

**THE MINUTES OF THE SHAVANO PARK WATER ADVISORY
COMMITTEE MEETINGS 2011**

- Regular meetings
- Special meetings
 - Workshops

MONDAY, JANUARY 10, 2011 - 1:00 P.M.

TUESDAY, APRIL 05, 2011 - 1:00 P.M.

TUESDAY, JULY 05, 2011 - 1:00 P.M.

TUESDAY, AUGUST 09, 2011 - 1:00 P.M.

TUESDAY, AUGUST 16, 2011 - 1:00 P.M.

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JANUARY 10, 2011
1:00 P.M.**

MINUTES

Roll Call

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

Others present: City Manager, Manuel Longoria, Jr.; Public Works Director, David Dimaline; Finance Director, Clara Santos; Grant Snyder from URS, Corporation; and City Clerk, Sandra Passallaigue

Call to Order

Member Marshall Fairbanks called the meeting to order at 1:05 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:
October 25, 2010 Meeting**

Upon a motion made by Member Dan Parman and a second by Member Raymond George, the Water Advisory Committee voted four (4) for and none (0) opposed to approve the minutes from the October 25, 2010 Water Advisory Committee Minutes as presented. The motion carried.

Presentation by staff on the painting of the Huebner tank.

Public Works Director, David Dimaline informed the Committee members that currently the interior of the Huebner tank has been sandblasted and the contractor has installed the primer coat on the interior. The exterior has had a primer coating on it as well. Interior and exterior ladders have been added along with hand rails and a new man way. All of these items were in the contract. No change orders have been submitted. The project is scheduled to be completed by the end of January. The remaining portions of work include some welding within the tank this week and then the final painting coats which should be completed in the next week or so. The tank should be up and running by the end of this month.

Presentation by staff on the leak detection study.

Mr. Dimaline briefed the Committee on the status of the Edwards Aquifer Authority Grant that was applied for to do a leak detection survey. This survey should detect any leak points. The City of Shavano Park and six other utilities were awarded the grant. The survey will start once a notice to proceed has been received. The survey will be done by Samco and should take about three to five days to complete. We should be able to report on the findings by the next time this Committee meets.

Presentation by staff on the Trinity Water Source Project.

Mr. Dimaline updated the Committee on where we are today with the Trinity Water Source Project. To date the pump station and storage tank are complete; the associated valves and pipes have been completed at the pump station; the treatment building and all of the electrical associated with that building is complete; the six inch (6") water main is completed along Wagon Trail and Shavano Drive as well as the asphalt overlay; all of the well head piping and electrical is complete and the well is operational. The work involved in the Well #5 tie in is complete adjacent to Well #5 leaving the section across N.W. Military Hwy. The remaining tasks are the Well #5 tie in; sampling and analysis of the water will be conducted; installation of the booster pump at Shavano Drive; installation of a wrought iron fence to be done in the next couple of weeks; grading and hydro mulch along Wagon Trail and Shavano Drive which is being done currently. There have been no change orders submitted to date.

Grant Snyder from URS, Corporation added that the well and the pump are going through a long term test to completely remove all of the residue from the construction. The well is currently running at two-hundred and thirty (230) gallons per minute or greater which is right on the design criteria. Water quality is hovering around one thousand milligrams liter mark. Water quality is being monitored daily. The water should be run at least another week to get that number down. When the quality gets to a certain point a sample will be taken and submitted to Texas Commission on Environmental Quality (TCEQ).

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

Upon a motion made by Member Dan Parman and a second by Member Chad Clark, the Water Advisory Committee voted four (4) for and none (0) opposed to approve to schedule Regular Water Advisory Committee meetings quarterly on the first Tuesday of the month at 1:00 p.m. The motion carried.

The next Regular Water Advisory Committee will be held on Tuesday, April 05, 2011 at 1:00 p.m.

