

**THE MINUTES OF THE SHAVANO PARK WATER ADVISORY  
COMMITTEE MEETINGS OF 2012**

- Regular meetings
- Special meetings
  - Workshops

TUESDAY, JANUARY 31, 2012 – 1:00 P.M.

TUESDAY, JANUARY 31, 2012 – CANCELLATION

FRIDAY, FEBRUARY 10, 2012 – 1:00 P.M.

THURSDAY, JULY 05, 2012 – 1:00 P.M.

THURSDAY, AUGUST 23, 2012 – 1:30 P.M.

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
AT SHAVANO PARK CITY HALL,  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
FEBRUARY 10, 2012  
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, Kyle H. McCain, Jr.; Public Works Director, David Dimaline; Finance Director, Dorrance Roderick; Ray Ashinhurst, Public Works Supervisor, Public Works Office Manager, Peggy Stone; and City Clerk, Sandra Passailaigue

**Call to Order**

Chairman David Ross called the meeting to order at 1:08 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: August 09, 2011 and August 16, 2011.**

Upon a motion made by Member George Ozuna and a second by Member Marshall Fairbanks, the Committee voted five (5) for and none (0) opposed to accept the Water Advisory Committee Minutes from August 09, 2011 and August 16, 2011 as presented. The motion carried.

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

City Manager Kyle McCain reported that the contract with URS, Corporation has been extended to include bringing the down well testing company in to determine the amount of iron in each section and the amount of water. These tests will begin February 13, 2012 and we will have a report back by March 14, 2012. The cost of these tests is \$35,000.00 which will come out of the Water Well Fund and will leave about \$360,000.00 in that fund.

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

Public Works Director David Dimaline presented the Water Utility Department's monthly activity report for the 1<sup>st</sup> quarter of Fiscal Year 2011-2012. Mr. Dimaline said that the first three months about 41,000,000. Gallons; sold about 39,000,000. This gives us a water loss ratio of about 3.12%. The radios have been changed out at all of the Well sites and the pump station; there were some maintenance issues that occurred this quarter; in November we had our Texas Commission on Environmental Quality (TCEQ) inspection which is conducted every three years and we received a good report back.

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

Finance Director Dorrance Roderick presented the quarterly Water Utility Activity Report. Mr. Roderick pointed out that there was nothing really remarkable on the balance sheet or the income statement other than that we seem to be on target with regard to the budget. There is about \$680,000. invested in either CDs or TexPool. The cash position is very good. The expense and revenue report shows a 20.49% of budget so we are a little bit behind for the first quarter for what we expected to receive in water revenue. There is one big item coming up which is a liability for a debt service that will be paid this week changing this report dramatically. Mr. Roderick concluded by saying that for the most part everything seems to be either on target for budget or a little bit below as far as expenditures are concerned.

Upon a motion made by Member Marshall Fairbanks and a second by Member Raymond George, the Committee voted five (5) for and none (0) opposed to have the City Manager notify the City Council that the Water Advisory Committee does not feel that the legal fees for the Shavano Park vs. Cram case is an expense directly associated with the Water Utility System but for the General Fund. The motion carried

**Presentation, discussion and appropriate action concerning fees for the use of a credit card for payment of water bills.**

Finance Director Roderick said that the terminal for the Water System payments shows that last month there were fifty-four uses at a total cost of \$111.46 which comes to about 3.92% of what we bring in.

Upon a motion made by Member Marshall Fairbanks and a second by Member Raymond George, the Committee voted five (5) for and none (0) opposed to table this discussion to review annually. The motion carried

**Presentation, discussion and appropriate action concerning the Edwards Aquifer Authority Management fees.**

City Manager McCain said that the Edwards Aquifer Authority Management fee this year is \$47.00 per acre foot; the City was proposing \$69.00 to cover the Habitat Conservation Plan; \$116.00 was

budgeted for the Edwards Aquifer Management Fee combined with the Habitat Conservation Plan. Mr. McCain said that what has been done so far is reduce both fees for a combined fee of \$84.00 per acre foot. The City should receive a rebate of \$35,000.

