

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, AUGUST 8, 2022  
5:30 PM  
AGENDA**

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://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 7, 2022

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

- a. Water system
  - i. Water System Infrastructure Updates
  - ii. Water Meters
- b. Accept - June 2022 Financial Report

**6. REGULAR BUSINESS**

- a. Discussion / review – FY 2021-22 Budget Amendment - PW Director/Finance Director
- b. Discussion / review – Change order to replace additional AC pipe, due to contractor damages
- c. Discussion / review – Well #1: place back into operation or cap the Well to meet TCEQ requirements in lieu of placing back into operation – PW Director
- d. Discussion / review – Monthly pumping and status update – PW Director

**7. FUTURE ITEMS**

- e. Adding and updating the water fee schedule
- f. Sanitary Sewer Easements around well sites
- g. Increase the resilience of the water system

**h. ADJOURNMENT**

Accessibility Statement. The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-581-1116 or TDD 1-800-735-2989.

**CERTIFICATE:**

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 4th day of August 2022 at 5:01 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

---

Trish Nichols  
City Secretary

**1. CALL MEETING TO ORDER**

Chairman Walea called the meeting to order at 5:04 p.m.

**2. ROLL CALL**

**PRESENT:**

Al Walea, Chairman  
Tommy Peyton  
Matt Trippy  
Mike Colemere  
Sam Bakke  
Steve Fleming

**ABSENT:**

None

**3. CITIZENS TO BE HEARD**

No one signed up to address the Water Advisory Committee at this time.

**4. CONSENT AGENDA**

**a. Approval of Water Advisory Committee Meeting Minutes from June 20, 2022**

Member Peyton made a motion to approve the June 20, 2022 meeting minutes.

Member Colemere seconded the motion.

The motion carried with a unanimous vote.

**5. REPORTS**

**a. Water System Update**

**i. Water System Infrastructure Update**

PW Director Peterson reported that the power went out at the Huebner plant for several hours, which challenged the City's available water supply. CPS is working on upgrading our transformer to allow for more power and the ability to use all three pumps without alternating.

PW Director Peterson reported the replacement booster pump and the backup booster pump have been ordered, with no estimated time of delivery available.

City Manager Hill reviewed the status of water pumped from the Aquifer, the EAA Critical Period Management Plan, forecasted water usage, the City of Shavano Park ordinances, and implications for the remainder of the year.

Chairman Al Walea requested that the committee receive updates on the status of the water usage.

**ii. Water Meters**

PW Director Peterson reported that we received a shipment of 100 cellular meters that will be installed in July. The remaining 100 cellular meters are still on order with no available estimated time of delivery.

**b. May 2022 Financial Report**

Finance Director Morey presented the May 2022 Financial Report.

**6. REGULAR BUSINESS**

**a. Discussion – FY 2022-2023 Water Goals and Objectives**

Public Works Director Peterson presented the revised FY 2022-2023 Water Goals and Objectives.

Member Colemere made a motion to approve the presentation to City Council of FY 2022-2023 Water Goals and Objectives as presented.

Member Peyton seconded the motion.

The motion carried with a unanimous vote.

**b. Discussion/review – FY 2022-23 Expenses Budget**

Finance Director Morey presented the revised proposed Water Fund Expenses for FY 2022-23 Budget.

Member Peyton made a motion to approve the presentation to City Council of Water Fund Expenses for FY 2022-23 as presented.

Member Colemere seconded the motion.

The motion carried with a unanimous vote.

**7. FUTURE ITEMS**

- a. Updating the water fee schedule**
- b. Well #1: Place back into operation or plug as per TCEQ requirements**
- c. Increase the resilience of the water system**

**8. ADJOURNMENT**

Member Colemere made a motion to adjourn this meeting.

Member Peyton seconded the motion.

Chairman Walea adjourned the meeting at 6:32 pm.

---

**Al Walea, Chairman**

---

**Jessica Chinski, Office Manager**

## **Water Advisory Committee Meeting Minutes July 07, 2022**

## WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: August 8, 2022

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

Presentation of June 2022 Financial Report

X

### **Attachments for Reference:**

1) June 2022 Revenue and Expense Report

---

### **BACKGROUND / HISTORY:**

The information provided in the attachment is for the FY 2021-22 budget period, month ending June 30, 2022. The “Current Budget” column contains the original adopted budget. This summary highlights a number of points related to the current month’s activity.

---

### **DISCUSSION:**

As of June 30, 2022, the Water Fund total revenues are \$758,531 or 72.75% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$844,796 or 81.02% of the authorized budget.

#### **Revenues:**

- Water consumption (5015) billed in June 2022 for the month of May 2022 is \$92,323, with 70.22% of annual budget recognized to date. This is \$58,741 more revenue recognized as compared to 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 74.93% and 76.75% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$11,516 was recorded for the month and 71.02% of the annual budgeted amount has been recognized to date.
- Lease of Water Rights (7012) – payment in advance for the July-September time frame from the local dentist under the current agreement.

#### **Expenses:**

Water Department (606) expenses for the day-to-day operations are ahead of budget with a total of \$91,415 incurred this month, 83.72% of the annual budget utilized to date. Larger expenses this month include: \$2,975 for generator rental at the Huebner plant due to issues with losing power to the pumps (larger service needed if all the pumps are running simultaneously), higher fuel prices reflected in Vehicle & Eqpt Fuels (5060), the purchase of three gate valves is recorded in Fire Hydrants & Valves (6055), \$2,300 for chlorine leak detection equipment in each account for Well Site #5 – Edwards Blending (6065), Well Site #6 – Muni Tract (6066), Well Site #7 (6067) and Well Site #8 (6068), Water System Maint (6072) reflects restocking of parts/supplies including \$4,300 to address the City Hall/NWM main break, Water System Improvements (8080) includes

parts and materials for relocating the long services in advance of the street reconstruction project (ultimate funding source TBD).

