

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, January 13, 2014  
6:30 PM.  
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. ROLL CALL:                      PRESENT:                                      ABSENT: None

Phil Jackson  
Tommy Peyton  
Marshall Fairbanks  
Mary Werner  
Greg Gibson  
Brian Eck

3. CITIZENS TO BE HEARD: None

4. MINUTES

a. December 2, 2013

Mary Werner motioned to approve the minutes of December 2, 2013, Tommy Peyton seconded. Motion passed.

5. CITY MANAGER REPORT

- a. City Manager introduced Louis Mintz as the new Public Works Director. Mr. Mintz told members he has a "B" Surface Water License as well as an "A" Wastewater License and will be taking the Texas Water License exam the first Friday of February and is confident he will pass. City Manager also said he'd like Louis to be involved with the P & Z, and Drainage Committees as well.
- b. A review was done on the Quarterly Financial Reports of the Water Accounts. The Debt Service monies need to be in a separate account. Members wanted to know if the monies in the Tex Star account can be put in the checking account, City Manager to check with Finance on this issue.
- c. Water Lease – City Manager has entered into financial agreements with two entities - Mr. Bill Hinds for 1 acre foot and Mr. David Player for 38 acre feet for one (1) year.
- d. A review was done of the other historical financial reports on the Water System.

6. NEW BUSINESS

- a. Discussion/possible action - Water Department current/future Budget Review – Ms. Werner brought up the callable bonds that are due in February and further discussion followed. City Manager indicated there was money to pay the water portion.
- b. Update on Trinity Well – City Manager and Louis Mintz said that the Trinity is in operation, it is not being operated during the holidays due to limited staffing

(vacations). and it was having to be done manually. Louis indicated that the SCADA system was being

Water Advisory Committee Minutes

1/13/14

Page Two

upgraded today. Many pieces of the operation were being upgraded including the CPU and radios are being reprogrammed to bring the Trinity fully online and automated.

- c. Discussion/possible action – recommendation to City Council regarding SARA lease request. Consensus of the Committee was to wait at least a year in order to get better pumpage data from the Trinity. No action taken.
- d. Tour of water system. The tour should be on a Friday afternoon and Louis is to schedule when he's up to speed.


FUTURE BUSINESS:

At the next meeting they discuss a 5 year plan and future years.

Also what to do with inactive wells – 2, 3 & 4

Next meeting scheduled for 2<sup>nd</sup> Monday in February at 6:30 p.m. February 10<sup>th</sup>, 2014.

- 7. ADJOURNMENT – Marshall Fairbanks motioned to adjourn. Greg Gibson seconded. The meeting was adjourned at 8:15 p.m.

 Peggy Stone  
PW/Water Utility  
Office Manager





done in 2013 but not billed until 2014 if the auditors approve will be transferred to the 2012-13 budget regarding the Trinity expenses. An explanation was given for the checking and savings accounts as well as the debt service payment made on 2/10/14. The TexStar Pool account was increased, Water Capital Fund was \$ 303,000 which a portion ( \$ 220,000) was moved to checking for the Trinity well costs. The Water Capital Fund has \$ 220,000. The Equipment Capital Replacement Fund currently has no monies.

Water Advisory Committee to recommend whether to pay the water portion of callable bond (\$123,000) out of the TexStar Pool.


## 6. NEW BUSINESS


- a. Discussion/possible action - Water Department current/future Budget Review  
Further discussion regarding how to simplify the water accounts and put money aside for infrastructure improvements was had and City Manager was asked to check out how it can be done to simplify the accounts.
  - (1) Mary Werner moved to have the \$83,000 in the Capital Improvement Fund reimburse the checking account to apply to unencumbered Trinity expenses. Tommy Peyton seconded. Motion Passed
  - (2) Tommy Peyton recommends to City Manager that he inform City Council to process payment up to \$ 150,000 for the callable Bonds for the Water and to check with Finance for correct amount. Brian Eck seconded. Motion passed.
- b. Discussion/possible action – report to Council  
Bill Hill indicated that he would provide minutes to the City Council and summarize the report.
- c. Update – on current water activities – L. Mintz, Public Works Director  
Lou informed the committee that the 65hp motor at Huebner went out and the staff replaced it with a spare using the backhoe. There were filter problems with the Trinity which have been adjusted, Lab samples were taken which included the “special” tests, there was staff training on how the Trinity works so they know what to look for. Valves for flushing were put in at dead-end lines on Cliffside Dr. and Elm Spring Lane. Backup generators that we own haven’t worked, therefore the controls and batteries have been replaced and now generators are working. Two water main breaks were repaired on Shavano Dr. and NW Military.

