	164,192.65
Security Fee	6.00	88.90
Technology Fee	8.00	118.56
Time Payment Fee	85.77	532.77
<b>Total 3 - Court Income</b>	48,071.88	164,932.88
<b>Total Income</b>	120,638.85	328,735.02
<b>Gross Profit</b>	120,638.85	328,735.02
<b>Expense</b>		
<b>1 - General Government</b>		
Appraisal Expense	589.66	589.66
Bank and Credit Card Fees	59.58	135.92
City Hall Maintenance & Repair	850.00	850.00
City Retirement Contribution		
Alisha	261.08	522.18
Cristen	207.82	411.47
City Retirement Contribution - Other	-0.01	-0.04
<b>Total City Retirement Contribution</b>	468.89	933.61
CPA Bookkeeping Services	2,850.00	2,850.00
Election Services & Supplies	772.14	772.14
Emp. Health Insurance		
Special Ins Services	0.00	161.40
TML	4,470.56	6,057.16
<b>Total Emp. Health Insurance</b>	4,470.56	6,218.56
Engineer Fees	67.50	742.50
Equipment Maintenance		
Tractor	0.00	258.62
Equipment Maintenance - Other	187.58	187.58
<b>Total Equipment Maintenance</b>	187.58	446.20
House Inspection	2,657.40	3,519.32
Insurance - Bonds	462.00	462.00
Insurance - Property	0.00	2,333.38
Legal Fees	340.00	858.02
Miscellaneous Expense		
Employee & Council Appreciation	1,326.78	1,376.78
Filing Fee	-595.92	-1,760.00
Publications	5.00	65.65
Miscellaneous Expense - Other	0.00	-212.00
<b>Total Miscellaneous Expense</b>	735.86	-529.57
Office Equip. & Maintenance		
Computer	0.00	1,335.07
Office Equip. & Maintenance - Other	640.97	640.97
<b>Total Office Equip. &amp; Maintenance</b>	640.97	1,976.04
Office Supplies	578.21	1,615.11
Park Maintenance	0.00	13.24
Payroll Taxes	1,407.51	3,480.25
Phones	931.90	2,794.64
Postage	132.00	132.00
Public Health District	889.43	889.43



**City of Riesel - General  
 Profit & Loss YTD Comparison  
 December 2023**

	Dec 23	Oct - Dec 23
<b>Salaries</b>		
<b>Alisha</b>		
Wages	6,459.62	14,854.70
<b>Total Alisha</b>	6,459.62	14,854.70
<b>Cristen</b>		
Wages	4,996.20	11,611.45
<b>Total Cristen</b>	4,996.20	11,611.45
<b>Total Salaries</b>	11,455.82	26,466.15
<b>Utilities</b>		
Electric	778.62	1,303.32
<b>Total Utilities</b>	778.62	1,303.32
<b>Workers Comp Insurance</b>	0.00	2,831.22
<b>Total 1 - General Government</b>	31,325.63	61,683.14
<b>2 - Law Enforcement</b>		
Community Outreach	152.01	152.01
<b>L.E. Auto Work</b>		
L.E. Parts	0.00	200.00
L.E. Auto Work - Other	21.50	5,346.50
<b>Total L.E. Auto Work</b>	21.50	5,546.50
<b>L.E. Cell Phones</b>		
Matt	83.70	125.55
Walter	83.70	125.55
L.E. Cell Phones - Other	467.40	701.10
<b>Total L.E. Cell Phones</b>	634.80	952.20
<b>L.E. City Retirement Contribute</b>		
Darryl	192.32	371.75
Jared	192.32	311.94
Matthew	344.97	819.33
Walter	279.92	535.57
<b>Total L.E. City Retirement Contribute</b>	1,009.53	2,038.59
L.E. Clothing	1,960.79	2,551.38
L.E. Computer	400.00	500.00
L.E. Dispatch - Radio Services	50.00	75.00
L.E. Dog Catching	1,332.00	1,545.74
<b>L.E. Emp. Health Insurance</b>		
Special Ins Services	-2,694.51	-2,490.23
TML	8,941.12	11,825.08
L.E. Emp. Health Insurance - Other	0.00	-2,395.12
<b>Total L.E. Emp. Health Insurance</b>	6,246.61	6,939.73
L.E. Gas	1,384.32	3,861.22
L.E. Medical	0.00	409.00
L.E. Miscellaneous	136.49	136.49
L.E. New Equipment	2,558.16	3,100.40
L.E. Office Equipment & Furnitu	0.00	440.00
L.E. Office Supplies	848.83	1,595.33
L.E. Operating Supplies	297.70	1,958.82
L.E. Payroll Taxes	2,063.48	4,686.18
L.E. Property Insurance	0.00	3,140.00

