

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, FEBRUARY 8, 2021
3:00 PM
AGENDA**

**THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY
THE PUBLIC.**

In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone. The City of Shavano Park Water Advisory Committee will conduct the Regular Meeting on Monday, January 11, 2021 at 3:00 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Livestream. The livestream of the meeting is available via the Youtube website from your computer, tablet or smartphone at: <https://youtu.be/IvehgtVoisg>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-877-853-5247 and requires access code 912 4518 2058. If you have issues accessing Telephone Participation or Livestream, please call City Secretary Trish Nichols at 210-518-9288.

The telephone conference will be available to join at 2:30 pm (30 minutes prior to the meeting).

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3. If unable to participate in the meeting, you may submit public comments by email to citysecretary@shavanopark.org.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

1. CALL TO ORDER

2. ROLL CALL

3. CITIZENS TO BE HEARD

The Water Advisory Committee welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines. Pursuant to Resolution No. R-2019-011 citizens are given three (3) minutes to speak during Citizens to be heard. Members of the public may only speak once and cannot pass the individual's allotted time to someone else. In compliance with the Texas Open Meetings Act, the Water Advisory Committee may not deliberate on comments (Attorney General Opinion – JC0169)

4. CONSENT AGENDA

- a. Approval – Water Advisory Committee Meeting Minutes, October 22, 2020
- b. Approval – Water Advisory Committee Meeting Minutes, January 12, 2021

5. REPORTS - Public Works Director Update

- a. Water system
 - i. Water System Infrastructure Updates
- b. Financial Reports
 - i. December 2020 Financial Report

6. REGULAR BUSINESS

- a. Discussion - NW Military Highway Water Line Relocation
- b. Discussion/Action – Revised Water bill adjustment policy #9

7. FUTURE ITEMS

- a. Water rebate program – backflow prevention devices
- b. Sanitary Sewer Easements around well sites

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named City of Shavano Park Water Advisory Committee is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on this the 5th day of February 2021 at 1:45 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
City Secretary

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Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-877-853-5247 and requires access code 924-7333-5734. If you have issues accessing Telephone Participation or Livestream, please call City Secretary Zina Tedford at 210-787-0366.

The telephone conference will be available to join at 2:30 pm (30 minutes prior to the meeting).

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1. CALL TO ORDER

Chairman Walea called the meeting to order at 3:12 p.m.

2. ROLL CALL

PRESENT

ABSENT

Chairman Walea

Committee Member Peyton

Committee Member Palmer

Committee Member Fleming

Committee Member Bakke

Committee Member Trippy – arrived at 3:40 pm.

3. CITIZENS TO BE HEARD

No one signed up to address the Water Advisory Committee.

4. CONSENT AGENDA

No items on Consent Agenda.

5. REPORTS - Public Works Director Update

a. Water system

i. Water System Infrastructure Updates –

- Well #5 – Good condition.
- Well #6 – In good operative condition.
- Well #7 – Required several repairs. Repairs made and currently operational.
- Well #8 – Was down for approximately 7 weeks for repairs. Officially back online as of 10/15/2020.
- Well #9 – Trinity is officially cleaned out and in a moth-ball state.
- Shavano Drive – booster pumps are running one at a time, due to insufficient water with only Well #5 feeding the ground storage tank.
- Huebner Rd. – Everything is operational.

ii. NW Military Highway Water Line Relocation

PW Director advised that TXDOT will be releasing the job bids at the end of January, 2021 through the first part of February, 2021. Work is anticipated to begin in June or July of 2021.

Work delayed due to the fact that AT&T is not joint bidding with TXDOT, and they must move all their lines. Work is scheduled for 11/02/2020, and should be completed by the end of January, 2021.

