

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, FEBRUARY 8, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

ABSENT: None

T. Lee Powers, Chairman
Matthew Trippy
Andrew Walters
Al Walea
Margaret Kautz (Maggie)
Tomas Palmer

3. CITIZENS TO BE HEARD:

None

4. MINUTES

Member Tomas motioned to accept the minutes as written, Member Kautz seconded. Motion passed.

5. PUBLIC WORKS/WATER DIRECTOR REPORTS

Director's report:

Public Works Director Peterson stated that Well # 6 which had been hit by lightning a few months ago had the electrical can and service replaced, water samples were taken and passed so Well # 6 is back online and in rotation. The Trinity well currently has a 4" strapped on meter which cannot be calibrated to make sure it is registering properly and needs to be replaced with a regular 4" meter and register. In his observance the current register the last few days it has been showing 7,000 – 8,000 gallons running through the meter, however, the pumps have been off and this is not possible. It will cost approximately \$ 2,000 to get a new one and he will be ordering this shortly. Member Walea asked Director Peterson if he could check to see if corrosion or iron could be a cause of this malfunction. Director Peterson will look into that and report back. Some of the sand filter valves have been replaced with brass ones.

Over the weekend Director Peterson received 5 SCADA alarm calls. Apparently the water dropped too low and the pumps didn't kick on as scheduled. Three (3) of them were false alarms. A sensor got stuck at the top of the tank causing an alarm. During the last half of the year, City Manager Hill will do an in-depth analysis of SCADA and alternatives so that during budget talks WAC can make a recommendation to City Council. He will do a spreadsheet of the type and frequency of the alarms for better understanding of the issues.

Director Peterson reviewed actions on the Trinity and sand filters.

An update on the meter replacement program and the issues with the accounts that weren't reading correctly. Director Peterson stated that he'd been working with members of Badger Meter to investigate what the problem was and found out that the old meter model (ADE) were discontinued a couple of years ago. The new meters that have been installed since October 2014 are not the same as the ones initially installed in 2007, they are a different model (HRH) which also changes the number of dials to read from 5 to 8 and have a different "test code" to work with our billing software. Peggy is in the process of reviewing all those customers that were having outrageous bills for October or November and making adjustments if needed. Comparing the data profiles from before the swap with the current one will give us an idea if an adjustment is necessary. This process should be taken care of by the end of February. When meters were read for January everything seemed to be working properly.

Director Peterson informed the members that when repairs were done on the sand filtration tanks and they were ready for testing to put it back online, nothing indicated that the valves were left closed nor any labels on the equipment by the contractor. Therefore when our workers went to turn it on the pressure built up quickly causing the pipes to burst throwing Director Peterson to the ground and spreading debris around the site. The Contractor didn't label the valves to show they were in the closed position on the equipment and explain how it worked which could have caused a much larger problem. Director Peterson has on several occasions asked for an O & M Manual and has yet to receive one. Since this event things have been repaired and the motors have been strapped down to prevent jarring.

It was also noticed that there wasn't a separate shut off valve for the air compressor and the pump. The pump and air are on the same breaker. Rhodes Electric was hired to separate the two. Since November, 2015, six (6) valves have been replaced with brass valves, tees and 90's, the tank was cleaned. Director Peterson has made up direction sheets showing each action that should be taken so when the crew does go to do their regular duties they can see what actions need to be done so accidents don't happen.

a. Financials:

FO Feagins reviewed the Revenues and Expenses for November and December and indicated that year end has not been completed. Member Walea would like to see the final water report FBY 2014-15. Water revenues and expenses for December have been right on target compared to last year.


6. REGULAR BUSINESS

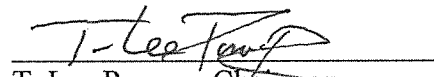
a. Discussion/action – amending the Water Budget 2015-16 to reflect the contract/engineering cost to refurbish the elevated storage tank (water tower) – City Manager

- e. Presentation – Groundwater Rights Pooling program for Aquifer Storage and Recovery – City Manager

CM Hill explained the EAA Pooling Program as another possible alternative. The program would basically take xx number of acre feet that were available we aren't using and pay the City \$ 50/acre foot. However, if they don't need all of what they take, the responsibility is on them.

- 7. ADJOURNMENT: Member Kautz motioned to adjourn, Member Trippy seconded. Meeting adjourned 8:19 p.m.


Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman
Date: 3/17/16

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
99 SADDLETREE RD, (PUBLIC WORKS BUILDING), SHAVANO PARK, TX
78231
THURSDAY, MARCH 17, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:38 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Matthew Trippy
Tomas Palmer
Al Walea

ABSENT:

Margaret Kautz
Andrew Walters

3. CITIZENS TO BE HEARD:

None

4. MINUTES

Member Walea motioned to accept the minutes with two corrections, Member Palmer seconded. Motion passed.