Chairman Announcements

- A. Advise members to contact City staff to add new or old agenda items.**
- B. Advise members to pending agenda items as follows:**
 - i. Water meter bill format**
 - ii. Water restrictions**

iii. Current policies and procedures in regards to water bill adjustments

Adjournment

Upon a motion made by Committee Member Dan Parman and a second by Committee Member Raymond George, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park Water Advisory Committee at 2:04 p.m. on Monday, January 10, 2011. The motion carried.

These minutes approved on the 5th of April, 2011.

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
APRIL 05, 2011
1:00 P.M.**

MINUTES

Roll Call

David Ross - present
Raymond George – absent
Marshall Fairbanks – present

Dan Parman – present
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 1:03 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:
January 10, 2011 Meeting**

Upon a motion made by Member Marshall Fairbanks and a second by Member George Ozuna, the Water Advisory Committee voted four (4) for and none (0) opposed to approve the minutes from the January 10, 2011 Water Advisory Committee Minutes as amended. The motion carried.

Presentation, discussion and appropriate action concerning the letter from Bill Collins.

Mr. Collins explained his situation which was followed by a lengthy discussion.

Upon a motion made by Member George Ozuna and a second by Member Chad Clark, the Water Advisory Committee voted five (5) for and none (0) opposed to contact and ask Texas Commission on Environment Quality (TCEQ) if the removal of the septic tank was part of the Trinity Water Well Project. The motion carried.

Presentation, discussion and appropriate action concerning the Trinity Water Well Project.

Public Works Director, David Dimaline reported on the Trinity Water Well Project as follows:

- Last month the final walk through was completed with eight items being addressed (fairly minor in nature) the contractor will address those items;
- The disinfection of the storage tank will take place this week;

- We have received TCEQ approval (late March);
- Testing the MIOX System will occur this month; and
- User training will occur this month

Presentation, discussion and appropriate action concerning the quarterly Water Utility Activity Report.

Mr. Dimaline presented the quarterly Water Utility Activity Report which he added, was also previously presented to the City Council. Although it is titled "quarterly" report, this particular report was a compilation of reports from October 2010 through February 2011. Mr. Dimaline said that during this timeframe, the City pumped sixty-eight million gallons compared to last year's forty million gallons. The percentage of water loss last fiscal year was a little higher at 12.4% to this year's 6.17%. The water revenue from October 2010 through February 2011 is two-hundred-thirty-thousand compared to last fiscal year which was one-hundred-twenty-three-thousand-eight hundred.

Committee member Dan Parman said that this was the best water loss ratio he had ever seen.

Presentation, discussion and appropriate action concerning the Capital Improvement Plan.

Mr. Dimaline reported that the status of the Capital Improvement Plan is that the variable frequency drive (VFD) has been completed on Well #8 and that the Huebner Ground Storage Tank Project has been completed. The painting of the elevated storage tank and a VFD install on Well #7 and the two distribution pumps on Huebner still needs to be completed.

City Manager, Manuel Longoria, Jr. added that the Huebner Ground Storage Tank Project came in under budget and that the painting of the elevated tank and the VFD install on Well #7 will come out of next year's budget.

Presentation, discussion and appropriate action concerning the quarterly Financial Report.

Finance Director, Clara Santos presented the Quarterly Financial Report which like the Public Works Director's report included October 2010 through February 2011. Among the items Mrs. Santos pointed out was the purchase of two CD's for the Water Department at 2% interest. The Water Fund and the Water Capital Fund together they total approximately \$1.3 and almost \$1.4 million and this is cash in the bank as of the end of February. Water consumption for this same period and comparing it to the last six years as well, is at sixty-four million gallons consumed which is the fourth best year according to records. As of the end of February 46% of the budget is complete. Total revenues are at 33%. Water consumption is at \$200,000.00 which is 32%. Total personnel services are at 37%. Total supplies are at 40%. Total services are at 31%; Capital Expenditures show the Trinity Water Well Project over budget by \$218,000.00 (which will be discussed in the next item of this agenda). Total maintenance is at 55%. There is \$2.8 million due on the revenue bonds which were sold a couple of years ago. Total assets are at \$5.6 million and total liability and equity of \$5.6 million as well with total equity being at \$2.7 million.