PW Director informed the WAC that TCEQ had completed their 3-year audit on 10/22/2020 for the paperwork portion of the audit and it had been approved. The field-site inspection is scheduled to take place on 11/04/2020 @ 9:00 am.

iii Low water crossings:

- Bent Oak
 - Waiting for welder to schedule the tie in gas line.
 - Concrete crews will start the headwalls and footings.
- Windmill
 - Channel excavation began this week
 - Concrete crews will start the headwalls and footings
- Chimney Rock
 - Gas line install will start after Bent Oak
 - Concrete crews to start after Bent Oak

b. Financial Report - August 2020

- PW Director stated that he together with the Finance Director, were currently working on closing out the 2019-2020 financial reports. They anticipate the reports will be completed by the November WAC meeting.

6. REGULAR BUSINESS

7. FUTURE ITEMS

- a. NW Military Highway Water Line Relocation

8. ADJOURNMENT – The meeting adjourned at 3:47 pm.

Committee Member Tomas Palmer made a motion to adjourn the meeting.

Committee Member Tommy Peyton seconded the motion.

The meeting adjourned at 3:47 pm.

Al Walea, Chairman

Marisa Knuffke
Permit Clerk

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1. CALL TO ORDER

Chairman Walea called the meeting to order at 3:04 p.m.

2. ROLL CALL

PRESENT

ABSENT

Chairman Walea

Committee Member Peyton

Committee Member Palmer

Committee Member Fleming

Committee Member Bakke

Committee Member Trippy

3. CITIZENS TO BE HEARD

No one signed up to address the Water Advisory Committee.

4. CONSENT AGENDA

No items on Consent Agenda.

5. REPORTS - Public Works Director Update

a. Water system

i. Water System Infrastructure Updates –

- Shavano Dr. – T-Mobile has made more adjustments and a few more will be completed shortly.
- Well #5 – The air release valve, the ball froze inside allowing water to blow out continually. It has since thawed out and is back in operation.
- Well #6 – Power faulting issues keep happening, engineer, electrician, and well service company. Chairman Walea recommended contacting a specialty person.
- Well #7 – Everything is running good
- Well #8 – Everything is running good
- Huebner Rd. – Everything is operational.

ii. Water meter replacement

- Currently we have 348 meters not reading correctly. There has been 100+ meters installed to date, approximately 85 still on shelf.
- Water bills – some had the wrong resolution set up when shipped from the factory. Currently working with Badger to get them straightened reprogrammed.

iii Water System maintenance repairs

- Turkey Creek/Honey Bee
- Turkey Creek Cul de Sac
- Fawn/Saddletree
- 104 Rustlers Butte

Crews will start working on exercising the valves along NW Military and testing shut downs prior to contractor starting. If the valve is leaking then we will repair or replace prior to May 1st.

b. Financial Reports – Finance Director

- Finance Director went over the 2019-2020 financial reports. The water system closed out the end of 2019-20 in the positive.
- Finance Director recapped November financial report, everything is on track.

6. REGULAR BUSINESS

a. NW Military Highway Water Line Relocation

PW Director gave a brief update of the results from TxDOTs bid opening on Jan 7th. The overall project came in approximately 14% higher than the engineers estimate. The water replacement portion was approximately \$919,000; waiting to determine if that is the final bid amount the city will owe.

7. FUTURE ITEMS

- a. Water bill adjustment policy #9
- b. Water rebate program – backflow prevention devices
- c. Sanitary sewer easements

8. ADJOURNMENT – The meeting adjourned at 3:56 pm.

Committee Member Tommy Peyton made a motion to adjourn the meeting.

Committee Member Steve Fleming seconded the motion.

Al Walea, Chairman

Peggy Stone
Public Works/Water Office Manager

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: February 8, 2021

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of December 2020 Financial Report

Attachments for Reference: 1) December 2020 Revenue & Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2020-21 budget period, month ending December 31, 2020. The “Current Budget” column contains the original adopted budget. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of December 31, 2020, the Water Fund total revenues are \$324,610 or 29.44% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$246,485 or 22.36% of the budget.

Revenues:

- Water consumption (5015) billed in December 2020 for the month of November 2020 is \$65,445. Total consumption for the month is approximately \$21,041 more in revenues than the same month, prior year. Final consumption amounts are still being determined.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and not related to volume charges recognized, at 24.96% and 24.98% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$8,901 was recorded for the month and 34.58% of the annual budgeted amount has been recognized to date.