5. PUBLIC WORKS/WATER DIRECTOR REPORTS

a. Director's report:

a.1 Public Works Director Peterson stated that two new VFD (variable frequency drives) had been installed at Well site # 1 as well as line reactors (surge protectors) for a cost of approximately \$8,000. The VFD's at Huebner were transformed so they provide pressure information and can go down as low as 35 psi (idle) instead of soft start. Pressure transducers were also put on the distribution side at Shavano Dr. and Huebner. The 4" meter for the Trinity well arrived and the additional parts required to install are to arrive on Friday, March 18th – installation on either Friday or Monday.

a.2 Director Peterson gave an update on issues with SCADA alarms and presented a spreadsheet showing the types and frequency (see attached list). Also spoke about the alarms on the 9th and 17th of February which were causing communication problems. He's looking into how to correct the communication issues/alarms.

a.3 Director Peterson also updated the members regarding issues regarding the new meters and billing errors. Two of Badger representatives met with him, Peg, Willie and Mike last week and went out in the field to analyze two of the problems to see if they could

determine what the actual cause was. The result was that the Badger tech support personnel originally told Peg that the new meters were completely different than the ones originally installed. This meant some data in the software on these accounts needed to be changed in the Incode customer accounts in order for it to be read correctly. Peg changed all those points for the 58 accounts, hoping that solved the problem. Unfortunately we were still having issues. Director Peterson met the Badger people while at his class in Corpus and requested that they meet with him the following week to see if they could resolve these issues. When Alan Breese and Chip Woods arrived and were listening they heard what they thought was wrong information and that the changes that Peg was told to make was incorrect. Since then the data was changed back and we're hoping there will be no further issues next month. The other thing that was mentioned was that they are no longer supporting one of our key software pieces and we will have to invest in the newest version when it becomes available. Peg continues to work on the issues with over-billed and under-billed accounts from October, November and December in amongst her other duties, there are still about 20 left to be processed.

Director Peterson presented the new TCEQ required rules regarding Coliform and other testing which begins April 1st, 2016. A complete plan has to be submitted to the TCEQ prior to March 31st, 2016 and implemented as of April 1st. The plan needs to include a map of the water system with test points (which need to have available 5 sites upstream and 5 downstream in the event of a positive test). Also our well sites, the schedule of how many times we test which he's trying to reduce our test sites from 54 to 10-20 since we need to only test once a month for Coliform, but continue to test every day for bacteriological and CL2. He explained that there is a TCEQ approved testing kit that costs \$ 3,620 that would reduce the number of hours it would take a person to do this testing. If done by purchasing all the pieces needed and to do the testing at each site it would take that person 40 minutes at each site. If this kit was purchased it would reduce that time to 5 minutes each site. Consensus of the members was to purchase the kit and find the money in the budget. If a budget amendment is needed in May Director Peterson can go that route.

Director Peterson will be contacting a TCEQ representative who works with smaller cities for assistance to see what can be done to upgrade our well sites to avoid possible TCEQ violations and fines.

Director Peterson also mentioned to the members that he's working on his 120 day assessment of the water system, equipment, personnel, etc. for the City Manager. Director Peterson also notified the members that he would be studying for his "C" License test to be taken next week.

b. Financials:

b.1 End of FY Report

FO Feagins reviewed the End of Year report and explained how different the Water Budget sheets are from the General Budget due to items that are entered and then deducted because there should be no budget line item.

b.2 January Financials

FO Feagins went over the January Financials and indicated that we are in very good shape so far. Obviously with the expenses for the elevated tank painting coming up that may change.

6. REGULAR BUSINESS

- a. Update – Elevated storage tank (water tower) repainting project – Public Works Director

Director Peterson in coordination with the contractor had spoken to City Manager Hill that the contractor would do their best to shorten up the time for the project if they could work 7 days a week. City Manager gave the approval for this as long as the residents immediately in the vicinity of the tank were notified. City Manager was made aware also of the fact that our crews are working 24/7 to monitor the pressures throughout the system due to lack of SCADA support.


- b. Discussion/action – Consideration participation in the Aquifer Storage Recovery (ASR) Pooling Program –

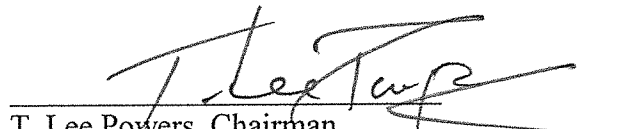
Chairman Powers asked that items 6b and 6c be discussed together.