**City of Riesel - General  
 Profit & Loss YTD Comparison  
 December 2023**

	Dec 23	Oct - Dec 23
<b>L.E. Salaries</b>		
Darryl		
Wages	6,069.30	12,800.38
<b>Total Darryl</b>	6,069.30	12,800.38
Jared		
Wages	5,769.60	11,539.08
<b>Total Jared</b>	5,769.60	11,539.08
Matthew		
Wages	8,319.24	21,491.76
<b>Total Matthew</b>	8,319.24	21,491.76
Ryan		
Wages	0.00	0.00
<b>Total Ryan</b>	0.00	0.00
Walter		
Wages	6,815.43	15,425.89
<b>Total Walter</b>	6,815.43	15,425.89
<b>Total L.E. Salaries</b>	26,973.57	61,257.11
L.E. Training	0.00	203.00
L.E. Vehicle Repair&Maintenance	181.36	1,182.72
L.E. Worker's Comp Ins	0.00	10,311.48
<b>Total 2 - Law Enforcement</b>	46,251.15	112,582.90
<b>3 - Court</b>		
Court City Retirement Contrib.		
Chelsea	204.59	409.82
<b>Total Court City Retirement Contrib.</b>	204.59	409.82
Court Contract Labor		
Prosecutor	2,000.00	3,000.00
<b>Total Court Contract Labor</b>	2,000.00	3,000.00
Court Emp. Health Insurance		
Special Ins Services	0.00	80.70
TML	1,586.60	2,379.90
<b>Total Court Emp. Health Insurance</b>	1,586.60	2,460.60
Court Office Supplies	839.62	1,371.41
Court Payroll Taxes	541.23	1,257.13
Court Postage	66.00	66.00
Court Salaries		
Chelsea	4,998.19	11,586.91
Judge		
Judge	2,076.93	4,846.17
<b>Total Judge</b>	2,076.93	4,846.17
<b>Total Court Salaries</b>	7,075.12	16,433.08
Court Travel/Training/Mileage	0.00	293.41
Omnibase	0.00	504.00
Security Fee Expense	42.95	128.85

**City of Riesel - General  
 Profit & Loss YTD Comparison  
 December 2023**

	Dec 23	Oct - Dec 23
<b>State Court Cost</b>		
Quarterly Court Cost	0.00	47,665.76
Tertiary Care Fund (Seatbelt)	0.00	52.33
Time Payment Expense	0.00	484.93
<b>Total State Court Cost</b>	<u>0.00</u>	<u>48,203.02</u>
<b>Total 3 - Court</b>	12,356.11	74,127.32
<b>4 - Streets</b>		
<b>Operating Supplies</b>		
Tools	14.92	439.88
<b>Total Operating Supplies</b>	14.92	439.88
<b>Street Contract Labor</b>	900.00	900.00
<b>Street Maintenance</b>		
Grass	750.00	1,000.00
Street & Road Signs	0.00	482.26
<b>Total Street Maintenance</b>	750.00	1,482.26
<b>Street Retirement Contribution</b>		
Justin	113.29	225.57
Randy	173.37	346.74
<b>Total Street Retirement Contribution</b>	286.66	572.31
<b>Street Salaries</b>		
<b>Job</b>		
Wages	0.00	27.18
<b>Total Job</b>	0.00	27.18
<b>Justin</b>		
Wages	2,657.77	6,284.29
<b>Total Justin</b>	2,657.77	6,284.29
<b>Randy</b>		
Wages	4,434.92	10,009.58
<b>Total Randy</b>	4,434.92	10,009.58
<b>Total Street Salaries</b>	7,092.69	16,321.05
<b>Utilities (Street Lights)</b>	2,240.42	3,350.12
<b>Total 4 - Streets</b>	11,284.69	23,065.62
<b>5 - Fire Department</b>		
Insurance	0.00	2,560.74
Utilities	205.19	340.44
<b>Total 5 - Fire Department</b>	205.19	2,901.18
<b>General Gov Cell Phone Alisha Park</b>	61.00	91.50
<b>Event</b>		
Christmas Parade	340.15	627.82
<b>Total Event</b>	340.15	627.82
<b>Total Park</b>	340.15	627.82
<b>Reconciliation Discrepancies</b>	0.00	-0.04
<b>Total Expense</b>	<u>101,823.92</u>	<u>275,079.44</u>
<b>Net Ordinary Income</b>	18,814.93	53,655.58