Expenses:

Water department (606) expenses for the day-to-day operations are above budget with a total of \$46,348 or 26.91% of the budget utilized. Expenses include \$1,044 for belt and sensor replacement to the 2013 Chevy truck in Vehicle Maintenance (5020), \$1,770 to lay the replacement tile in the PW building in Building Maintenance (5030) and restocking sand and soil for street repairs after the Honey Bee/Turkey Creek main break in Street Maintenance (6080).

Debt service payments are scheduled for February (principal \$114,183 and interest \$36,568) and August (interest only \$35,273).

Payroll:

The City is on a bi-weekly payroll; there have been 7 pay periods out of 26 so approximately 26.92% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November so the base salary and wages account (1010) is below expected. There were two water main leaks, one at Turkey Creek/Honey Bee and one at the Turkey Creek cul-de-sac, that were repaired causing the large increase in overtime costs this month. Workers Comp Insurance (1037) is at 22.37% which is expensed quarterly. TMRS (1040) expenditures is at approximately 25.29%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 25.00%, on target with budget.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,102,500.00</u>	<u>99,499.57</u>	<u>324,609.62</u>	<u>777,890.38</u>	<u>29.44</u>
TOTAL REVENUES	<u>1,102,500.00</u>	<u>99,499.57</u>	<u>324,609.62</u>	<u>777,890.38</u>	<u>29.44</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	916,076.00	46,348.18	246,484.58	669,591.42	26.91
DEBT SERVICE	<u>186,424.00</u>	<u>0.00</u>	<u>0.00</u>	<u>186,424.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,102,500.00</u>	<u>46,348.18</u>	<u>246,484.58</u>	<u>856,015.42</u>	<u>22.36</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	53,151.39	78,125.04 (78,125.04)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	623,000.00	65,444.66	218,180.61	404,819.39	35.02
20-599-5016 LATE CHARGES	6,000.00	0.00	0.00	6,000.00	0.00
20-599-5018 DEBT SERVICE	189,900.00	15,851.16	47,395.42	142,504.58	24.96
20-599-5019 WATER SERVICE FEE	58,800.00	4,910.38	14,688.72	44,111.28	24.98
20-599-5036 EAA PASS THRU CHARGE	82,700.00	8,900.50	28,601.50	54,098.50	34.58
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	0.00	0.00	0.00	0.00	0.00
TOTAL WATER SALES	960,400.00	95,106.70	308,866.25	651,533.75	32.16
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	950.48	1,015.99	984.01	50.80
20-599-7011 OTHER INCOME	0.00	8.90	26.70	(26.70)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	4,500.00	10,500.00	30.00
20-599-7028 TCEQ GRANT	0.00	0.00	0.00	0.00	0.00
20-599-7060 CC SERVICE FEES	5,000.00	210.75	542.86	4,457.14	10.86
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	9,657.82	28,942.18	25.02
20-599-7090 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
20-599-7097 INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL MISC./GRANTS/INTEREST	60,600.00	4,392.87	15,743.37	44,856.63	25.98
<u>TRANSFERS IN</u>					
20-599-8010 TRANSFER FROM GENERAL (NWM)	0.00	0.00	0.00	0.00	0.00
20-599-8072 TRF IN-CAPITAL REPLACEMENT	81,500.00	0.00	0.00	81,500.00	0.00
20-599-8090 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
20-599-8099 TRF IN - RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS IN	81,500.00	0.00	0.00	81,500.00	0.00
TOTAL NON-DEPARTMENTAL	1,102,500.00	99,499.57	324,609.62	777,890.38	29.44
TOTAL REVENUES	1,102,500.00	99,499.57	324,609.62	777,890.38	29.44