- c. Discussion/action – Consideration increase participation in the ASR Program – Public Works Director –

Director Peterson reviewed with the members the attachments (1), (2) & (3) showing the different scenarios for increasing our participation in the program, the amount of acre feet we own/lease, and have historically pumped, etc. As well as the risks involved with both programs. Member Trippy motioned to increase our participation of an additional 200 acre feet to the ASR program for 2016 as well as join the ASR Pool Program, Member Palmer seconded. Motion passed.

7. ADJOURNMENT: Member Trippy motioned to adjourn, Member Palmer seconded. Motion passed. Meeting adjourned 8:05 p.m.


Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman
Date: 4/11/16

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, APRIL 11, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Margaret Kautz
Tomas Palmer
Al Walea

ABSENT:

Matthew Trippy
Andrew Walters

3. CITIZENS TO BE HEARD:

David Ross, 99 Bent Oak Dr. requested that the Committee members refrain from taking any additional dollars from the Water Reserve Funds to pay for any further costs of the tank or any further expenses pertaining to repairing the water system or purchasing any other needed equipment in the future. We don't have sales tax to fund our reserves and need to be protective of those funds. The Committee should be able to offset current budget costs for the rest of the tank without touching the reserves including the Cathodic Protection costs for the elevated tank. The City used to have a priority list of big ticket items so we could plan for these costs. City Manager Hill responded that they will protect the reserves. The scope of the work should've been more thorough before we went out for bid. Define your scope of work in your budget process and be better prepared to go out for bid. There are no further fees for a qualified inspector who comes out every couple of days to inspect, no further tank fees are expected and no engineering fees will be needed.

4. MINUTES:

a. Meeting Minutes – March 14, 2016

Member Kautz motioned to accept the minutes as written, Member Walea seconded. Motion passed.

5. PUBLIC WORKS/WATER DIRECTOR REPORTS

a. Water Department – Public Works Director:

a.1 Elevated storage tank (water tower) repainting project

Public Works Director Peterson stated that he's been sending weekly updates to the committee members. The interior has been completely painted and the inspector will be doing 2 paint tests on Tuesday, April 12th to see if the thickness is correct and if it is water tight. It will take approximately one week to completely dry. By Tuesday of next week, the tank should be filled, treated, sit for 24 hours, tested to make sure it's clean and safe and it should be back online by Thursday or Friday of next week. The valve at the bottom of the tank has been tightened and turned off. The blow off valve at Cliffside has been shut off due to inside

mechanics not working correctly. Received 2 complaints from Cliffside area with colored water which were quickly resolved.

There are some issues with the dead end mains but crews have been flushing lines more often. Iron testing on the paint coming off the tank was completed and the results are that the exterior was at .12 which is well under the requirement from TCEQ, the interior came back at 1.65 and will need to be disposed of by the contractor to a special landfill. Since the inside material was mixed, the contractor will have to remove all the debris and take it to the landfill that will accept this type of materials. Had one customer right under the tank that had some pits on a car, this issue was resolved by the contractor by Friday.

a.2 Recent Water System Improvements:

Director Peterson stated that the VFD's at Huebner have been adjusted come on as a be soft start. Pressure transducers are installed and they are working on transferring the EST back to pressure. Director Peterson has contacted another contractor for help with the SCADA system along with Prime Control. The pumps at Shavano have been discontinued and new ones will cost approximately \$ 4,000 - \$ 5,000 each. The Trinity well meter had a strapped on meter and couldn't be relied on for accurate readings. This has been replaced with a 4" Badger meter and we are getting much more accurate readings of what we are pumping.

a.3 SCADA Alarm – historical date review:

Director Peterson stated that there have been 52 alarms since March 14th. 8 were emergency and 3 alarms were at Shavano Dr. station. Recently there was a loss of power at Shavano pump station and if someone hadn't mentioned it at City Hall we wouldn't have known the entire area of Shavano pump station lost power we would've lost the whole system within minutes. Luckily we had staff working 24/7 and were able to get the system back on quickly. However, if the power should go out when no one is around, there won't be any alarms to let staff know there is a problem and there is no backup generator to keep the system running. There is no reset button. Member Palmer had a question regarding the security and how protected is the system that someone just can't come in and play with the controls. The City needs to have very strong passwords and security for its water system to avoid any terrorist attacks on soft target systems and need to eliminate the default passwords. Need to have a set of complexity rules for the SCADA and stronger rules and passwords for access to utilities. Member Palmer has offered to help Director Peterson get this set up.

a.4 Meter Update

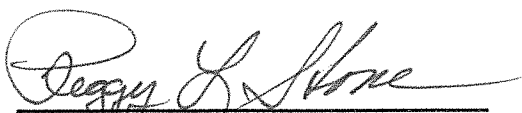
Director Peterson explained that the issues we've been experiencing regarding the water bill calculations from last fall have been resolved and there are no longer any issues with over or under billing customers, the meters have read correctly. No adjustments have been made.