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Cash Basis

City of Riesel - General  
**Profit & Loss YTD Comparison**  
December 2023

	Dec 23	Oct - Dec 23
Other Income/Expense		
Other Expense		
Payroll Clearing	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	<b>18,814.93</b>	<b>53,655.58</b>

**City of Riesel - Water  
 Profit & Loss YTD Comparison  
 December 2023**

	Dec 23	Oct - Dec 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Franchise Revenue	0.00	0.00
Hydraulic Study	-830.00	2,470.00
Interest Income		
Water Money Market	1,726.17	2,563.89
<b>Total Interest Income</b>	1,726.17	2,563.89
MS Water Supply	3,667.97	13,620.23
Series 2021 Bond Repayment	0.00	7,400.00
Sewer Revenue	0.00	0.00
Tie In Fees	0.00	12,000.00
Trash Revenue		
Trash Revenue - Surcharge	0.00	0.00
Trash Revenue - Other	12,342.96	34,508.96
<b>Total Trash Revenue</b>	12,342.96	34,508.96
Water Revenue		
Refunds	-335.00	-335.00
Returned Checks	-80.20	-325.34
Revenue	36,968.15	114,976.16
<b>Total Water Revenue</b>	36,552.95	114,315.82
<b>Total Income</b>	53,460.05	186,878.90
<b>Gross Profit</b>	53,460.05	186,878.90
<b>Expense</b>		
Building Maintenance	0.00	0.00
City Retirement Contribution		
Justin	82.66	195.45
Randy	137.93	311.31
<b>Total City Retirement Contribution</b>	220.59	506.76
Clothing	0.00	149.87
Conservation Fee	109.26	633.45
Dues	580.00	655.00
Emp Health Insurance		
Special Ins Services	793.30	2,420.25
<b>Total Emp Health Insurance</b>	793.30	2,420.25
Engineer Fees	5,714.50	12,655.75
Generator	0.00	138.15
Insurance		
Property	0.00	3,858.75
Worker's Comp	0.00	2,442.16
<b>Total Insurance</b>	0.00	6,300.91
Interest		
Interest - Bond Payable	0.00	0.00
<b>Total Interest</b>	0.00	0.00
Lab Expense	230.82	1,273.90
Legal & Audit Fees		
Legal Fees	0.00	0.00
<b>Total Legal &amp; Audit Fees</b>	0.00	0.00

**City of Riesel - Water**  
**Profit & Loss YTD Comparison**  
**December 2023**

01/05/24

Cash Basis

	Dec 23	Oct - Dec 23
<b>Machinery RRM</b>		
Trailer	0.00	0.00
Machinery RRM - Other	0.00	162.86
<b>Total Machinery RRM</b>	0.00	162.86
<b>Miscellaneous Expense</b>	0.00	0.00
<b>Office Supplies</b>		
Water Office - Office Supplies	0.00	395.78
Office Supplies - Other	339.40	339.40
<b>Total Office Supplies</b>	339.40	735.18
<b>Operating Supplies</b>	3,406.31	7,310.48
<b>Payroll Taxes</b>	271.29	624.28
<b>Phones &amp; Pagers</b>		
Cell Phones	83.70	251.02
<b>Total Phones &amp; Pagers</b>	83.70	251.02
<b>Postage</b>	245.31	547.48
<b>Regulatory Fees</b>	1,234.85	1,234.85
<b>Royalty Fee</b>	153.13	531.61
<b>Salaries</b>		
<b>Jeb</b>		
Wages	0.00	6.80
<b>Total Jeb</b>	0.00	6.80
<b>Justin</b>		
Wages	1,328.89	3,142.16
<b>Total Justin</b>	1,328.89	3,142.16
<b>Randy</b>		
Wages	2,217.46	5,004.80
<b>Total Randy</b>	2,217.46	5,004.80
<b>Total Salaries</b>	3,546.35	8,153.76
<b>Storage Tank</b>		
Inspection	0.00	0.00
<b>Total Storage Tank</b>	0.00	0.00
<b>Tools</b>	844.04	844.04
<b>Trash Expense</b>	11,709.96	34,855.30
<b>Travel &amp; Training</b>	0.00	50.00
<b>Truck</b>		
Parts	46.73	46.73
Truck - Other	0.00	20.00
<b>Total Truck</b>	46.73	66.73
<b>Truck (Gas)</b>	310.49	1,248.01
<b>Utilities</b>		
Electric		
Navasota	10,001.46	15,829.31
Electric - Other	404.19	1,322.99
<b>Total Electric</b>	10,405.65	17,152.30
<b>Total Utilities</b>	10,405.65	17,152.30
<b>Water Purchased</b>		
Tri County	1,000.00	1,500.00
<b>Total Water Purchased</b>	1,000.00	1,500.00