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	212,300.00	16,490.83	50,044.66	162,255.34	23.57
20-606-1015 OVERTIME	15,000.00	1,176.46	3,878.09	11,121.91	25.85
20-606-1020 MEDICARE	3,200.00	258.66	787.98	2,412.02	24.62
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	7,272.00	21,816.00	25.00
20-606-1031 HSA	178.00	14.80	44.40	133.60	24.94
20-606-1033 DENTAL INSURANCE	1,365.00	120.86	362.58	1,002.42	26.56
20-606-1035 VISION CARE INSURANCE	365.00	33.80	101.40	263.60	27.78
20-606-1036 LIFE INSURANCE	281.00	22.43	67.29	213.71	23.95
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	1,288.41	1,288.41	4,471.59	22.37
20-606-1040 TMRS RETIREMENT	30,680.00	2,548.26	7,759.65	22,920.35	25.29
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>588.50</u>	<u>1,690.47</u>	<u>9,809.53</u>	<u>14.70</u>
TOTAL PERSONNEL	310,437.00	24,967.01	73,296.93	237,140.07	23.61
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	363.31	1,336.69	21.37
20-606-2030 POSTAGE	3,100.00	454.65	869.59	2,230.41	28.05
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	500.00	0.00	469.78	30.22	93.96
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	8,000.00	959.40	2,766.49	5,233.51	34.58
20-606-2080 UNIFORMS	1,795.00	494.96	494.96	1,300.04	27.57
20-606-2090 SMALL TOOLS	2,500.00	526.48	623.37	1,876.63	24.93
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,900.00</u>	<u>0.00</u>
TOTAL SUPPLIES	19,845.00	2,435.49	5,587.50	14,257.50	28.16
SERVICES					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	2,702.00	7,298.00	27.02
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	170.00	300.00	1,915.00	13.54
20-606-3030 TRAINING/EDUCATION	3,750.00	300.00	1,550.00	2,200.00	41.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	37.36	37.36	962.64	3.74
20-606-3050 INSURANCE - LIABILITY	3,900.00	0.00	4,198.28 (298.28)	107.65
20-606-3060 UNIFORM SERVICES	3,000.00	272.09	784.08	2,215.92	26.14
20-606-3070 INSURANCE - PROPERTY	1,900.00	0.00	2,045.32 (145.32)	107.65
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	750.00	30.40	112.10	637.90	14.95
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>116.00</u>	<u>2,517.70</u>	<u>4,482.30</u>	<u>35.97</u>
TOTAL SERVICES	35,615.00	925.85	14,246.84	21,368.16	40.00
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	247.32	3,692.58	5,177.42	41.63
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,586.52	19,759.56	64,324.44	23.50
20-606-4086 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	92,954.00	6,833.84	23,452.14	69,501.86	25.23

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,039.32 (2,539.32)	269.29
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	1,825.58	3,174.42	36.51
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	1,044.64	2,071.94	928.06	69.06
20-606-5030 BUILDING MAINTENANCE	2,500.00	1,770.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>180.78</u>	<u>465.68</u>	<u>3,534.32</u>	<u>11.64</u>
TOTAL MAINTENANCE	16,500.00	2,995.42	10,315.57	6,184.43	62.52
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	10,000.00	0.00	1,220.00	8,780.00	12.20
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	2,383.00	2,117.00	52.96
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	0.00	10,000.00	0.00
20-606-6060 HUEBNER STORAGE TANK	5,000.00	0.00	1,478.94	3,521.06	29.58
20-606-6061 WELL SITE #1	8,750.00	0.00	1,478.04	7,271.96	16.89
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	1,478.28 (478.28)	147.83
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	1,478.03	2,521.97	36.95
20-606-6067 WELL SITE #7	4,000.00	0.00	2,023.03	1,976.97	50.58
20-606-6068 WELL SITE #8	4,000.00	0.00	1,478.03	2,521.97	36.95
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	325.00	675.00	32.50
20-606-6070 SCADA SYSTEM MAINTENANCE	3,000.00	0.00	0.00	3,000.00	0.00
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	810.00	14,190.00	5.40
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	1,333.63	3,557.33	26,442.67	11.86
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>1,489.68</u>	<u>1,489.68</u>	<u>2,510.32</u>	<u>37.24</u>
TOTAL DEPT MATERIALS-SERVICES	108,650.00	2,823.31	19,199.36	89,450.64	17.67
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	5,324.92	21,125.77	50,874.23	29.34
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	0.00	1,350.00	0.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>42.34</u>	<u>117.43</u>	<u>282.57</u>	<u>29.36</u>
TOTAL UTILITIES	73,750.00	5,367.26	21,243.20	52,506.80	28.80
CAPITAL OUTLAY					
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0.00	0.00	0.00	0.00	0.00
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	0.00	0.00	0.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	4,717.94	102.06	97.88
20-606-8045 CAPITAL-COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20-606-8050 CAPITAL - VEHICLES	0.00	0.00	0.00	0.00	0.00
20-606-8060 CAPITAL- EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	0.00	28,700.00	0.00
20-606-8081 CAPITAL - BUILDING	0.00	0.00	0.00	0.00	0.00
20-606-8085 CAPITAL-WATER TOWER/STORAGE	0.00	0.00	0.00	0.00	0.00
20-606-8087 WATER METER REPLACEMENT	58,000.00	0.00	0.00	58,000.00	0.00
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	0.00	23,500.00	0.00
20-606-8095 CAPITAL - WELL #5	0.00	0.00	0.00	0.00	0.00
20-606-8098 CAPITAL - WELL #8	<u>0.00</u>	<u>0.00</u>	<u>74,425.10 (</u>	<u>74,425.10)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	115,020.00	0.00	79,143.04	35,876.96	68.81

