NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM
Monday, February 24th, 2025
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

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REPORTS

1. City-Wide water service disruption and recovery.
2. City Hall office operations February 19, 2025.
3. Kimley Horn Wastewater Management Audit findings.
4. Sylvester Luna Tap Fee status update.

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

1. Review minutes from February 10th, meeting.

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action to approve Ordinance 20250224-01, an order to cancel the May 03, 2025 election.
2. Discuss, review, and take any necessary action to consider the settlement agreement with Unifirst at $5000.
3. Discuss, review, and take any necessary action to amend Ordinance 2025224-02 Appendix B 5.005© Sewer Rate of the Bartlett Code of Ordinances.

FUTURE AGENDA ITEMS

ADJOURN

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Friday, February 21st, 2025, at or before 6:00 P.M.

Brenda Kelley 2-21-25

Posted by /s/ Brenda Kelley – City Clerk

No Strings Attached LLC

City Of Bartlett Service Report

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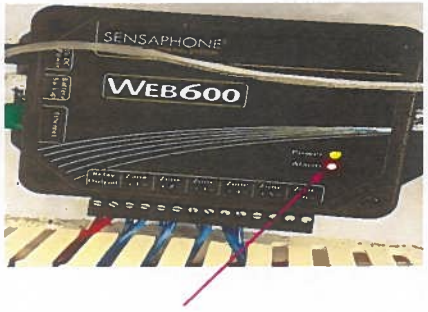
Service Call 2/13/2025

Problem 1: Alarm messaging (Email/Text) not working.

Why 1: Outbound network traffic not working on Web600 device.

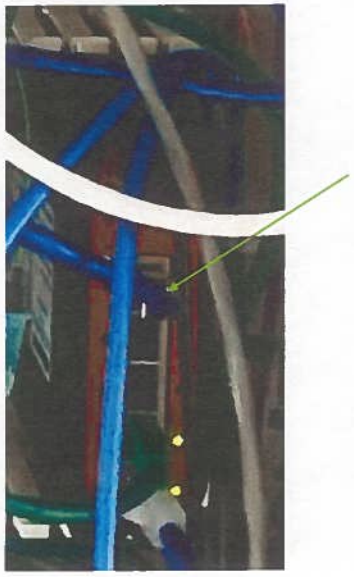
Why 2: Faulty hardware/issue with tosibox network hardware.

Note: I verified all alarming interlock relays from plc to the web600 device, everything is ok and working.



This device allows is responsible for your alarming/alerts. Specifically LowLow Levels for all 3 towers, immediate stop condition and Control power. **Note:** the red LED indicates an active alarm from the PLC controls system.

Solution: I Rearranged networking to allow alarming email/text alerts to work again. Tested and verified, alerting is now ok.



This is the Tosibox.This is responsible for encrypted remote connection for troubleshooting and support. This was the root cause of why the Web600 alarming/alerting device was not able to sent text/email for active alarms.

Note: remote support is not possible due to faulty hardware and should be replaced. Per our discussion, we will address this with future CIP's/controls upgrade. Tosibox is currently being used as a simple unmanaged ethernet switch to allow email/alerting of water system status..

Service Call 2/18/2025 Cont.

Problem 2: Prison tower level stuck at 99.3kGal

Why 1: Radio equipment needed to be reset.

Why 2: Signal lost/changed, PT-03 signal Fault.

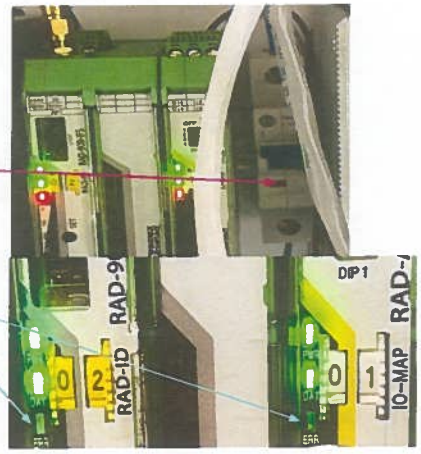
Why 3: Prison tower pressure transducer (PT-03) was recently replaced.

Why 4: Why was PT-03 recently replaced???

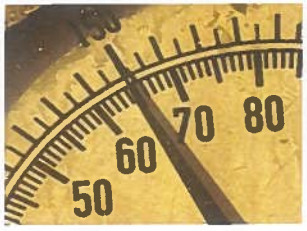
Solution: Reset radio equipment. Allow time for equipment to boot back up to establish connection from Prison tower.

Turned off breaker, to reset power. Equipment fault light, off, tested and ok. Prison now reading 244kgal.

Note: Both status lights should look like this for normal operation. The "ERR light should no longer be illuminated.



Note: Prison tower Pressure gauge and PT-03 are not matching even though they are at the same reference. This needs to be further investigated. At the time PT-03 was reading 100PSI or max and gauge was at 65PSI



Picture is how device PT-02 was found. I Reterminated wires, verified manufactures wiring diagram, tested and ok.

Service Call 2/18/2025

Problem 2: Above ground tank PT-02 reading Low Low level causing alarming. Alarming must be manually reset.

First I verified PT-02 was ok and had a strong solid analog 4-20ma signal. Signal is ok and no issues found.

Jacob was able to provide a picture of the HMI alarm event when it occurred, this is why we looked specifically into the above ground tank. What's odd is that the level is reading **56kgal**, the setpoint for Low low i believe is set to **20kgal.** Discovered code has a 5 second delay, meaning that if the signal should drop below the low low setpoint, the alarm will become true. Also discovered the tower values are in gallons not feet. So whatever happened wasn't an intermittent issue, it was true long enough to affect the system.

Note: I do not believe your current system has no alarm history. With a new controls package, this would not be the case. If this had an alarm history, I would have been able to further investigate and narrow down exactly what cause the issue.

Physically the PT-02 is completely exposed to weather, and the temp was pretty low on this day. It appears that area had frozen and messed with the sigal multiple times through the day.

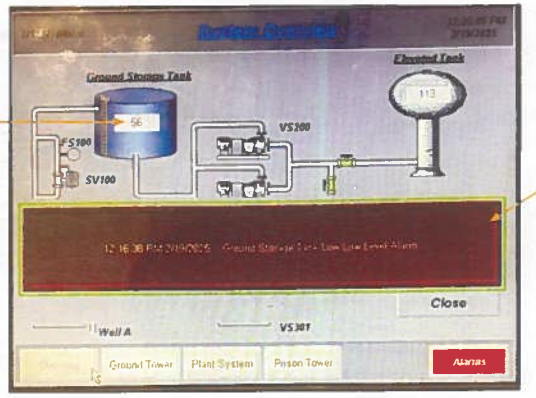
After discussing with Jacob, it was apparent that heat trace wire needs to be added to prevent freezing.

During my time onsite, the issue never repeated to continue further troubleshooting.

Note: the text/email alert received can happen from any of the 3 (Tank, Prison, Elevated) low low status.

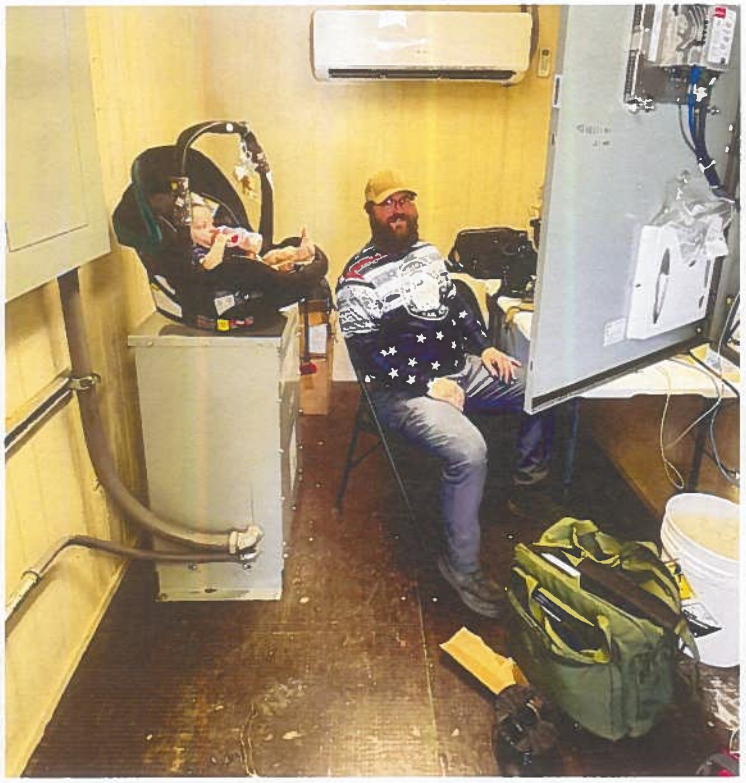
Temp Solution: Maintenance is to install heat trace/insulation as a temp measure to prevent any freezing around all exposed PT's.

Note: I would recommend building an enclosure along with a more permanent (conduit for heat trace) solution to prevent freezing.



HMI Ground storage tank alarm.

Thanks!



Hello,

My name is James Williams owner of NSAWacoTx LLC. and that's my (at the time of photo) 8mo old daughter Bonny Grace Williams. She was my supervisor during the commissioning of your new prison water pump project last year :) We would like to say thanks for your business and giving us the opportunity to continue supporting and improving your communities water system.

TECHNICAL MEMORANDUM

PROJECT: TWDB-AMPSS for the City of Bartlett Wastewater System

DATE: January 10, 2025

TO: TWDB AMPSS Coordinator
Patrick Kading
Texas Water Development Board

FROM: Tanya Miro, Project Manager/QAQC: Chris Vela, P.E.
Kimley-Horn and Associates, Inc.

RE: Wastewater System Condition Assessment

1.0 EXECUTIVE SUMMARY

The City of Bartlett's current wastewater utility assets comprise one lagoon system that serves as a natural wastewater treatment plant with a treatment capacity of 0.325 million gallons per day (MGD), three (3) lift stations, and a network of sewer lines and manholes. This infrastructure currently supports an approximate population of 1600 residents. Kimley-Horn was tasked with performing a comprehensive asset management evaluation of the City's wastewater system. This involved conducting a comprehensive inventory of the City's assets, evaluating their condition and criticality and ensuring adequate maintenance to develop a comprehensive asset management plan and ensure compliance with all local, state, and federal environmental regulations.

Kimley-Horn's analysis identified multiple, immediate improvements for the City's three (3) lift stations, manholes and the natural wastewater treatment facility. These improvements are recommended to be completed prior to future expansion. Kimley-Horn recommends that the City of Bartlett's administration maintain records of all activities related to their collection system and ensure that any future maintenance and rehabilitation efforts are well documented (digitally) for efficient and environmentally compliant operations. The recommended improvements are detailed in Section 4.0.

Given the City of Bartlett's resource limitations, this asset management evaluation is essential for safeguarding public health and the environment, optimizing costs, and ensuring regulatory compliance. The findings and recommendations in this report aim to equip the City of Bartlett with the resources necessary for sustainable wastewater infrastructure management and help the system prepare for the future so that it can continue to effectively serve its residents.

Kimley»Horn

TECHNICAL MEMORANDUM

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2.0 INTRODUCTION

The City of Bartlett, located east of Interstate 35, Jarrell, TX, and south of Temple, TX, has approximately 1,600 residents in Bell and Williamson counties. Figure 1 Shows a map of the City's geographical location.

