

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, June 12, 2017**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chairman Pro Tem, Kautz

2. ROLL CALL:                   PRESENT:   ABSENT: Al Walea, Chairman  
Margaret Kautz  
Tomas Palmer  
Sam Bakke  
Matt Trippy

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

- a. Meeting Minutes – May 8th, 2017  
Member Palmer moved to accept the minutes as written, Member Bakke seconded.  
Motion passed.

5. REPORTS - Public Works Director Update

a. SCADA system

Director Peterson informed the members that Huebner was still down from the lightning strike and wells 7 & 8 need to be turned on manually until Prime Control can repair and the VFD's are repaired. Cost will be a few thousands to fix. Well # 6 is down and they are checking the starter to see if that works before pulling the pump. Following up on the insurance claim for damages. Will be looking into better lightning protection for pump stations and wells.

Crews are on track with the path to well # 6. Currently secured with a fence, will be adding a gate shortly.

Hired a crew leader – Mark Schieck full time and a seasonal crew member, Reagan Tucker to assist in everyday operations. Still trying to find a Superintendent.

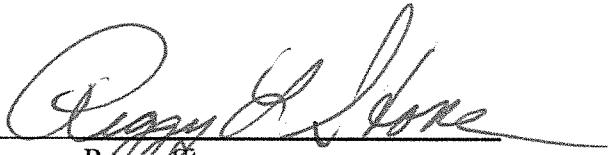
b. Financial Report

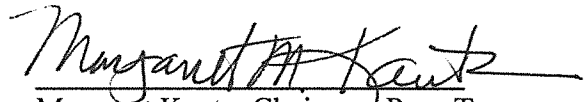
Finance Director Feagins briefly went over the finances ending April 30<sup>th</sup> and reported that the overall budget tracking was going as expected. The Debt Service interest payment in August will be lower because of re-financing done recently.

6. REGULAR BUSINESS

- a. Discussion/presentation – SCADA transition from Existing to Proposed – Public Works Director/Kirk Jones – Trac-N-Trol  
Public Works Director informed the members that the racks were 55-65% complete, cabinets and panels are done except 2 (city hall & public works office), next will be conduit to wells 7, 8 & 9. Wiring Shavano, # 9 and Huebner. HMI programming 40 – 50% complete, mapping is 95% complete and screen diagrams are 95% done.
- b. Discussion/presentation – Flowatch software for reporting and monitoring – Public Works Director/Kapal  
Kapal presented a diagram project to the members and explained how his product can reduce daily, monthly reporting to comply with all EAA, State, etc. agency requirements saving time for both PW Director and Office Manager. City Manager Hill suggested that PW Director should make up budget request with justification to be discussed during budget preparations. Mr. Kirk also indicated that they can set up a Webinar for anyone who wanted to see how it works in reality.
- c. Discussion/presentation – Water Department Budget Goals and Objectives for FY 2017-18 Proposed Budget  
City Manager Hill explained to the members the procedure leading up to City Council on Mission Statement, Goals and Objectives and how they are updated each year. Then a review was done of this years proposed Goals and Objectives as to how they relate to each other. Another objective was added to this year's which is to - investigate consistent protection and reliability for the water system.
- d. Discussion – FY 2017-18 Proposed Budget Revenue – Finance Director Feagins  
Director Feagins reviewed the EAA fees, Debt Svc fees, Sales Revenues for previous 3-4 years showing that the trend is lower revenues. This needs to be addressed to see if there needs to be a rate study done or in some cases where fees could be addressed to better supply the water system with enough money for future system requirements that will need to be done and replenishing the reserves.

- e. Discussion/action – Reschedule August 14<sup>th</sup> WAC meeting to July 31<sup>st</sup> in order to act on the draft budget – Public Works Director  
Member Palmer moved to approve moving the August 14<sup>th</sup> meeting to July 31<sup>st</sup> in order to act on the draft budget before it goes to City Council. Member Trippy seconded. Motion passed.
7. Future Items to be discussed
  - a. NW Military Hwy. Expansion – Water Main Relocation  
City Manager Hill indicated that there is a MPO meeting Wednesday, June 14<sup>th</sup> that he and PW Director Peterson will be attending.
8. ADJOURNMENT: Member Palmer motioned to adjourn, Member Trippy seconded.  
Meeting adjourned 9:22 p.m.

  
Peggy Stone  
PW/Water Utility  
Office Manager

  
Margaret Kautz, Chairman Pro - Tem

Date: 7/10/17