- b. Financials:
FO Feagins reviewed the Revenue and Expenditure reports. Budget numbers are right on target

6. REGULAR BUSINESS

- a. Discussion/action – Budget Amendment for Aquifer Storage and Recovery (ASR) Lease Program and Capital Expenses
Member Walea motioned to approve the Budget Amendment for ASR Lease Program for 200 acre feet, Member Palmer seconded. Motion passed
- b. Presentation/discussion – Emergency Generator for Water System
Director Peterson informed the members that he would like to possibly purchase a few emergency generators large enough to have as backup for the Shavano Station, one for the well sites # 7 and # 8 as well as the public works building. Recently the northern section of the City experienced a very brief outage that took out all the equipment at the Shavano station and had someone not mentioned that fact to someone from the water department who happened to be in City Hall the entire water system could have gone down without anyone knowing. Luckily crew was able to reset the system and only about 15 minutes was lost. Director Peterson also said that it is necessary to get SCADA to talk to the pumps. Member Walea mentioned that Director Peterson needs to make up a Capital Plan – assess the situation, analysis of all components, determine needs, prioritize, timeline and costs and present it to committee for consideration for next Budget 2016 – 17. Should consider UPS (uninterruptible power supply) installed in front of pump. Pull out the generators as a priority and do complete analysis, costs, etc. Then SCADA system and do same thing.
- c. Presentation/discussion – Initial six (6) month Public Works/Water Assessment
Director Peterson reviewed several items on his list – see attached. Chairman Powers offered that Director Peterson do a Benefit to Department, and analysis, costs, etc report on each item. Also it would be helpful to have a water model – showing distribution mains, streets, fire hydrants, valves, etc to be used when talking about system. Might check with Bexar 911 to see if they have something we could use or access. Chairman Powers suggested that everyone take this assessment home and read up on it for upcoming budget discussions.

7. ADJOURNMENT: Member Palmer motioned to adjourn, Member Walea seconded. Motion passed. Meeting adjourned 8:20 p.m.


Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman
Date: 5-9-16

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, MAY 9, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Andrew Walters
Margaret Kautz
Tomas Palmer
Al Walea

ABSENT:

None

3. CITIZENS TO BE HEARD:

None

4. MINUTES:

a. Meeting Minutes – April 11, 2016

Member Kautz motioned to accept the minutes as written, Member Palmer seconded. Motion passed.

5. REPORTS

a. Public Works/Water Department Reports

i. Update six (6) month Water Department assessment

Public Works Director Peterson reviewed the 6 month assessment of the water department. No dollar figures are attached of yet, still working on those and will bring back during budget discussions. SCADA is still a major issue, Director passed out a copy of the list of areas he has assessed. City Manager Hill asked that the members send any comments or additions to him and Director Peterson immediately so they can address them before budget planning commences. If there is a particular assessment we need to address the first year with need, costs, etc. send it to City staff. It will be addressed and brought back to the committee at a later date. Director Peterson is also working with Don McCrary & Associates to see if we can get back some of the items they have from their association with the City such as a GIS water module, distribution maps, etc.

ii. Update Elevated Storage Tank Project

Director Peterson has sent committee members updated emails regarding the tank project progress. Tank was put back online of April 26th and crews went back to

regular shifts on April 28th. A new pump was ordered for Well # 1 because of wear and tear, pump is 5 years old. Chairman Powers asked about the coax issue, Director Peterson said it was resolved by contractor, no cost to the City. Member Tomas asked that there be a "process report on the project" from Director Peterson for the EST project for future reference on big projects. How project was done, what changes were made, what was learned, what was included in the specifications, what should've been done better, if inspector or engineer should have been brought in sooner, those types of things as well as the addition of the Cathodic Protection, and other items.

b. Financials:

Finance Director Feagins reviewed the Revenue and Expenditure reports for March. Budget numbers are right on target for the year.

6. REGULAR BUSINESS

a. Discussion/presentation – SCADA system assessment – Public Works Director Peterson

City Manager Hill informed the members that he'd had several conversations with Prime Control to discuss the issues we were having with SCADA back in October before Director Peterson arrived. Radios are Motorola and are obsolete, most parts are unavailable, system and software is antiquated, very few technicians are able to work on our system. Need to look at newer systems to discuss during budget preparation. Need to justify replacement by showing how many times the system has been down, alarms with communication failures, power outages, after hours calls, overheating, and what is required and an estimate of costs to consider what needs to be done. Radio frequency is inadequate and unlicensed currently. The system can be piecemealed, but that won't solve the problems for the long term. The equipment and software cost information will be presented during the upcoming budget process. Staff will analyze the entire system, prioritize, what type of system and security, service contract, put complete specs together with costs and present to Committee.

b. Discussion/Presentation – Staff Budget goals and objectives for FY 2016-17
Proposed Budget

Director Peterson briefly went over all 8 of his goals and objectives and asked members to let him know if he should add or change what was listed.