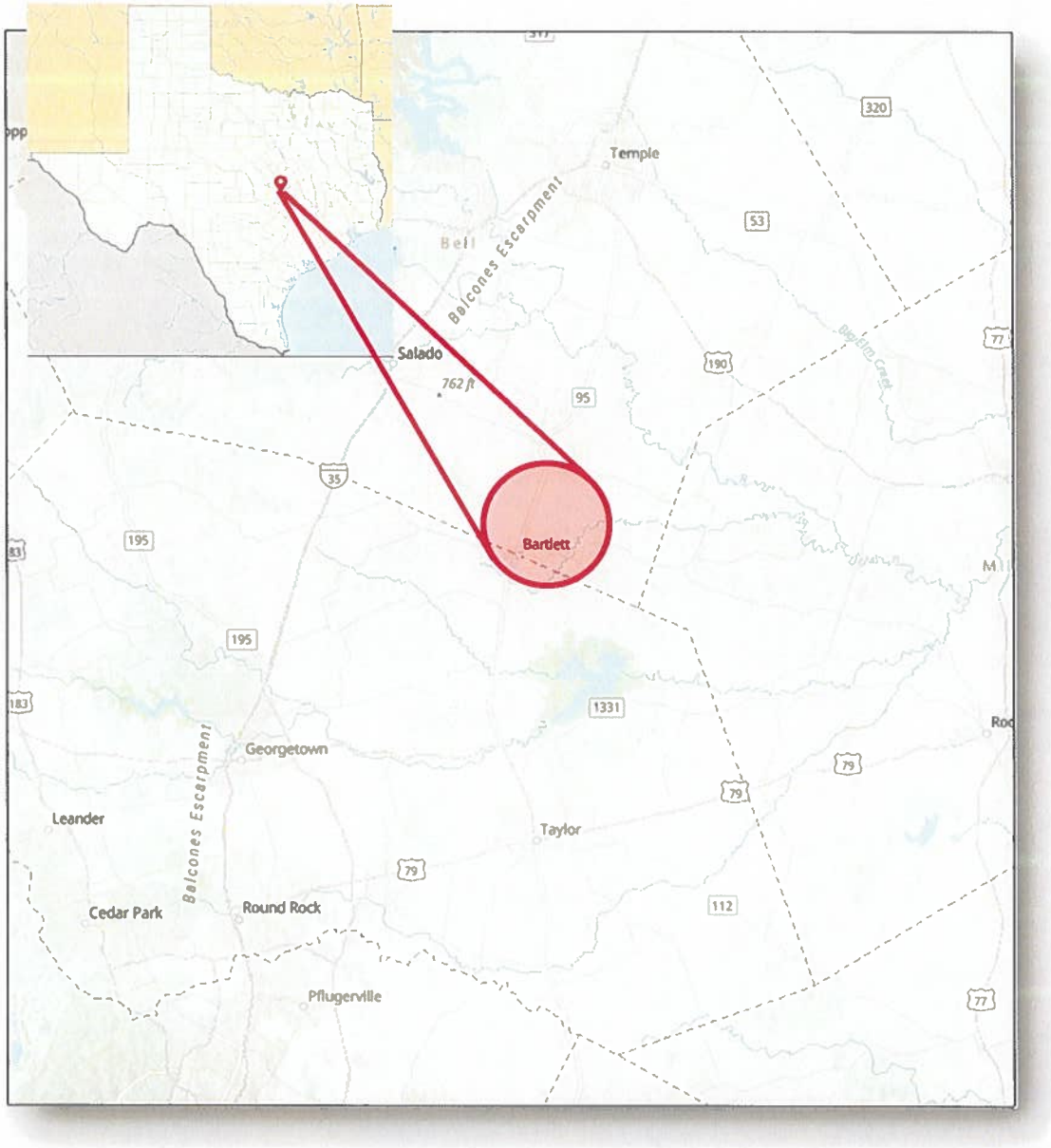


Figure 1 City of Bartlett Location

The City of Bartlett's current wastewater utility assets comprise a lagoon system that serves as a natural wastewater treatment plant with a treatment capacity of 0.325 million gallons per day (MGD), three (3) lift stations, and a network of sewer lines and manholes. According to the United States Census Bureau (2020), the infrastructure currently supports a population of about 1600 residents. Kimley-Horn performed a condition assessment of the City of Bartlett's wastewater system and determined a condition score for each asset.

This Technical Memorandum documents the evaluation of the City of Bartlett's wastewater system, including findings from the site visit and operator discussions, in addition to a review of industry standards and best practices for wastewater system asset management. The Existing Conditions section of this memorandum provides a comprehensive assessment of the current state of the city's wastewater assets and highlights deficiencies observed. The Industry Standards section of this memorandum identifies relevant guidelines and best practices that inform the management, maintenance, and rehabilitation of the City's assets. The recommendations section of this memorandum summarizes proposed actions and improvements for identified deficiencies.

3.0 EXISTING CONDITIONS

In September 2024, Kimley-Horn visited the City of Bartlett to evaluate the current state of the City's wastewater infrastructure and develop an asset management plan. As part of the assessment, Kimley-Horn had discussions with the City of Bartlett operators and conducted a thorough site visit to collect data on the condition of the city's wastewater system assets. The comprehensive system evaluation included asset identification, location mapping, date of service or approximate age, and current condition of each asset. Figure 2 This is a map of the City of Bartlett's wastewater assets. The different wastewater infrastructure locations are circled in red.

Figure 2 City of Bartlett Wastewater Assets Aerial

The condition assessment included onsite observations, digital photography, and geolocation mapping. The following is a list of key wastewater system assets that were inspected during the site visit:

- Lift Station 1 – (101 Emma St.)
- Lift Station 2 – (701 S Evie St.)
- Lift Station 3 – (12555 Lutheran Church Rd.)
- Wastewater Treatment Plant
- Manholes and Sanitary Sewer Lines

3.1 Framework for Asset Condition Evaluation and Documentation

Location mapping for the wastewater system assets was conducted and presented on a Geographic Information System (GIS) map. Each asset documented was assigned a condition ranking with description notes and supporting images. On the GIS map, specific symbols were assigned to represent different categories of assets, such as manholes, discharge piping, pumps, lagoons, etc. Figure 3 Shows the recorded GIS wastewater system asset data collected from the site visit.

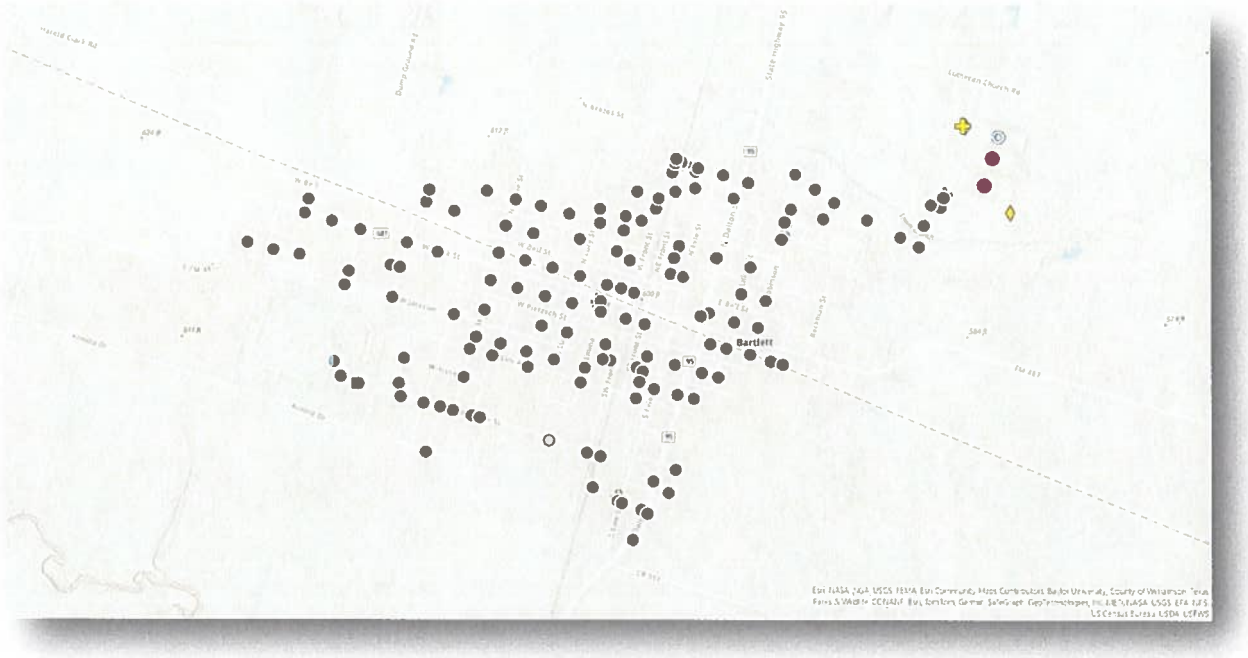


Figure 3 GIS Data Collected from the Site Visit

The GIS map will be accessible to the City of Bartlett and a dedicated SharePoint site to track assets and future asset work orders to the City's Administrator. This will allow the City's personnel to effectively manage and update their assets' condition and make informed decisions regarding future infrastructure investments. Figure 4 It shows the collected data from the site visit layered onto the city's existing map, which was provided.

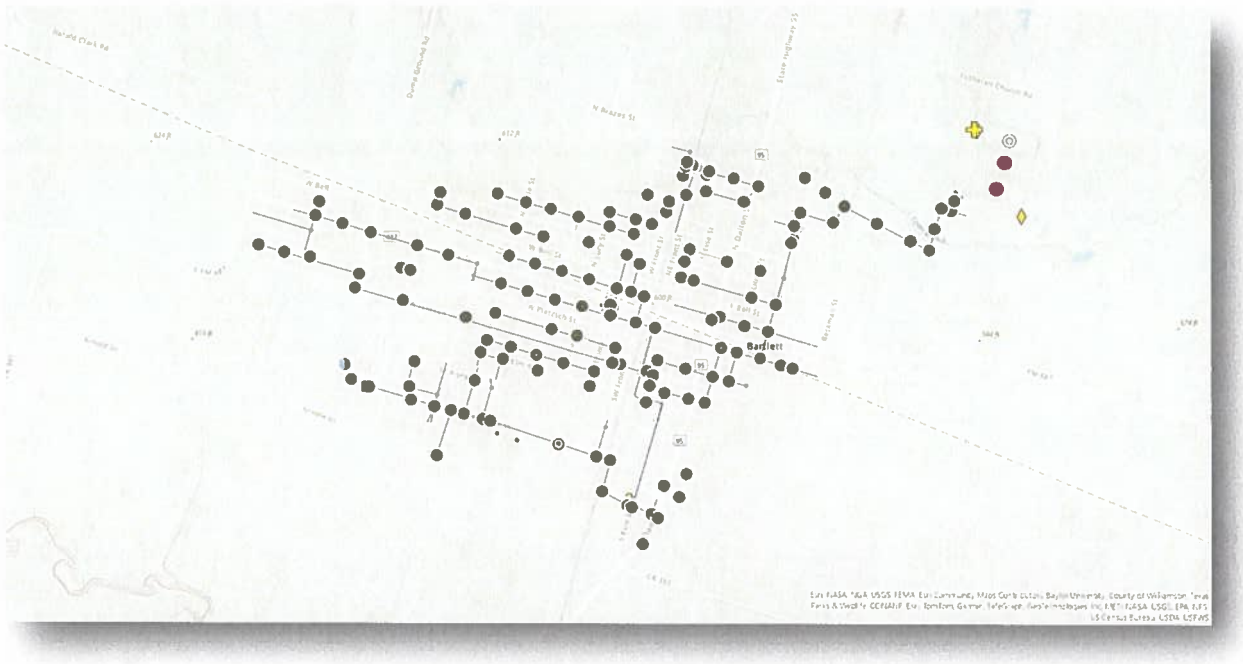


Figure 4 Integrated GIS Data with the City's Existing Data

It should be noted that the Texas Department of Criminal Justice (TDCJ), in collaboration with the City of Bartlett, had announced the reopening of the Bartlett Unit prison facility, scheduled for early October 2024. The town has recently reopened a state prison facility and is currently at quarter capacity full. According to a publication by TDCJ, the prison facility will house over 1,049 inmates and employ around 300 staff members at full capacity. This reopening will place accelerated demand on the city's wastewater system. It will require necessary improvements to the existing infrastructure to sustain the community's growing needs and accommodate the increased sewage load to be treated. In preparation for the additional capacity of the system, the prison agreed to upgrade a portion of the system to support the prison facility. This included the rehab of one of the lift stations and several of manholes along the sewer line from the prison.

