

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE  
99 SADDLETREE RD, (PUBLIC WORKS BUILDING), SHAVANO PARK, TX  
78231  
THURSDAY, MARCH 17, 2016**

**6:30 P.M.  
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:38 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman  
Matthew Trippy  
Tomas Palmer  
Al Walea

ABSENT:

Margaret Kautz  
Andrew Walters

3. CITIZENS TO BE HEARD:

None

4. MINUTES

Member Walea motioned to accept the minutes with two corrections, Member Palmer seconded. Motion passed.

5. PUBLIC WORKS/WATER DIRECTOR REPORTS

a. Director's report:

a.1 Public Works Director Peterson stated that two new VFD (variable frequency drives) had been installed at Well site # 1 as well as line reactors (surge protectors) for a cost of approximately \$8,000. The VFD's at Huebner were transformed so they provide pressure information and can go down as low as 35 psi (idle) instead of soft start. Pressure transducers were also put on the distribution side at Shavano Dr. and Huebner. The 4" meter for the Trinity well arrived and the additional parts required to install are to arrive on Friday, March 18<sup>th</sup> – installation on either Friday or Monday.

a.2 Director Peterson gave an update on issues with SCADA alarms and presented a spreadsheet showing the types and frequency (see attached list). Also spoke about the alarms on the 9<sup>th</sup> and 17<sup>th</sup> of February which were causing communication problems. He's looking into how to correct the communication issues/alarms.

a.3 Director Peterson also updated the members regarding issues regarding the new meters and billing errors. Two of Badger representatives met with him, Peg, Willie and Mike last week and went out in the field to analyze two of the problems to see if they could

determine what the actual cause was. The result was that the Badger tech support personnel originally told Peg that the new meters were completely different than the ones originally installed. This meant some data in the software on these accounts needed to be changed in the Incode customer accounts in order for it to be read correctly. Peg changed all those points for the 58 accounts, hoping that solved the problem. Unfortunately we were still having issues. Director Peterson met the Badger people while at his class in Corpus and requested that they meet with him the following week to see if they could resolve these issues. When Alan Breese and Chip Woods arrived and were listening they heard what they thought was wrong information and that the changes that Peg was told to make was incorrect. Since then the data was changed back and we're hoping there will be no further issues next month. The other thing that was mentioned was that they are no longer supporting one of our key software pieces and we will have to invest in the newest version when it becomes available. Peg continues to work on the issues with over-billed and under-billed accounts from October, November and December in amongst her other duties, there are still about 20 left to be processed.

Director Peterson presented the new TCEQ required rules regarding Coliform and other testing which begins April 1<sup>st</sup>, 2016. A complete plan has to be submitted to the TCEQ prior to March 31<sup>st</sup>, 2016 and implemented as of April 1<sup>st</sup>. The plan needs to include a map of the water system with test points (which need to have available 5 sites upstream and 5 downstream in the event of a positive test). Also our well sites, the schedule of how many times we test which he's trying to reduce our test sites from 54 to 10-20 since we need to only test once a month for Coliform, but continue to test every day for bacteriological and CL2. He explained that there is a TCEQ approved testing kit that costs \$ 3,620 that would reduce the number of hours it would take a person to do this testing. If done by purchasing all the pieces needed and to do the testing at each site it would take that person 40 minutes at each site. If this kit was purchased it would reduce that time to 5 minutes each site. Consensus of the members was to purchase the kit and find the money in the budget. If a budget amendment is needed in May Director Peterson can go that route.

Director Peterson will be contacting a TCEQ representative who works with smaller cities for assistance to see what can be done to upgrade our well sites to avoid possible TCEQ violations and fines.

Director Peterson also mentioned to the members that he's working on his 120 day assessment of the water system, equipment, personnel, etc. for the City Manager. Director Peterson also notified the members that he would be studying for his "C" License test to be taken next week.

b. Financials:

b.1 End of FY Report

FO Feagins reviewed the End of Year report and explained how different the Water Budget sheets are from the General Budget due to items that are entered and then deducted because there should be no budget line item.

b.2 January Financials

FO Feagins went over the January Financials and indicated that we are in very good shape so far. Obviously with the expenses for the elevated tank painting coming up that may change.

6. REGULAR BUSINESS

a. Update – Elevated storage tank (water tower) repainting project – Public Works Director

Director Peterson in coordination with the contractor had spoken to City Manager Hill that the contractor would do their best to shorten up the time for the project if they could work 7 days a week. City Manager gave the approval for this as long as the residents immediately in the vicinity of the tank were notified. City Manager was made aware also of the fact that our crews are working 24/7 to monitor the pressures throughout the system due to lack of SCADA support.


b. Discussion/action – Consideration participation in the Aquifer Storage Recovery (ASR) Pooling Program –

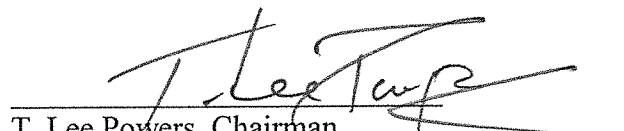
Chairman Powers asked that items 6b and 6c be discussed together.

c. Discussion/action – Consideration increase participation in the ASR Program – Public Works Director –

Director Peterson reviewed with the members the attachments (1), (2) & (3) showing the different scenarios for increasing our participation in the program, the amount of acre feet we own/lease, and have historically pumped, etc. As well as the risks involved with both programs. Member Trippy motioned to increase our participation of an additional 200 acre feet to the ASR program for 2016 as well as join the ASR Pool Program, Member Palmer seconded. Motion passed.

7. ADJOURNMENT: Member Trippy motioned to adjourn, Member Palmer seconded. Motion passed. Meeting adjourned 8:05 p.m.

  
Peggy Stone  
PW/Water Utility Office Manager

  
T. Lee Powers, Chairman  
Date: 4/11/16