1. SCADA
2. Backup Generators – Emergency backup
3. Water Wells – Cap or reactivate # 3 & 4
4. Distribution System – Locate & Assess requirements
5. Meter & Billing Software
6. Other Heavy Equipment -
7. Other IT/Computer Equipment
8. Develop Training – Safety Program

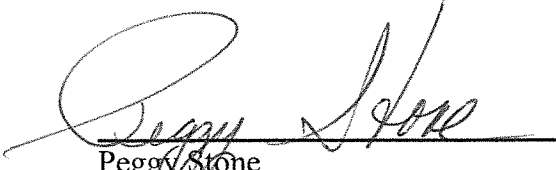
Need to assess the need, what can be managed the first year and figure out what we can afford or do we just do the whole thing. Basically what will Council fund in the next budget. City Manager Hill gave a review of the pumpage from this year compared to previous years same months in relation to the EST being refurbished for lost water and how that will affect our end of year totals. It was suggested that we keep at least 50% of our annual operating costs in reserves. Member Kautz would like to look over the Goals and Objectives and make suggestions that don't include a lot of "busy" work and bring that back to the Committee.

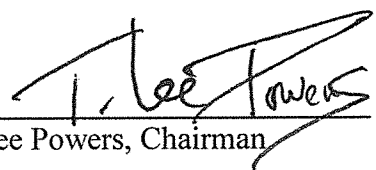
- c. Discussion/review – Budget calendar and process – Finance Director Feagins
Finance Director Feagins reviewed the schedule for WAC budget meetings – May 9th, June 13th, July 11th, & August 1st. Normally no meeting in September.
- d. Discussion – FY 2016-17 Proposed Budget Revenues – Finance Director Feagins
Finance Director Feagins reviewed what she expects the revenues to be for next budget year. She reviewed the EAA fee, Debt Service fee and Water Rate spreadsheets. No change in fees since 2012-13.
- e. Discussion/action – setting date and time for next meeting(s)
Finance Director Feagins indicated the next few meetings will be as follows:

June 13 th	6:30 p.m.
July 11 th	6:30 p.m.
August 1 st	6:30 p.m.

Member Walea motioned to accept the meeting dates and times and member Walters seconded. Motion passed.

7. ADJOURNMENT: Member Walea motioned to adjourn, Member Trippy seconded. Motion passed. Meeting adjourned 8:20 p.m.


Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman

Date: 6-13-16

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, JUNE 13, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Andrew Walters
Margaret Kautz
Tomas Palmer
Al Walea
Matt Trippy

ABSENT:

None

3. CITIZENS TO BE HEARD:

No one addressed the Committee at this time

4. MINUTES:

a. Meeting Minutes – May 9, 2016

Member Palmer motioned to accept the minutes as written, Member Kautz seconded. Motion passed.

5. REPORTS

a. Public Works/Water Department Reports

Director Peterson informed the members that there were issues with the sand filter valve at # 1. Parts were ordered & will be repaired. Elevated Storage Tank/SCADA had an issue and no alarms went to any of the phones. Memorial Day weekend there were issues with SCADA alarms all 4 days.

b. Financials:

Finance Director Feagins reviewed the Revenue and Expenditure reports for April. Budget numbers are right on target for the year.

6. REGULAR BUSINESS

a. Discussion/presentation – Water Department Budget Goals and Objectives for FY 2016-17 PW Director Peterson

Committee members requested that goals be put in priority sequence with approximate costs for July meeting. It was suggested that Director Peterson review the previous Goals and Objectives of 2015 – 16 to see if any of them have been accomplished and to let the committee members know.

- b. Discussion – FY 2016 – 17 Proposed Budget Revenues – Finance Director Feagins
Director Feagins presented the proposed Revenues for FY 2016 – 17.
- c. Discussion – FY 2016 – 17 Capital Update and Future Requests – Finance Director Feagins
Director Feagins presented the Capital Expenditures as requested. The committee consensus was to present the top 3 items with approximate costs for recommendation regarding: SCADA, Cathodic Protection at Shavano tank and purchase of the Vactron machine at next WAC meeting.
- d. Discussion/presentation – Water lease renewal – PW Director Peterson –
Director Peterson distributed information regarding the different leases and costs as follows:
Current costs are \$ 104.98/acre foot for both leases - \$ 18K/yr
 10 year lease @ \$ 160/af/yr
 5 year lease @ \$ 140/af/yr
 2 year lease @ \$ 120/af/yr

Cost is currently at \$ 200 a/f in subleasing 2 leases
ASR program is at \$ 120/af

To renew would be 2 leases for a total of 171.560 a/f
Continue to educate members of the committee so it will be easier to recommend to Council that both these leases should be renewed and for how long.
- e. Discussion / action – setting date and time for next meeting(s)
Finance Director Feagins informed that the next meetings approved at last meeting May 9th, 2016 as July 11th, and August 1st, with no September meeting.