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Cash Basis

**City of Riesel - Water**  
**Profit & Loss YTD Comparison**  
**December 2023**

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	Dec 23	Oct - Dec 23
Well - RMS	0.00	0.00
Well Maintenance	0.00	897.10
<b>Total Expense</b>	<b>41,245.68</b>	<b>100,899.04</b>
<b>Net Ordinary Income</b>	<b>12,214.37</b>	<b>85,979.86</b>
<b>Net Income</b>	<b>12,214.37</b>	<b>85,979.86</b>

**City of Riesel - Sewer  
Profit & Loss YTD Comparison  
December 2023**

01/05/24

Cash Basis

	Dec 23	Oct - Dec 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest Income		
Sewer Money Market	308.65	951.47
Total Interest Income	308.65	951.47
Sewer Revenue		
Revenue	12,447.05	34,084.87
Total Sewer Revenue	12,447.05	34,084.87
Tie In Fees	0.00	4,500.00
<b>Total Income</b>	<b>12,755.70</b>	<b>39,536.34</b>
<b>Expense</b>		
City Retirement Contribution		
Justin	82.66	195.45
Randy	137.93	311.29
Total City Retirement Contribution	220.59	506.74
CLFRF-Sewer Rehab Proj	70,161.21	79,550.71
Insurance		
Property	0.00	3,858.75
Worker's Comp.	0.00	2,442.16
Total Insurance	0.00	6,300.91
Irrigation Pond	0.00	158.76
Lab Expense	783.00	1,131.00
Lift Station	0.00	231.00
Operating Supplies	424.00	424.00
Payroll Taxes	271.29	624.30
Regulatory Fees		
Permit Renewal	0.00	1,250.00
Total Regulatory Fees	0.00	1,250.00
Repairs/Replacement/Maintenance	5,230.86	5,230.86
Salaries		
Jeb		
Wages	0.00	6.80
Total Jeb	0.00	6.80
Justin		
Wages	1,328.89	3,142.16
Total Justin	1,328.89	3,142.16
Randy		
Wages	2,217.46	5,004.80
Total Randy	2,217.46	5,004.80
Total Salaries	3,546.35	8,153.76
Sewer Line Replacement	0.00	2,534.00



City of Riesel - Sewer  
**Profit & Loss YTD Comparison**  
December 2023

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	<u>Dec 23</u>	<u>Oct - Dec 23</u>
Utilities		
Electric		
Reliant	331.14	677.35
Electric - Other	935.13	2,465.56
<b>Total Electric</b>	<u>1,266.27</u>	<u>3,142.91</u>
<b>Total Utilities</b>	<u>1,266.27</u>	<u>3,142.91</u>
<b>Total Expense</b>	<u>81,903.57</u>	<u>109,238.95</u>
<b>Net Ordinary Income</b>	<u>-69,147.87</u>	<u>-69,702.61</u>
<b>Net Income</b>	<u><b>-69,147.87</b></u>	<u><b>-69,702.61</b></u>

## **SUPPLEMENTAL #2 SERVICES**

### **ENGINEER'S SCOPE OF SERVICES**

#### **FOR**

### **ODOR MONITORING FOR WASTEWATER COLLECTION SYSTEM CITY OF RIESEL, TEXAS**

#### **A. BACKGROUND**

CP&Y, Inc., dba STV Infrastructure (STV) referred hereafter as Engineer will provide engineering services related to monitoring sewer odors in a portion of the City of Riesel's wastewater collection system. The area of investigation (project area) will be concentrated at the intersection of E. Charles Street and S. Hedwig Street due to numerous reports of sewer odors in this immediate area and within some houses adjacent to the intersection. Engineer will conduct odor monitoring of select City wastewater collection manholes in the immediate project area. Engineer may also install monitors in adjacent manholes to the project area if initial findings warrant expanding the monitoring area to better understand the behavior and/or source(s) of the odor issue. In addition, Engineer will monitor the odor concentrations at the lift station located west of S. Fair Park Street (approximately 700-feet) due to this lift station pumping to and discharging into the manhole located at the intersection of E. Charles Street and S. Hedwig Street. Findings of the odor monitoring will be summarized in a brief memoranda for each monitored area that identifies the recorded concentration of hydrogen sulfide (H<sub>2</sub>S) gases and the potential impacts to the sewer odor issues and complaints that require City attention.

