

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, OCTOBER 11, 2021
5:30 PM
AGENDA**

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

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, July 22, 2021

5. REPORTS - Public Works Director Update

- a. Water system
 - i. Water System Infrastructure Updates
 - Water Meters
 - ii. NW Military update
- b. June 2021 Financial Report
- c. July 2021 Financial Report
- d. August 2021 Financial Report

6. REGULAR BUSINESS

- a. Discussion / Action - Well #1 Reactivate or temporarily cap to meet EAA and TCEQ requirements - PW Director
- b. Discussion / Action - Well #3 & #4 Cap or plug per EAA and TCEQ requirements - PW Director
- c. Discussion - EPP (Emergency Preparedness Plan) update on Water Systems requirements mandated in the new SB3 - PW Director

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 5th day of October 2021 at 3:50 pm and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
City Secretary

Accessibility Statement

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE CT, SHAVANO PARK, TX 78231
MONDAY, JULY 12, 2021**

3:05 P.M.
MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:05 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, June 14, 2021

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

5. REPORTS – Public Works Director Update

a. Water System-

- Well # 7 repairs are to be completed before end of next week.
- Well # 1 steps have been taken to make this well active.

b. Financial Report – May 2021.

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

6. REGULAR BUSINESS

a. Discussion/Review – FY 2021-22 Expenses Budget-PW Director/Finance Director.

b. Discussion – Water Goals and Objectives for FY 2021-22 Budget – PW Director

Member Peyton moved to approve, Member Trippy seconded. Water Goals and Objectives for FY 2021-22 Budget approved.

c. Discussion – NW Military Hwy Water Line Relocation – PW Director

d. Discussion/Action –WAC meetings will be scheduled for evenings going forward.

7. FUTURE ITEMS

- a. Discussion/Action – Recommendation for Approval of FY 2021-22 Water Fund Budget.
- b. Discussion – Proposed FY 2021-22 Water Capital Expenses

8. ADJOURNMENT

Member Peyton made a motion to adjourn, Member Bakke seconded. Motion to adjourn passed. Meeting adjourned at 4:20 p.m.

Jessica Chinski
PW/Water Utility
Office Manager

Al Walea, Chairman

Date: _____

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 14, 2021

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of June 2021 Financial Report



Attachments for Reference: 1) June 2021 Revenue & Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2020-21 budget period, month ending June 30, 2021. The “Current Budget” column contains the original adopted budget plus one approved budget amendment. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of June 30, 2021, the Water Fund total revenues are \$959,110 or 73.75% of the total annual budgeted amount, including transfers in from the Water Capital Replacement Fund. Water Fund (Water department & Debt Service) expenses total \$989,545 or 76.09% of amended budget.

Revenues (Water)

- Water consumption (5015) billed in June for the month of May is \$33,582, with 77.38% of annual budget recognized to date. This is \$30,482 less revenue recognized than for the same month prior year.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 74.92% and 75.27% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,507 was recorded for the month and 77.81% of the annual budgeted amount has been recognized to date.
- Sale fixed assets (7090) – proceeds from sale of scrap metal.
- The Trf in – Capital Replacement (8072) account reflects the costs covered by capital replacement for Well #1 return to service assessment.

Expenses (Water)

Water department (606) expenses for the day-to-day operations are on budget with a total of \$222,130 incurred this month, 75.28% of the annual amended budget utilized. Expenses include \$3,500 for Northwest Military water line relocation engineering in Engineering Services (3012), \$7,380 for motor repairs to Booster #1 at Huebner in Huebner Storage Tank (6060), \$5,000 for water valves and \$2,460 for a hydrant meter in Water System Maintenance (6072), \$14,980 for pump testing well #1 return to service assessment. Budgeted transfers to the General Fund (9010) and Capital Replacement Fund (9020) were also recorded this month.

Debt service payments, interest only - \$35,273 are scheduled for August.

Payroll:

The City is on a bi-weekly payroll; there have been 20 pay periods out of 26 so approximately 76.92% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November and the split serviceman position was vacant from February to April so the base salary and wages account (1010) is below expected. TMRS (1040) expenditures is at 79.56%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 72.92%, below budget but reasonable considering the vacant position during the year.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,300,425.00</u>	<u>78,925.21</u>	<u>959,109.66</u>	<u>341,315.34</u>	<u>73.75</u>
TOTAL REVENUES	<u>1,300,425.00</u>	<u>78,925.21</u>	<u>959,109.66</u>	<u>341,315.34</u>	<u>73.75</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	1,114,001.00	222,130.22	838,595.26	275,405.74	75.28
DEBT SERVICE	<u>186,424.00</u>	<u>0.00</u>	<u>150,950.05</u>	<u>35,473.95</u>	<u>80.97</u>
TOTAL EXPENDITURES	<u>1,300,425.00</u>	<u>222,130.22</u>	<u>989,545.31</u>	<u>310,879.69</u>	<u>76.09</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(143,205.01)	(30,435.65)	30,435.65	0.00

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

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	33,581.51	482,080.95	140,919.05	77.38
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	142,276.58	47,623.42	74.92
20-599-5019 WATER SERVICE FEE	58,800.00	4,947.30	44,260.52	14,539.48	75.27
20-599-5036 EAA PASS THRU CHARGE	82,700.00	4,507.00	64,351.50	18,348.50	77.81
20-599-5040 TAPPING FEES	0.00	0.00	2,800.00	(2,800.00)	0.00
TOTAL WATER SALES	960,400.00	58,819.23	735,769.55	224,630.45	76.61
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	210.04	2,726.07	(726.07)	136.30
20-599-7011 OTHER INCOME	0.00	33.90	105.10	(105.10)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	15,750.00	(750.00)	105.00
20-599-7060 CC SERVICE FEES	5,000.00	546.30	3,132.03	1,867.97	62.64
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	28,994.26	9,605.74	75.11
20-599-7090 SALE OF FIXED ASSETS	4,500.00	1,113.00	5,618.65	(1,118.65)	124.86
20-599-7097 INSURANCE PROCEEDS	18,000.00	0.00	0.00	18,000.00	0.00
TOTAL MISC./GRANTS/INTEREST	83,100.00	5,125.98	56,326.11	26,773.89	67.78
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	256,925.00	14,980.00	167,014.00	89,911.00	65.00
TOTAL TRANSFERS IN	256,925.00	14,980.00	167,014.00	89,911.00	65.00
TOTAL NON-DEPARTMENTAL	1,300,425.00	78,925.21	959,109.66	341,315.34	73.75
TOTAL REVENUES	1,300,425.00	78,925.21	959,109.66	341,315.34	73.75

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	212,300.00	16,157.91	154,527.14	57,772.86	72.79
20-606-1015 OVERTIME	15,000.00	1,073.81	14,704.34	295.66	98.03
20-606-1020 MEDICARE	3,200.00	254.59	2,481.66	718.34	77.55
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	21,210.00	7,878.00	72.92
20-606-1031 HSA	178.00	14.80	129.52	48.48	72.76
20-606-1033 DENTAL INSURANCE	1,365.00	132.04	1,092.84	272.16	80.06
20-606-1035 VISION CARE INSURANCE	365.00	33.80	297.44	67.56	81.49
20-606-1036 LIFE INSURANCE	281.00	23.40	199.90	81.10	71.14
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	1,485.15	4,059.50	1,700.50	70.48
20-606-1040 TMRS RETIREMENT	30,680.00	2,511.14	24,409.78	6,270.22	79.56
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>744.28</u>	<u>6,260.04</u>	<u>5,239.96</u>	<u>54.44</u>
TOTAL PERSONNEL	310,437.00	24,854.92	229,372.16	81,064.84	73.89
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	1,237.82	462.18	72.81
20-606-2030 POSTAGE	3,100.00	240.12	2,317.82	782.18	74.77
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	39.31	110.69	26.21
20-606-2050 PRINTING & COPYING	500.00	0.00	521.78 (21.78)	104.36
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	790.80	7,092.84	907.16	88.66
20-606-2080 UNIFORMS	1,795.00	0.00	1,349.33	445.67	75.17
20-606-2090 SMALL TOOLS	2,500.00	214.23	1,166.92	1,333.08	46.68
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>160.74</u>	<u>599.82</u>	<u>1,300.18</u>	<u>31.57</u>
TOTAL SUPPLIES	19,845.00	1,405.89	14,325.64	5,519.36	72.19
SERVICES					
20-606-3012 ENGINEERING SERVICES	8,600.00	3,500.00	7,626.00	974.00	88.67
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	1,812.38	402.62	81.82
20-606-3030 TRAINING/EDUCATION	3,750.00	100.00	3,682.75	67.25	98.21
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	36.96	36.96	963.04	3.70
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	271.10	2,416.98	583.02	80.57
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	0.00	240.35	509.65	32.05
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>58.00</u>	<u>4,935.10</u>	<u>2,064.90</u>	<u>70.50</u>
TOTAL SERVICES	32,215.00	3,966.06	26,994.12	5,220.88	83.79
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	543.69	7,869.72	1,000.28	88.72
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	57,598.68	26,485.32	68.50
20-606-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>1,301.48</u> (<u>1,301.48</u>)	<u>0.00</u>
TOTAL CONTRACTUAL	92,954.00	6,850.21	66,769.88	26,184.12	71.83

