

**THE MINUTES OF THE SHAVANO PARK
WATER ADVISORY COMMITTEE
MEETINGS 2010**

- Regular meetings
- Special meetings
 - Workshops

FRIDAY, MARCH 5, 2010 - 4:00 P.M.

MONDAY, JUNE 21, 2010 - 6:30 P.M.

WEDNESDAY, JUNE 30, 2010 - 1:00 P.M.

WEDNESDAY AUGUST 11, 2010 - 1:00 P.M.

WEDNESDAY, AUGUST 17, 2010 - 1:00 P.M.

MONDAY, OCTOBER 25, 2010 - 1:00 P.M.

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
FRIDAY, MARCH 05, 2010 AT 4:00 P.M.**

MINUTES

Roll Call

Philip Jackson – absent
Dan Parman – absent

Raymond George – present
David Ross – present

Marshall Fairbanks – present
George Ozuna - absent

Others present: Alderman Dave Burns; Alderman Al Walea; Manuel Longoria, Jr., City Manager; Grant Snyder; URS Corp.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Member David Ross called the meeting to order at 4:12 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

A quorum of the committee did not exist so Mr. Ross asked that the items be presented to the committee as reports.

Report on bids received for the Interior & Exterior Recoating of the Huebner Road Ground Storage Tank.

City Staff presented a report on the bids for the painting of the Huebner Road Ground Storage Tank. City staff indicated that the bid had been rejected because they exceeded the amount budgeted for the project. The lowest bid from Classic Protective Coatings was approximately \$64,000 over the budget allocated for this project. City Council asked for review by the committee to determine if the project should be re-bid immediately or wait for the next budget cycle. Concerns were raised that by waiting-bids may be higher than bids already received. After discussion, the consensus is to bid the project in the next budget cycle and allocate funds based on the prices received during the bidding. It was suggested that the bid solicitation process be held during August/September timeframe and the work to be completed in the November/December timeframe.

Update on leasing of water rights.

The City Manager presented a report on the sub-leasing of the water system's water rights. Staff worked with the Regional Water Development Resource Group (RWDRG) to identify water systems interested in subleasing approximately 450 Acre Feet of the system's short-term leases. RWDRG staff did not receive any interest in the short-term leases and indicated that due to the expected wet weather forecast it was unlikely there would be any interest in short-term leases. RWDRG staff indicated that there may be interest in the system's long-term. Long-term is defined as any leases

beyond three years. City staff indicated that the system has 410 AF of long-term leases and asked for direction to proceed to sublease this water. After much discussion, the consensus from the group is the system has sufficient water to operate the system and that staff should proceed to sublease the long-term water leases.

Update on the Trinity Aquifer Project.

Project Manager Grant Snyder presented a report on the status of the Trinity Water Well Project. The standpipe demolition will occur within the next month and the construction draft 100% plans for the water pipe construction and the water plant will be completed by March 23rd. A meeting of the Water Advisory Committee will be held to receive a presentation on the plans.

Adjournment

The meeting adjourned at 5:17 p.m.

These minutes approved on the 21ST of June, 2010.

A P P R O V E D

PHILIP JACKSON
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MONDAY, JUNE 21, 2010 AT 6:30 P.M.**

MINUTES

Roll Call

Philip Jackson – absent
Dan Parman – present

Raymond George – present
David Ross – present

Marshall Fairbanks – present
George Ozuna - absent

Others present: Alderwoman Mary Werner; City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Member David Ross called the meeting to order at 6:47 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

**Discuss and consider approval of the Water Advisory Committee Minutes from:
March 05, 2010 Meeting**

Upon a motion made by Committee Member Dan Parman and a second by Committee Member Marshall Fairbanks, the Committee voted four (4) and none (0) opposed to accept the minutes of the March 05, 2010 Water Advisory Committee meeting as presented. The motion carried.

Discuss and consider action on meeting times for the Water Advisory Committee.

There was a brief discussion with no action being taken.

Discuss and consider action on the roles of the Water Advisory Committee.

Committee Member Ross said that the committee was created by the City Council to advise the Mayor and the City Council on the City Water System including recommended policies on water protection measures; operation and maintenance of the system, operating budget, short-term and long-term capital budgets and associated projects; ordinances appropriate for effecting such policies; and other appropriate matters as established by the City Council.

No action was taken.