During the site visit, sewer line TV inspection work was being conducted by the prison authority on the sewer lines and manholes leading from the Bartlett Unit to Lift Station #2 on 701 S Evie St circled in Figure 5.

Figure 5 TDCJ Sewer TV work

One notable observation was that almost all the manhole covers in that stretch had to be forcibly broken off the concrete support due to them being impossible to open. Additionally, the work resulted in the uncovering of a manhole situated beneath the roadway which was previously unknown to the city as highlighted in Figure 6 with another example in Figure 7. This incident highlights an underlying broader issue with manholes throughout the city that are damaged, sealed shut or severely corroded. This is later discussed in Wastewater System section of this report.

Figure 6 Documented Manhole Example #1

Figure 7 Documented Manhole Example #2

Both Figure 8 and Figure 9 illustrate how the assets are displayed on the GIS map. The use of GIS enables comprehensive visualization and management of the wastewater infrastructure, making it an invaluable tool for addressing the City's ongoing challenges with record-keeping and maintaining accurate documentation of its wastewater assets.

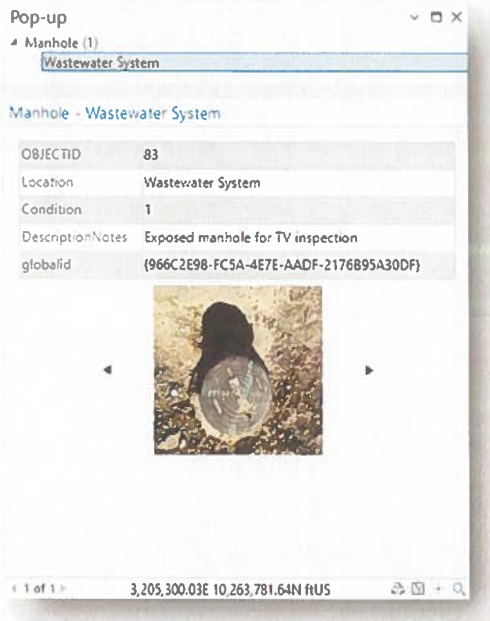


Figure 8 GIS Pop-up Manhole Example #1

Figure 9 GIS Pop-up Manhole Example #2

The prison authority is responsible for rehabilitating these few manholes along the stretch of sewer leading to the lift station; however, this effort represents only a fraction of the extensive work that remains to be done. The City of Bartlett still bears the responsibility for addressing the broader scope of infrastructure repairs and improvements. To meet the extensive needs highlighted in this condition assessment, the City requires the necessary funding.

3.2 Lift Stations

Lift stations play a critical role in the wastewater conveyance system by pumping sewage from lower elevations to higher points in the network to facilitate gravity flow into the treatment plant. Key elements of wastewater lift stations include a wet well with water level sensors, pumps, pump float controls and discharge piping. The top of the discharge piping and other critical components such as check valves and isolation valves are housed in a separate dry valve vault at grade. This allows for easy access to the fittings as the vault is structurally connected to the wet well. Onsite elements within the perimeter of a lift station include an electrical control panel, alarm system, power supply system in addition to odor control and ventilation components.

Regular preventive maintenance is necessary to ensure the reliable operation of lift stations. Lack of maintenance can lead to pump failures, electrical malfunctions, sewer backup, overflow and environmental contamination. Conducting routine inspections is important to help identify wear and tear on critical components and extend the lifespan of the equipment.

The City of Bartlett owns and operates three (3) lift stations, including the lift station at the treatment plant. A condition assessment of the structural, mechanical, and electrical components of the lift stations was carried out to identify any deficiencies or areas of concern that may impact the performance of the infrastructure. Components for condition assessment are summarized as follows:

- **Structural:** wet well structure, valve vault structure, concrete pad, pipe supports.
- **Mechanical:** pumps, valves, fittings, pipes.
- **Electrical:** PLC control panel, generator.
- **Security and Safety:** hatch, fence, signage, camera, intrusion alarm, access control.

Throughout the site visit, lift stations were assessed in accordance with the most recent guidelines created by the Texas Commission on Environmental Quality (TCEQ) on *Managing Small Public Wastewater Systems (RG-530) (revised January 2018)*. Assets were ranked from 1 to 5, with 1 being the highest priority for immediate action and 5 representing assets in good condition. The ranking system was applied to the listed components. Table 1 shows the description prioritization rating.

Table 1 TCEQ Wastewater Asset Condition Ranking Criteria

Rank 1 (Critical)	Effective life exceeded and/or excessive maintenance cost incurred. A high risk of breakdown or imminent failure with serious impact on performance.

Rank 2 (Poor)	Very near end of physical life. Substantial on-going maintenance with short, recurrent maintenance levels required to keep the asset in operation. Unplanned corrective maintenance is common.
Rank 3 (Fair)	Asset functions but requires a high level of maintenance to remain operational. It shows substantial wear and is likely to cause significant performance deterioration in the near term.
Rank 4 (Satisfactory)	Asset is sound and well-maintained but may be showing some signs of wear. Delivers full efficiency with little or no performance deterioration. Virtually all maintenance is planned preventive.
Rank 5 (Good)	Asset is like new, fully operable, well-maintained, performs consistently at or above current standards. Little wear shown and no further action required.

Using these guidelines, assets were ranked in the GIS system and provided a description along with supporting images. This section provides a visual overview of all the lift stations condition assessment from the site visit with key observations highlighted through annotated images and callouts.

Lift Station 1 – (101 Emma St)

The lift station is equipped with an alarm; however, it activates only during emergencies and does not send notifications to personnel. Kimley-Horn recommends implementing an intrusion alarm system capable of sending real-time alerts to operators, combined with security cameras to enhance station's security.

Figure 10 Lift Station Perimeter

Figure 11 Lift Station Signage

The existing signage is faded, and the emergency phone contact is difficult to read. Additionally, the station is secured by a manual lock.

Figure 12 Security Fence with Manual Lock

The wet well pictured below shows the discharge pipes in decent condition. The pumps and guide rails were recently replaced. The walls of the wet well lack a protective coating which could further compromise its structural integrity over time.

Figure 13 Wet Well

The valve vault adjacent to the wet well shown in the picture below contains newly replaced check valves. However, the pipe support is broken, and the mechanical joints appear unstable and prone to leakage. This causes accelerated wear and tear on the discharge piping which consequently increases the likelihood of unexpected system thus further compounding repair and maintenance costs.

The vault floor shows signs of sewage infiltration and ponding; if left unresolved, this could lead to further corrosion of the discharge piping and fittings as well as compromise the integrity of the vault.

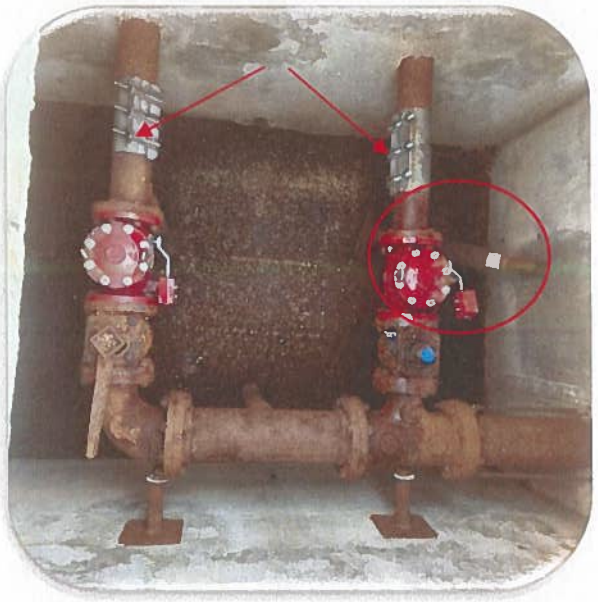


Figure 14 Valve Vault

Lift-Station 1 has generator onsite in good condition.

Figure 15 Onsite Generator

Recommendations

Kimley-Horn recommends the following improvements at Lift Station 1:

- **Wet Well:** Apply a corrosion-resistant coating to the wet well interior.
- **Discharge piping and fittings:** Repair broken pipe support for discharge piping.
- **Security:** Update signage and upgrade intrusion alarm system to improve site security.

Lift Station 2 – (701 S Evie St)

The lift station is enclosed by segments of wire mesh fencing instead of intruder resistant security fencing per Texas Administrative Code 217.59 which requires 6-foot fencing with barbed wire. The signage is faded and requires replacement.

Figure 16 Lift Station Perimeter

Figure 17 Signage

There is no generator on site, but the lift station is equipped with a dual loop power supply system. The old electrical enclosure serves no purpose and should be removed. The concern of exposure of outdoor mechanical and electrical equipment to H2S remains as signs of corrosion can be seen on the bolts of the control panel.

Figure 18 Electrical Enclosure

The wet well structure and access hatch are both in good condition. New pumps were recently installed, however; during discussions with the operators, it was indicated that the pumps were being operated manually. The picture below emphasizes the notably high-water level in the wet well.

Figure 19 Wet Well with Access Hatch

The check valves in the valve vault are in good condition; however, the concrete walls show severe signs of degradation due to hydrogen sulfide (H_2S) exposure. Sewage water can produce significant quantities of H_2S, especially in hot climates, which has severely corroded the walls as indicated by the chipping walls. This issue is worsened by the operator's practice of manually operating the lift station and allowing the wet well to fill to a high level before activating the pumps. In addition, infrequent pumping cycles can damage mechanical components over time. This practice causes the buildup of sewer in the enclosed valve vault which accelerates the deterioration of the concrete. The confined conditions pose significant health and safety concern to operations staff due to H_2S exposure. If left unaddressed, this poses a major risk to the structural integrity of the vault, potentially compromising the security and stability of the hatch as well.

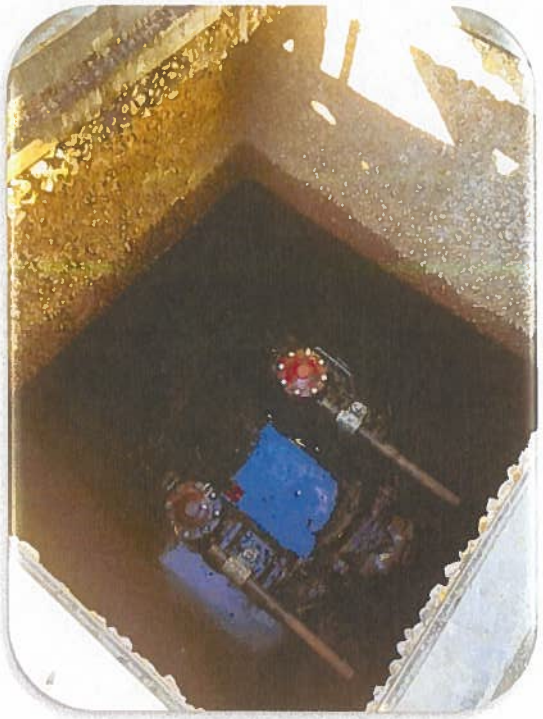


Figure 20 Valve Vault

Recommendation

Kimley-Horn recommends the following improvements at Lift Station 2:

- **Wet well:** Logic control for Lift station.
- **Valve vault**: To assess the structural integrity, the valve vault must be completely drained and cleaned.
- **Security:** Install intruder resistant fencing to improve site security.

During the site visit, it was mentioned that the operators had experienced sewer overflow at a nearby manhole located upstream of the lift station. As wastewater accumulates in the lift station's wet well, it can back up into the collection system and consequentially cause wastewater to overflow in residential properties.