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9000 EOY ASSET RECLASS	0.00	0.00	0.00	0.00	0.00
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	121,255.00	0.00	0.00	121,255.00	0.00
20-606-9050 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
20-606-9090 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
20-606-9095 PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	0.00	143,305.00	0.00
TOTAL WATER DEPARTMENT	916,076.00	46,348.18	246,484.58	669,591.42	26.91

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8000 BOND PRINCIPAL EOY	0.00	0.00	0.00	0.00	0.00
20-607-8011 ACCRUED BOND INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8012 2009 CO - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
20-607-8013 2009 CO - INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8014 2009 GO REFUND - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
20-607-8015 2009 GO REFUND - INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	65,000.00	0.00	0.00	65,000.00	0.00
20-607-8020 BOND UNAMORTIZED LOSS	0.00	0.00	0.00	0.00	0.00
20-607-8030 BOND AGENT FEES	400.00	0.00	0.00	400.00	0.00
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	44,183.00	0.00	0.00	44,183.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>6,841.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,841.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	186,424.00	0.00	0.00	186,424.00	0.00
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TOTAL DEBT SERVICE	186,424.00	0.00	0.00	186,424.00	0.00
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TOTAL EXPENDITURES	1,102,500.00	46,348.18	246,484.58	856,015.42	22.36
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	53,151.39	78,125.04 (78,125.04)	0.00
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CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 9

SUBJECT: Water Bill Leak Adjustment Policy

22 February 2021

1. References.

- a) February 8, 2021 Water Advisory Meeting Minutes
- b) February 22, 2021 City Council Minutes

2. **Purpose.** The purpose of this policy is to define how and when the City of Shavano Park Water Utility will adjust a water bill for a leak.

3. Background.

The City of Shavano Park has invested a large sum of its water revenues to provide the most accurate meters to record water usage by residents who use the Shavano Park Water System. These Badger meters are 99% accurate in accounting for water running through the meter for all uses, whether for to include household use, pools, and irrigation. or other uses a resident may require. In saying that, It is the Public Works responsibility to account for all metered water in our system, to be in compliance with TCEQ and EAA rules and regulations.

In 2020, the City of Shavano Park began conversion of all water meters from the “drive-by read” Classic Endpoint (CE) meters to the “Cellular- read” meters. The new cellular technology constantly transmits data via cellular and allows residents using an application “APP” to create a user profile through an ‘Eye on Water’ APP. This APP allows residents to track their water usage and set alerts for when there is a leak detected. These new meters should help increase awareness of leaks and water usage. Nevertheless, leaks will occur and this policy will address how adjustments are made.