Presentation, discussion and appropriate action concerning budget revisions for the Trinity Water Well Project.

Mrs. Santos presented this item with a summary of the Trinity Water Well Project funding. There was an estimated bond sale of \$2.3 million which did not materialize. We also did a rate increase a couple of years ago and estimated that it would generate \$52,000.00 more in revenues. We estimated that we would be subleasing our water rights to the tune of \$82,000.00 but that did not materialize. We were also looking at dipping into the fund balance for approximately \$300,000.00 for a total of \$2.7 million worth of revenues that we were going to use to pay for the Trinity Water Well Project which at that time was estimated to cost \$2,500,000.00 which would have left \$200,000.00 for other projects. The actual amounts spent on the Trinity last fiscal year was \$1.6 million and the prior year was \$57,000.00 and we are estimating \$624,000.00 this fiscal year to complete the project for a total of 2,300,000.00 for the final project. Only \$300,000.00 was budgeted in this year's budget so we are looking at a difference of approximately \$324,000.00. Mrs. Santos reminded everyone that this was all part of the plan, it was just a matter of how much was budgeted last year and how much was budgeted this year but we have the funds from the bond sale.

The City staff's recommendation is to revise the budget and change the \$300,000.00 to \$625,000.00 with the difference coming from the fund balance to offset that additional expense.

Upon a motion made by Committee Member Dan Parman and a second by Committee Member Marshall Fairbanks, the Water Advisory Committee voted four (4) and none (0) opposed to recommend the requested revisions to the budget to the City Council. The motion carried.

Presentation, discussion and appropriate action concerning the leak detection study.

Mr. Dimaline presented the leak detection report provided by SAMCO which indicates seven leaks identified. Two of the leaks have already been addressed and we will be investigating and fixing the others as well. We will report the repairs back to the Edwards Aquifer Authority as part of the agreement in the grant. Mr. Dimaline added that overall, the owner of the company was very impressed with our utility.

Presentation, discussion and appropriate action concerning on-line water payments.

Mrs. Santos gave a brief demonstration of the newest service provided to the City of Shavano Park Water System customers. We will now have an option for on-line water payments on the City's website. Mrs. Santos added that there will be two opportunities for Shavano Water System customers to view a demonstration of this new service. The first opportunity will be on Monday, May 9th at 5:30 p.m. and the other on Tuesday, May 10th at 9:00 a.m. Both demonstrations will be held at City Hall in Council Chambers. This information will be sent out in the newsletter, website, printed on the water bill and sent out in an email so all will know.

Presentation, discussion and appropriate action concerning water restrictions.

Upon a motion made by Committee Member Marshall Fairbanks and a second by Committee Member Chad Clark, the Committee Members voted four (4) and none (0) opposed to have a work session within the next month or two to discuss this item regarding water restrictions as well as the next item regarding water rates. Chairman Ross will be notified of this action and set a date and time for the work session. The motion carried.

Presentation, discussion and appropriate action concerning revising the water rates.

There was a consensus among the Water Advisory Committee members to have a work session to discuss this item. Chairman Ross will set a date and time for this work session.

Presentation, discussion and appropriate action concerning preliminary budget workshop dates and times.

The Water Advisory Committee Members agreed with the proposed budget workshop dates and times.

Adjournment

Upon a motion made by Committee Member Dan Parman and a second by Committee Member Chad Clark, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park Water Advisory Committee at 2:25 p.m. on Tuesday, April 05, 2011. The motion carried.

These minutes approved on the 5th of July, 2011.