TCEQ's latest enforcement on 02/15/2022 made the following Findings of Fact and Conclusions of Law. On May 3, 2019, through May 20, 2019, an investigator observed the discharge of untreated wastewater from a manhole located near 403 Northwest Front Street. Figure 21 depicts a picture of the area from the site visit:

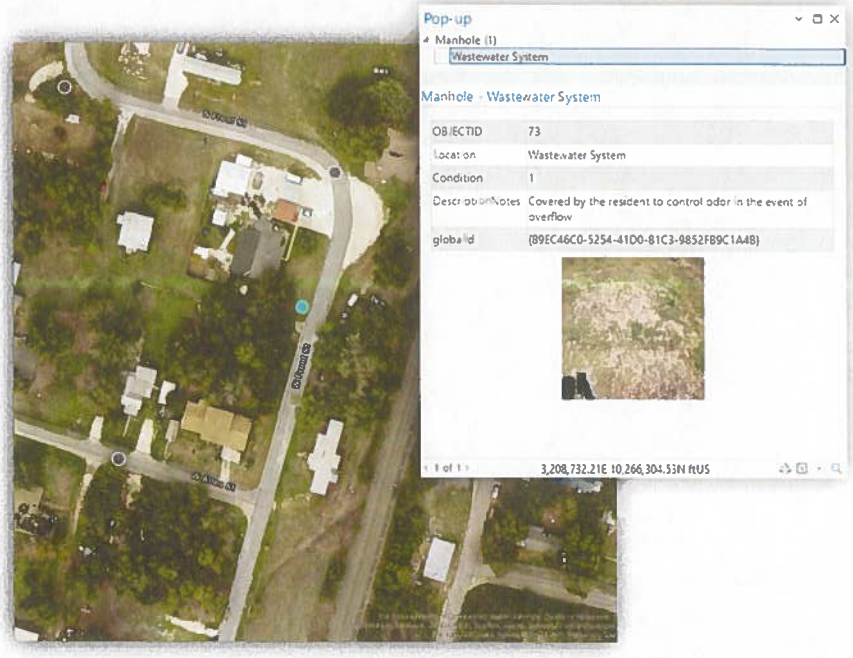


Figure 21 Sewer Overflow Violation Location

While the discharge was ceased and the surrounding area was disinfected and covered with dirt, a discussion with one of the operators who resides near the manhole in question revealed that the solution implemented failed to address the underlying root cause of the problem. This leaves the site susceptible to recurring problems, long-term damage, and operational challenges.

Lift Station 3 – Plant Site (12555 Lutheran Church Rd)

Contrary to the previously described lift stations located within the city, this lift station is not equipped with any fencing which immediately raises concerns about unauthorized access and security. It should be noted that the access road leading to the wastewater treatment plant where this lift station is located remains ungated; this compromises the facility's security and leaves critical infrastructure vulnerable to tampering or accidental damage. Kimley-Horn recommends adding a security gate at the site.

Figure 22 Lift Station #3 Perimeter

The operators noted that the chain on the crane was too short to be used when the pumps were recently taken out and replaced. Cracks in the crane's concrete base were observed and the bolts showed signs of rust. A crane system is necessary for the maintenance of submersible pumps in the lift stations. Kimley-Horn recommends installing a new crane system rated for outdoor use at this Lift Station.

Figure 23 Crane at Lift Station #3

The grating is corroded and unstable which poses a severe safety hazard.

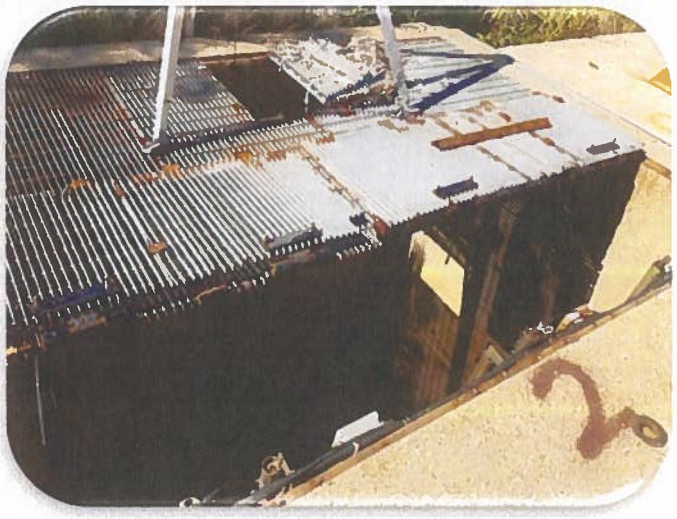


Figure 24 Lift Station #3 Grating

The wet well and discharge piping are both in good condition. Alot of rags clump up in the wet well. Kimley-Horn recommends equipping this lift station with a bar screen to remove debris from the raw wastewater.

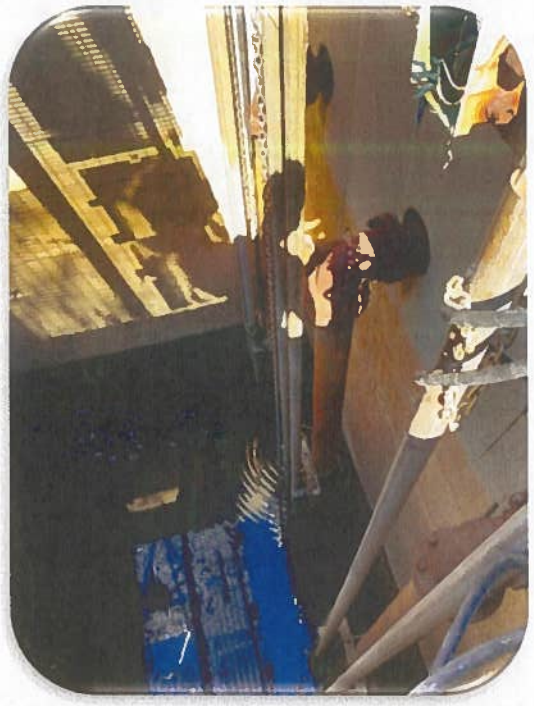


Figure 25 Lift Station #3 Discharge Piping in Wet Well

Major infiltration and odor coming from the valve vault were noted during the site visit. Gap around valve vault penetrations from the wet well are visible that allow sewage to infiltrate into the valve vault. The piping and fittings show signs of severe corrosion. In addition, the operators noted that the rusted valves are no longer functioning properly with one of the check valves broken which impairs the prevention of backflow and reliable operation.

Figure 26 Valve Vault View #1

Figure 27 Valve Vault View #2

If Lift Station #3 goes down, it is detrimental to the City's ability to treat its wastewater. Hatches and all hardware are severely corroded. If you lose the panel, you lose the pump. Dial up how critical each of these lift stations is important.

Recommendations:

Kimley-Horn recommends the following improvements at Lift Station 3:

- **Valve vault:** Lift Station #3 appears to be in hazardous condition and poses significant safety risks to operations staff. To assess the structural integrity, the valve vault must be completely drained and cleaned.
- **Piping and Equipment:** All piping, valves and fittings are severely corroded and require replacement.
- **Security:** Enhance security at the lift station by improving surveillance, access control, and physical barriers to deter unauthorized access.

3.3 Wastewater Treatment Plant

The City's Wastewater Treatment Plant (WWTP) is located approximately 0.5 miles northeast of the intersection of State Highway 95 and Farm-to-Market Road 487, in Bell County, Texas 76511. The facility operates using a three-lagoon system, where wastewater is treated in sequential stages and is authorized to discharge up to 0.325 million gallons per day (MGD) according to the existing discharge permit number WQ0010880001. The permit includes the following daily average effluent limits:

- 5-day Carbonaceous Biochemical Oxygen Demand (BOD-5) limit of 30 mg/L.
- Total Suspended Solids (TSS) limit of 90 mg/L
- E. coli of 126 CFU
- Minimum Dissolved Oxygen (DO) of 4.0 mg/L

An existing site plan for the City's wastewater treatment plant is shown in Figure 28.

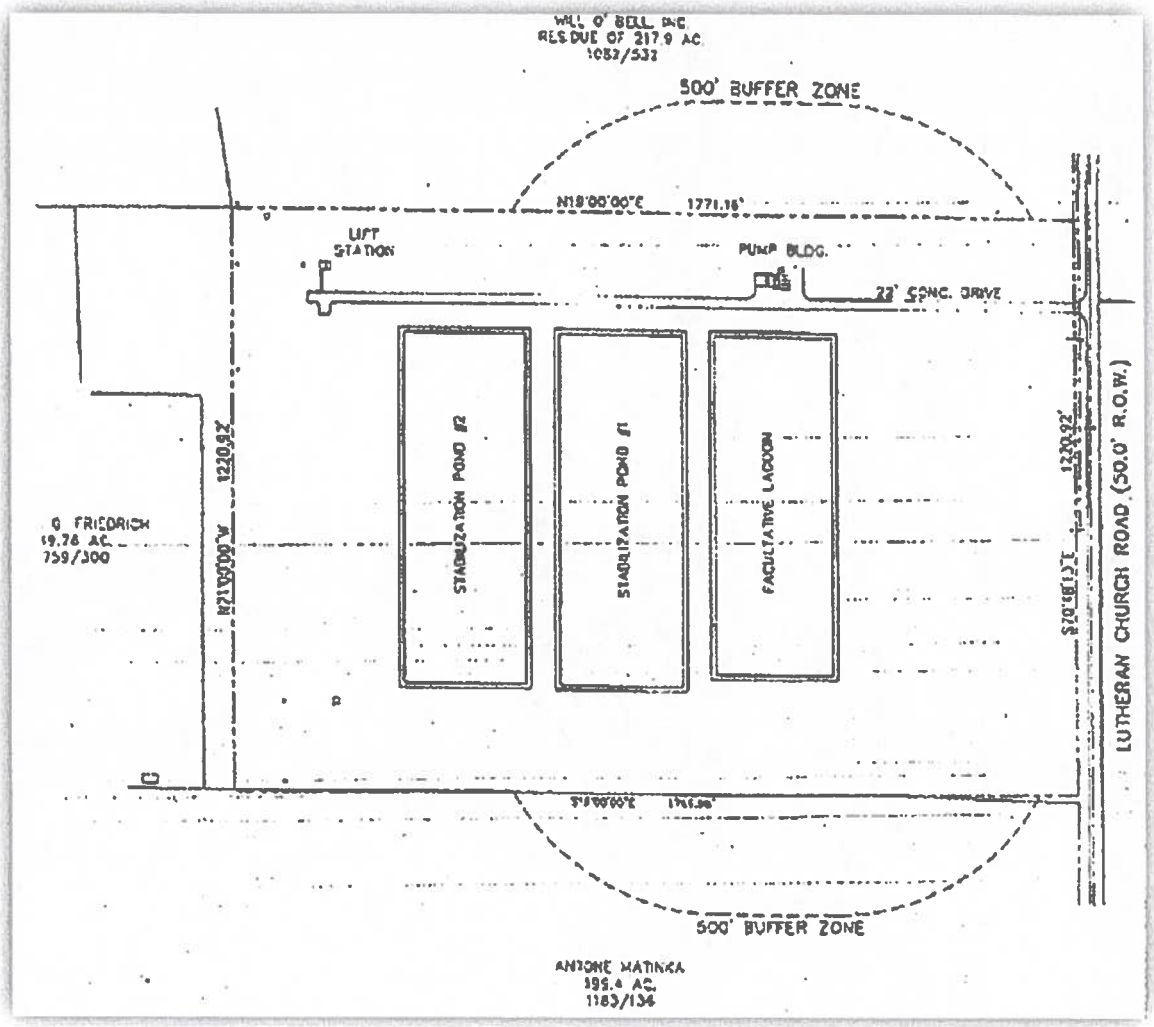


Figure 28 City of Bartlett's Wastewater Treatment Plant Site Plan (From TCEQ Discharge Permit)

The City of Bartlett's wastewater treatment system combines a facultative Lagoon, and two stabilization lagoons to treat wastewater in stages using natural biological processes. According to EPA, facultative waste stabilization ponds, also referred to as facultative lagoons, are widely used to treat municipal and industrial wastewater. The facultative lagoon is the first stage, with distinct aerobic, facultative, and anaerobic zones. In the upper aerobic zone, oxygen-dependent bacteria and algae break down organic matter, while the lower anaerobic zone includes sludge deposits and supports anaerobic organisms. Utilizing facultative lagoons for wastewater treatment is better suited for rural communities where land costs are not a limiting factor.