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,563.33 (3,063.33)	304.22
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	2,119.92	2,880.08	42.40
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	35.04	2,947.09	52.91	98.24
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>1,757.82</u>	<u>3,774.35</u>	<u>225.65</u>	<u>94.36</u>
TOTAL MAINTENANCE	16,500.00	1,792.86	15,317.74	1,182.26	92.83
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	10,000.00	2,240.00	4,704.07	5,295.93	47.04
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	3,669.82	830.18	81.55
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	7,380.50	12,793.27 (7,793.27)	255.87
20-606-6061 WELL SITE #1	8,750.00	0.00	1,941.38	6,808.62	22.19
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	4,700.00	0.00 (3,429.35)	8,129.35	72.96-
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	2,644.15 (1,644.15)	264.42
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	450.00	8,039.08 (4,039.08)	200.98
20-606-6067 WELL SITE #7	4,000.00	450.00	11,562.90 (7,562.90)	289.07
20-606-6068 WELL SITE #8	4,000.00	0.00	9,137.01 (5,137.01)	228.43
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	9,953.94 (6,953.94)	331.80
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	1,273.33	13,726.67	8.49
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	8,335.81	32,361.66 (2,361.66)	107.87
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>1,974.88</u>	<u>2,025.12</u>	<u>49.37</u>
TOTAL DEPT MATERIALS-SERVICES	112,050.00	18,856.31	96,951.14	15,098.86	86.52
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	5,319.83	51,235.78	20,764.22	71.16
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	111.00	254.00	1,096.00	18.81
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>35.51</u>	<u>357.95</u>	<u>42.05</u>	<u>89.49</u>
TOTAL UTILITIES	73,750.00	5,466.34	51,847.73	21,902.27	70.30
CAPITAL OUTLAY					
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	0.00	588.60 (588.60)	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	4,717.94	102.06	97.88
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	0.00	28,700.00	0.00
20-606-8087 WATER METER REPLACEMENT	62,500.00	652.63	61,009.71	1,490.29	97.62
20-606-8090 CAPITAL - HUEBNER PLANT	21,000.00	0.00	19,609.00	1,391.00	93.38
20-606-8091 CAPITAL - WELL #1	23,500.00	14,980.00	14,980.00	8,520.00	63.74
20-606-8097 CAPITAL - WELL #7	80,000.00	0.00	0.00	80,000.00	0.00
20-606-8098 CAPITAL - WELL #8	<u>92,425.00</u>	<u>0.00</u>	<u>92,806.60</u> (<u>381.60)</u>	<u>100.41</u>
TOTAL CAPITAL OUTLAY	312,945.00	15,632.63	193,711.85	119,233.15	61.90

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	22,050.00	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>121,255.00</u>	<u>121,255.00</u>	<u>121,255.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	143,305.00	143,305.00	0.00	100.00
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TOTAL WATER DEPARTMENT	1,114,001.00	222,130.22	838,595.26	275,405.74	75.28

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	65,000.00	0.00	32,850.00	32,150.00	50.54
20-607-8030 BOND AGENT FEES	400.00	0.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	44,183.00	0.00	44,182.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>6,841.00</u>	<u>0.00</u>	<u>3,717.55</u>	<u>3,123.45</u>	<u>54.34</u>
TOTAL CAPITAL OUTLAY	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL DEBT SERVICE	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL EXPENDITURES	<u>1,300,425.00</u>	<u>222,130.22</u>	<u>989,545.31</u>	<u>310,879.69</u>	<u>76.09</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>(143,205.01)</u>	<u>(30,435.65)</u>	<u>30,435.65</u>	<u>0.00</u>

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 14, 2021

Agenda item: 5.c.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of July 2021 Financial Report

Attachments for Reference: 1) July 2021 Revenue & Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2020-21 budget period, month ending July 31, 2021. The “Current Budget” column contains the original adopted budget plus one approved budget amendment. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of July 31, 2021, the Water Fund total revenues are \$1,185,622 or 91.17% of the total annual budgeted amount, including transfers in from the Water Capital Replacement Fund. Water Fund (Water department & Debt Service) expenses total \$1,155,631 or 88.87% of amended budget.

Revenues (Water)

- Water consumption (5015) billed in July for the month of June is \$56,720, with 86.48% of annual budget recognized to date. This is \$10,630 less revenue recognized than for the same month prior year.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 83.23% and 83.69% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$7,596 was recorded for the month and 87.0% of the annual budgeted amount has been recognized to date.
- Insurance Proceeds (7097) – received from TML- IRP for Winter Storm Uri costs incurred
- The Trf in – Capital Replacement (8072) account reflects the costs covered by capital replacement for Well #7 repairs/rehabilitation.

Expenses (Water)

Water department (606) expenses for the day-to-day operations are on budget with a total of \$166,085 incurred this month, 90.19% of the annual amended budget utilized. Expenses include \$4,450 for Northwest Military water line relocation engineering in Engineering Services (3012), annual preventive maintenance for the mini excavator, skid steer, vactron, backhoe, etc. is recorded in Equipment Maint & Repair (5010), \$2,300 of repairs to the Water Crew leader’s truck was recorded in Vehicle Maintenance (5020), replacement of fence for \$6,858 – shared 50/50 with neighboring property owner, net Utility cost \$3,429, is recorded in Well Site #4 (6064), well #7 motor repair for \$12,600 was recorded in Well Site #7 (6067), well #8 250HP motor repair for

\$13.815 was recorded in Well Site #8 (6068), well #7 repair/rehabilitation of \$78,393.50 was recorded in Capital – Well #7 (8097).

Debt service payments, interest only - \$35,273 are scheduled for August.

Payroll:

The City is on a bi-weekly payroll; there have been 22 pay periods out of 26 so approximately 84.62% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November and the split serviceman position was vacant from February to April so the base salary and wages account (1010) is below expected. TMRS (1040) expenditures is at 87.93%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 81.25%, below budget but reasonable considering the vacant position during the year.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,300,425.00</u>	<u>226,511.90</u>	<u>1,185,621.56</u>	<u>114,803.44</u>	<u>91.17</u>
TOTAL REVENUES	<u>1,300,425.00</u>	<u>226,511.90</u>	<u>1,185,621.56</u>	<u>114,803.44</u>	<u>91.17</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	1,114,001.00	166,085.22	1,004,680.48	109,320.52	90.19
DEBT SERVICE	<u>186,424.00</u>	<u>0.00</u>	<u>150,950.05</u>	<u>35,473.95</u>	<u>80.97</u>
TOTAL EXPENDITURES	<u>1,300,425.00</u>	<u>166,085.22</u>	<u>1,155,630.53</u>	<u>144,794.47</u>	<u>88.87</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	60,426.68	29,991.03 (29,991.03)	0.00

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

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	56,719.52	538,800.47	84,199.53	86.48
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	158,060.00	31,840.00	83.23
20-599-5019 WATER SERVICE FEE	58,800.00	4,947.30	49,207.82	9,592.18	83.69
20-599-5036 EAA PASS THRU CHARGE	82,700.00	7,595.50	71,947.00	10,753.00	87.00
20-599-5040 TAPPING FEES	0.00	0.00	2,800.00	(2,800.00)	0.00
TOTAL WATER SALES	960,400.00	85,045.74	820,815.29	139,584.71	85.47
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	7.07	2,733.14	(733.14)	136.66
20-599-7011 OTHER INCOME	0.00	8.90	114.00	(114.00)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	15,750.00	(750.00)	105.00
20-599-7060 CC SERVICE FEES	5,000.00	618.35	3,750.38	1,249.62	75.01
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	32,217.00	6,383.00	83.46
20-599-7090 SALE OF FIXED ASSETS	4,500.00	0.00	5,618.65	(1,118.65)	124.86
20-599-7097 INSURANCE PROCEEDS	18,000.00	59,215.60	59,215.60	(41,215.60)	328.98
TOTAL MISC./GRANTS/INTEREST	83,100.00	63,072.66	119,398.77	(36,298.77)	143.68
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	256,925.00	78,393.50	245,407.50	11,517.50	95.52
TOTAL TRANSFERS IN	256,925.00	78,393.50	245,407.50	11,517.50	95.52
TOTAL NON-DEPARTMENTAL	1,300,425.00	226,511.90	1,185,621.56	114,803.44	91.17
TOTAL REVENUES	1,300,425.00	226,511.90	1,185,621.56	114,803.44	91.17