Adjournment

Upon a motion made by Committee Member Dan Parman and a second by Committee Member David Ross, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Water Advisory Committee at 7:06 p.m. on Monday, June 21, 2010. The motion carried.

These minutes approved on the 30th of June, 2010.

A P P R O V E D

PHILIP JACKSON
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, JUNE 30, 2010 AT 1:00 P.M.**

MINUTES

Roll Call

Philip Jackson – present Raymond George – present Marshall Fairbanks – present
Dan Parman – present David Ross – present George Ozuna - absent

Others present: City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Chairman Philip Jackson called the meeting to order at 1:07 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Discuss and consider approval of the Water Advisory Committee Minutes from: June 21, 2010 Meeting

Upon a motion made by Committee Member David Ross and a second by Committee Member Marshall Fairbanks, the Committee voted five (5) and none (0) opposed to accept the minutes of the June 21, 2010 Water Advisory Committee meeting as presented. The motion carried.

Presentation of the Five-Year Financial Forecast

City Manager, Manuel Longoria, Jr. gave a presentation on the Fiscal Year 2010-2011 Five-Year Financial Forecast. Mr. Longoria explained the budget preparation process and gave dates for upcoming meetings for the Water Advisory Committee, City Council and citizens input forums. Mr. Longoria explained the forecast components which included expenditures, revenues and fund balance. Mr. Longoria said that the consumer pricing index (CPI) range over the forecast period is 2.02% to 3.25%. There will be additional expenses in operating & maintenance costs and new debt payment with the Trinity Water Well but savings in water management fees and in water rights/lease payments.

Adjournment

Upon a motion made by Committee Member Marshall Fairbanks and a second by Committee Member David Ross, the Water Advisory Committee voted five (5) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Water Advisory Committee at 2:07 p.m. on Wednesday, June 30, 2010. The motion carried.

These minutes approved on the 11th of August, 2010.

A P P R O V E D

Presiding Member

Attest:

SAUNDRA PASSAILAIGUE

City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, AUGUST 11, 2010 AT 1:00 P.M.**

MINUTES

Roll Call

Raymond George – present
Marshall Fairbanks – present
Dan Parman – present
David Ross – present
George Ozuna - present

Others present: City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Committee Member David Ross called the meeting to order at 1:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Resignation of Chairman Philip Jackson – City Clerk

City Clerk, Sandra Passailaigue announced the resignation of the Water Advisory Committee Chairman Philip Jackson. This position will remain vacant until a new chair is appointed by the City Council.

Discuss and consider action to appoint a presiding member until the successor to the chair takes office.

Upon a motion made by Committee Member Raymond George and a second by Committee Member Dan Parman, the Committee voted five (5) for and none (0) opposed to nominate Committee Member David Ross to act as Water Advisory Committee Chairman. The motion carried.

Discuss and consider approval of the Water Advisory Committee Minutes from: June 30, 2010 Meeting

Upon a motion made by Committee Member George Ozuna and a second by Committee Member Dan Parman, the Committee voted five (5) for and none (0) opposed to

approve the June 30, 2010 Water Advisory Committee minutes as presented. The motion carried.

Presentation of the Proposed Fiscal Year 2010-2011 Water Utility System Budget.

City Manager, Manuel Longoria, Jr. presented the proposed Fiscal Year 2010-2011 Water Utility System Budget. Mr. Longoria began by mentioning that there is projected Water Utility revenue of \$881,000.00 for the next fiscal year and about \$768,000.00 in expenditures to operate the system. The proposed capital expenses that are in the budget of \$332,250.00 are part of a five (5) year plan which this next fiscal year will be the second year. There is about \$300,000.00 left that will go into the next fiscal year for the Trinity Well Project which is funded by bond proceeds. After all of this there is still a fund balance of \$1,253,699.00 which is unreserved. There is a reserved fund balance of \$500,000.00 which is maintained. Staff is recommending that we maintain the current rate structure. Staff will try to maintain the basic current level of service. On the employee benefits side staff is proposing a 1.2% salary cost of living adjustment for the employees; continuing the merit pay; and the sick leave buy back. The capital expenditures of \$247,000.00 include the painting of the Huebner storage tank as well as the installation of the variable frequency drive (VFD) over the Huebner Road water distribution system.