The first lagoon, which plays a critical role in the initial treatment phase, is equipped with aerators designed to promote the breakdown of organic matter. The primary treatment cell in a lagoon

system is typically designed to remove up to 80% of a system's influent biochemical oxygen demand (BOD).

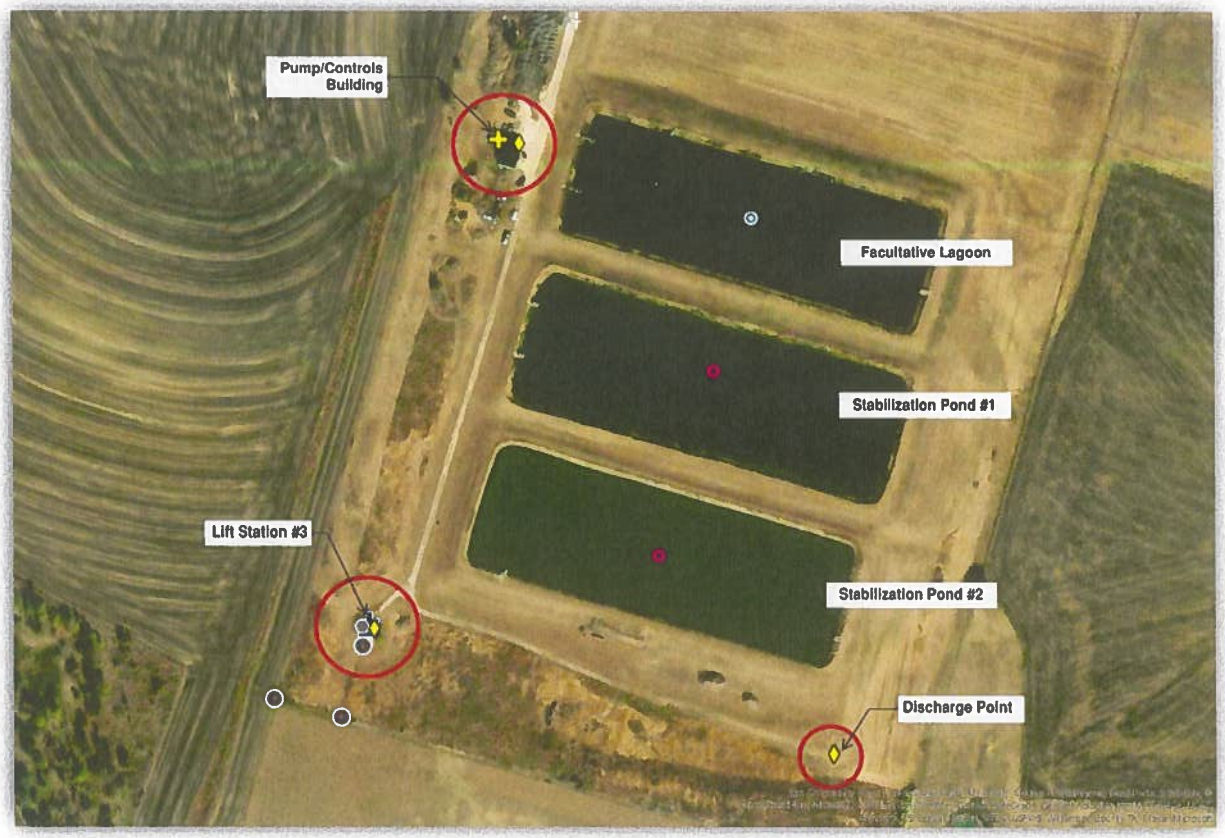


Figure 29 City of Bartlett Wastewater Treatment Plant

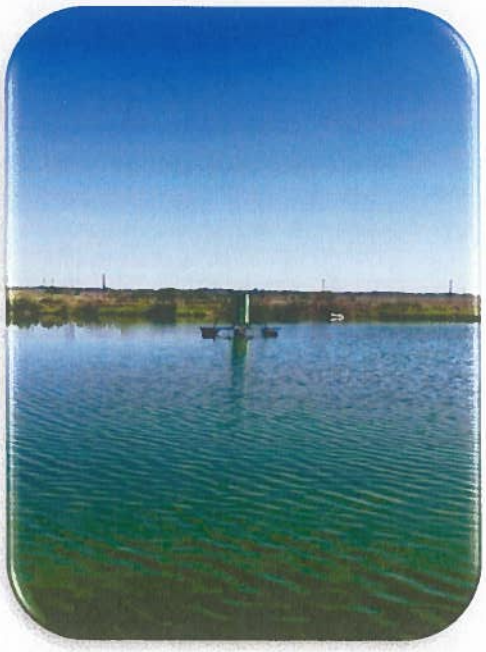


Figure 30 Facultative Lagoon Aerator

The WWTP is not enclosed in fencing and is vulnerable to animal intrusion and burrowing. During the site assessment, it was noted that the aerators in the first lagoon are not functional, which already compromises the efficiency of the treatment process. According to TAC Title 30, Chapter 217, Subchapter H, Rule §217.207 on Stabilization Lagoons, primary treatment must remove the settleable and floatable solids from the influent before the wastewater enters a stabilization lagoon. Without proper aeration, the biological activity necessary for effective treatment is reduced, which consequentially leads to poor water quality and increased treatment load on the subsequent lagoons. In discussions with the operator, it was also revealed that the deposited sludge has not been dredged in years. Excess sludge and solids in the lagoon reduce the available volume for wastewater which decreases retention time and consequently significantly impacts the effectiveness and capacity of the lagoon's treatment process and necessitates immediate action. As a result, this contributes to effluent discharge violations, as detail in the following Compliance History section.

Controls Building

PLCs and all electronic components are housed in the controls building of the WWTP. Operators noted that the circuit breakers need to be replaced frequently. Adequate lighting at the plant and main entrance is recommended for the safety of workers and visitors. The generator located outside the controls building is in good condition. The site also relies on dual loop power system.

Figure 31 Broken Circuit Breakers in Control Room

Figure 32 Control / Pump Building Generator

Regulatory Compliance History and Notable Unresolved Violations

The City of Bartlett's discharge permit was last renewed on January 24, 2020. According to the Texas Administrative Code Chapter 305, Subchapter F, Rule 305.125, any failure to comply with permit conditions may lead to enforcement actions, permit amendments, revocations or suspensions, or most notably denial of permit renewal applications or applications for permits for other facilities.

The City of Bartlett has a history of non-regulatory compliance with state and federal wastewater management standards. According to the TCEQ Central Registry, the City of Bartlett WWTP (CN600514202) has 11 active violations of moderate classification dating from 09/30/2022 monthly to 07/31/2023 and 7 additional active violations from 11/30/2023 to 07/31/2024 most recently. These violations pertain to the failure to meet the limit for one or more permit parameter in accordance with both the Texas Water Code Chapter 26, subchapter A 26.121(a) for Water Quality Control and 30 Texas Administration Code Chapter 305, subchapter F 305.125(1) for Standard Permit Conditions.

According to the United States Environmental Protection Agency's Enforcement and Compliance History Online (ECHO) database for regulated facilities, The City of Bartlett's WWTP currently has several violations and significant Category 1 Non-compliance infractions at its effluent discharge outfall. Effluent graphs illustrate the reported discharge characteristics history in reference to the minimum, average, and maximum permit requirements for the six effluent parameters routinely monitored at the WWTP. Parameters demonstrating significant non-compliance such as Total Suspended Solids (TSS), bacteria count (E. coli), and pH, are shown.

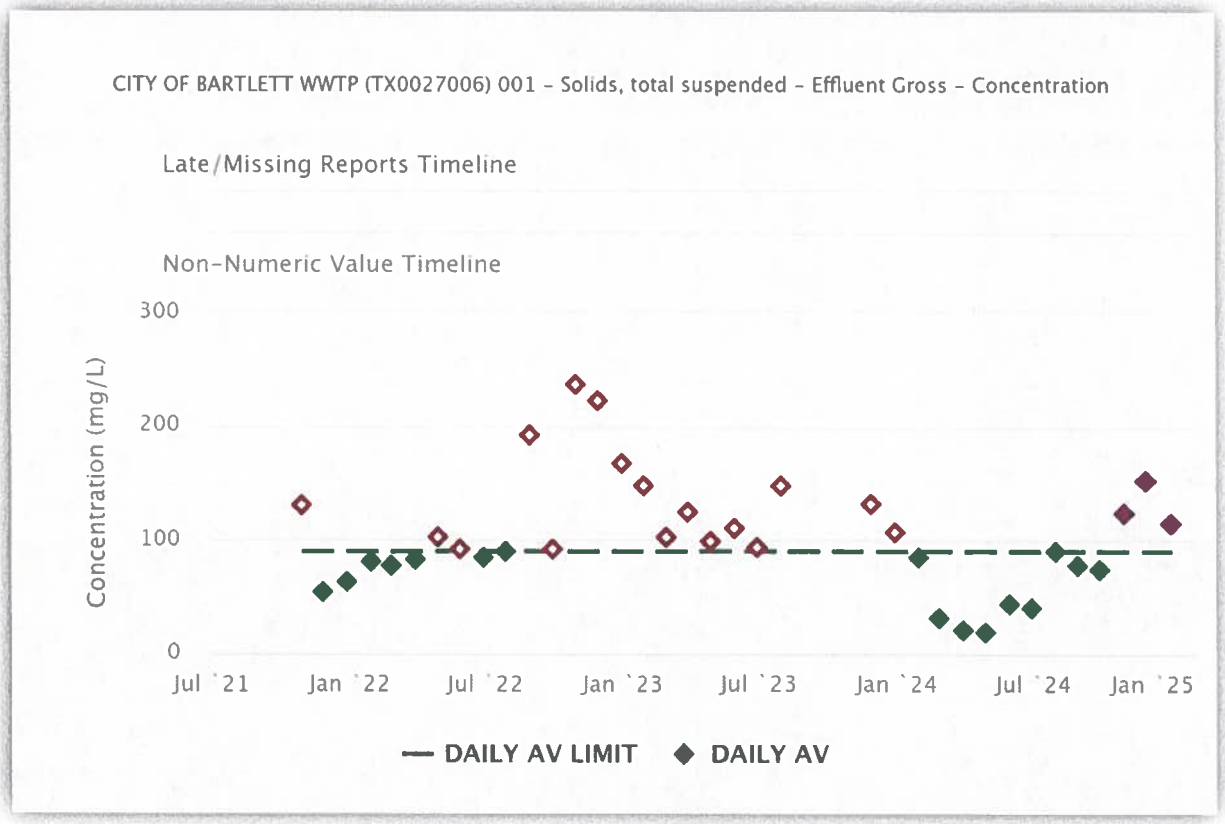


Figure 33 Total Suspended Solids Concentration Effluent Chart

Total suspended solids (TSS) consist of organic and inorganic particles suspended in wastewater that can adversely affect the efficiency of natural treatment processes and the discharge water quality. Persistent issues with elevated TSS levels are often caused by short detention times due to sludge buildup or the pass-through of excessive sludge. Proper mixing and circulation are essential to address these challenges. Alarmingly, the City has almost regularly been in violation of TSS compliance standards for most of the past year, highlighting the urgent need for corrective action.