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	212,300.00	16,133.73	170,660.87	41,639.13	80.39
20-606-1015 OVERTIME	15,000.00	1,622.62	16,326.96 (1,326.96)	108.85
20-606-1020 MEDICARE	3,200.00	260.64	2,742.30	457.70	85.70
20-606-1025 TWC (SUI)	720.00	736.99	736.99 (16.99)	102.36
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	23,634.00	5,454.00	81.25
20-606-1031 HSA	178.00	14.80	144.32	33.68	81.08
20-606-1033 DENTAL INSURANCE	1,365.00	132.04	1,224.88	140.12	89.73
20-606-1035 VISION CARE INSURANCE	365.00	33.80	331.24	33.76	90.75
20-606-1036 LIFE INSURANCE	281.00	23.40	223.30	57.70	79.47
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	0.00	4,059.50	1,700.50	70.48
20-606-1040 TMRS RETIREMENT	30,680.00	2,568.56	26,978.34	3,701.66	87.93
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>657.74</u>	<u>6,917.78</u>	<u>4,582.22</u>	<u>60.15</u>
TOTAL PERSONNEL	310,437.00	24,608.32	253,980.48	56,456.52	81.81
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	1,237.82	462.18	72.81
20-606-2030 POSTAGE	3,100.00	237.24	2,555.06	544.94	82.42
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	39.31	110.69	26.21
20-606-2050 PRINTING & COPYING	500.00	0.00	521.78 (21.78)	104.36
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	563.01	7,655.85	344.15	95.70
20-606-2080 UNIFORMS	1,795.00	0.00	1,349.33	445.67	75.17
20-606-2090 SMALL TOOLS	2,500.00	537.95	1,704.87	795.13	68.19
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>599.82</u>	<u>1,300.18</u>	<u>31.57</u>
TOTAL SUPPLIES	19,845.00	1,338.20	15,663.84	4,181.16	78.93
SERVICES					
20-606-3012 ENGINEERING SERVICES	8,600.00	5,135.75	12,761.75 (4,161.75)	148.39
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	60.00	1,872.38	342.62	84.53
20-606-3030 TRAINING/EDUCATION	3,750.00	750.00	4,432.75 (682.75)	118.21
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	36.96	963.04	3.70
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	216.88	2,633.86	366.14	87.80
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	52.56	292.91	457.09	39.05
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>157.10</u>	<u>5,092.20</u>	<u>1,907.80</u>	<u>72.75</u>
TOTAL SERVICES	32,215.00	6,372.29	33,366.41 (1,151.41)	103.57
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	516.55	8,386.27	483.73	94.55
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	63,905.20	20,178.80	76.00
20-606-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>1,301.48 (</u>	<u>1,301.48)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	92,954.00	6,823.07	73,592.95	19,361.05	79.17

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,563.33 (3,063.33)	304.22
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	2,318.49	4,438.41	561.59	88.77
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	2,337.66	5,284.75 (2,284.75)	176.16
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>355.88</u>	<u>4,130.23 (</u>	<u>130.23)</u>	<u>103.26</u>
TOTAL MAINTENANCE	16,500.00	5,012.03	20,329.77 (3,829.77)	123.21
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	10,000.00	598.58	5,302.65	4,697.35	53.03
20-606-6050 WATER METERS & BOXES	4,500.00	470.00	4,139.82	360.18	92.00
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	1,056.44	1,056.44	8,943.56	10.56
20-606-6060 HUEBNER STORAGE TANK	5,000.00	315.41	13,108.68 (8,108.68)	262.17
20-606-6061 WELL SITE #1	8,750.00	0.00	1,941.38	6,808.62	22.19
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	4,700.00	6,858.71	3,429.36	1,270.64	72.97
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	543.22	3,187.37 (2,187.37)	318.74
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	8,039.08 (4,039.08)	200.98
20-606-6067 WELL SITE #7	4,000.00	12,613.23	24,176.13 (20,176.13)	604.40
20-606-6068 WELL SITE #8	4,000.00	14,344.85	23,481.86 (19,481.86)	587.05
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	35.13	9,989.07 (6,989.07)	332.97
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	1,273.33	13,726.67	8.49
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	1,284.02	33,645.68 (3,645.68)	112.15
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>1,974.88</u>	<u>2,025.12</u>	<u>49.37</u>
TOTAL DEPT MATERIALS-SERVICES	112,050.00	38,119.59	135,070.73 (23,020.73)	120.55
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	5,270.73	56,506.51	15,493.49	78.48
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	111.00	365.00	985.00	27.04
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>36.49</u>	<u>394.44</u>	<u>5.56</u>	<u>98.61</u>
TOTAL UTILITIES	73,750.00	5,418.22	57,265.95	16,484.05	77.65
CAPITAL OUTLAY					
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	0.00	588.60 (588.60)	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	4,717.94	102.06	97.88
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	0.00	28,700.00	0.00
20-606-8087 WATER METER REPLACEMENT	62,500.00	0.00	61,009.71	1,490.29	97.62
20-606-8090 CAPITAL - HUEBNER PLANT	21,000.00	0.00	19,609.00	1,391.00	93.38
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	14,980.00	8,520.00	63.74
20-606-8097 CAPITAL - WELL #7	80,000.00	78,393.50	78,393.50	1,606.50	97.99
20-606-8098 CAPITAL - WELL #8	<u>92,425.00</u>	<u>0.00</u>	<u>92,806.60 (</u>	<u>381.60)</u>	<u>100.41</u>
TOTAL CAPITAL OUTLAY	312,945.00	78,393.50	272,105.35	40,839.65	86.95

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>121,255.00</u>	<u>0.00</u>	<u>121,255.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	143,305.00	0.00	100.00
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TOTAL WATER DEPARTMENT	1,114,001.00	166,085.22	1,004,680.48	109,320.52	90.19

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	65,000.00	0.00	32,850.00	32,150.00	50.54
20-607-8030 BOND AGENT FEES	400.00	0.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	44,183.00	0.00	44,182.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>6,841.00</u>	<u>0.00</u>	<u>3,717.55</u>	<u>3,123.45</u>	<u>54.34</u>
TOTAL CAPITAL OUTLAY	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL DEBT SERVICE	186,424.00	0.00	150,950.05	35,473.95	80.97
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TOTAL EXPENDITURES	<u>1,300,425.00</u>	<u>166,085.22</u>	<u>1,155,630.53</u>	<u>144,794.47</u>	<u>88.87</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>60,426.68</u>	<u>29,991.03</u>	<u>(29,991.03)</u>	<u>0.00</u>

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: October 11, 2021

Agenda item: 5.d.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of August 2021 Financial Report

Attachments for Reference: 1) August 2021 Revenue & Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2020-21 budget period, month ending August 31, 2021. The “Current Budget” column contains the original adopted budget plus two approved budget amendments. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of August 31, 2021, the Water Fund total revenues are \$1,267,382 or 94.65% of the total annual budgeted amount, including transfers in from the Water Capital Replacement Fund. Water Fund (Water department & Debt Service) expenses total \$1,239,980 or 92.60% of amended budget.

Revenues (Water)

- Water consumption (5015) billed in August for the month of July is \$48,012, with 94.19% of annual budget recognized to date. This is \$102,144 less revenue recognized than for the same month prior year.
- The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 91.59% and 92.05% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$6,442 was recorded for the month and 94.79% of the annual budgeted amount has been recognized to date.
- Late Charges (5016) – the Utility has resumed assessing late charges on accounts that are not current.
- The Trf in – Capital Replacement (8072) account reflects the costs covered by capital replacement for meter replacement, up to the budgeted amount.

Expenses (Water)

Water department (606) expenses for the day-to-day operations are ahead of budget with a total of \$48,876 incurred this month, 91.41% of the annual amended budget utilized. Expenses include \$2,500 for system water valve mapping in Engineering Services (3012), \$3,185 for well repairs in Well Site #6 – Muni Tract (6066), \$1,573 for two 2-inch meters purchased in Water Meter Replacement (8087).