Next Meeting is scheduled for March 10<sup>th</sup> at 6:30 p.m.  
Water Advisory Committee Mtg  
February 10, 2014  
Page Three

7. ADJOURNMENT

A motion to adjourn was made by Marshall Fairbanks and 2<sup>nd</sup> by Tommy Peyton.  
The meeting was adjourned at 8:05 p.m.

  
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Peggy Stone  
PW/Water Utility  
Office Manager

  
\_\_\_\_\_  
Phil Jackson - Chairman

3/10/14  
Date

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, March 10, 2014  
6:30 PM.  
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m.

2. ROLL CALL:

PRESENT:

Phil Jackson

Tommy Peyton

Marshall Fairbanks

Mary Werner

Brian Eck

ABSENT: None

Greg Gibson

3. CITIZENS TO BE HEARD: None

4. MINUTES

a. February 10, 2014

Mary Werner motioned to approve the minutes of February 10, 2014, Marshall Fairbanks seconded. Motion passed.

5. PUBLIC WORK'S DIRECTOR REPORT

a. Update – Trinity Well:

Public Works Director Mintz informed the Committee that he's working with URS to finalize getting the Trinity online. He took some samples from the Trinity after filtration to the lab to see what the iron content was and it came back .8 – which is lower than the 3.0 required by TCEQ. He also informed the committee that the motor at # 5 had to be pulled because it was malfunctioning and he has to decide to either repair it or replace it with a new one. He's getting costs on both actions and will make a decision soon. A new motor will cost between \$ 25K & \$35K.

b. Update – current water activities:

The crew has been testing flows on 483 water meters that have consumed more than 1M gallons of water since installation in 2007. One meter out of 200+ so far has been found to be malfunctioning for the past 3 years and was replaced with a new meter. They will continue to test all the meters.

c. Status - 2004 callable bonds:

Public Works Director Mintz handed out a spreadsheet with information regarding the 2004 bond. Mary Werner indicated that the bond information that was presented

was not the one that was callable. The \$3M bond is callable, which was the original 2000 bond that contained the looping of water lines, building City Hall, Fire Department driveway expansion and Police Dept. parking area and was re-financed. A portion of that amount is callable. Public Works Director Mintz will look further into this and get back to the Committee

d. Financial Report

Public Works Director Mintz went over the revenues and expenditures up through February 28<sup>th</sup> from the Finance Office. The expenditures are well under 25% of the budget and the auditors have not transferred the \$200+K to the 2012-13 Budget for Trinity expenditures yet. He also mentioned to the Committee that since # 5 well is a key part of the Trinity project to get it back online, the costs should come out of the Trinity bond funds left over. However, there is money in the current budget.

6. NEW BUSINESS:

a. Discussion/possible action – appointment of Vice-Chairman

Tommy Peyton nominated Mary Werner to be Vice-Chairman, Brian Eck seconded. Motion passed.

b. Discussion/possible action – Water Dept. current/future Budget Review

After being informed that we were well within our current budget, Public Works Director Mintz mentioned that we were already in the planning process for the 2014 – 15 budget and that he will bring his information to the Committee when ready. Committee suggested that he use a curve with previous years to determine where things need to be adjusted according to the revenues and expenditures of those years. Marshall Fairbanks suggested that a 5-year plan be brought to them and Public Works Director Mintz indicated that he was still in the learning stage and will develop a future plan and bring that to the Committee for review. Also he should determine how to fund the Water Equipment Replacement and where to put it in the Budget so it's reserved. Public Works Director Mintz suggested that any monies left over from the Water Budget should be earmarked as carry-over for the next year as Water Equipment Replacement funds.