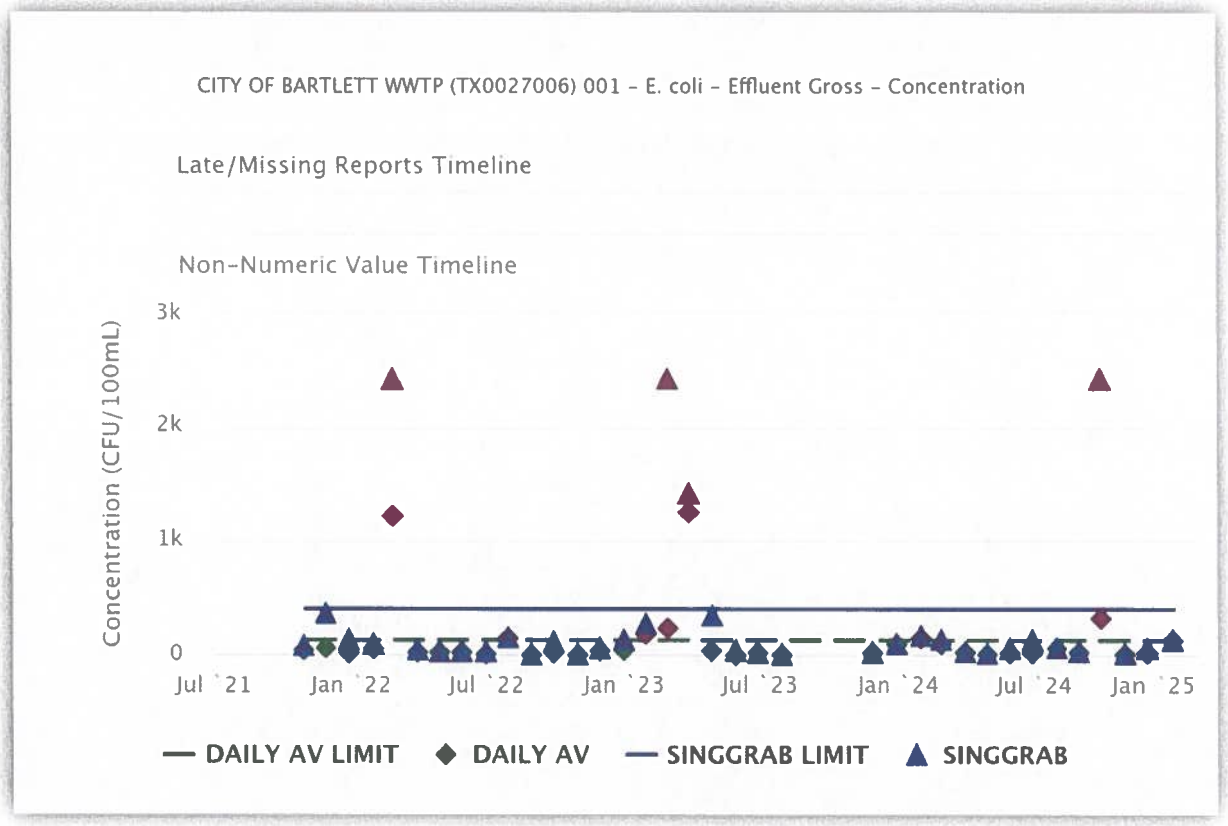


Figure 34 E. coli Concentration Effluent Chart

E. coli violations in wastewater treatment lagoons can result from external contamination by wildlife as well as issues like sludge accumulation and temperature effects. To address these challenges, it is recommended to implement wildlife control measures, such as fencing or deterrents to prevent possible contamination. Regular removal of accumulated sludge is essential to maintain lagoon capacity, and enhancing aeration will improve microbial activity. Kimley-Horn recommends increasing the frequency of water quality monitoring, and adjusting operations to account for seasonal temperature variations

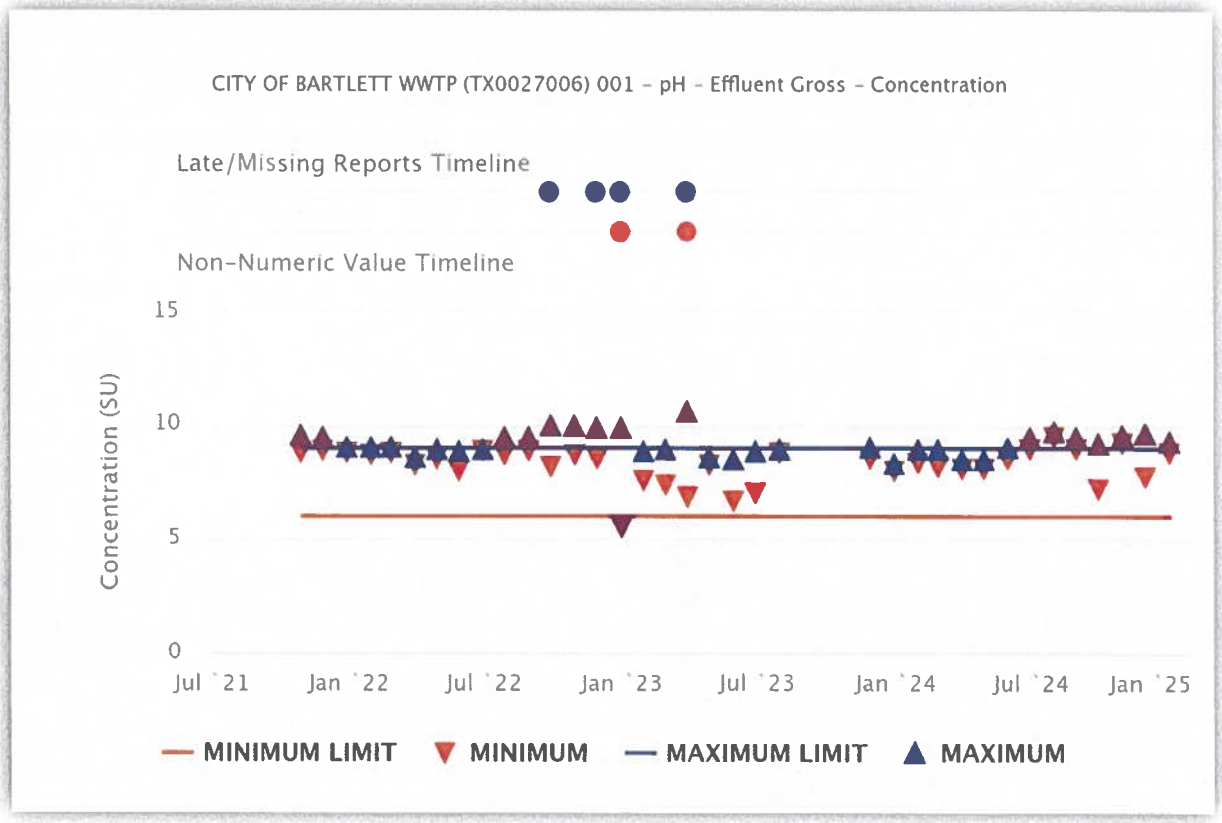


Figure 35 pH Effluent Chart

High pH levels can often be driven by excessive algae growth or low alkalinity. It is important to maintain proper circulation in all ponds to reduce nutrients, such as carbon, nitrogen and phosphorous, and keep the pH level within the discharge limit.

Recommendation

Kimley-Horn recommends the following improvements at the WWTP:

- Verify lagoon sludge depth and remove excess sludge from conveyances, influent and effluent structures and the bottom of lagoon.

3.4 Wastewater System

The City's wastewater system includes a network of sewer lines and manholes to transport sewage from homes and businesses to the treatment plant. Manholes serve as critical access points for maintenance and inspection of the underground infrastructure system. This assessment aimed to identify any structural deficiencies, infiltration issues, or signs of wear that could impact the collection system, lift stations and potentially the treatment plant. Based on the evaluation of

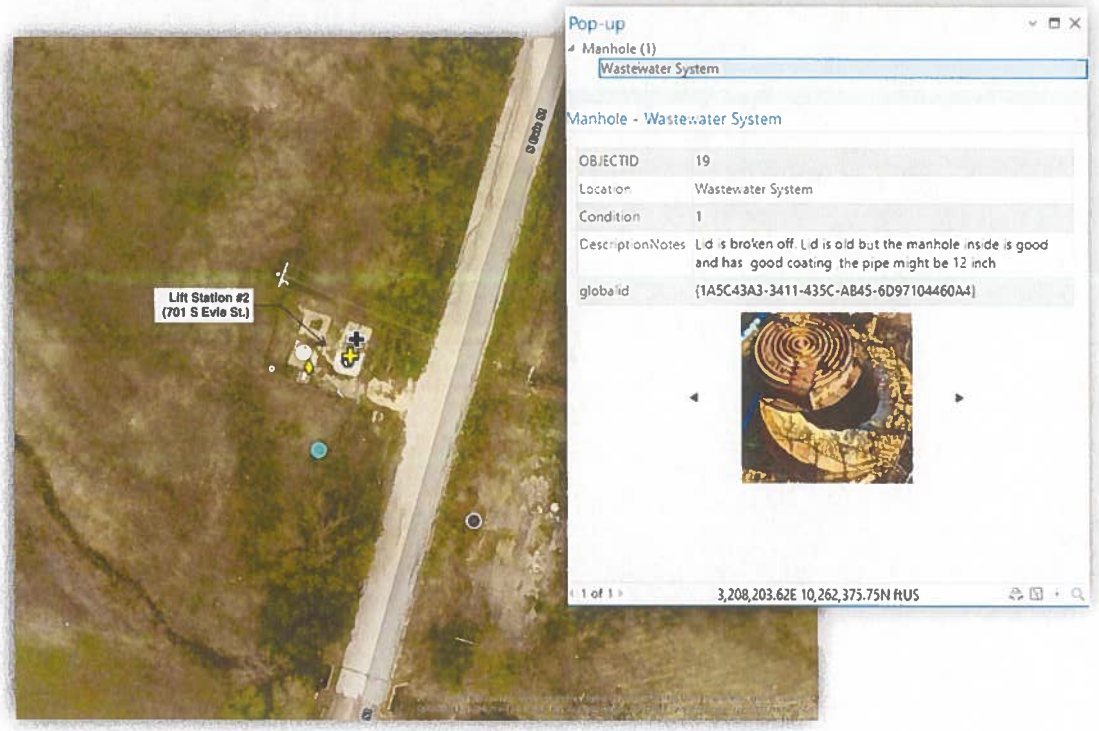
the current state of the manholes, the city would be able to prioritize necessary repairs and ensure the long-term reliability of its sewer infrastructure.

The condition of the manholes was assessed using a ranking system in accordance with the most recent guidelines created by the Texas Commission on Environmental Quality (TCEQ) on *Managing Small Public Wastewater Systems* (RG-530) (revised January 2018). The condition assessment consisted of onsite observations and digital photography. Assets were ranked from 1 to 5 with 1 indicating the highest priority for immediate attention and 5 indicating assets in good condition. The rankings are defined in Table 2:

Table 2 Manhole Condition Ranking Criteria

Rank 1 (Critical)	Immediate attention required due to severe structural damage, heavy infiltration, Odor problems, impossible to open.
Rank 2 (Poor)	Significant deterioration observed, including cracks, infiltration, or corrosion.
Rank 3 (Fair)	Moderate wear or damage, such as minor cracking, shifted lid and signs of infiltration.
Rank 4 (Satisfactory)	Slight wear or aging, rusted, hard to reach and maintain or covered by dirt/road gravel.
Rank 5 (Good)	Manhole is in good condition with no visible defects or operational concerns.