Debt service payments, interest only - \$35,273 were made as scheduled this month.

Payroll:

The City is on a bi-weekly payroll; there have been 24 pay periods out of 26 so approximately 92.31% should be expensed in the line items directly related to salaries. One serviceman was out on workers compensation from August to late November 2020 and the split serviceman position was vacant from February to April so the base salary and wages account (1010) is below expected. TMRS (1040) expenditures is at 92.29%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 89.58%, below budget but reasonable considering the vacant position during the year.

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: AUGUST 31ST, 2021

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,339,021.00</u>	<u>81,760.89</u>	<u>1,267,382.45</u>	<u>71,638.55</u>	<u>94.65</u>
TOTAL REVENUES	<u>1,339,021.00</u>	<u>81,760.89</u>	<u>1,267,382.45</u>	<u>71,638.55</u>	<u>94.65</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	1,152,597.00	48,875.86	1,053,556.34	99,040.66	91.41
DEBT SERVICE	<u>186,424.00</u>	<u>35,473.29</u>	<u>186,423.34</u>	<u>0.66</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>1,339,021.00</u>	<u>84,349.15</u>	<u>1,239,979.68</u>	<u>99,041.32</u>	<u>92.60</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(2,588.26)	27,402.77	(27,402.77)	0.00

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

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	48,011.87	586,812.34	36,187.66	94.19
20-599-5016 LATE CHARGES	6,000.00	1,011.32	1,011.32	4,988.68	16.86
20-599-5018 DEBT SERVICE	189,900.00	15,873.74	173,933.74	15,966.26	91.59
20-599-5019 WATER SERVICE FEE	58,800.00	4,919.96	54,127.78	4,672.22	92.05
20-599-5036 EAA PASS THRU CHARGE	82,700.00	6,441.50	78,388.50	4,311.50	94.79
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	2,800.00	(2,800.00)	0.00
TOTAL WATER SALES	960,400.00	76,258.39	897,073.68	63,326.32	93.41
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	7.02	2,740.16	(740.16)	137.01
20-599-7011 OTHER INCOME	0.00	33.90	147.90	(147.90)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	15,750.00	(750.00)	105.00
20-599-7028 TCEQ GRANT	0.00	0.00	0.00	0.00	0.00
20-599-7060 CC SERVICE FEES	5,000.00	718.90	4,469.28	530.72	89.39
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,252.39	35,469.39	3,130.61	91.89
20-599-7090 SALE OF FIXED ASSETS	4,500.00	0.00	5,618.65	(1,118.65)	124.86
20-599-7097 INSURANCE PROCEEDS	56,596.00	0.00	59,215.60	(2,619.60)	104.63
TOTAL MISC./GRANTS/INTEREST	121,696.00	4,012.21	123,410.98	(1,714.98)	101.41
<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	256,925.00	1,490.29	246,897.79	10,027.21	96.10
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	256,925.00	1,490.29	246,897.79	10,027.21	96.10
TOTAL NON-DEPARTMENTAL	1,339,021.00	81,760.89	1,267,382.45	71,638.55	94.65
TOTAL REVENUES	1,339,021.00	81,760.89	1,267,382.45	71,638.55	94.65

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	212,300.00	16,246.60	186,907.47	25,392.53	88.04
20-606-1015 OVERTIME	23,400.00	481.90	16,808.86	6,591.14	71.83
20-606-1020 MEDICARE	3,200.00	245.77	2,988.07	211.93	93.38
20-606-1025 TWC (SUI)	720.00	0.00	736.99 (16.99)	102.36
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	26,058.00	3,030.00	89.58
20-606-1031 HSA	178.00	14.80	159.12	18.88	89.39
20-606-1033 DENTAL INSURANCE	1,365.00	132.04	1,356.92	8.08	99.41
20-606-1035 VISION CARE INSURANCE	365.00	33.80	365.04 (0.04)	100.01
20-606-1036 LIFE INSURANCE	281.00	23.40	246.70	34.30	87.79
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	0.00	4,059.50	1,700.50	70.48
20-606-1040 TMRS RETIREMENT	31,860.00	2,425.51	29,403.85	2,456.15	92.29
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>657.74</u>	<u>7,575.52</u>	<u>3,924.48</u>	<u>65.87</u>
TOTAL PERSONNEL	320,017.00	22,685.56	276,666.04	43,350.96	86.45
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	1,237.82	462.18	72.81
20-606-2030 POSTAGE	3,100.00	249.81	2,804.87	295.13	90.48
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	39.31	110.69	26.21
20-606-2050 PRINTING & COPYING	500.00	95.00	616.78 (116.78)	123.36
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	100.00	100.00	0.00	100.00
20-606-2075 BANK/CREDITCARD FEES	8,000.00	685.53	8,341.38 (341.38)	104.27
20-606-2080 UNIFORMS	1,795.00	0.00	1,349.33	445.67	75.17
20-606-2090 SMALL TOOLS	2,500.00	545.59	2,250.46	249.54	90.02
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>293.52</u>	<u>893.34</u>	<u>1,006.66</u>	<u>47.02</u>
TOTAL SUPPLIES	19,845.00	1,969.45	17,633.29	2,211.71	88.86
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	8,600.00	3,171.25	15,933.00 (7,333.00)	185.27
20-606-3013 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	1,872.38	342.62	84.53
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	4,432.75 (682.75)	118.21
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	36.96	963.04	3.70
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	275.86	2,909.72	90.28	96.99
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	0.00	292.91	457.09	39.05
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>388.69</u>	<u>5,480.89</u>	<u>1,519.11</u>	<u>78.30</u>
TOTAL SERVICES	32,215.00	3,835.80	37,202.21 (4,987.21)	115.48
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	393.22	8,779.49	90.51	98.98
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	70,211.72	13,872.28	83.50
20-606-4086 CONTRACT LABOR	0.00	0.00	1,301.48 (1,301.48)	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	6,699.74	80,292.69	12,661.31	86.38

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,563.33 (3,063.33)	304.22
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	4,438.41	561.59	88.77
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	39.79	5,324.54 (2,324.54)	177.48
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,913.05	586.95	76.52
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>735.29</u>	<u>4,865.52 (</u>	<u>865.52)</u>	<u>121.64</u>
TOTAL MAINTENANCE	16,500.00	775.08	21,104.85 (4,604.85)	127.91
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	10,000.00	170.00	5,472.65	4,527.35	54.73
20-606-6050 WATER METERS & BOXES	4,500.00	49.00	4,188.82	311.18	93.08
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	1,056.44	8,943.56	10.56
20-606-6060 HUEBNER STORAGE TANK	7,000.00	72.29	13,180.97 (6,180.97)	188.30
20-606-6061 WELL SITE #1	8,750.00	0.00	1,941.38	6,808.62	22.19
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	4,700.00	0.00	3,429.36	1,270.64	72.97
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	3,187.37 (2,187.37)	318.74
20-606-6066 WELL SITE #6-MUNI TRACT	9,000.00	3,185.00	11,224.08 (2,224.08)	124.71
20-606-6067 WELL SITE #7	15,016.00	0.00	24,176.13 (9,160.13)	161.00
20-606-6068 WELL SITE #8	4,000.00	0.00	23,481.86 (19,481.86)	587.05
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	9,989.07 (6,989.07)	332.97
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	1,273.33	13,726.67	8.49
20-606-6072 WATER SYSTEM MAINTENANCE	41,000.00	1,156.44	34,802.12	6,197.88	84.88
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>1,974.88</u>	<u>2,025.12</u>	<u>49.37</u>
TOTAL DEPT MATERIALS-SERVICES	141,066.00	4,632.73	139,703.46	1,362.54	99.03
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	6,551.54	63,058.05	8,941.95	87.58
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	111.00	476.00	874.00	35.26
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>42.34</u>	<u>436.78 (</u>	<u>36.78)</u>	<u>109.20</u>
TOTAL UTILITIES	73,750.00	6,704.88	63,970.83	9,779.17	86.74
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	588.60 (588.60)	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	62,500.00	1,572.62	62,582.33 (82.33)	100.13
20-606-8090 CAPITAL - HUEBNER PLANT	21,000.00	0.00	19,609.00	1,391.00	93.38
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	14,980.00	8,520.00	63.74
20-606-8095 CAPITAL - WELL #5	0.00	0.00	0.00	0.00	0.00