Adjournment

Upon a motion made by Committee Member Marshall Fairbanks and a second by Committee Member David Ross, the Water Advisory Committee voted five (5) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Water Advisory Committee at 1:35 p.m. on Wednesday, August 11, 2010. The motion carried.

These minutes approved on the 25th of October, 2010.

A P P R O V E D

DAVID ROSS
Chairman

Attest:
SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, AUGUST 17, 2010 AT 1:00 P.M.**

MINUTES

Roll Call

Raymond George – present

Marshall Fairbanks – present

Dan Parman – absent

David Ross – present

George Ozuna - present

Others present: City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Presiding Committee Member David Ross called the meeting to order at 1:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Discussion and possible action on the Edwards Aquifer Authority Grant

Public Works Director, David Dimaline presented the item. Mr. Dimaline informed the committee that the Edwards Aquifer Authority Grant through their (the EAA) conservation program will pay up to fifty percent (50%) to do a thorough detection of the Shavano Park Water System. Right now it looks like the total cost is about \$10,000.00

Upon a motion made by Committee Member George Ozuna and a second by Committee Member Marshall Fairbanks, the Committee voted three (3) and one (1) opposed to (Committee Member Raymond George casting the negative vote) authorize the expenditure \$5,000.00 for the survey. The motion carried.

Budget Work Session

City Manager, Manuel Longoria, Jr. told the Committee Members that it is the same presentation as given on August 11, 2010. Mr. Longoria mentioned that as requested on August 11th, staff researched the rate structure. Therefore, a copy of Ordinance No. 300-08-04 which authorized the meter fees but there is no mention in the ordinance of how that fee would be broken down. Mr. Longoria reemphasized the budget highlights:

- Revenues from normal sources of \$881,000.00
- Expenditures for regular operating and maintenance of \$768,337.00
- Capital improvements of \$332,250.00
- Trinity Water Well Project of \$300,000.00
- Projected unreserved fund balance of \$1,253,699.00
- Reserved fund balance of \$500,000.00

This presentation was followed with a discussion but no action was taken.

Adjournment

Upon a motion made by Committee Member Marshall Fairbanks and a second by Committee Member George Ozuna, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Water Advisory Committee at 1:54 p.m. on Wednesday, August 17, 2010. The motion carried.

These minutes approved on the 25th of October, 2010.

A P P R O V E D

DAVID ROSS
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MONDAY, OCTOBER 25, 2010 AT 1:00 P.M.**

MINUTES

Roll Call

David Ross - present
Raymond George – present
Marshall Fairbanks – present
Dan Parman – absent
George Ozuna - present
Chad Clark – present

Others present: City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; and City Clerk, Sandra Passailaigue

Call to Order

Chairman David Ross called the meeting to order at 1:04 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Discuss and consider approval of the Water Advisory Committee Minutes from:

- A. August 11, 2010 Meeting**
- B. August 17, 2010 Meeting**

Upon a motion made by Member George Ozuna and a second by Member Marshall Fairbanks, the Water Advisory Committee voted three (3) for and none (0) opposed to approve the minutes from the August 11, 2010 and August 17, 2010 Water Advisory Committee Minutes as presented. The motion carried.

Discuss and consider action to set the terms of the Committee members.

After a brief discussion, the consensus among the Committee members was to draw for three (3) three-year terms and three (3) two-year terms. It was understood among the members that once these terms expire they will all be two-year terms.

The discussion was followed by a drawing. Chairman Ross asked that staff draw for the two members that were not present.

Marshall Fairbanks – 3 years
Raymond George – 2 years
David Ross – 2 years

Dan Parman – 3 years
George Ozuna – 3 years
Chad Clark – 2 years

Discuss and consider action to set a regular meeting date and time for the Committee.

There was a discussion and the consensus among the Committee members was to meet at 1:00 p.m. on the second Monday of the first month of every fiscal quarter. The next Regular Water Advisory Committee meeting is scheduled for 1:00 p.m. on Monday, January 10, 2011.

Discuss and consider action to establish officers for the Committee.

After discussion it was suggested by Chairman Ross that a position of Vice Chairman be created.

Discuss and consider action to elect officers for the Committee.

Upon a motion made by Member Marshall Fairbanks and a second by Member George Ozuna, the Water Advisory Committee voted three (3) and none (0) opposed to appoint George Ozuna to the position of Vice Chairman. The motion carried.