Manholes were recorded on the GIS map, and each was assigned a rank supplemented with a detailed description and supporting images. From the site visit, Kimley-Horn documented deficiencies pertaining to the surface structural damage to the manholes across the city and identified the need for targeted maintenance and reparations. Examples of different manhole conditions documented are highlighted in the following:


Lift Station #2
(701 S Evie St.)
Pop-up
Manhole (1)
Wastewater System
Manhole - Wastewater System
OBJECTID 19
Location Wastewater System
Condition 1
DescriptionNotes Lid is broken off. Lid is old but the manhole inside is good and has good coating the pipe might be 12 inch
globalid {1A5C43A3-3411-435C-AB45-6D97104460A4}
1 of 1
3,208,203.62E 10,262,375.75N ftUS

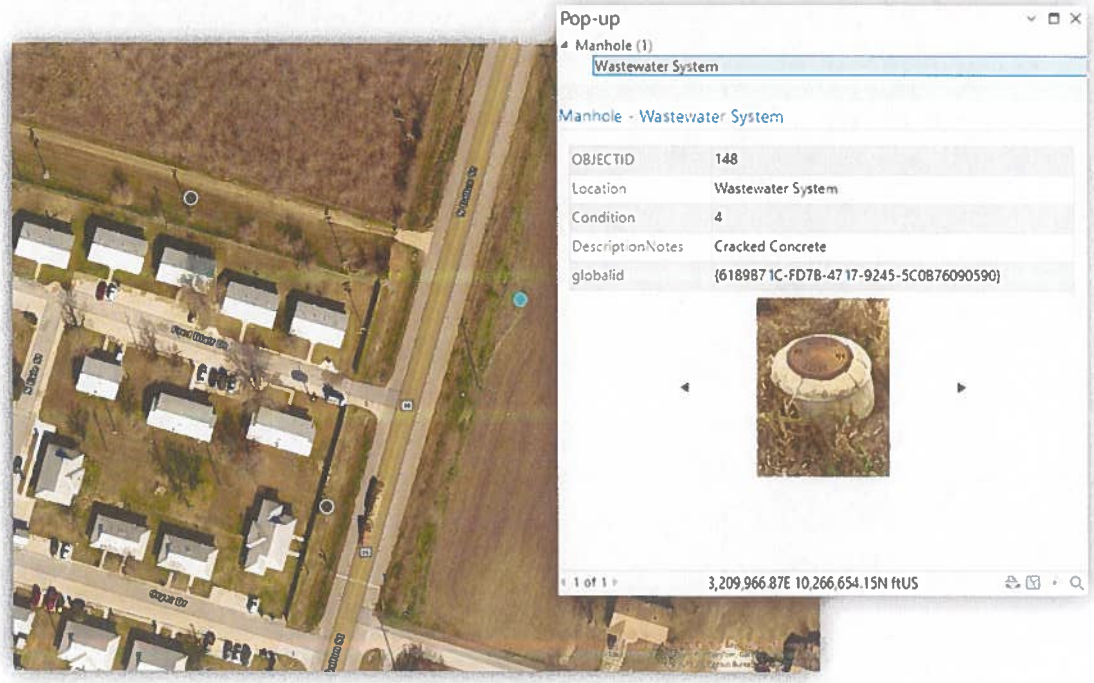

Pop-up
Manhole (1)
Wastewater System
Manhole - Wastewater System
OBJECTID 148
Location Wastewater System
Condition 4
DescriptionNotes Cracked Concrete
globalid {6189B71C-FD7B-4717-9245-5C0B76090590}
1 of 1
3,209,966.87E 10,266,654.15N ftUS

Figure 36 Documented Manhole

Infiltration and inflow (I&I) and safety issues are becoming increasingly severe, posing significant challenges to the sewer system's integrity. Many manholes are situated in stormwater ditches and creek beds, which exacerbate the I&I problem by allowing excessive stormwater to enter the system. This contributes to heightened peak flows, further straining the system and increasing the risk of overflows and operational inefficiencies.

Recommendation

Kimley-Horn recommends the following improvements to the wastewater system:

- Repair all identified manholes based on the findings of the condition assessment and install a gas cover ring beneath each lid.

4.0 INDUSTRY STANDARDS

Industry standards and best practices referred to in this document are intended to guide the City of Bartlett's efforts in wastewater infrastructure rehabilitation and ensure compliance with regulatory requirements. For this section, Kimley-Horn references the Texas Administrative Code (TAC) and the Texas Commission on Environmental Quality (TCEQ) for the most applicable

wastewater infrastructure standards. TCEQ is charged with establishing statewide design criteria for wastewater collection systems. These design criteria are presented and enforced in the Texas Administrative Code under Title 30 – Environmental Quality, Part 1, Chapter 217 – Design Criteria for Domestic Wastewater Systems, as adopted in December 2015. See Table 3 for a summary of the relevant industry standard guidelines.

Table 3 Industry Standards

Asset	Industry Standard Regulation	Reference	Compliant
Manholes	A manhole cover must be constructed of impervious material with no holes that could allow inflow.	**Refer to Texas Administrative Code Title 30 Part 1 Chapter 217 Subchapter C Rule §217.55 "Manholes and Related Structures**	☒
	A manhole cover that is located in a roadway must meet or exceed the American Association of State Highways and Transportation Officials standard M-306 for load bearing.		☑
Lift Station Security	The design of a lift station, including all mechanical and electrical equipment, must restrict access by an unauthorized person.	**Refer to Texas Administrative Code Title 30 Part 1 Chapter 217 Subchapter C Rule §217.59.**	☒
	A lift station must include an intruder-resistant fence or must be completely enclosed by an intruder-resistant enclosure approved in writing by the executive director.		☒
	An intruder-resistant fence or intruder-resistant enclosure must be locked at each access point.		☒
	An intruder-resistant fence must be at least 6.0 feet tall, and the bottom of the fence must be close enough to surface grade to prevent human access.		☒
	The top of an intruder-resistant fence must have at least three strands of barbed wire. A fence that is at least 8.0 feet tall does not require barbed wire. The top of an intruder-resistant fence may have outwardly directed iron bars spaced on four-inch centers instead of barbed wire.		☒

Asset	Industry Standard Regulation	Reference	Compliant
	A lift station must include a sign with the name of the wastewater treatment facility and 24-hour emergency contact information. The sign must be posted at the lift station so that it is visible and legible, with block lettering that is at least 1.5 inches tall.		☒
	A lift station must include an audiovisual alarm system. The audiovisual alarm system must transmit alarm conditions through use of an auto-dialer system, Supervisory Control and Data Acquisition (SCADA) system, or telemetering system connected to a continuously monitored location. At a minimum, the alarm system must automatically activate to give warnings for power outages, pump failures, and high-water levels. Audiovisual alarms are not required if the SCADA system alerts the operator about communication loss, in addition to the alarm conditions.		☒
Lift Station, Wet Well Design	A lift station pump must operate automatically, based on the water level in a wet well. Pump controls must be designed to prevent surcharges in the collection system and must be designed to prevent adverse effects on the operation of the wastewater treatment facility.	**Refer to Texas Administrative Code Title 30 Part 1 Chapter 217 Subchapter C Rule §217.60.**	☒
	A wet well water level mechanism must be accessible without entering the wet well		☑
	An owner shall implement odor control measures necessary to prevent a wet well from becoming a nuisance. An owner shall consider the source of potential odor, turbulence, residence time, and other factors that contribute odor at a lift station when selecting odor control measures.		☒

Asset	Industry Standard Regulation	Reference	Compliant
	Hoisting Equipment. A lift station must have permanent hoisting equipment or be accessible to portable hoisting equipment for removal of pumps, motors, valves, pipes, and other similar equipment.		☒
	Vault Drains. A floor drain from a valve vault to a wet well must prevent gas from entering a valve vault by including flap valves, "P" traps, submerged outlets, or a combination of these devices.		☒
Natural Treatment Units	Primary treatment must remove the settleable and floatable solids in the influent prior to the wastewater entering a stabilization lagoon.	**Refer to Texas Administrative Code Title 30 Part 1 Chapter 217 Subchapter H: Natural Treatment Units**	☒

5.0 RECOMMENDATIONS

The following list is a summary of the recommendations that need to be addressed based on findings from the condition assessment. The recommendations presented in this section are pursuant to the requirements of the Texas Water Development Board (TWDB) and the Texas Commission on Environmental Quality (TCEQ). These recommendations include both facility upgrades and best practice guidelines that aim to address the identified deficiencies, improve the system reliability, and enable the City of Bartlett to manage its wastewater infrastructure and adhere to industry standards.

Site	Recommendation
Lift Station 1 – (101 Emma St.)	Kimley-Horn recommends that the City of Bartlett implements appropriate fencing and security measures at both the lift station and the wastewater treatment plant to safeguard its critical infrastructure assets.
	Sand blast the wet well and apply a protective coating during downtime.
	Replace mechanical joints and install pipe supports on the force main in the valve vault.

Site	Recommendation
	Implement a simple Emergency Messaging System (EMS) for better communication during emergencies.
Lift Station 2 – (701 S Evie St.)	Repair signage and fencing around the lift station. Add an intrusion alarm for enhanced security.
	Establish automatic pump operation based on the water level in the wet well.
	Ensure necessary replacement of all severely corroded piping, valves and fittings.
Lift Station 3 – (12555 Lutheran Church Rd.)	Install fencing and security gate on the main entrance road leading to the WWTP.
	Repair the rusted grate and broken pieces around the wet well structure including ladders. Perform general cleanup around site.
	Install new crane system rated for outdoor use with appropriate chain length.
	To assess the structural integrity, the valve vault must be completely drained and cleaned.
	Ensure necessary replacement of all severely corroded piping, valves and fittings.
Wastewater Treatment Plant	Fix mechanical aerators, dredge lagoons and control high weeds
	Potential: Add filtration post-treatment to make sure effluent quality complies with
	Ensure all process data and permit sampling records are retained for a minimum of three years, as required.
	Train and license at least two mechanics, provided with necessary wastewater operations learning, to operate the plant.
	Upgrade manual screening.
	Replace electrical equipment at Controls Building and install new circuit breakers. Perform general cleanup
	Establish a dedicated lab for process samples.

Site	Recommendation
	Install a SCADA system to enable efficient monitoring and management of the plant.
Manholes and Sanitary Sewer Lines	Repair all manholes and add gas cover ring under lid.
	According to the National Association of Sewer Service Companies (NASSCO), numerous methods are available for the rehabilitation of manholes that target structural enhancement and corrosion protection. Each method must be evaluated to provide the correct solution for the best available price

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM
Monday, February 10th, 2025
Bartlett City Hall
140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

Call to Order at 6:00 pm
CM Ivicic was absent
Quorum declared

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)
No one signed up to speak.

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATION

1. Cemetery Committee Monthly Update

CM Jones reports that the signs were put up at the cemetery.

2. Teinert Memorial Library Board Monthly Update

CM Luna presented report.

3. Municipal Development District (MDD) Monthly Update

Meeting will be held on 2.20.25

4. Parks & Facilities Committee Monthly Update

Granite was spread at the Becky Caldwell Ballfield. Bleachers are being built. Practice will begin the end of February.

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

5. Receive monthly department reports:
    a. City Secretary
    b. Municipal Court
    c. Development Services-Permits
    d. Utility Billing
    e. Public Works
    f. Police Dept.
    g. City Administrator
        i. Performance Evaluation – Employee Handbook

6. Approve minutes from the following meeting:

a. 01/13/25 – Regular
b. 01/27/25 – Regular

MPT Cooper made the motion to accept consent agenda as presented.
CM Jones seconded the motion
Motion passes 4-0

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action to appoint Crystal George to the MDD (Municipal Development District) board.

MPT Cooper made the motion to appoint Crystal George to the MDD (Municipal Development District) board
CM Luna seconded the motion.
CM George abstained from voting.
Motion passes 3-0

2. Discuss, review, and take any necessary action on the Cadence Bank Financing for the approved patrol vehicles.

CM George made the motion to approve Cadence Bank Financing for the approved patrol vehicles at 1 vehicle for 36 months and 1 vehicle for 60 months.
CM Luna seconded the motion.
Motion passes 4-0

3. Discuss, review, and take any necessary action to approve Resolution 2025-02-10-01 calling for an election to be held in the City of Bartlett Texas on May 3,2025 for the purpose of electing three (3) persons as members of the city council of said city: Designating the polling places at which voting shall take place: Providing for notice of said election.