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
20-606-8097 CAPITAL - WELL #7	80,000.00	0.00	78,393.50	1,606.50	97.99
20-606-8098 CAPITAL - WELL #8	<u>92,425.00</u>	<u>0.00</u>	<u>92,806.60</u>	(<u>381.60</u>)	<u>100.41</u>
TOTAL CAPITAL OUTLAY	312,945.00	1,572.62	273,677.97	39,267.03	87.45
<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	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	121,255.00	0.00	121,255.00	0.00	100.00
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	143,305.00	0.00	100.00
TOTAL WATER DEPARTMENT	1,152,597.00	48,875.86	1,053,556.34	99,040.66	91.41

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 91.67

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	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	65,000.00	32,150.00	65,000.00	0.00	100.00
20-607-8020 BOND UNAMORTIZED LOSS	0.00	0.00	0.00	0.00	0.00
20-607-8030 BOND AGENT FEES	400.00	200.00	400.00	0.00	100.00
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	44,182.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	6,841.00	3,123.29	6,840.84	0.16	100.00
20-607-8060 SIB LOAN - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
20-607-8061 SIB LOAN - PRINCIPAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	186,424.00	35,473.29	186,423.34	0.66	100.00
<hr/>					
TOTAL DEBT SERVICE	186,424.00	35,473.29	186,423.34	0.66	100.00
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TOTAL EXPENDITURES	1,339,021.00	84,349.15	1,239,979.68	99,041.32	92.60
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	(2,588.26)	27,402.77	(27,402.77)	0.00
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WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: October 11, 2021

Agenda item: 6.a.

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / Action - Well #1 Reactivation or temporarily cap – PW/W Director



Attachments for Reference:

- 1) Cost to camera survey and gamma test
- 2) SCADA addition

BACKGROUND / HISTORY: Well Site #1 (Shavano Dr) has a Well that was drilled back in 1946, producing 100 GPM. The 20 hp pump was replaced in 1971. The Well stayed in operation until 1983, until it was removed from service when Well 7 & 8 were purchased.

EAA requires an inactive Well to be gamma tested (tests the wall structure and integrity) and camera surveyed and a capping permit approved every 5 years.

DISCUSSION: Well #1 has not been operational for years. It must be placed back into operation, capped, or plugged. On July 2, 2021 PWD was notified by EEA (Groundwater Protection Coordinator) of requirements and provided for 90 days. On October 5th, City Manager and PWD discussed with EEA and was told that as long as we made progress and kept them informed, no letter of violation would be issued.

During winter storm Uri, the city was able to barely function with only Well #5 providing water to the Shavano Drive ground storage tank. By adding Well #1 to the system, it will help provide more water to the residents of Shavano Park and keep the system operational within TCEQ standards.

In May, the City had the Well #1 “pump-tested”. The results are that Well #1 pumps approximately 135 gpm, As a comparison, Well #5 pumps 230 gpm.

There are two (2) – 20 hp booster pumps that pull 400 gpm from the ground storage tank to feed the elevated tank or send to distribution. If Well #1 was placed in operation, the combined capability would equal approximately 365 gpm and the system (booster pumps) could fully operate all equipment at Shavano Drive.

Other considerations. In the future, we could provide additional backup generator capability at Well #1; or Well #7. Analysis of what we would require has been initiated, but not completed.

Advantages to Place back in Operation

- Additional supply to the Ground Storage Tank (and therefore to the water supply) to enable booster pumps to fully function. (If only Well #5, then only one booster pump can work at a time, which can be controlled by SCADA)
- In a situation where South side of town is not fully functional (Well #7, #8, and Huebner), then the North side of town could maintain adequate system pressure (will limitations)

Disadvantages to place back in Operation

- Cost to place into operation
- Cost to maintain in the future
- Additional manpower requirements to maintain / test
- In future, must get sanitary easements required (also on Well #5 and #6)

COURSES OF ACTION:

COA 1: Reactivate Well #1 to operate with Well #5 to fill the ground storage tank at Shavano Dr.

COA 2: Cap Well #1

COA 3: Plug Well #1

FINANCIAL IMPACT:

COA 1: Reactivate Well #1 to operate with Well #5 to fill the ground storage tank at Shavano Dr.

- Gamma Testing = \$2,000
- SCADA additions = \$10,250
- Installation of Water line = \$15,000
- Installation of Well pump/motor/pipe etc = Unknown, but estimate (\$35,000-40,000)
- **Approximate Total = \$65,000**

COA 2: Cap Well #1 – approximately \$8,000 every five (5) years

COA 3: Plug Well #1 - approximately \$13,000 - \$20,000

STAFF RECOMMENDATION: Continue to analyze the cost and the advantages and disadvantages of placing Well #1 into operation in context of requirements for Well #3, and #4 and other backup generation capabilities.



14394 E INTERSTATE HWY 10
 CONVERSE, TX 78109
 OFFICE: (830) 865-2362

QUOTATION

PROJECT NAME / NUMBER: SURVEY AND LOG WELL 1, 3 AND 4
 QUOTATION NUMBER: 20210712-DA1
 DATE: 7/21/21
 CUSTOMER P.O. NUMBER: .
 CUSTOMER NAME: CITY OF SHAVANO PARK
 ADDRESS (LINE 1): .
 ADDRESS (LINE 2): .
 PHONE NUMBER: .
 EMAIL ADDRESS: .

PRIMARY SCOPE OF WORK:		SALES REP: Daniel Adams		
No.	DESCRIPTION	Unit	Price	Line Total
1	CAMERA SURVEY AND GAMMA CALIPER LOG WELL 3 AND 4, GAMMA CALIPER LOG WELL 1	3	\$ 7,225.00	\$ 7,225.00
2	REMOVES STEEL CAPS AND SECURE WELLS ONCE COMPLETE	3	\$ 250.00	\$ 750.00
3		1		\$ -
4		1		\$ -
5		1		\$ -
6		1		\$ -
7		1		\$ -
8		1		\$ -
9		1		\$ -
10		1		\$ -
11		1		\$ -
12		1		\$ -
13		1		\$ -
14		1		\$ -
15		1		\$ -

Taxable (Yes/No) : TBD Tax Rate: TBD % *Applicable sales tax will be charged when invoiced.*
Subtotal: \$ 7,975.00
Sales Tax: \$ -
Total: \$ 7,975.00

ALTERNATES:				
Alt. 1		\$ -	\$ -	\$ -
Alt. 2		\$ -	\$ -	\$ -

Regulated by:
 Texas Department of Licensing and Regulation
 PO Box 12157 Austin, TX 78157 1-800-803-9202

Subtotal with Alternate: \$ 7,975.00
 Sales Tax with Alternate: \$ -
 Total with Alternate: \$ 7,975.00

SHIPMENT:

SHIPPING DETAILS:
 Proposed Start Date:
 All prices above are subject to Federal, State and Local Sales Taxes.
 This quotation will automatically expire if Purchaser does not deliver
 a written acceptance to this contract by: 30 DAYS

Advanced Water Well Technologies
 14394 E INTERSTATE HIGHWAY 10
 CONVERSE, TX 78109
 (Contractor)

ACCEPTANCE OF THIS CONTRACT: The above prices, specifications, and conditions are satisfactory to the purchaser and are hereby accepted with signature below, Fax, Email, or verbal conformation. Purchaser authorizes Advanced Water Well Technologies ("AWWT") and its subcontractors to do the work as specified. All work is to be completed as specified and according to standard industry practices. Any additional work or materials required due to unknown well conditions will result in an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. We warrant our craftsmanship against craftsmanship defects for one year; defects to be determined on a case by case basis by AWWT. There is a manufacturers warranty on equipment for one year. The manufacturer determines if the equipment will be warrantied or not on a case by case basis. Payment is due upon receipt of invoice and balances past due after 30 days are subject to 15% interest per annum.

PURCHASER: _____

ADDRESS (LINE 1): _____

SIGNATURE: _____

ADDRESS (LINE 2): _____

DATE: _____

PHONE NUMBER: _____



From: Ryan Wood
PO Box 5056
Georgetown, TX 78627
Phone: 512-930-5721
Fax: 512-869-7621
Email: rwood@tracntrol.com

Quotation

Date: May 21, 2021
To: Brandon Peterson
City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231
Sent via: Email
cc:

Project: City of Shavano Park – Shavano Drive Pump Station – SCADA Additions

Scope of Work:

1. Labor, materials, and programming for the integration of Shavano Drive Pump Station Well No. 1, CL2 Scales, and CL2 Pump into the existing SCADA System.
2. On and off-site Technical support – 24/7 for the life of the system.
3. Training as required.

