

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, MAY 9, 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:	ABSENT:
	T. Lee Powers, Chairman	None
	Andrew Walters	
	Margaret Kautz	
	Tomas Palmer	
	Al Walea	

3. CITIZENS TO BE HEARD:

None

4. MINUTES:

- a. Meeting Minutes – April 11, 2016  
Member Kautz motioned to accept the minutes as written, Member Palmer seconded. Motion passed.

5. REPORTS

- a. Public Works/Water Department Reports

i. Update six (6) month Water Department assessment

Public Works Director Peterson reviewed the 6 month assessment of the water department. No dollar figures are attached of yet, still working on those and will bring back during budget discussions. SCADA is still a major issue, Director passed out a copy of the list of areas he has assessed. City Manager Hill asked that the members send any comments or additions to him and Director Peterson immediately so they can address them before budget planning commences. If there is a particular assessment we need to address the first year with need, costs, etc. send it to City staff. It will be addressed and brought back to the committee at a later date. Director Peterson is also working with Don McCrary & Associates to see if we can get back some of the items they have from their association with the City such as a GIS water module, distribution maps, etc.

ii. Update Elevated Storage Tank Project

Director Peterson has sent committee members updated emails regarding the tank project progress. Tank was put back online of April 26<sup>th</sup> and crews went back to

regular shifts on April 28<sup>th</sup>. A new pump was ordered for Well # 1 because of wear and tear, pump is 5 years old. Chairman Powers asked about the coax issue, Director Peterson said it was resolved by contractor, no cost to the City. Member Tomas asked that there be a “process report on the project” from Director Peterson for the EST project for future reference on big projects. How project was done, what changes were made, what was learned, what was included in the specifications, what should’ve been done better, if inspector or engineer should have been brought in sooner, those types of things as well as the addition of the Cathodic Protection, and other items.

- b. Financials:  
Finance Director Feagins reviewed the Revenue and Expenditure reports for March. Budget numbers are right on target for the year.

#### 6. REGULAR BUSINESS

- a. Discussion/presentation – SCADA system assessment – Public Works Director Peterson  
City Manager Hill informed the members that he’d had several conversations with Prime Control to discuss the issues we were having with SCADA back in October before Director Peterson arrived. Radios are Motorola and are obsolete, most parts are unavailable, system and software is antiquated, very few technicians are able to work on our system. Need to look at newer systems to discuss during budget preparation. Need to justify replacement by showing how many times the system has been down, alarms with communication failures, power outages, after hours calls, overheating, and what is required and an estimate of costs to consider what needs to be done. Radio frequency is inadequate and unlicensed currently. The system can be piecemealed, but that won’t solve the problems for the long term. The equipment and software cost information will be presented during the upcoming budget process. Staff will analyze the entire system, prioritize, what type of system and security, service contract, put complete specs together with costs and present to Committee.
- b. Discussion/Presentation – Staff Budget goals and objectives for FY 2016-17  
Proposed Budget  
Director Peterson briefly went over all 8 of his goals and objectives and asked members to let him know if he should add or change what was listed.
  - 1. SCADA
  - 2. Backup Generators – Emergency backup
  - 3. Water Wells – Cap or reactivate # 3 & 4
  - 4. Distribution System – Locate & Assess requirements
  - 5. Meter & Billing Software
  - 6. Other Heavy Equipment -
  - 7. Other IT/Computer Equipment
  - 8. Develop Training – Safety Program

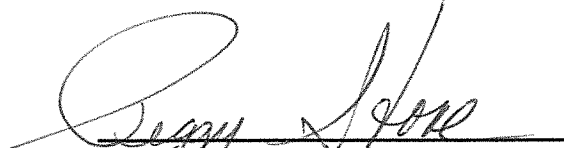
Need to assess the need, what can be managed the first year and figure out what we can afford or do we just do the whole thing. Basically what will Council fund in the next budget. City Manager Hill gave a review of the pumpage from this year compared to previous years same months in relation to the EST being refurbished for lost water and how that will affect our end of year totals. It was suggested that we keep at least 50% of our annual operating costs in reserves. Member Kautz would like to look over the Goals and Objectives and make suggestions that don't include a lot of "busy" work and bring that back to the Committee.

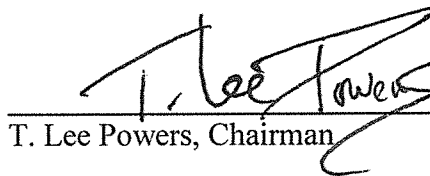
- c. Discussion/review – Budget calendar and process – Finance Director Feagins  
Finance Director Feagins reviewed the schedule for WAC budget meetings – May 9<sup>th</sup>, June 13<sup>th</sup>, July 11<sup>th</sup>, & August 1<sup>st</sup>. Normally no meeting in September.
- d. Discussion – FY 2016-17 Proposed Budget Revenues – Finance Director Feagins  
Finance Director Feagins reviewed what she expects the revenues to be for next budget year. She reviewed the EAA fee, Debt Service fee and Water Rate spreadsheets. No change in fees since 2012-13.
- e. Discussion/action – setting date and time for next meeting(s)  
Finance Director Feagins indicated the next few meetings will be as follows:

June 13 <sup>th</sup>	6:30 p.m.
July 11 <sup>th</sup>	6:30 p.m.
August 1 <sup>st</sup>	6:30 p.m.

Member Walea motioned to accept the meeting dates and times and member Walters seconded. Motion passed.

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

  
Peggy Stone  
PW/Water Utility Office Manager

  
T. Lee Powers, Chairman  
Date: 6-13-16