MPT Cooper made the motion to approve Resolution 2025-02-10-01 calling for an election to be held in the City of Bartlett Texas on May 3, 2025 for the purpose of electing three (3) persons as members of the city council of said city: Designating the polling places at which voting shall take place: Providing notice of said election.
CM George seconded the motion.
Motion passes 4-0

4. Discuss, review, and take any necessary action to discuss the creation of code enforcement and/or animal control services.

5. Discuss, review and take any necessary action on the Sylvester Luna sewer tap(s).

CM George made the motion to approve a refund for Sylvester Lunas sewer tap(s).
MPT Cooper seconded the motion.
Motion passes 4-0

6. Discuss, review, and take any necessary action on Article 5.005(c) Sewer Rates

Discussion only

7. Discuss, review, and take any necessary action to accept the MRB professional services agreement for Texas Department of Emergency Management (TDEM) generators at Well #1, Well #2, and Fire Station.

MPT Cooper made the motion to accept the MRB professional services agreement for Texas Department of Emergency Management (TDEM) generators at Well #1, Well #2 and Fire Station.
CM George seconded the motion.

Motion passes 4-0

8. Discuss, review, and take any necessary action for the adoption of Bartlett Federal Grant Procurement Policy and Procedure.

MPT Cooper made the motion for the adoption of Bartlett Federal Grant Procurement Policy and Procedure.
CM Luna seconded the motion
Motion passes 4-0

FUTURE AGENDA ITEMS

Discuss action on Article 5.005(c) commercial sewer rates,
Remove 2018 curfew ordinance
Variance on Lot #8

ADJOURN

MPT Cooper made the motion to adjourn
CM George seconded the motion
Motion passes 4-0
Meeting adjourned at 7:55 pm

MINUTES APPROVED:

X

Chad Mees
Mayor

ATTEST:

X

Brenda Kelley
City Clerk

13-2
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/0023

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The City Council **hereby cancels the election scheduled to be held on**
(official name of governing body)
May 3, 2025 **in accordance with Section 2.053(a) of the Texas**
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El Ayuntamiento ***por la presente cancela la elección que, de lo contrario,***
(nombre oficial de la entidad gobernante)
se hubiera celebrado el 3 de Mayo, 2025 ***de conformidad, con***
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate *(Candidato)*	**Office Sought** *(Cargo al que presenta candidatura)*
Jesse Luna	City Council Member
Gayle Jones	City Council Member
Open	City Council Member

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

_____
Chad Mees, Mayor

_____
Brenda Kelley, City Clerk

(seal) ***(sello)***

_____
Date of adoption ***(Fecha de adopción)***

See reverse side for instructions
Instrucciones en el reverso

Instructions for sample order of cancellation:

To cancel an election, the governing body must first receive and accept the Certification of Unopposed Candidates form (or the authority may create its own form) from the authority responsible for preparing the ballot. The cancellation order/ordinance must be adopted in an open meeting. The candidates are not required to be present. Certificates of election should be prepared for each unopposed candidate; however, the certificates of election should not be issued until after Election Day, as follows. Section 2.053 provides that the certificate of election shall be issued "in the same manner and at the same time" as for a candidate elected at an election. Therefore, the candidates, who have been declared "elected" at the meeting ordering the cancellation, must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties. Candidates may complete the Statement of Elected Officer prior to Election Day. The Statement should be kept locally; it does not need to be sent to the Secretary of State's Office. Copies of this order/ordinance must be posted on Election Day at each polling place that would have been used had the election not been cancelled.

An election* may be cancelled if:

1) **The election is one in which a declaration of write-in candidacy is required; and**
2) **No opposed at-large race is on the ballot* within that election;*and**
3) **Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;**

This means:

- **In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.***
- **In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).**

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para el ejemplo de orden de cancelación:

Para cancelar una elección, la entidad gobernante primero debe recibir y aceptar, de la autoridad responsable para preparar la boleta, el formulario de Certificación para Candidatos Sin Oposición (o la autoridad puede crear su propio formulario) de la autoridad responsable para preparar la boleta. La orden/ordenanza de cancelación debe ser adoptada en una reunión abierta. No se requiere que los candidatos estén presentes. Se debe preparar un certificado de elección para cada candidato sin oposición; sin embargo, los certificados de elección no se deben emitir hasta el Día de las Elecciones, así como se detalla a continuación. La sección 2.053 indica que el certificado de elección será publicado "en la misma manera y al mismo tiempo" para un candidato elegido en una elección. Por lo tanto, los candidatos que hayan sido declarados "elegido" en la reunión de la cancelación, deben esperar hasta después del día oficial de elecciones (aunque no se hayan llevado una elección) y no antes del período prescrito de la campaña política (aunque no se lleve a cabo la campaña política) a ser jurados y asumir sus deberes. Los candidatos pueden llenar la Declaración de Funcionario Elegido antes del Día de las Elecciones. Este documento se debe mantener en los archivos locales. No es necesario enviarlo a la Oficina del Secretario de Estado. El Día de las Elecciones se debe exhibir una copia de esta orden/ordenanza en todos los sitios de votación que se hubieran utilizado en la elección si no hubiera sido cancelada.

Una elección* puede ser cancelada si:

1) ***la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,***
2) ***no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y***
3) ***Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;***

Esto significa:

- ***En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.***
- ***En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).***

Nota: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

13-1
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/2023

CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY) *CERTIFICACIÓN DE CANDIDATOS ÚNICOS PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)*

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 3,2025 **.**

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el May 3, 2025 **.**

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) ***Cargo(s)***	**Candidate(s)** ***Candidato(s)***
Council Member Place 1	Jesse Luna
Council Member Place 3	Gayle Jones
Council Member Place 5	Open

_____
Signature ***(Firma)***

Brenda Kelley
_____
Printed name ***(Nombre en letra de molde)*** ***(Seal) (sello)***

City Secretary
_____
Title ***(Puesto)***

_____
Date of signing ***(Fecha de firma)***

See reverse side for instructions
(Instrucciones en el reverso)

Instructions for certification of unopposed candidates:

The authority responsible for preparing the ballot must certify the unopposed status to the authority responsible for ordering the election. This document is filed with the presiding officer of the political subdivision. The governing body must meet, accept this certification, and issue an order or ordinance declaring the election cancelled and the unopposed candidates elected. To complete the cancellation process, a copy of the order or ordinance canceling the election must be posted on Election Day at each polling place that would have been used in the election. See sample Order of Cancellation and outlines for additional instructions.

An election* may be cancelled if:

1) **The election is one in which a declaration of write-in candidacy is required; and**
2) **No opposed at-large race is on the ballot* within that election;*and**
3) **Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;**

This means:

- **In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.***
- **In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).**

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para la certificación de una elección con candidatos únicos:

La autoridad a cargo de preparar la boleta de votación debe certificar los candidatos únicos sin oposición a la autoridad encargada de ordenar la elección. Este documento se debe presentar al presidente de la subdivisión política. La entidad gobernante debe reunirse, aceptar esta certificación y emitir una orden o una ordenanza en la que declara la cancelación de la elección y la elección de los candidatos únicos sin oposición. Para completar el proceso de cancelación, se debe exhibir el Día de la Elección una copia de la orden u ordenanza de cancelación de la elección en todos los sitios de votación que se hubieran utilizado en la elección. Vea el ejemplo Orden de Cancelación y el resumen para más instrucciones.

Una elección* puede ser cancelada si:

1) ***la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,***
2) ***no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y***
3) ***Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;***

Esto significa:

- ***En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.***
- ***En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).***

Nota: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

ORDINANCE 2025-02-23-04

AN ORDINANCE AMENDING THE WASTEWATER UTILITY RATE STRUCTURE FOR IN-CITY AND OUT-OF-CITY COMMERCIAL AND INSTITUTIONAL CUSTOMERS; PROVIDING FOR THE CREATION OF WASTEWATER RATES; AND PROVIDING NOTICE REQUIREMENTS FOR OUT-OF-CITY RATEPAYERS.

WHEREAS, the City has reviewed the current sewer utility rate structure in accordance with its authority under the Texas Water Code; and

WHEREAS, Texas Water Code Section 13.042 grants municipalities exclusive original jurisdiction over water and sewer utility rates, operations, and services provided within the corporate limits of the municipality, and the City Council seeks to ensure that these rates are fair, just, and reasonable while maintaining adequate and efficient services for all in-city customers; and

WHEREAS, the City recognizes the need to adjust wastewater utility rates and base fees for both in-city and out-of-city commercial and institutional customers to reflect increasing costs and to ensure the long-term sustainability of wastewater services; and

WHEREAS, Texas Water Code Section 13.043(i) requires the City to provide individual written notice to out-of-city customers regarding any rate changes, including the effective date of the new rates and additional information on how to obtain rate details; and

WHEREAS, the current wastewater rates are insufficient to meet the operational, maintenance, and capital costs associated with providing reliable water services to both in-city and out-of-city customers.

WHEREAS, the City has determined that an increase in rates is necessary and appropriate to provide the utility with sufficient revenues to meet its obligations while ensuring that the rates remain fair and equitable to all customers.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BARTLETT, TEXAS:

Section 1. Applicability

a. **General Conditions**
    a. This ordinance shall apply to all utility customers that benefit and exercise the use of the Bartlett Sanitary Sewer System
b. ***Commercial users***
    a. Except as hereafter provided, each commercial use of sewer, including churches, financial establishments, hospitals, nursing homes, offices, retail and wholesale businesses supplied with sewer service by the city shall be charged a monthly sewer service charge for each meter (regardless of the size of the meter) based upon the amount of water consumed by the user and applied to the rate schedule as established from time to time by ordinance.
c. ***Institutional users.***

a. Except as specifically provided otherwise by written agreement, an institutional user shall pay to the city a monthly sewer service charge and a volume charge based upon the amount of wastewater discharged by the user into the city's publicly owned treatment works at a rate established from time to time by ordinance.
b. The amount of wastewater discharged by an institutional user shall be based upon and determined to be the metered amounts of water delivered to the user through lines connected to plumbing fixtures, which then return wastewater to the city's publicly owned treatment works or by wastewater metered connections authorized by the City Administrator

Section 2. Metering Responsibility

A. The City of Bartlett shall install and maintain metering devices for each *Commercial* and *Institutional* user.

Section 3. Creation of Rate Based Fees for Commercial and Institutional Customers

A. Commercial Customers:

The current base fee for commercial customers is $32.50 for the first 2,000 gallons and $5.819 per 1,000 gallons for all additional usage.

Commercial Customer	Use	Rate
Fix Rate	First 2,000 gal	$32.50
Usage Rate	Per 1,000 gal past 2,000 gal	$5.819

B. Institutional Customers:

The current base fee for commercial customers is $32.50 for the 1st 2,000 gallons, then $5.819 per 1,000 gallons for all additional usage.

Commercial Customer	Use	Rate
Fix Rate	First 2,000 gal	$32.50
Usage Rate	Per 1,000 gal past 2,000 gal	$5.819

Section 4. Notice to Out-of-City Ratepayers

Pursuant to Texas Water Code Section 13.043(i), the City shall, within 60 days of this rate change, provide individual written notice to each out-of-city ratepayer eligible to appeal. The notice must include, at a minimum:

- The effective date of the new rates;
- The new rates as established by this ordinance;
- The location where additional information on rates may be obtained.

The notice may be provided electronically if the City has access to a ratepayer's e-mail address.

Section 5. Effective Date

This ordinance shall take effect immediately upon its passage, approval, and publication as required by law.

Section 6. Severability

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are declared to be severable.

PASSED AND APPROVED THIS 24th DAY OF FEBRUARY, 2025.

_____

CHAD MEES, MAYOR
BARTLETT, TEXAS

_____

ATTEST:
BRENDA KELLEY, CITY SECRETARY