Deliverables:

1. Furnish and install conduit and wire between the starter and the existing SCADA RTU. Trenching to be installed by the City.
2. Furnish and install wire between the Chlorine Building and the existing SCADA RTU. Wire to be pulled through an existing conduit utilized for CL2 Leak Detection and CL2 Building Intrusion signals.
3. Wire terminations as required for the new I/O.
4. PLC programming as required for the following I/O:
 - a. Well Run Command
 - b. Well Run Status
 - c. CL2 Cylinder Weight (x2)
 - d. CL2 Pump On/Off
5. HMI programming as required for graphical display, control, monitoring, trending, and alarming of new I/O listed above.

Exclusions and Assumptions:

1. Local and state sales taxes are excluded from quoted pricing.
2. Performance and payment bonds are excluded from quoted pricing.
3. Installation of field instrumentation other than equipment specified will be invoiced on a cost-plus basis.
4. This proposal assumes that equipment can be temporarily removed from service while improvements are implemented.
5. This proposal assumes that all existing equipment is operational and fully functional, and that only the items listed above under “Deliverables” are to be provided. If any additional equipment is need of replacement, or any additional work is required, it will be handled on a cost-plus basis.
6. Mounting of the Well Starter to be done by the City.

7. Trenching between the Starter and the existing SCADA RTU to be done by the City.
8. Chlorine scales and pump to be provided and installed by the City.
9. It is assumed that the existing conduit between the Chlorine Building and SCADA RTU is useable and additional wire can be pulled through it.

Terms:

1. Invoices are due Net 30 days from date of invoice. Balances paid after due date are subject to a 1.5% charge.
2. Mobilization and equipment will be invoiced at 50% of contract amount upon acceptance of quotation. Freight is prepaid and included in quoted pricing.
3. Balance of contract will be paid upon completion.
4. Pricing is valid for 30 days from date of quotation.
5. System is quoted for completion within 120 days of approval.

Quotation:

Item	Quoted Pricing
Shavano Drive Pump Station – SCADA Additions	\$10,250.00

Respectfully submitted:

Accepted & Date

Ryan Wood

Ryan Wood, TraC-n-trol, Inc.

Shavano Park, City of

Date

If acceptable, please sign, date, and return to our office.

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: October 11, 2021

Agenda item: 6.b

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:
PW/W Director

Discussion/Action - Well 3 & 4 Cap or Plug –



Attachments for Reference:

- 1) Cost to camera survey and gamma test
- 2) Scratch and Jetting Service Well 3
- 3) Scratch and Jetting Service Well 4
- 4) Plug Well #3
- 5) Plug Well #4

BACKGROUND / HISTORY: Well Site #3 (119 Cliffside Dr Alley) was drilled in September 1955 capable of producing 75 gpm; Well 4 (100 Cliffside Dr) was drilled in December 1955 capable of producing 110 gpm. The wells stayed in operation until they needed repairs, after Well 7 & 8 were built and added to the system in 1983.

These Wells if placed back into operation do not produce enough water to pay for the constant fees.

DISCUSSION: The EAA (Edwards Aquifer Authority) has been auditing their records and have noticed that Well #3 and 4 cap permit was expired. The EAA reached out to me and is giving me 90 days to get the wells back in compliance (capped or plugged). On October 5th, City Manager and PWD discussed with EAA and was told that as long as we made progress and kept them informed, no letter of violation would be issued.

Capping requires the Well to be gamma tested (tests the wall structure and integrity) and camera survey to see any debris in the hole or if its clean. This must be completed every 5 years and a new permit issued.

Plugging a Well hole requires a camera survey to make sure no contaminating substance is in the hole prior to plugging. The hole does not have to be clean of sediment from the walls. The hole gets filled to within 10 feet of the casing, then grout filled to the surface. The cost to plug the Wells and would be a one-time cost. The Wells will then be removed from the TCEQ registry and the city would not need to address the sanitary sewer easements.

During winter storm Uri, both wells still had active lines above ground connected to the water distribution system and froze and then broke, causing serious challenges in maintaining water

pressure. Since then, the water lines are being investigated to cut them off below ground and cap them.

COURSES OF ACTION:

COA 1: Cap Well #3 and #4

COA 2: Plug Well #3 and #4

FINANCIAL IMPACT:

COA 1: Cap Well #3 and #4

- Gamma Testing = \$2,000 each
- Scratch, Jet, and Cap Well #3 = \$7,087.50 (Debris known to be in Well #3 from Camera)
- Scratch, Jet, and Cap Well #4 = \$9,910 (Debris known to be in Well #4 from Camera)
\$16,997 initial cost; reoccurring costs every 5 years

COA 2: Plug Well #3 and #4

- Plug Well 3 - \$14,135
- Plug Well 4 - \$14,988

\$29,023 onetime cost

Any additional grout if needed, would cost \$54/sack. Additional gravel if needed, would cost \$635/yd; both costs include the lab to install.

STAFF RECOMMENDATION: To approve a WAC recommendation to City Council that both Well #3 and #4 are plugged in order to disable them and have TCEQ remove them from the City's records.



QUOTATION

14394 E INTERSTATE HWY 10
 CONVERSE, TX 78109
 OFFICE: (830) 865-2362

PROJECT NAME / NUMBER: WELL 3 CLEAN OUT
 QUOTATION NUMBER: 20210906-DA4
 DATE: 9/6/21
 CUSTOMER P.O. NUMBER: .
 CUSTOMER NAME: CITY OF SHAVANO PARK
 ADDRESS (LINE 1): .
 ADDRESS (LINE 2): .
 PHONE NUMBER: .
 EMAIL ADDRESS: .

PRIMARY SCOPE OF WORK:		SALES REP: Daniel Adams		
No.	DESCRIPTION	Unit	Price	Line Total
1	LOAD OUT AND MOBILIZE SERVICE RIG, PIPE WORK STRING AND AIR COMPRESSOR TO SITE	1	\$ 750.00	\$ 750.00
2	SCRATCH WELL CASING FROM SURFACE TO APPROXIAMTELY 151.00', TRIP OUT SCRATCHING TOOL WHEN COMPLETE	2.5	\$ 215.00	\$ 537.50
3	PROVIDE 8" SCRATCHING TOOL REQUIRED TO SCRATCH CASING	1	\$ 250.00	\$ 250.00
4	RIG TIME AND AIR COMPRESSOR TO TRIP IN PIPE WORK STRING AND JETTING TOOL, JET OUT ALL ACCUMULATED DEBRIS TO SOLID BOTTOM, TRIP OUT PIPE WORK STRING WHEN COMPLETE	15	\$ 250.00	\$ 3,750.00
5	CAMERA SURVEY INSPECTION TO VIEW CONDITION OF WELL CASING AFTER SCRATCHING	1	\$ 1,050.00	\$ 1,050.00
6	LOAD OUT, CLEAN UP LOCATION AND DEMOBILIZE SERVICE RIG, PIPE WORK STRING AND AIR COMPRESSOR FROM SITE	1	\$ 750.00	\$ 750.00
7		1		\$ -
8	JOB NOTES: ALL LABOR HOURS TO JET FILL AND DEBRIS FROM WELL IS ESTIMATED, CUSTOMER WILL BE INVOICED FOR ACTUAL TIME REQUIRED TO JET FILL AND DEBRIS FROM WELL AT \$250.00 PER HOUR	1		\$ -
9		1		\$ -
10		1		\$ -
11		1		\$ -
12		1		\$ -
13		1		\$ -
14		1		\$ -
15		1		\$ -

Taxable (Yes/No) : TBD Tax Rate: TBD % *Applicable sales tax will be charged when invoiced.*

Subtotal: \$ 7,087.50
Sales Tax: \$ -
Total: \$ 7,087.50

ALTERNATES:				
Alt. 1			\$ -	\$ -
Alt. 2			\$ -	\$ -

Regulated by:
 Texas Department of Licensing and Regulation
 PO Box 12157 Austin, TX 78157 1-800-803-9202

Subtotal with Alternate: \$ 7,087.50
 Sales Tax with Alternate: \$ -
 Total with Alternate: \$ 7,087.50

SHIPMENT:

SHIPPING DETAILS:
 Proposed Start Date:
 All prices above are subject to Federal, State and Local Sales Taxes.
 This quotation will automatically expire if Purchaser does not deliver a written acceptance to this contract by: 30 DAYS

Advanced Water Well Technologies
 14394 E INTERSTATE HIGHWAY 10
 CONVERSE, TX 78109
 (Contractor)

ACCEPTANCE OF THIS CONTRACT: The above prices, specifications, and conditions are satisfactory to the purchaser and are hereby accepted with signature below, Fax, Email, or verbal conformation. Purchaser authorizes Advanced Water Well Technologies ("AWWT") and its subcontractors to do the work as specified. All work is to be completed as specified and according to standard industry practices. Any additional work or materials required due to unknown well conditions will result in an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. We warranty our craftsmanship against craftsmanship defects for one year; defects to be determined on a case by case basis by AWWT. There is a manufacturers warranty on equipment for one year. The manufacturer determines if the equipment will be warrantied or not on a case by case basis. Payment is due upon receipt of invoice and balances past due after 30 days are subject to 15% interest per annum.