A P P R O V E D

DAVID ROSS
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JULY 05, 2011
1:00 P.M.**

MINUTES

Roll Call

David Ross - present
Raymond George – present
Marshall Fairbanks – present

Dan Parman – present
George Ozuna - absent
Chad Clark – present

Others present: City Manager, Kyle H. McCain, Jr.; Public Works Director, David Dimaline; Finance Director, Clara L. Santos; and City Clerk, Sandra Passailaigue

Call to Order

Chairman David Ross called the meeting to order at 1:03 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:
April 05, 2011 Meeting**

Upon a motion made by Member Dan Parman and a second by Member Chad Clark, the Water Advisory Committee voted four (4) for and none (0) opposed to approve the minutes from the April 05, 2011 Water Advisory Committee Minutes as amended. The motion carried.

Presentation and discussion concerning the current status of the Trinity Water Well Project.

Public Works Director, David Dimaline reported on the Trinity Water Well Project as follows:

- Construction is complete;
- The ground storage tank has been cleaned and flushed at the Shavano Drive Pump Station;
- A second disinfection of the storage tank is in progress today and a sample will be tested before going back into service;
- Trinity is planned to be back on-line later this week.

City Manager Kyle McCain added that he has a sample of water that was taken before the tank was cleaned and a sample of the material that was taken from the bottom of the tank. This is available for inspection by the Committee.

City Manager McCain then added that there is a settlement being made to Mr. Collins regarding the move of his septic tank. There is a check to be written and a release to be signed early this week. The amount of the check is \$6,000.

Mr. Dimaline was asked for an update on the roof of the treatment building that had had a leak. Mr. Dimaline responded that a membrane had been left out of the bid package for the concrete roof. The City's portion of that is \$600 had it been put on initially. It is recommended that a two part epoxy system that has a ten year warranty which will have a total of about \$2,300 with the City's portion being \$600 for the membrane that was left off. There was no damage from the leak.

Presentation and discussion concerning the City of Shavano Park's Failure to meet Texas Commission on Environmental Quality Requirements for monthly sample testing in March of 2011, and the resulting enforcement action.

Mr. Dimaline informed the Committee that the City received a monitoring violation for the month of February from the Texas Commission on Environmental Quality (TCEQ). TCEQ reported that they did not receive the results of our bacteriological samples. Mr. Dimaline said that in working with them the recommendation was to send out notification to all of the Shavano Park Water System customers which has been done. Mr. Dimaline added that he has since changed the laboratory to PCS in Selma, TX. The communication is much better with this company and we have a chain of custody and results will be back within twenty-four hours. Mr. Dimaline said he is very confident with the procedure that is in place to ensure that this does not occur again. Mr. McCain added that he has also asked that Peggy Stone, Public Works Office Manager monitor when these samples go and come back.

Presentation, discussion and appropriate action concerning the quarterly Water Utility Activity Report.

Mr. Dimaline presented the quarterly Water Utility Activity Report (which was actually a report from October 2010 through May 2011). In terms of revenue we are at \$490,483; this time last year we were at \$246,000; the pumping has gone up to 138,000,000 gallons compared to last year when we were at 77,000,000 gallons. The water loss ratio for the compilation of the eight months is 4.65%.

Presentation, discussion and appropriate action concerning the quarterly Financial Report.

Finance Director, Clara L. Santos presented the Quarterly Financial Report (which was also a report from October 2010 through May 2011). The City has a couple of CDs that have expired and have been rolled over for an additional year at a 1% interest rate. The Water Fund and the Water Capital Fund together they total approximately \$1.3 million in cash. Water consumption is at the highest dollars generated in the last couple of years. Overall revenues sources are at 73% and expenditures are at 73% as well which the bulk of is the Trinity Water Well Project. Maintenance expenditures are up due to the cost of fuel.

Presentation, discussion and possible action on the Five-Year financial Forecast Report.