Discuss and consider action to approve the status report on the painting of the Huebner Tank in November, 2010.

Public Works Director, David Dimaline informed the Committee that the bid to paint the Huebner tank was awarded to NG Painting. The award of bid has been sent to NG Painting as well as the finalized contract. A tentative date to start the painting is December 1, 2010.

Discuss and consider action to approve the status report on the Well Site #3 rehabilitation.

Mr. Dimaline informed the Committee that there is an estimated cost of three-thousand dollars (\$3,000.00) to bring Well Site #3 which is a back up emergency well back into service. Mr. Dimaline added that he is working closely with Texas Commission on Environmental Quality (TCEQ) to let them know that the City plans to bring that well back up into use. This well should generate one-hundred-fifty (150) gallons per minute which would be good to have in the event back up would be needed.

Presentation by staff on the report of the leak detection study.

Mr. Dimaline informed the Committee that the City has received information on a grant from the Edwards. This has been reviewed and submitted for approval by the Edwards. The project would take about three to four days to complete. Once we finalize the final grant agreement we could move forward with the leak survey and report back to the Committee.

Presentation by staff on the report on the Arrow Mound leak and repairs.

Mr. Dimaline informed the Committee that the Arrow Mound project has been completed. This project included the extension of the six inch (6") main down Arrow Mound and across the cul-de-sac; installed a new fire hydrant; and replaced five (5) new services within the cul-de-sac. The project went really well and the feedback from residents has been positive in terms of their overall water volume.

Mr. Dimaline said this was such a good project that he would like to address the same issue on Painted Post, Mossy Cup and Mossy Cup West in the upcoming budget.

Presentation by staff on the Trinity Water Source project.

Mr. Dimaline informed the Committee that the project is moving along well and we are about a little less than sixty (60) days out. The items that have been accomplished to date are as follows:

- The Shavano Pump Station tank is complete;
- The associated piping will be completed as of this week;
- The concrete roof was completed on the treatment building;
- The electrical underground conduit has been completed;
- Substantial regarding of the site has occurred;
- Installation of all electrical panels and CPS's installation at the Shavano Pump Station;
- The six inch (6") main at the well head has been completed;
- The dirt and rock has been hauled off along Wagon Trail and Shavano Drive;
- The submersible pump has been installed along with the piping; and
- CPS has completed their work at the Wagon Trail well head.

The upcoming work will be the street work along Wagon Trail and Shavano Drive and the Well #5 tie in will begin this week. Mr. Dimaline proceeded to inform the Committee of a change order for Wagon Trail to Shavano Drive which is for the repair of the seam down the center of Shavano Drive and Wagon Trail. The change order incorporated an inch and a half overlay of the entire street which is roughly \$36,000.00 and should really enhance the road. Staff is recommending that we move forward with this change order.

Upon a motion made by Member Marshall Fairbanks and a second by Member George Ozuna, the Water Advisory Committee voted four (4) and none (0) opposed to move forward with the change order as recommended by staff. The motion carried.

Discuss and consider action to amend the water bill format.

Chairman Ross requested that this item be on the next agenda for discussion.

Discuss and consider action to amend the water restrictions.

Chairman Ross requested that this item be on the next agenda for discussion.

Discuss and consider action to adopt policies and procedures for the Shavano Park Water System.

Chairman Ross suggested that the City of Shavano Park's Water Restriction Ordinance mirror the San Antonio Water System's water restrictions. Chairman Ross requested that this item be on a future agenda for discussion.

Discuss and consider action of a future workshop.

Chairman Ross suggested that there be a future workshop scheduled that may include an overview of the Water System. This workshop will be scheduled in the near future.

Discuss and consider action of the annual report to the City Council.

Chairman Ross suggested that as a part of the budget process, the Water Advisory Committee give City Council an annual report. There was a consensus among the Committee members to follow through with this idea. This report would likely be given to City Council in the month of April.

Adjournment

Upon a motion made by Committee Member Marshall Fairbanks and a second by Committee Member George Ozuna, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn the meeting of the City of Shavano Park Water Advisory Committee at 1:54 p.m. on Monday, October 25, 2010. The motion carried.

These minutes approved on the 10th of January, 2011.

A P P R O V E D

DAVID ROSS
Chairman

Attest:

SAUNDRA PASSAILAIGUE
City Clerk