PURCHASER: _____ ADDRESS (LINE 1): _____
 SIGNATURE: _____ ADDRESS (LINE 2): _____
 DATE: _____ PHONE NUMBER: _____



14394 E INTERSTATE HWY 10
 CONVERSE, TX 78109
 OFFICE: (830) 865-2362

QUOTATION

PROJECT NAME / NUMBER: WELL 4 CLEAN OUT
 QUOTATION NUMBER: 20210906-DA5
 DATE: 9/6/21
 CUSTOMER P.O. NUMBER: _____
 CUSTOMER NAME: CITY OF SHAVANO PARK
 ADDRESS (LINE 1): _____
 ADDRESS (LINE 2): _____
 PHONE NUMBER: _____
 EMAIL ADDRESS: _____

PRIMARY SCOPE OF WORK:		SALES REP: Daniel Adams		
No.	DESCRIPTION	Unit	Price	Line Total
1	LOAD OUT AND MOBILIZE SERVICE RIG, PIPE WORK STRING AND AIR COMPRESSOR TO SITE	1	\$ 750.00	\$ 750.00
2	SCRATCH WELL CASING FROM SURFACE TO APPROXIMATELY 253 FT., TRIP OUT SCRATCHING TOOL WHEN COMPLETE	4	\$ 215.00	\$ 860.00
3	PROVIDE 8" SCRATCHING TOOL REQUIRED TO SCRATCH CASING	1	\$ 250.00	\$ 250.00
4	RIG TIME AND AIR COMPRESSOR TO TRIP IN PIPE WORK STRING AND JETTING TOOL, JET OUT ALL ACCUMULATED DEBRIS TO SOLID BOTTOM, TRIP OUT PIPE WORK STRING WHEN COMPLETE	25	\$ 250.00	\$ 6,250.00
5	CAMERA SURVEY INSPECTION TO VIEW CONDITION OF WELL CASING AFTER SCRATCHING	1	\$ 1,050.00	\$ 1,050.00
6	LOAD OUT, CLEAN UP LOCATION AND DEMOBILIZE SERVICE RIG, PIPE WORK STRING AND AIR COMPRESSOR FROM SITE	1	\$ 750.00	\$ 750.00
7		1		\$ -
8	JOB NOTE: IF OBSTRUCTION LOCATED AT APPROXIMATELY 377' CAN NOT BE REMOVED BY JETTING AND BAILING IS REQUIRED IN ATTEMPT TO REMOVE ACCUMULATED FILL FROM WELL, ALL TIME REQUIRED TO BAIL FILL AND DEBRIS DOWN TO A DEPTH WHICH THE FILL AND DEBRIS CAN THEN BE REMOVED BY JETTING WILL BE INVOICED TO CUSTOMER AT \$ 215.00 PER HOUR..	1		\$ -
9	ALL LABOR HOURS TO JET FILL AND DEBRIS IS ESTIMATED, CUSTOMER WILL BE INVOICED FOR ACTUAL TIME REQUIRED TO JET FILL AND DEBRIS FROM WELL AT \$250.00 PER HOUR.	1		\$ -
10		1		\$ -
11		1		\$ -
12		1		\$ -
13		1		\$ -
14		1		\$ -
15		1		\$ -

Taxable (Yes/No) : TBD Tax Rate: TBD % *Applicable sales tax will be charged when invoiced.*

Subtotal: \$ 9,910.00
Sales Tax: \$ -
Total: \$ 9,910.00

ALTERNATES:				
Alt. 1			\$ -	\$ -
Alt. 2			\$ -	\$ -

Regulated by:
 Texas Department of Licensing and Regulation
 PO Box 12157 Austin, TX 78157 1-800-803-9202

Subtotal with Alternate: \$ 9,910.00
 Sales Tax with Alternate: \$ -
 Total with Alternate: \$ 9,910.00

SHIPMENT:

SHIPPING DETAILS:
 Proposed Start Date:
 All prices above are subject to Federal, State and Local Sales Taxes.
 This quotation will automatically expire if Purchaser does not deliver a written acceptance to this contract by: 30 DAYS

Advanced Water Well Technologies
 14394 E INTERSTATE HIGHWAY 10
 CONVERSE, TX 78109
 (Contractor)

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PURCHASER: _____
 SIGNATURE: _____
 DATE: _____

ADDRESS (LINE 1): _____
 ADDRESS (LINE 2): _____
 PHONE NUMBER: _____



14394 E INTERSTATE HWY 10
 CONVERSE, TX 78109
 OFFICE: (830) 865-2362
 FAX: (830) 865-2362

QUOTATION

PROJECT NAME / NUMBER: SHAVANO PARK WELL 3 PLUGGING
 QUOTATION NUMBER: 20210906-DA6
 DATE: 9/6/21
 CUSTOMER P.O. NUMBER: _____
 CUSTOMER NAME: CITY OF SHAVANO PARK
 ADDRESS (LINE 1): _____
 ADDRESS (LINE 2): _____
 PHONE NUMBER: _____
 EMAIL ADDRESS: _____

PRIMARY SCOPE OF WORK: WELL PLUGGING ESTIMATE		SALES REP: Daniel Adams		
No.	DESCRIPTION	Unit	Price	Line Total
1	OBTAIN EAA AND SAWS PERMIT TO PLUG WELL, INCLUDING AWWT OFFICE SUPPORT TO FILL OUT AND SUBMIT PLUGGING APPLICATIONS REQUIRED	1	\$ 750.00	\$ 750.00
2	MOBILIZE AND DEMOBILIZE ALL NECESSARY EQUIPMENT TO PLUG WELL SUCH AS SERVICE RIG, TREMIE TUBING, PUMPS AND HOSES	1	\$ 1,075.00	\$ 1,075.00
3	GRAVEL UP OPEN HOLE AREA FROM THE TOTAL DEPTH TO 10 FEET OF BOTTOM OF WELL CASING (IF ACCUMULATED FILL IS NOT REMOVED FROM WELL GRAVEL UP FROM TOP OF ACCUMULATED FILL TO WITHIN 10' FROM BOTTOM OF CASING, GRAVEL UP PER EAA PERMIT REQUIREMENTS)	1	\$ 1,905.00	\$ 1,905.00
4	SERVICE RIG, CREW LABOR AND PERFORATERS TO PERFORATE WELL CASING EVERY 50 FEET FROM BOTTOM OF WELL CASING TO WITHIN 50 FEET OF SURFACE UTILIZING QTY 3 DOUBLE SHOT CHARGES PER EAA REQUIREMENTS. (ONCE PERMIT IS RECEIVED, IF ANY ADDITIONAL PERFORATIONS ARE REQUIRED ALL ADDITIONAL PERFORATIONS WHICH EXCEED THE AMOUNT SPECIFIED WILL BE QUOTED TO CUSTOMER)	1	\$ 1,845.00	\$ 1,845.00
5	TRIP IN TREMIE TUBING, INSTALL CEMENT PLUG ON TOP OF GRAVEL, TRIP UP TREMIE TUBING, LET CEMENT PLUG CURE FOR 4 HRS, TRIP TREMIE TUBING BACK TO BOTTOM OF CASING, PRESSURE CEMENT PER EAA REQUIREMENTS FROM 10' BELOW WELL CASING OR 10' BELOW STATIC WATER LEVEL TO SURFACE, CEMENT QUOTED LUMP SUM UP TO 70 SACKS, ALL NECESSARY PUMP FEES INCLUDED TO MIX AND INSTALL	1	\$ 4,625.00	\$ 4,625.00
6	ALLOW CEMENT CURE OVERNIGHT, THEN TAG LINE CEMENT, MIX AND PUMP CEMENT TO TOP OFF	1	\$ 860.00	\$ 860.00
7	PROVIDE WATER HAULER FOR CONTAINMENT OF CONSTRUCTION WATER TO MIX CEMENT AND CLEAN UP EQUIPMENT (CITY OF SHAVANO PARK TO PROVIDE CONSTRUCTION WATER TO PLUG WELL)	1	\$ 250.00	\$ 250.00
8	FILE STATE PLUGGING REPORT	1	\$ 75.00	\$ 75.00
9	DEMOLITION OF SURFACE COMPLETION AROUND WELL CASING " CEMENT SLAB ", CUT CASING OFF APPROXIMATELY 5 FEET BELOW GROUND LEVEL, BACKFILL TO GRADE, HAUL OFF AND DISPOSE OF DEBRIS FROM SURFACE COMPLETION	1	\$ 2,750.00	\$ 2,750.00
10				\$ -
11	JOB NOTES: MATERIALS SUCH AS GRAVEL AND CEMENT WERE CALCULATED BASED UPON INFORMATION FOUND ON THE WELL REPORT. ALL MATERIALS TO PLUG IS FIGURED PER CALCULATE VOLUME WITH NO OVERAGE ADDED FOR ANNULAS SPACE AND FORMATION CONSUMPTION. GRAVEL WAS ESTIMATED. WELL MUST BE PLUGGED IN ACCORDANCE TO EAA REQUIRMENTS WHICH WILL BE PERMITTED.			\$ -
12				\$ -
13	GRAVEL PER YARD DELIVERED AND INSTALLED: 635.00 PER YARD			\$ -
14	CEMENT PER SK DELIVERED AND INSTALLED \$ 54.00 PER SK			\$ -
15				\$ -