7. ADJOURNMENT: Member Palmer motioned to adjourn, Member Kautz seconded.
Meeting adjourned 8:03 p.m.

Peggy Stone
PW/Water Utility Office Manager

T. Lee Powers, Chairman

Date: _____

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, JULY 11, 2016
6:30 PM
MINUTES**

1. CALL TO ORDER

Chairman Powers called the meeting to order at 6:30 p.m.

Chairman Powers announced the resignation of Andrew Walters.

2. ROLL CALL

PRESENT:

T. Lee Powers, Chairman

Margaret Kautz

Tomas Palmer

Al Walea

Matt Trippy

ABSENT:

None

3. CITIZENS TO BE HEARD

No citizens signed up to address the Committee at this time.

4. MINUTES

a. Meeting Minutes - June 13, 2016

Committee Member Palmer made a motion to approve the minutes.

Committee Member Kautz seconded the motion.

The minutes were approved as presented.

5. REPORTS

a. Water Department Reports

PW Director presented the water department reports and addressed SCADA issues that the water department is experiencing.

b. Finance Report – May 2016

Finance Director presented the May 2016 finance report recapping expenses.

6. REGULAR BUSINESS

**a. Discussion / action – Approve Water Department Budget Goals and Objectives for FY 2016-17
Proposed Budget**

The Committee has received an updated copy of the Goals and Objectives for FY 2016-17 ranked in prioritization.

Committee Member Walea made a motion to approve the updated Goals and Objectives for FY 2016-17.

Committee Member Palmer seconded the motion.

The motion carried unanimously.

**b. Discussion / action – Recommendation to City Council to approve the replacement of the
Supervisory Control and Data Acquisition (SCADA) System and recommendation to budget the
replacement in the FY 2016-17 Budget -**

Committee Member Palmer made a motion to recommend to City Council to approve the replacement of the SCADA system and recommend placement in the FY 2016-17 Budget.

Committee Member Walea seconded the motion.

The motion carried unanimously.

- c. Discussion / action – Recommendation to City Council to approve renewal of the Edwards Aquifer water leases that expires in 2016 - PW Director Peterson

Committee Member Walea made a motion to recommend to City Council to approve the renewal of the Edwards Aquifer water leases that expire in 2016 for ten year lease term.

Committee Member Kautz seconded the motion.

The motion carried unanimously.

d. Discussion - FY 2016-17 Proposed Budget Revenues and Expenditures – Finance Director Feagins
Finance Director presented the FY 2016-17 Proposed Budget Revenues and Expenditures and significant discussion followed.

e. Discussion – FY 2016-17 Capital Update and Future Requests - Finance Director Feagins
Finance Director Feagins presented the FY 2016-17 Capital Update and Future Request.

7. ADJOURNMENT

The meeting adjourned at 9:04 p.m.

Lee Powers
Chairman

Peggy Stone
PW / Water Utility Office Manager

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
WEDNESDAY, SEPTEMBER 14, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Tomas Palmer
Al Walea
Matt Trippy

ABSENT:

Margaret Kautz

3. CITIZENS TO BE HEARD:

No one addressed the Committee at this time

4. MINUTES:

a. Meeting Minutes – August 19, 2016

Member Palmer motioned to accept the minutes as written, Member Trippy seconded.
Motion passed.

5. REPORTS

a. Public Works Director Update

Director Peterson informed the Committee of the issues with the readings for July and August regarding the new Badger meters that were installed since May and having consulted with the Badger Rep Chip Woods and Dennis (software expert for Badger) and there should be some resolutions next week.

b. Water Department Reports

The Trinity well first cleaning was done, there are still some issues, doing sonic blast to break up clots, then will review if further treatments are needed. Consulted with Grant Snyder, was engineer with URS who was originally involved with the Trinity and he showed video of original drilling of well. City Manager Hill explained their discussion with Mr. Snyder about the processes used to clean well. Meeting with CC Groundwater, another contractor about sonar jetting – cost \$7,675 on September 15th. Injector pump was installed and got quote to repair old one. Removed several services on Wagon Trail & connected them to a bigger main for better water quality. Replaced two services on Turkey Creek.