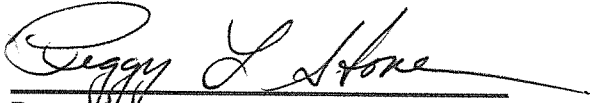
c. Discussion/possible action – report to Council

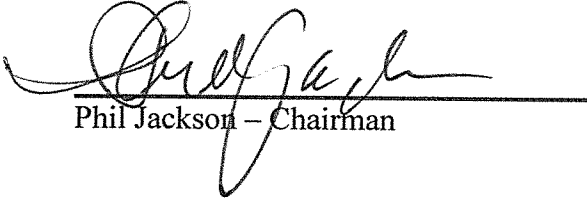
Committee determined that at this point there was no recommendation that should be made to City Council

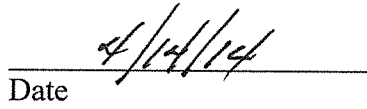
Next Meeting is scheduled for April 14<sup>th</sup> at 6:30 p.m.

7. ADJOURNMENT

A motion to adjourn was made by Marshall Fairbanks and 2<sup>nd</sup> by Tommy Peyton.  
The meeting was adjourned at 7:30 p.m.

  
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Peggy Stone  
PW/Water Utility  
Office Manager

  
\_\_\_\_\_  
Phil Jackson – Chairman

  
\_\_\_\_\_  
Date





Water Advisory Committee Mtg.  
April 14, 2014  
Page Two

Additional sites throughout the City be approved so that we can get a better grip on residual testing for the entire system. We should hear back from them.

Mary Werner suggested that an article be placed in the Road Runner explaining the discolored water on Wagon Trail.

Financial Reports – Director Mintz handed out a spreadsheet which showed all the funds and what the Water accounts showed as balances. Public Works Director Mintz went over the revenues and expenditures up through March 31<sup>st</sup> from the Finance Office. The expenditures are well under 34% of the budget.

#### 6. NEW BUSINESS:

- a. Discussion/possible action – Water Department current/future Budget Review  
Director Mintz explained through a Power Point outlining goals, mission, philosophy, objectives, recommendations and what the schedule is going to be for presenting the Water Budget to the Committee for their input prior to City Council action. He explained what his views were for the future and what types of things he believes can be done to provide a better quality of water for all residents on the system.

One of those long term goals is to have a filtering system that will soften water throughout the whole system. One would be placed at Huebner and one at the Elevated Storage Tank. This is in the future and Mr. Peyton asked to speak with Mr. Mintz at a later time about some possible ideas.

- b. Discussion/possible action – dissolution of the Low Flow Water Rebate Program. After discussion about the viability of keeping this program active, Marshall Fairbanks motioned to keep the program active, Mary Werner seconded. Motion passed.

#### 7. ADJOURNMENT

A motion to adjourn was made by Marshall Fairbanks and 2<sup>nd</sup> by Tommy Peyton. The meeting was adjourned at 7:30 p.m.

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Peggy Stone  
PW/Water Utility  
Office Manager

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Phil Jackson, Chairman

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Date

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, August 18, 2014  
6:30 PM.  
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. ROLL CALL:

PRESENT:  
Phil Jackson  
Marshall Fairbanks  
Brian Eck

ABSENT:  
Greg Gibson  
Mary Werner  
Tommy Peyton

3. CITIZENS TO BE HEARD:

David Ross, 99 Bent Oak Dr. Complimented the staff on the great job they are doing keeping the Committee informed. He indicated that residents are looking for a reduction of rates. Capital Improvement items don't have to be done all at one time and the elevated storage tank refurbishing request has been in the budget since 2010-11 and probably really needs to be done. It would also help the Committee if there were actual finance balances at the end of the fiscal year to help with budget.

4. MINUTES

a. July 14, 2014

Marshall Fairbanks moved to approve the minutes of July 14, 2014, Brian Eck seconded. Motion passed.

5. PUBLIC WORKS DIRECTOR REPORT

- a. Director Mintz let Lara Feagins, Finance Officer present the financials to this Committee.
- b. Director Mintz was asked about the Trinity Well and reported that there have been some problems. Well # 7 was hit by lightning as well as the SCADA boxes and a claim has been filed with TML. The Trinity because of this storm has been running constantly and they have been monitoring the system. Residents are using a high amount of consumption between the hours of 3 a.m. – 8 a.m., between 7:30 a.m. – 9:30 a.m. Well # 5 and Trinity are keeping up, then it slacks off a bit until dinner hour when Wells #7 & 8 come on to keep up with the pace. Director Mintz said we need to replace the SCADA box and the meter at # 7 and get it back online as soon as possible.