Taxable (Yes/No) : TBD Tax Rate: TBD % Applicable sales tax will be charged when invoiced.

Subtotal: \$ 14,135.00
Sales Tax: \$ -
Total: \$ 14,135.00

ALTERNATES:				
Alt.1		\$	-	\$ -
Alt.2		\$	-	\$ -

Regulated by: Texas Department of Licensing and Regulation
 PO Box 12157 Austin, TX 78157 1-800-803-9202

Subtotal with Alternate: \$ 14,135.00
 Sales Tax with Alternate: \$ -
 Total with Alternate: \$ 14,135.00

SHIPMENT:

SHIPPING DETAILS:
 Proposed Start Date: _____
 All prices above are subject to Federal, State and Local Sales Taxes.
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Advanced Water Well Technologies
 14394 E INTERSTATE HIGHWAY 10
 CONVERSE, TX 78109
 (Contractor)
DANIEL ADAMS

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PURCHASER: _____ ADDRESS (LINE 1): _____
 SIGNATURE: _____ ADDRESS (LINE 2): _____
 DATE: _____ PHONE NUMBER: _____



QUOTATION

14394 E INTERSTATE HWY 10
 CONVERSE, TX 78109
 OFFICE: (830) 865-2362
 FAX: (830) 865-2362

PROJECT NAME / NUMBER: SHAVANO PARK WELL 4 PLUGGING
 QUOTATION NUMBER: 20210906-DA7
 DATE: 9/6/21
 CUSTOMER P.O. NUMBER: .
 CUSTOMER NAME: CITY OF SHAVANO PARK
 ADDRESS (LINE 1):
 ADDRESS (LINE 2):
 PHONE NUMBER:
 EMAIL ADDRESS:

PRIMARY SCOPE OF WORK: WELL PLUGGING ESTIMATE		SALES REP: Daniel Adams		
No.	DESCRIPTION	Unit	Price	Line Total
1	OBTAIN EAA AND SAWS PERMIT TO PLUG WELL, INCLUDING AWWT OFFICE SUPPORT TO FILL OUT AND SUBMIT PLUGGING APPLICATIONS REQUIRED	1	\$ 750.00	\$ 750.00
2	MOBILIZE AND DEMOBILIZE ALL NECESSARY EQUIPMENT TO PLUG WELL SUCH AS SERVICE RIG, TREMIE TUBING, PUMPS AND HOSES	1	\$ 1,075.00	\$ 1,075.00
3	OBTAIN GRAVEL, DLEIVER GRAVEL TO SITE, GRAVEL UP OPEN HOLE AREA FROM THE TOTAL DEPTH TO 10 FEET OF BOTTOM OF WELL CASING CALCULATED LUMP SUM UP TO 3 YARDS. (IF ACCUMULATED FILL IS NOT REMOVED FROM WELL GRAVEL UP FROM TOP OF ACCUMULATED FILL TO WITHIN 10' FROM BOTTOM OF CASING. GRAVEL UP PER EAA PERMIT REQUIREMENTS)	1	\$ 1,905.00	\$ 1,905.00
4	SERVICE RIG, CREW LABOR AND PERFORATERS TO PERFORATE WELL CASING EVERY 50 FEET FROM BOTTOM OF WELL CASING TO WITHIN 50 FEET OF SURFACE UTILIZING QTY 4 DOUBLE SHOT CHARGES PER EAA REQUIREMENTS. (ONCE PERMIT IS RECEIVED, IF ANY ADDITIONAL PERFORATIONS ARE REQUIRED ALL ADDITIONAL PERFORATIONS WHICH EXCEED THE AMOUNT SPECIFIED WILL BE QUOTED TO CUSTOMER)	1	\$ 2,327.00	\$ 2,327.00
5	TRIP IN TREMIE TUBING, INSTALL CEMENT PLUG ON TOP OF GRAVEL, TRIP UP TREMIE TUBING, LET CEMENT PLUG CURE FOR 4 HRS, TRIP TREMIE TUBING BACK TO BOTTOM OF CASING, PRESSURE CEMENT FROM BOTTOM OF WELL CASING TO SURFACE , CEMENT CALCULATED LUMP SUM UP TO 79 SACKS, ALL NECESSARY PUMP FEES INCLUDED TO MIX AND INSTALL	1	\$ 4,996.00	\$ 4,996.00
6	ALLOW CEMENT CURE OVERNIGHT, THEN TAG LINE CEMENT, MIX AND PUMP CEMENT TO TOP OFF	1	\$ 860.00	\$ 860.00
7	PROVIDE WATER HAULER FOR CONTAINMENT OF CONSTRUCTION WATER TO MIX CEMENT AND CLEAN UP EQUIPMENT (CITY OF SHAVANO PARK TO PROVIDE CONSTRUCTION WATER TO PLUG WELL)	1	\$ 250.00	\$ 250.00
8	FILE STATE PLUGGING REPORT	1	\$ 75.00	\$ 75.00
9	DEMOLITION OF SURFACE COMPLETION AROUND WELL CASING " CEMENT SLAB ", CUT CASING OFF APPROXIMATELY 5 FEET BELOW GROUND LEVEL, BACKFILL TO GRADE, HAUL OFF AND DISPOSE OF DEBRIS FROM SURFACE COMPLETION	1	\$ 2,750.00	\$ 2,750.00
10				\$ -
11	JOB NOTES: MATERIALS SUCH AS GRAVEL AND CEMENT WERE CALCULATED BASED UPON INFORMATION FOUND ON STATE WELL REPORT. ALL MATERIALS TO PLUG IS FIGURED PER CALCULATE VOLUME WITH NO OVERAGE ADDED FOR ANNULAS SPACE AND FORMATION CONSUMPTION. WELL MUST BE PLUGGED IN ACCORDANCE TO EAA REQUIREMENTS WHICH WILL BE PERMITTED.			\$ -
12				\$ -
13	GRAVEL PER YARD DELIVERED AND INSTALLED: 635.00 PER YARD			\$ -
14	CEMENT PER SK DELIVERED AND INSTALLED \$ 53.00 PER SK			\$ -
15				\$ -

Taxable (Yes/No) : TBD Tax Rate: TBD % *Applicable sales tax will be charged when invoiced.*

Subtotal: \$ 14,988.00
Sales Tax: \$ -
Total: \$ 14,988.00

ALTERNATES:			
Alt. 1		\$ -	\$ -
Alt. 2		\$ -	\$ -

Regulated by: Texas Department of Licensing and Regulation
 PO Box 12157 Austin, TX 78157 1-800-803-9202

Subtotal with Alternate: \$ 14,988.00
 Sales Tax with Alternate: \$ -
 Total with Alternate: \$ 14,988.00

SHIPMENT:

SHIPPING DETAILS:
 Proposed Start Date:
 All prices above are subject to Federal, State and Local Sales Taxes.
 This quotation will automatically expire if Purchaser does not deliver a written acceptance to this contract by: _____

Advanced Water Well Technologies
 14394 E INTERSTATE HIGHWAY 10
 CONVERSE, TX 78109
 (Contractor)
DANIEL ADAMS

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PURCHASER: _____ ADDRESS (LINE 1): _____
 SIGNATURE: _____ ADDRESS (LINE 2): _____
 DATE: _____ PHONE NUMBER: _____