c. Finance Report – July 2016

Brief review with City Manager

6. REGULAR BUSINESS


- a. Discussion/update – Review of Draft Request for Proposals of the Supervisory Control and Data Acquisition (SCADA) System – PW Director Peterson
Director Peterson introduced Lou Portula, engineer who has been helping put together the RFP. Members were to make any suggestions or comments they thought should be taken into consideration for the final draft. As of 10/1/16 all SCADA software has to work off of WINDOWS 10. Be very specific in scope, but leave products up to bidders for best system. Bidders should have 5 - larger scale projects behind them and references should be both good and bad. Need an introduction explanation of the project as part of document. Also get 3 other cities RFP's to compare.
- b. Discussion/action – Review of the Trinity Well wall and security system and consideration of additional options – PW Director Peterson
Director Peterson mentioned that the walls do create an “oven” type affect for the SCADA system in the heat of the summer causing problems with the system overheating. Resident sent in letter requesting something be done because the walls were ugly and traffic visibility at the triangle.
Members were asked for suggestions as to what could be done about the wall that would appease neighbors and still keep it secure. Suggestions were to paint the wall to blend in. Screens on the bottom of the walls for cross ventilation. Ask high school to have an art contest for designs to paint walls.
- c. Discussion – Review Ordinance Section 6-165 – Water Service to consider updates for points of clarification – PW Director Peterson
Director Peterson would like to amend this section of the Ordinance regarding damage done by residents to the City cut off valves (ball valve) and that if residents damage our valve that they would be responsible for the cost of repairs. Member Walea moved that the Ordinance is ok as is, Member Palmer seconded.
Motion passed.

7. FUTURE AGENDA ITEMS

- a. Water Bill Adjustment Policy
- b. Water Conservation Rebate Program
- c. ASR Program
- d. Pooling Program

8. ADJOURNMENT: Member Tomas motioned to adjourn, Member Trippy seconded.
Meeting adjourned 8:00 p.m.

Peggy Stone
PW/Water Utility Office Manager


T. Lee Powers, Chairman

Date: 10/10/16

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, OCTOBER 10, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

T. Lee Powers, Chairman
Tomas Palmer
Margaret Kautz
Matt Trippy
Sam Bakke
Michael Colemere

ABSENT:

Al Walea

3. CITIZENS TO BE HEARD:

No one addressed the Committee at this time

At this time Chairman Powers requested that # 7 Minutes be brought up for speedier transition

4. MINUTES:

a. Meeting Minutes – September 14, 2016

Member Kautz motioned to accept the minutes as written, Member Trippy seconded. Motion passed.

5. Welcome to new members and thank you to departing members.

Chairman Powers welcomed in the new members (Colemere and Bakke) and encouraged them to participate in all aspects of the water system. Thanked the members and staff for all the preparations and hard work. City Manager Hill presented Chairman Powers with a plaque and thanked him for all his commitment and knowledge during the past few years and wished him luck on his next endeavor. PW Director Peterson also had kind words and thanked him for all his help in the past year in educating him on the water system.

6. Nomination and appointment of Chairman of the Water Advisory Commission.

Member Kautz made a motion to nominate Al Walea as Chairman, seconded by Member Palmer. No other nominations were presented. Motion passed.

7. Nomination and appointment of Vice Chairman of the Water Advisory Commission.

Member Trippy made a motion to nominate Member Kautz as Vice Chairman, seconded by Member Palmer. No other nominations were presented. Motion passed.

8. REPORTS

1. Public Works Director Update

1.1. Trinity Well status.

Director Peterson gave a history of the Trinity Well to update the new members and then informed the Committee of the current issues being dealt with regarding the cleaning of the screens. Last week samples were sent to a Kansas lab for further testing to see what the chemistry of the water is to be dealt with and what method will best clean the debris off of the screens for better water quality.

1.2. Meter challenges.

Director Peterson informed the members of what was learned from the last WAC meeting regarding the issues with the readings for July and August and that there is a hole in the Data Profile software and that Badger is working on a solution

2. Finance Report – August 2016

A brief review was given by the Finance Officer for the benefit of the new members.

9. REGULAR BUSINESS

a. Discussion – New Orientation.

