

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, APRIL 11, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Margaret Kautz
Tomas Palmer
Al Walea

ABSENT:

Matthew Trippy
Andrew Walters

3. CITIZENS TO BE HEARD:

David Ross, 99 Bent Oak Dr. requested that the Committee members refrain from taking any additional dollars from the Water Reserve Funds to pay for any further costs of the tank or any further expenses pertaining to repairing the water system or purchasing any other needed equipment in the future. We don't have sales tax to fund our reserves and need to be protective of those funds. The Committee should be able to offset current budget costs for the rest of the tank without touching the reserves including the Cathodic Protection costs for the elevated tank. The City used to have a priority list of big ticket items so we could plan for these costs. City Manager Hill responded that they will protect the reserves. The scope of the work should've been more thorough before we went out for bid. Define your scope of work in your budget process and be better prepared to go out for bid. There are no further fees for a qualified inspector who comes out every couple of days to inspect, no further tank fees are expected and no engineering fees will be needed.

4. MINUTES:

a. Meeting Minutes – March 14, 2016

Member Kautz motioned to accept the minutes as written, Member Walea seconded. Motion passed.

5. PUBLIC WORKS/WATER DIRECTOR REPORTS

a. Water Department – Public Works Director:

a.1 Elevated storage tank (water tower) repainting project

Public Works Director Peterson stated that he's been sending weekly updates to the committee members. The interior has been completely painted and the inspector will be doing 2 paint tests on Tuesday, April 12th to see if the thickness is correct and if it is water tight. It will take approximately one week to completely dry. By Tuesday of next week, the tank should be filled, treated, sit for 24 hours, tested to make sure it's clean and safe and it should be back online by Thursday or Friday of next week. The valve at the bottom of the tank has been tightened and turned off. The blow off valve at Cliffside has been shut off due to inside

mechanics not working correctly. Received 2 complaints from Cliffside area with colored water which were quickly resolved.

There are some issues with the dead end mains but crews have been flushing lines more often. Iron testing on the paint coming off the tank was completed and the results are that the exterior was at .12 which is well under the requirement from TCEQ, the interior came back at 1.65 and will need to be disposed of by the contractor to a special landfill. Since the inside material was mixed, the contractor will have to remove all the debris and take it to the landfill that will accept this type of materials. Had one customer right under the tank that had some pits on a car, this issue was resolved by the contractor by Friday.

a.2 Recent Water System Improvements:

Director Peterson stated that the VFD's at Huebner have been adjusted come on as a be soft start. Pressure transducers are installed and they are working on transferring the EST back to pressure. Director Peterson has contacted another contractor for help with the SCADA system along with Prime Control. The pumps at Shavano have been discontinued and new ones will cost approximately \$ 4,000 - \$ 5,000 each. The Trinity well meter had a strapped on meter and couldn't be relied on for accurate readings. This has been replaced with a 4" Badger meter and we are getting much more accurate readings of what we are pumping.

a.3 SCADA Alarm – historical date review:

Director Peterson stated that there have been 52 alarms since March 14th. 8 were emergency and 3 alarms were at Shavano Dr. station. Recently there was a loss of power at Shavano pump station and if someone hadn't mentioned it at City Hall we wouldn't have known the entire area of Shavano pump station lost power we would've lost the whole system within minutes. Luckily we had staff working 24/7 and were able to get the system back on quickly. However, if the power should go out when no one is around, there won't be any alarms to let staff know there is a problem and there is no backup generator to keep the system running. There is no reset button. Member Palmer had a question regarding the security and how protected is the system that someone just can't come in and play with the controls. The City needs to have very strong passwords and security for its water system to avoid any terrorist attacks on soft target systems and need to eliminate the default passwords. Need to have a set of complexity rules for the SCADA and stronger rules and passwords for access to utilities. Member Palmer has offered to help Director Peterson get this set up.

a.4 Meter Update


Director Peterson explained that the issues we've been experiencing regarding the water bill calculations from last fall have been resolved and there are no longer any issues with over or under billing customers, the meters have read correctly. No adjustments have been made.


- b. Financials:
FO Feagins reviewed the Revenue and Expenditure reports. Budget numbers are right on target

6. REGULAR BUSINESS

- a. Discussion/action – Budget Amendment for Aquifer Storage and Recovery (ASR) Lease Program and Capital Expenses
Member Walea motioned to approve the Budget Amendment for ASR Lease Program for 200 acre feet, Member Palmer seconded. Motion passed
- b. Presentation/discussion – Emergency Generator for Water System
Director Peterson informed the members that he would like to possibly purchase a few emergency generators large enough to have as backup for the Shavano Station, one for the well sites # 7 and # 8 as well as the public works building. Recently the northern section of the City experienced a very brief outage that took out all the equipment at the Shavano station and had someone not mentioned that fact to someone from the water department who happened to be in City Hall the entire water system could have gone down without anyone knowing. Luckily crew was able to reset the system and only about 15 minutes was lost. Director Peterson also said that it is necessary to get SCADA to talk to the pumps. Member Walea mentioned that Director Peterson needs to make up a Capital Plan – assess the situation, analysis of all components, determine needs, prioritize, timeline and costs and present it to committee for consideration for next Budget 2016 – 17. Should consider UPS (uninterruptible power supply) installed in front of pump. Pull out the generators as a priority and do complete analysis, costs, etc. Then SCADA system and do same thing.
- c. Presentation/discussion – Initial six (6) month Public Works/Water Assessment
Director Peterson reviewed several items on his list – see attached. Chairman Powers offered that Director Peterson do a Benefit to Department, and analysis, costs, etc report on each item. Also it would be helpful to have a water model – showing distribution mains, streets, fire hydrants, valves, etc to be used when talking about system. Might check with Bexar 911 to see if they have something we could use or access. Chairman Powers suggested that everyone take this assessment home and read up on it for upcoming budget discussions.

- 7. ADJOURNMENT: Member Palmer motioned to adjourn, Member Walea seconded. Motion passed. Meeting adjourned 8:20 p.m.


Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman
Date: 5-9-16