Finance Director Santos presented the Five-Year Financial Forecast Report. Mrs. Santos said that under the Water Utility Fund you will see the average water consumption throughout the last five years in dollar amounts which average about 340,000 gallons even with two wet years in that time period. Mrs. Santos added that we followed the City of San Antonio's consumer price index (CPI) percentage inflationary factors since we are a metropolitan in their area. There is an increase of

\$103,000 for the Trinity Water Well operating cost. There was an increase in utilities for approximately \$3,600 for the Trinity Water Well. The renewal of the water management fees will be determined by the Water Advisory Committee. The water rights lease payments correspond to those permits and how much we are paying every year for those permits.

Presentation, discussion and possible appropriate action concerning the water bill adjustment policy.

Mr. McCain presented this item by saying that the City has never put into policy, a procedure on water bill adjustments. Mr. McCain provided two sample water bill adjustment formulas. Mr. McCain added that not many cities adjust water bills. This was followed by a discussion.

Member Dan Parman suggested that the City have a policy on water bill adjustments. Mr. McCain said we can use the procedure currently being used until a policy has been approved.

Presentation, discussion and appropriate action concerning the review of the Water System Ordinances and recommendations to City Council.

Chairman Ross informed the Committee that the City Council has asked them to review the City's water ordinances and bring back any recommendations they may have.

Chairman Ross first brought up the onsite sewage facility provision that has stronger provisions than what the State rules are related to aerobic septic tank treatment process which requires that they be inspected by a certified maintenance provider. Mr. Ross said that "the feeling he had was that the person who made the presentation to the City Council who was in the business of being a certified maintenance provider for aerobic systems wanted this action to be taken so that there would be a stream of septic tanks that use the aerobic treatment process that needed to be certified.

Chairman Ross proposed that the Committee take a look at all of the ordinances and make any suggestions they might have.

Chairman Ross then brought up drought management and suggests that one option be to amend this ordinance to follow the current San Antonio Water System (SAWS) provisions; another option would be to consider our unique circumstances where our system is able to use a source other than the Edwards Aquifer to meet its needs.

Member Parman suggested that the Chairman come up with a plan and look at it at the next meeting.

Upon a motion made by Member Dan Parman and a second by Member Raymond George, the Water Advisory Committee voted three (3) for and none (0) opposed to direct the City Manager to discuss this issue and determine how the effects of the non Edwards use of water will affect Shavano Park's water restrictions. The motion carried.

Upon a motion made by Member Marshall Fairbanks and a second by Member Raymond George, the Water Advisory Committee voted three (3) for and none (0) opposed to hold a work shop on this item within the next two weeks or so. The motion carried.

Presentation, discussion considering the current status of the William Collins septic system lateral lines in relation to the Trinity Well Project.

As stated in a previous item, City Manager McCain stated that there is a settlement being made to Mr. Collins regarding the move of his septic tank. It was determined that the septic move was required by TCEQ. There is a check to be written and a release to be signed early this week. The amount of the check is \$6,000.

Presentation, discussion and appropriate action concerning the Edwards Aquifer Authority Water Rights that will expire in the coming years.

Member Parman suggested that this item be included on the work shop agenda.

Presentation, discussion and appropriate action concerning Water Rates for FY 2011-2012 and scheduling a Budget Workshop if necessary.

There was a consensus of the Committee members to include this item with the work shop agenda.

Adjournment

Upon a motion made by Committee Member Dan Parman and a second by Committee Member Marshall Fairbanks, the Water Advisory Committee voted three (3) for and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park Water Advisory Committee at 2:38 p.m. on Tuesday, July 05, 2011. The motion carried.

These minutes approved on the 9th of August, 2011.

A P P R O V E D

DAVID ROSS
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 09, 2011
1:00 P.M.**

MINUTES

Roll Call

David Ross - present
Raymond George – present
Marshall Fairbanks – present

Dan Parman – present
George Ozuna - present
Chad Clark – present

Others present: City Manager, Kyle H. McCain, Jr.; Public Works Director, David Dimaline; Finance Director, Clara L. Santos; and City Clerk, Saundra Passailaigue

Call to Order

Chairman David Ross 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).