Director Peterson welcomed the new members and briefly went over their books and what they will receive prior to each WAC meeting. They can put the packet information in the appropriate sections of their books and bring them with them. A lot of the reports are for historical reference as well as rates, maps and other pertinent information. Director Peterson also offered a tour for the new members or anyone who wants to go at their convenience to see what the system is about and view the video of the filming of the Trinity well for a better understanding of the future cleaning that will have to be done and how the SCADA system works.

b. Discussion/update – Review of Draft Request for Proposals of the Supervisory Control and Data Acquisition (SCADA) System – PW Director Peterson

Director Peterson explained that this is a mock-up of the requirements for RFQ that is to be put out for bid by November 7th, 2016 and has asked all members to make comments, suggestions, concerns, etc. to him so that this is a good document for what the City is looking for in a new SCADA System. City Manager requested that those should be sent to him as well and can be done by email.

c. Discussion/update – Edwards Aquifer Habitat Conservation (ASR Lease Program) – PW Director Peterson

Director Peterson reviewed for the new members that this is a program where the City can lease back to the EAA acre feet not projected to be used for the year and

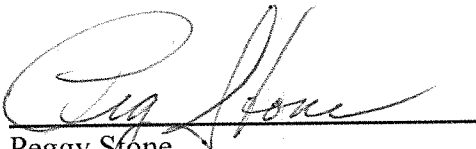
The City would receive a check for the EAA fees. This is something that the City has done the last couple of years and have felt it to be a good program to continue.

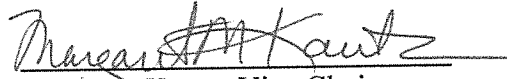
- d. Discussion/update – Groundwater Rights Pooling program Aquifer Storage and Recovery – PW Director Peterson
Director Peterson and City Manager Hill explained that this is a pooling of water from all different cities that the EAA can collect an amount (at their discretion) from our water rights and they pay us a \$ 50 fee per acre foot and we would have no responsibility for the EAA fees. If the City would need to use any of that amount that we currently own, then the City can without penalty.

10. FUTURE AGENDA ITEMS

- a. Water Bill Adjustment Policy
- b. Water Conservation Rebate Program

11. ADJOURNMENT: Member Tomas motioned to adjourn, Member Trippy seconded.
Meeting adjourned 8:08 p.m.


Peggy Stone
PW/Water Utility Office Manager


Margaret Kautz, Vice Chair
Date: 11/7/16

**CITY OF SHAVANO PARK
SPECIAL WATER ADVISORY COMMITTEE
900 SADDLETREE CT., SHAVANO PARK, TX 78231
THURSDAY, OCTOBER 27, 2016**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

PRESENT:

Al Walea, Chairman
Tomas Palmer
Margaret Kautz
Matt Trippy
Sam Bakke
Michael Colemere

ABSENT:

None

3. CITIZENS TO BE HEARD:

No one addressed the Committee at this time

4. PUBLIC WORKS DIRECTOR UPDATE

a. Badger Meter Update

Public Works Director Peterson had phone meeting with Badger trying to solve software issues. New laptops should be in next week and new software will be loaded with Windows 7 or 10.

b. Well # 5 Update

On October 5th the EAA representative took samples and reported back to the City on 10/11/16 that there was a positive test for E-Coli. On 10/6/16 the City took the monthly distribution samples delivered to the lab and results were clean. On 10/11/16 Well # 5 was immediately isolated from the system along with the Shavano Drive ground storage tank and new samples were collected. The well was immediately disinfected per TCEQ standards and additional samples were taken to the lab; results came back clean. On 10/13/16 another sample was taken at the well which was still isolated from the distribution system; it came back positive. At this time the well went through several days of disinfection and flushing. On 10/17 the well was disinfected again for 3 days, flushed and tested for 3 consecutive days and ground storage tank was drained. It was suggested that after storms we should take extra test samples.

5. REGULAR BUSINESS

- a. Discussion/action – update on Trinity Well repairs – PW Director Peterson**
City Manager Hill reviewed the results of the tests sent to the Kansas lab and what chemicals were reacting to the galvanized pipe and causing iron in the water. There was discussion of the types of possible pipe materials that can be used in the well

to continue to get good quality water and prevent the current conditions from happening again. No action was taken at this time. It was requested that Mr. Grant Snyder attend the next WAC meeting on November 7th, 2016.

6. ADJOURNMENT: Member Tomas motioned to adjourn, Member Colemere seconded. Meeting adjourned 8:10 p.m.



Peggy Stone
PW/Water Utility
Office Manager



Al Walea, Chairman

Date: 11-7-2016

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE TOUR
900 SADDLETREE CT., SHAVANO PARK, TX 78231
THURSDAY, NOVEMBER 3, 2016**

**1:00 P.M.
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 1:05 p.m. by Vice Chairman, Kautz

2. ROLL CALL:

PRESENT:

Margaret Kautz

Sam Bakke

Mike Colemere

And resident Ms. Laurie Duke – 140 Turkey Creek

ABSENT:

Matt Trippy

Al Walea, Chairman


Tomas Palmer


3. REGULAR BUSINESS

A tour of the water system was conducted.

4. ADJOURNMENT: Member Colemere motioned to adjourn, Member Bakke seconded.

Meeting adjourned 3:12 p.m.


Peggy Stone
PW/Water Utility
Office Manager


Margaret Kautz, Vice Chairman
Date: 2/13/17