Upon a motion made by Member Chad Clark and a second by Member Marshall Fairbanks, the Committee voted five (5) for and none (0) opposed to reduce the EAA fees to forty cents (.40) per thousand (1000). The motion carried

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

Chairman Ross presented a proposed draft of ordinances and recommendations to City Council Chairman Ross add that primary changes were made to the drought management plan to be applicable only to the users of the Shavano Park Water System whereas currently it applies to both Shavano Park Water System users and San Antonio Water System users and then changed the triggers for the four stages. This was followed by discussion.

**Presentation, discussion and appropriate action concerning a bill adjustment policy as a recommendation to the City.**

Upon a motion made by Member Marshall Fairbanks and a second by Member George Ozuna, the Committee voted five (5) for and none (0) opposed to approve the bill adjustment policy as presented with the additional wording to allow for one adjustment per year; and take the Water Advisory Committee's recommendation to the City Council. The motion carried

**Adjournment**

Upon a motion made by Member George Ozuna and a second by Member Marshall Fairbanks, the Committee voted five (5) for and none (0) opposed adjourn the February 10, 2012 Water Advisory Committee meeting at 2:40 p.m. The motion carried

**These minutes approved on the 5<sup>th</sup> of July, 2012.**

**A P P R O V E D**

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**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, TX 78231  
JULY 05, 2012  
1:00 P.M.**

**MINUTES**

**Call to Order**

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

Raymond George – present  
Dan Parman – absent  
Chad Clark – absent

**Call to Order**

Chairman David Ross 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).

**Citizens to be heard**

None

**Discuss and consider approval of the Water Advisory Committee Minutes from the February 10, 2012 Meeting.**

Upon a motion made by Member Raymond George and a second made by Member Marshall Fairbanks, the Committee voted four (4) for and none (0) opposed to accept the Water Advisory Committee Minutes from February 10, 2012 as amended. The motion carried.

**Presentation of the Proposed Fiscal Year 2012-2013 Water Utility Fund Budget with discussion to follow.**

Finance Director, Dorrance "Doug" Roderick and Public Works Director, David Dimaline presented the Proposed Fiscal Year 2012-2013 Water Utility Budget. Mr. Dimaline reported on highlighted items such as: Professional Services that includes \$7500 an initial inspection of the Elevated Storage Tank and the development of bid documents for re-painting the tank. This would be the first step with the project going out to bid in FY 2013. Also discussed was the requested purchase of a 3" trash pump estimated at \$2600.00; a new pickup truck; two metal plates to cover up holes estimated at \$750.00 each; ; a replacement of the Tremble hand held meter reading device estimated at \$4500.00; and variable frequency drive (VFD) for Well #7 at a cost of \$75,000.00.

**Presentation, discussion and appropriate action concerning Water Rates for Fiscal Year 2012-2013 and scheduling a Budget Workshop if necessary.**

City Manager Kyle McCain presented this item saying that he would have a better idea on this issue in the next couple of months when he has more information on the Trinity Water Well.

**Presentation, discussion and appropriate action concerning amendments to the Drought Management Ordinance.**

Chairman David Ross presented a red-lined draft of proposed changes to the City's current drought management plan.

Upon a motion made by Member George Ozuna and a second made by Member Raymond George, the Committee voted four (4) and none (0) opposed accept the proposed revisions to the City's drought management plan and make that recommendation to the City Council. The motion carried.

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

City Manager, Kyle McCain updated the Committee on the Trinity Water Well Project. Mr. McCain said he is meeting with the contractor tomorrow to discuss filling approximately four-hundred feet (400') at the bottom of the Well with concrete. The next step would be to look at cementing the outside casing. This will be followed by installing a sand filter system.

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

This item was not discussed therefore, no action was taken.