The justification for having the adjustment policy is that unexpected leaks often create very large water bills and at the same time the cost to provide that water is relatively low compared to the standard usage cost.

4. Policy.

a. **Leak verification.** If a resident has a “sudden” leak in a pressurized service line (e.g. fault, toilet, water softener, other) or an irrigation main line, the City may take that into account for a once a year adjustment consider a one-time adjustment per calendar year to the water bill. If The circumstances are must be explained, the leak repaired by the customer (or contractor) with documentation provided to Water Utility staff and a review completed of the Data Profile results by the responsible City official. That it is determined

that an adjustment is warranted, the following procedure in determining the adjustment will be followed.

b. Leak notification. Leak notifications will occur in three methods. 1) For customers using the cellular with the “Eye on Water” APP, they will receive a notification on their APP. 2) Once the Water Utility Office Manager is notified of an account leak, the resident will be notified during the next billing cycle. 3) After three months of continued leak, the Water Utility Officer Manager will personally contact the resident to ensure the leak is acknowledged. Leaks that continue after the third month may not be considered for bill adjustment.

c. If an adjustment is warranted, the following procedure will be followed. To establish a typical base amount of usage without a leak, the average usage during the past three (3) years in the same month will be used to establish a base amount. It will be assumed that usage over the average base amount can be attributed to the leak. The resident and the City will essentially split the water usage cost attributed to the leak. The resident will be responsible for the normal debt service fee and the water service fee, which are set amounts. The resident will also be responsible for the full amount of the Edwards Aquifer Authority (EAA) Fee, which is a pass through expense owed to the EAA.

To calculate the leak amount, combine use the usage for the same month for each of the previous 3 years and calculate get an average consumption baseline for the month(s) in question. From Then take the current month’s usage, subtract the 3 year average, divide that amount by 2. Once you have that number, add it to the 3 year average and this consumption amount would be is what the customer would will be required to pay along with all the EAA fees, Debt Svc & Meter Fee Service Fee, and the Water Service Fee. The City would absorb the cost of the customer’s adjusted bill.

d. If there is not three established years to calculate the base amount, either two years or the seasonal average will be used. The seasonal average is defined as the average usage during the current year’s seasonal use similar to the month in question as determined by the Public Works Director.

e. Swimming pools that are required to be drained for maintenance and/or repairs will not qualify for any credit / discounted price.

5. EXAMPLES.

a. Adjustments for customers residing in Shavano Park for 3 years or more, shall be based on the following example. Customer's June 2016 2021 usage in question is 40,000 gallons and a leak has been verified.

Year / Month	Gallons			
2018 June	25,000		40,000	usage in question minus 3 year average
2019 June	15,000		- 19,000	
2020 June	16,000		19,000	
	<u>56,000</u>	/ 3 =	18,667	
				Round down or up - billing is by thousand gallons
				21,000 / 2 = 11,000 gals.
				Then add 3 year average to this figure to get new bill.
				19,000 + 11,000 gals. = 30,000 gals.

The customer's new June 2016 bill 2021 water usage would be for equal 30,000 gallons (19,000 gal base line + 11,000 cost sharing from leak). To calculate the total bill, add the adjusted water usage plus with the unadjusted Edwards Aquifer Authority Fee, the Debt Service, and Water Service fees. The City would absorb the cost of the 10,000 gallons taken off the customer's adjusted bill.

b. Adjustments for customers residing in Shavano Park less than 3 years shall take the average of the 2 years and follow the same process as above as shown below.

Year / Month	Gallons			
2019 June	25,000		40,000	usage in question minus 2 year average
2020 June	<u>15,000</u>		- 20,000	
	40,000 / 2		20,000	
				Round down or up - billing is by thousand gallons
				20,000 / 2 = 10,000 gals.
				Then add 2 year average to this figure to get new bill.
				20,000 + 10,000 gals. = 30,000 gals.

b. If there is not enough data for the yearly averages from the same month, the base amount will be calculated using the seasonal average for the same year. For Example, a leak in July may use an average of 1) May and June; or 2) May, June, and August.