Upon Engineer's receipt of a notice to proceed from the City, Engineer will perform the following tasks:

#### **B. ODOR MONITORING**

1. Engineer will conduct field reconnaissance and evaluate the current wastewater collection system map(s) to develop an approach for conducting the odor monitoring, the locations for installation of the monitors, and the monitoring duration.
2. The Engineer will utilize self-contained/powered electronic hydrogen sulfide gas monitoring devices for the investigation. The monitors will be installed in the interior of select sanitary sewer collection system manholes and/or lift station wet well(s) to measure the concentration of the H<sub>2</sub>S gas, which is generally the primary culprit in causing the odors associated with sanitary sewer collection systems.
3. Engineer's field crew will install, maintain, download data, and remove the odor monitor devices throughout the monitoring period for each location. Engineer intends to monitor sufficient locations within the project area to gain an understanding of the behavior and source(s) of the odor causing gases. However, depending on the findings and the perceived behavior of the odor causing gases, it might be necessary for the Engineer's field crew to re-monitor previously tested areas and/or expand the testing area in an effort to better understand the odor source and behavior in select locations.

4. Upon completion of the odor monitoring and data collection, a technical memo will be composed to include the findings of the odor monitoring, field services, a map(s) identifying the location of the findings and recommendations to address the odors, including but not limited to the following:
  - a. Manhole improvements/sealing
  - b. Lift station odor mitigation plan
  - c. Chemical and/or physical odor mitigation plan
5. Discuss with the City the findings of the odor monitoring.

#### C. SERVICES NOT PROVIDED

The following services are not included in this scope of services but can be provided upon written authorization by the City to the Engineer. Engineer can provide a detailed scope and fee proposal to provide these services for the City's review upon request.

1. Collection system flow and rainfall monitoring
2. Manhole inspections
3. Dyed water testing
4. Internal pipe inspections using closed-circuit television, laser, sonar, etc.
5. GIS locating and identification of system manholes and structures
6. Excavation using hand tools, power equipment, etc. to access manhole covers
7. Engineering design, including plans and specifications
8. Advertisement and bidding services, and construction related services
9. Actual construction of repairs

#### D. CITY RESPONSIBILITIES

1. Locate and provide access to all known system manholes. This may include excavating/removing ground cover to provide accessibility to the manholes.
2. Provide system information, maps, intellectual knowledge, etc. that would be pertinent to locating manholes and the work.
3. Provide City staff to assist in accessing the collection system manholes.
4. Provide comments and feedback on the findings identified by the Engineer.
5. Obtain Right-of-Entry from private property owners before property access by Engineer.

#### E. FEES AND SCHEDULE

The estimated cost to conduct the above services is based on completing the work within 60 calendar days, including reporting the Engineer's findings and conclusions. The cost of said services includes installing and maintaining the monitors at each locale, recording and downloading the data collected with each monitoring device, managing the data to provide a listing and/or graphical representation of the recorded data, compiling a brief technical memorandum of the work, findings, conclusions and

recommendations (where applicable), based on the monitoring work. These services shall be invoiced to the City on a Time-and-Materials basis as an hourly-not-to-exceed amount. Engineer assumes that the collection system and proposed monitoring locations are accessible. Should conditions and quantities vary from those listed herein, Engineer will notify City prior to conducting the work that exceeds the scope and/or cost limits listed herein. Engineer will provide City with the quantity and costs required for any additional work prior to additional work being executed. Engineer will proceed with additional work upon written authorization to Engineer from City.

• Setup and Calibration of Monitoring Devices	\$ 960.00
• Field Installation and Maintenance of Monitoring Devices	\$ 1,920.00
• Field Adjustment/Relocation and Maintenance of Devices	\$ 960.00
• Removal of Monitoring Devices	\$ 520.00
• Data Download, Management and Evaluation	\$ 440.00
• Findings, Tech Memo, Presentation & Management	<u>\$ 2,890.00</u>
• TOTAL	<u>\$ 7,690.00</u>

This work is results-dependent and will largely depend on the ability of the monitors to help identify odor causing gases in concentrations that contribute to the odor complaints. Engineer expects to complete the above work within approximately 60 days from the initiation of field work.

Respectfully Submitted,



Scott Wetzel, P.E.  
Vice President

Cc: File – 22CIRI00580

CITY OF RIESEL AUTHORIZATION:

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Signature

Printed Name

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Date