Citizens to be heard

None

**Discuss and consider approval of the Water Advisory Committee Minutes from:
July 05, 2011 Meeting**

Upon a motion made by Member Dan Parman and a second by Member George Ozuna, the Water Advisory Committee voted five (5) for and none (0) opposed to approve the minutes from the July 05, 2011 Water Advisory Committee Minutes as amended. The motion carried.

Presentation of the Proposed Fiscal Year 2011-2012 Water Utility System Budget with discussion to follow.

City Manager Kyle McCain presented the proposed Fiscal Year 2011-2012 Water Utility System Budget with the budget highlights. The revenue from normal sources for next year is projected to be \$899,500.; the expenditures for regular O&M are projected to be \$743,350.; Capital Expenses (Improvements) \$94,000.; Debt Service Requirements \$202,814. This consists of the Water bond payment of \$150,465. and the transfer to Debt Service of \$52,349.; the projected unreserved fund balance is \$406,630.; and the reserved fund balance of \$500,000. Expenditures: baseline budget – maintain the current level of services; employee benefits – a 3.5% salary cost of living adjustment; merit/performance pay; and sick leave buy back. Contractual services – increase in Edwards Aquifer Authority (EAA) admin fees from \$39./acre

feet to \$116./acre feet.; Capital expenses – install variable frequency drives VFD's in Well #7; and upgrade the SCADA alarm system. Mr. McCain concluded the presentation by letting the Committee members know that next steps which included the Water Advisory Committee Work Session scheduled for August 16, 2011, the City Council Budget Work Session on September 06, 2011 and the City Council's final adoption scheduled for September 20, 2011.

Presentation, discussion and appropriate action concerning the review of the Water System Ordinances and recommendations to City Council.

City Manager McCain presented the next item saying that the City Council requests that the Water Advisory Committee review any of the City's ordinances that pertain to water. There was a lengthy discussion.

Upon a motion made by Member Dan Parman and a second by Member Chad Clark, the Committee voted five (5) for and none (0) opposed to have the City Manager come up with a draft of the changes suggested which were two separate drought management ordinances and modify them from there. The motion carried.

Presentation, discussion and appropriate action concerning the Edwards Aquifer Authority Water Rights that will expire in the coming years.

City Manager Kyle McCain said he had just learned today that there are two sets of costs. The leased rights which are \$110 per acre foot and another \$116 costs. Mr. McCain added that we currently have 1637.642 acre feet available to us; 887 belongs to us; and we are leasing an additional 750 acre feet. We are using 800 to 900 acre feet per year. The highest use was in 1998 at 949 acre feet. The highest in the last 10 years was 884 acre feet.

Upon a motion made by Member Dan Parman and a second by Member Marshall Fairbanks, the Committee voted four (4) for and none (0) opposed to let the Water Rights expire. The motion carried.

Presentation, discussion and appropriate action concerning Water Rates for FY 2011-2012 and scheduling a Budget Workshop if necessary.

Member Dan Parman made a motion that the "meter fee" be re-named "service fee" but then withdrew his motion.

There was a consensus to draft a new fee schedule and bring back to the next meeting for discussion.

Adjournment

Upon a motion made by Chairman David Ross and a second by Committee Member Raymond George, the Water Advisory Committee voted four (4) for and none (0) opposed to adjourn

the Regular meeting of the City of Shavano Park Water Advisory Committee at 3:03 p.m. on Tuesday, August 09, 2011. The motion carried.

These minutes approved on the 10th of February, 2012.

A P P R O V E D

DAVID ROSS
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
AT SHAVANO PARK CITY HALL,
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 16, 2011
1:00 P.M.**

MINUTES

Roll Call

David Ross - present
Raymond George – present
Marshall Fairbanks – absent

Dan Parman – present
George Ozuna - present
Chad Clark – present

Others present: City Manager, Kyle H. McCain, Jr.; Public Works Director, David Dimaline; Finance Director, Clara L. Santos; Public Works Office Manager, Peggy Stone; 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).