MINUTES

WAC Meeting 8/18/14

Page Two

6. NEW BUSINESS:

- a. Discussion/possible action – Inventory Assessment: Director Mintz went over changes made on the Inventory Assessment since the last meeting and explained that this is a working document to help in the future and is fluid (meaning a constantly changing worksheet) with budgets.

- b. Discussion/possible action – Replace water meters and boxes.

Director Mintz explained to the Committee there are approximately 487 meters that have gone over the 1,000,000 gallons of consumption that should be replaced per recommendation of the AWWA due to wear and tear on the insides of the meters. Since January there have been 25 meters that have been found to be inaccurate and have been replaced. The discussion whether to hire an outside company to come in and replace all the meters or for staff to do portions of the City and replace the meters and boxes necessary in-house. Director Mintz would like to concentrate on replacing the higher flow meters first to recapture the water being lost. He explained that for the past few months, staff has been physically checking the meter readings right after they have been read to see if the physical reading is close to the radio reading for accuracy. There have been incidents where the physical reading is different from the transmitter reading causing some issues. These meters have been replaced. Director Mintz informed the Committee members that hiring a company to come in and replace all the meters at one time would show an immediate return on investment the same as when the original program was started in 2007.

Marshall Fairbanks moved that the high flow meters be replaced in-house over time and over the next 2-3 years get back on track. Brian Eck seconded. Motion passed.

- c. Discussion/possible action – Proposed 2014-15 Water Budget

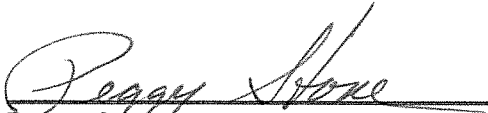
Director Mintz discussed some of the changes made since last meeting. Director Mintz said he'd like to remove the GIS mapping - \$ 40,000 from this budget until he is more familiar with the system distribution lines. Committee members indicated that this was ok with them.


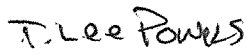
Marshall Fairbanks moved that the Committee recommend to City Council their approval of the Water Budget with the few changes made. Brian Eck seconded. Motion passed.

7. ADJOURNMENT:

Brian Eck moved to adjourn, Marshall Fairbanks seconded. Motion passed. Meeting adjourned at 8:10 p.m.

Next meeting scheduled for Monday, September 8<sup>th</sup>, 2014 at 6:30 p.m.

  
Peggy Stone  
PW/Water Utility  
Office Manager

  
Phil Jackson, Chairman  
  
10-13-2014  
Date

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, September 8, 2014  
6:30 PM.  
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. ROLL CALL:

PRESENT:  
Phil Jackson  
Mary Werner  
Brian Eck

ABSENT:  
Greg Gibson  
Marshall Fairbanks  
Tommy Peyton

3. CITIZENS TO BE HEARD:

None

4. MINUTES

- a. August 18, 2014  
No action taken

5. PUBLIC WORKS DIRECTOR REPORT

Director Mintz turned this item over to Finance Director Feagins, for the presentation of the financials.

6. NEW BUSINESS

- a. Discussion/possible action – FY 2014 – 15 Water Budget - Mary Werner discussed a rebate to water users as a good faith gesture, possibly towards the end of year and it was suggested to be a non budget item – further discussion needed after year end financials are completed. - no action taken
- b. Discussion/possible action – review of short and long term goals for water system
- A discussion of what has been happening with the wells after the storm
  - Installation of the replacement meter at well site # 7
  - Pulling of the pump/motor at well site # 9 to evaluate necessary repairs or replacement.


The consensus of the committee was to agree with Director Mintz's short and long term goals.

Committee members believe that a five (5) year comprehensive review of the water meters, distribution lines and an immediate fix to the SCADA system along with the next item need to be done.

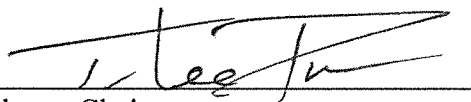
- c. Discussion/possible action – comprehensive review of water rate and fee study – Discussion of a review of the rate and fee study take place and will be reviewed at a later date.

- d. ADJOURNMENT:  
Meeting adjourned at 7:35 p.m.

Next meeting scheduled for Monday, October 13<sup>th</sup>, 2014 at 6:30 p.m.



Peggy Stone  
PW/Water Utility  
Office Manager



~~Phil Jackson~~, Chairman

T. Lee Power

10-13-2014  
Date