**Adjournment**

Upon a motion made by Member Marshall Fairbanks and a second by Member Raymond George, the Committee voted four (4) for and none (0) opposed adjourn the July 05, 2012 Water Advisory Committee meeting at 2:14 p.m. The motion carried

**These minutes approved on the 23<sup>rd</sup> of August, 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, TX 78231  
AUGUST 23, 2012  
1:30 P.M.**

**MINUTES**

**Call to Order**

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

Raymond George – absent  
Dan Parman – absent  
Chad Clark – absent

**Call to Order**

Chairman David Ross called the meeting to order at 1:35 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 the July 05, 2012 Meeting.**

Upon a motion made by Member George Ozuna and a second made by Member Marshall Fairbanks, the Committee voted two (2) for and none (0) opposed to accept the Water Advisory Committee Minutes from July 05, 2012 as presented. The motion carried.

**Presentation, discussion and appropriate action concerning the Proposed Fiscal Year 2012-2013 Water Utility System Budget.**

City Manager, Kyle McCain began the presentation of the Proposed Fiscal Year 2012-2013 Water Utility Budget by pointing out the changes that the City Council made during a recent Budget Workshop: Under transfers to the General Fund and transfer to Debt Service Fund and Total Transfers, \$56,000 that was shown in that line as a transfer to Debt Service was actually a duplication that was included in the 2013 Water Bond Principle Fund of \$76,853; this error showed a \$56,000 less of a deficit but has been corrected. This change put the Water Fund back in the green but prior to that coming out at the Council meeting; they had gone back and made other changes deleting items to lower the expenditures. The first change was made to overtime which has been put at \$4,000 every year but only expect to use \$2,600 of it this year so that was lowered to \$3,000; on Special Allowances, there was \$10,350 which included the \$450 Animal Control certification pay which was moved to the General Fund bringing it to a total of \$1,450 in reductions. Under Operations and Supplies was a reduction of \$1,000 leaving a total for supplies of \$5,000; Under Training and Education was a reduction from \$3,000 from Water and \$2,000 for Travel/Mileage/Per Diem to \$1,500 from Water and \$1,000 for Travel/Mileage/Per Diem; The increase in training was to send the

Public Works Office Manager to Incode training which will now not be done; Under Vehicle Maintenance and Repair was increased to what it was last year; Under Water Conservation there was a reduction of half since it has not been used in the past; The Contingency Fund which has always had \$10,000 in it was eliminated because and if something was needed to be purchased out of such a fund, it will now just be done through a budget adjustment. Under Maintenance, there is an increase from \$35,000 to \$58,000 for filters, cost of filtering, and cost of operating the Trinity Well; The Edwards Aquifer Pass-through charge was set at \$.60 but Mr. McCain is asking for the recommendation from the Water Advisory Committee to adjust the EAA fee as part of the proposal for next's year's budget to take the fee from \$.60 to \$.50 in order to generate enough for the EAA to balance that this year.

Upon a motion made by Member Marshall Fairbanks and a second made by Member George Ozuna, the Committee voted two (2) for and none (0) opposed to raise the EAA fee to \$.50 for Fiscal Year 2012-2013. The motion carried.

Upon a motion made by Member Marshall Fairbanks and a second made by Member George Ozuna, the Committee voted two (2) for and none (0) opposed to not renew the water lease for the 11.53 acre feet. The motion carried.

**Presentation, discussion and appropriate action concerning Water Rates for Fiscal Year 2012-2013 and scheduling a Budget Workshop if necessary.**

Upon a motion made by Member George Ozuna and a second made by Member Marshall Fairbanks, the Committee voted two (2) for and none (0) opposed to leave the water rates as they are today. The motion carried.

**Briefing concerning the Trinity Water Well Project.**

Public Works Director, David Dimaline gave a brief update on the Trinity Water Well Project saying that Alsay has completed the Well modifications and the pumping of the Well has begun. The first results have come back. Preliminarily it appears that the iron levels are coming down.

**Adjournment**

Upon a motion made by Member Marshall Fairbanks and a second by Member Raymond George, the Committee voted two (2) for and none (0) opposed adjourn the August 23, 2012 Water Advisory Committee meeting at 2:42 p.m. The motion carried.

**These minutes approved on the 1<sup>st</sup> of November, 2012.**

**A P P R O V E D**

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**PHILIP JACKSON**  
CHAIRMAN

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC, City Secretary**