Citizens to be heard

None

Budget Work Session – Water Utility Fund for Fiscal Year 2011-2012.

City Manager Kyle McCain started by going through the operations and maintenance part of the Water Utility Fund for Fiscal Year 2011-2012 by saying that most of the items have not changed at all. With the new water well there are additional costs in chemicals; postage went down; uniforms are higher but that is based on the cost and; there are also credit card fees. This comes to an estimated cost this year of \$20,950 and estimating for next year \$25,100 which is a 21% increase. Professional services increased by \$5000 due to SCADA and Prime Controls as well as any engineer services this year. All other changes are minor and based on actual cost. Finance Director Clara L. Santos added that the Edwards Aquifer Authority Board is not planning to approve their rates until January 2012 so we have no idea if they are going to go with the \$116.00 or \$100.00. This was followed by a lengthy and detailed discussion. Mrs. Santos added that the City Council would be voting on whether or not to accept the Water Advisory Committee's recommendation to let the Water Rights expire this same evening. There is also an increase in electronic equipment and computer software which is due to replacement of the SCADA System and the radios that operate the SCADA System. This would also include a printer for the SCADA System at City Hall.

Water System Improvements last year were budgeted at \$85,000 and the current year is budgeted at \$65,000 and what is being proposed for next year is \$85,000 for VFDs at Well #7 or two at the Huebner tank. Equipment leases stays the same; Equipment maintenance and repairs goes from \$11,000 to \$20,000 which includes \$6,500 for pulling the 125hp motor for the backup pump at Huebner; vehicle repairs go up just a little due to aging vehicles; building maintenance stays the same; utilities are slightly higher; fuel is actually a little lower; water tank maintenance is at a minimal maintenance amount; water system maintenance is at \$35,000. Mrs. Santos went on to speak on the next two items regarding bond payments which are the new 2009 debt payments for the Trinity Water Well that were purchased last year. The payments will average out to about \$150,000 per year. The next item is the transfer of 3% to the General Fund but this was changed in the new ordinance so staff asked the Committee for input on that percentage. The Committee recommended leaving it at 3%. On salaries, Mr. McCain said that the Public Works Director and the Public Works Supervisor are both split 50/50 between Water and Public Works; the Public Works Office Manager is split 60% Water and 40% Public Works; the Crew Leader is paid 100% out of Water along with two of the service men. Special Allowances: car allowance for director and supervisor, phone allowance for all employees of the Water Department; and certification pay for director and supervisor. Water Consumption varies from year to year and currently 700,000 is used. Debt service and the meter fee is fixed. The EAA pass through is at .25 per thousand gallons which can fluctuate.

This presentation was followed by a discussion.

Upon a motion made by Member George Ozuna and a second by Member Chad Clark, the Water Advisory Committee voted five (5) for and none (0) opposed to change the name of *water meter fee* to *water service fee*. The motion carried.

Discuss and consider action on recommending changes in certain fees as a part of the monthly water bill.

- a. Edwards Aquifer Authority Fee;**
- b. Meter Fee;**
- c. Debt Fee; and**
- d. Water Rate.**

Upon a motion made by Member Dan Parman and a second by Member Chad Clark, the Water Advisory Committee voted five (5) for and none (0) opposed that we have the Water Conservation into two bills (ordinances) that the City of Shavano Park Water System have a parallel bill (ordinance) but effective to our ability to meet the standards of SAWS Water Conservation Plan. The motion carried.

Adjournment

Chairman David Ross adjourned the City of Shavano Park Water Advisory Committee at 3:05 p.m. on Tuesday, August 16, 2011.

These minutes approved on the 10th of February, 2012.

A P P R O V E D

DAVID ROSS
CHAIRMAN

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk