

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, MARCH 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, March 8, 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/IT9tFRofsCQ>

**Telephone Participation.** The public toll-free dial-in number to participate in the telephonic meeting is 1-888 788-0099 and requires access code 997-0174-5665. If you have issues accessing Telephone Participation or Livestream, please call Jessica Chinski (210) 492-2841

**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](mailto:citysecretary@shavanopark.org).

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://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, February 8, 2021

## **5. REPORTS - Public Works Director Update**

- a. Water system
  - i. Water System Infrastructure Updates
- b. Financial Reports
  - i. January 2021 Financial Report

## **6. REGULAR BUSINESS**

- a. Discussion - February 2021 winter storm event
- b. Discussion - NW Military Highway Water Line Relocation
- c. Discussion/Action - Revised Water bill adjustment policy #9

## **7. FUTURE ITEMS**

- a. 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 5<sup>th</sup> day of March 2021 at 8:54 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Trish Nichols  
City Secretary

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT, SHAVANO PARK, TX 78231  
MONDAY, FEBRUARY 8, 2021**

3:06 P.M.  
MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:06 p.m. by Chairman Walea. This is a Live Stream/telephone meeting with those in attendance as follows:

2. ROLL CALL

PRESENT:  
Al Walea, Chairman  
Tommy Peyton  
Tomas Palmer  
Matt Trippy  
Sam Bakke

ABSENT:  
Steve Fleming

3. CITIZENS TO BE HEARD

None

4. CONSENT AGENDA

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

Member Peyton moved to approve above minutes, Member Palmer seconded. Motion passed.

5. REPORTS – Public Works Director Update

a. Water System-

- Shavano Dr.- Everything is running fine
- Huebner Plant- Everything is running fine
- Well#5- Minor SCADA issue after the emergency power shut down 2 weeks ago. Everything is running fine
- Well #6- Power faulting issues keep happening, engineer, electrician, and well service company have all investigated, and replaced the auxiliary coil in the starter. Runs better but still some issues.
- Well #7- Has begun to leak really bad, water is now coming out the door. The packing was replaced when well 8 was installed 10/2020.
- Well #8-Everything is running good
- Water replacement replacements- 263 meters not reading correctly. 121 meters installed to date. 42 meters on the shelf.
- Water bills- some had wrong resolution programmed when shipped from the vendor. Currently working with vendor to get them straightened out.

- Crew will start working on exercising the valves and testing shut downs prior to contractor starting NW military project. If the valve is leaking then we will replace as needed.
- Peggy retired as Water Office Manager after 21 years of service.

b. Financial Report – December 2020.

Motion to approve as reported by Member Peyton, seconded by Member Trippy. Motion passed.

6. REGULAR BUSINESS

- a. Discussion – NW Military Hwy Water Line Relocation – City Manager Bill Hill  
City Manager relayed the bid is set to take effect in April or May.
- b. Discussion/Action – Revised Water Bill Adjustment Policy #9  
Director Peterson and City Manager went over changes to the policy and committee members were asked to review and submit changes to PW Director for further discussion on next meeting. No Action.

7. FUTURE ITEMS

- a. Water Rebate Program – Backflow prevention devices
- b. Sanitary Sewer Easements around Well sites.

8. ADJOURNMENT

Member Peyton made a motion to adjourn, Member Palmer seconded. Motion to adjourn passed. Meeting adjourned at 4:00 p.m.

\_\_\_\_\_  
Jessica Chinski  
PW/Water Utility  
Office Manager

\_\_\_\_\_  
Al Walea, Chairman

Date: \_\_\_\_\_

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2021

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	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>94,541.76</u>	<u>419,151.38</u>	<u>683,348.62</u>	<u>38.02</u>
TOTAL REVENUES	<u>1,102,500.00</u>	<u>94,541.76</u>	<u>419,151.38</u>	<u>683,348.62</u>	<u>38.02</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	916,076.00	64,900.91	311,385.49	604,690.51	33.99
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>64,900.91</u>	<u>311,385.49</u>	<u>791,114.51</u>	<u>28.24</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	29,640.85	107,765.89 (	107,765.89)	0.00

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

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	37,461.22	255,641.83	367,358.17	41.03
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	15,783.42	63,178.84	126,721.16	33.27
20-599-5019 WATER SERVICE FEE	58,800.00	4,895.08	19,583.80	39,216.20	33.31
20-599-5036 EAA PASS THRU CHARGE	82,700.00	5,270.50	33,872.00	48,828.00	40.96
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	0.00	2,800.00	2,800.00	(2,800.00)	0.00
TOTAL WATER SALES	960,400.00	66,210.22	375,076.47	585,323.53	39.05
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	17.39	1,033.38	966.62	51.67
20-599-7011 OTHER INCOME	0.00	8.90	35.60	(35.60)	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	158.52	701.38	4,298.62	14.03
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	12,880.56	25,719.44	33.37
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	3,407.55	19,150.92	41,449.08	31.60
<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	24,923.99	24,923.99	56,576.01	30.58
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	24,923.99	24,923.99	56,576.01	30.58
TOTAL NON-DEPARTMENTAL	1,102,500.00	94,541.76	419,151.38	683,348.62	38.02
TOTAL REVENUES	1,102,500.00	94,541.76	419,151.38	683,348.62	38.02

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>					
20-606-1010 SALARIES	212,300.00	16,332.72	66,377.38	145,922.62	31.27
20-606-1015 OVERTIME	15,000.00	754.47	4,632.56	10,367.44	30.88
20-606-1020 MEDICARE	3,200.00	250.28	1,038.26	2,161.74	32.45
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	9,696.00	19,392.00	33.33
20-606-1031 HSA	178.00	14.80	59.20	118.80	33.26
20-606-1033 DENTAL INSURANCE	1,365.00	120.86	483.44	881.56	35.42
20-606-1035 VISION CARE INSURANCE	365.00	33.80	135.20	229.80	37.04
20-606-1036 LIFE INSURANCE	281.00	22.43	89.72	191.28	31.93
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	0.00	1,288.41	4,471.59	22.37
20-606-1040 TMRS RETIREMENT	30,680.00	2,467.51	10,227.16	20,452.84	33.33
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>588.50</u>	<u>2,278.97</u>	<u>9,221.03</u>	<u>19.82</u>
TOTAL PERSONNEL	310,437.00	23,009.37	96,306.30	214,130.70	31.02
<b>SUPPLIES</b>					
20-606-2020 OFFICE SUPPLIES	1,700.00	53.68	416.99	1,283.01	24.53
20-606-2030 POSTAGE	3,100.00	230.30	1,099.89	2,000.11	35.48
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	1,051.55	3,818.04	4,181.96	47.73
20-606-2080 UNIFORMS	1,795.00	461.52	956.48	838.52	53.29
20-606-2090 SMALL TOOLS	2,500.00	0.00	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	1,797.05	7,384.55	12,460.45	37.21
<b>SERVICES</b>					
20-606-3012 ENGINEERING SERVICES	10,000.00	1,424.00	4,126.00	5,874.00	41.26
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	300.00	600.00	1,615.00	27.09
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	1,550.00	2,200.00	41.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	( 37.36)	0.00	1,000.00	0.00
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	204.72	988.80	2,011.20	32.96
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	42.75	154.85	595.15	20.65
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>58.00</u>	<u>2,575.70</u>	<u>4,424.30</u>	<u>36.80</u>
TOTAL SERVICES	35,615.00	1,992.11	16,238.95	19,376.05	45.60
<b>CONTRACTUAL</b>					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	256.00	3,948.58	4,921.42	44.52
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	26,066.08	58,017.92	31.00
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	6,562.52	30,014.66	62,939.34	32.29

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
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	0.00	2,071.94	928.06	69.06
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	4,000.00	295.56	761.24	3,238.76	19.03
TOTAL MAINTENANCE	16,500.00	295.56	10,611.13	5,888.87	64.31
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	427.81	1,647.81	8,352.19	16.48
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	1,609.26	5,166.59	24,833.41	17.22
20-606-6080 STREET MAINT SUPPLIES	4,000.00	0.00	1,489.68	2,510.32	37.24
TOTAL DEPT MATERIALS-SERVICES	108,650.00	2,037.07	21,236.43	87,413.57	19.55
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	4,242.85	25,368.62	46,631.38	35.23
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	0.00	1,350.00	0.00
20-606-7044 UTILITIES - WATER	400.00	40.39	157.82	242.18	39.46
TOTAL UTILITIES	73,750.00	4,283.24	25,526.44	48,223.56	34.61
<u>CAPITAL OUTLAY</u>					
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	24,923.99	24,923.99	33,076.01	42.97
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	0.00	0.00	74,425.10 (	74,425.10)	0.00
TOTAL CAPITAL OUTLAY	115,020.00	24,923.99	104,067.03	10,952.97	90.48



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2021

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

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	64,900.91	311,385.49	604,690.51	33.99

20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 33.33

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	64,900.91	311,385.49	791,114.51	28.24
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	29,640.85	107,765.89	( 107,765.89)	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. If the current resident was in the home in prior years, average usage during the last two or three years will be used to establish a baseline usage amount. 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 are 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	21,000	
	<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	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.