The next debt payments are scheduled for August and total \$62,892, including \$28,940 for the first SIB loan payment, which is all principal.

**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 and the Utility is on budget for that line item. Overtime budgeted aggressively due to the NW Military project and significant overtime incurred this month due to the City Hall driveway incident on June 10-11. Workers Comp Insurance (1037) is expensed quarterly, is at 70.42%, below budget as preliminary rates were used during the budget process. The next expense recognition at the end of September. TMRS (1040) expenditure is at approximately 81.74%, in line with the related salaries and overtime accounts. Health insurance related line items are at 75%, right on target with budget as that line is not dependent on compensation. There have been no position vacancies this fiscal year to date.

---

**COURSES OF ACTION:** None related to the Report – informational.

---

**FINANCIAL IMPACT:** N/A

---

**STAFF RECOMMENDATION:** N/A

---

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,042,662.00</u>	<u>131,628.76</u>	<u>758,531.10</u>	<u>284,130.90</u>	<u>72.75</u>
TOTAL REVENUES	<u>1,042,662.00</u>	<u>131,628.76</u>	<u>758,531.10</u>	<u>284,130.90</u>	<u>72.75</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	827,859.00	91,414.51	693,084.96	134,774.04	83.72
DEBT SERVICE	<u>214,803.00</u>	<u>0.00</u>	<u>151,710.79</u>	<u>63,092.21</u>	<u>70.63</u>
TOTAL EXPENDITURES	<u>1,042,662.00</u>	<u>91,414.51</u>	<u>844,795.75</u>	<u>197,866.25</u>	<u>81.02</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	40,214.25 (	86,264.65)	86,264.65	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
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	640,000.00	92,323.21	449,413.51	190,586.49	70.22
20-599-5016 LATE CHARGES	6,000.00	934.40	7,283.81 (	1,283.81)	121.40
20-599-5018 DEBT SERVICE	189,900.00	15,806.00	142,299.16	47,600.84	74.93
20-599-5019 WATER SERVICE FEE	58,800.00	5,280.62	45,129.84	13,670.16	76.75
20-599-5036 EAA PASS THRU CHARGE	<u>84,700.00</u>	<u>11,516.00</u>	<u>60,155.86</u>	<u>24,544.14</u>	<u>71.02</u>
TOTAL WATER SALES	979,400.00	125,860.23	704,282.18	275,117.82	71.91
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	670.44	1,609.63 (	609.63)	160.96
20-599-7011 OTHER INCOME	20,000.00	33.90	1,055.99	18,944.01	5.28
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	2,000.00	21,000.00 (	6,000.00)	140.00
20-599-7060 CC SERVICE FEES	4,000.00	1,016.76	5,575.34 (	1,575.34)	139.38
20-599-7075 SITE/TOWER LEASE REVENUE	23,262.00	1,930.43	20,214.66	3,047.34	86.90
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>117.00</u>	<u>4,793.30</u> (	<u>4,793.30</u> )	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	63,262.00	5,768.53	54,248.92	9,013.08	85.75
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,042,662.00	131,628.76	758,531.10	284,130.90	72.75
<hr/>					
TOTAL REVENUES	<u>1,042,662.00</u>	<u>131,628.76</u>	<u>758,531.10</u>	<u>284,130.90</u>	<u>72.75</u>
<hr/>					

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	224,560.00	17,088.49	172,523.58	52,036.42	76.83
20-606-1015 OVERTIME	15,000.00	4,966.85	12,390.43	2,609.57	82.60
20-606-1020 MEDICARE	3,400.00	310.98	2,728.66	671.34	80.25
20-606-1025 TWC (SUI)	1,080.00	0.00	18.00	1,062.00	1.67
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	21,816.00	7,272.00	75.00
20-606-1031 HSA	178.00	11.10	122.10	55.90	68.60
20-606-1033 DENTAL INSURANCE	1,535.00	125.65	1,126.06	408.94	73.36
20-606-1035 VISION CARE INSURANCE	330.00	27.88	250.96	79.04	76.05
20-606-1036 LIFE INSURANCE	281.00	23.40	210.60	70.40	74.95
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	1,659.29	4,542.04	1,907.96	70.42
20-606-1040 TMRS RETIREMENT	33,210.00	3,109.13	27,147.00	6,063.00	81.74
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>934.64</u>	<u>8,746.45</u>	<u>4,453.55</u>	<u>66.26</u>
TOTAL PERSONNEL	328,312.00	30,681.41	251,621.88	76,690.12	76.64
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	63.29	187.24	1,512.76	11.01
20-606-2030 POSTAGE	3,160.00	670.40	3,078.34	81.66	97.42
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	600.00	0.00	232.39	367.61	38.73
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	845.30	6,264.81	1,735.19	78.31
20-606-2080 UNIFORMS	1,795.00	0.00	599.90	1,195.10	33.42
20-606-2090 SMALL TOOLS	2,500.00	194.00	2,382.46	117.54	95.30
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>111.36</u>	<u>433.33</u>	<u>1,466.67</u>	<u>22.81</u>
TOTAL SUPPLIES	20,005.00	1,884.35	13,178.47	6,826.53	65.88
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	515.15	8,452.07	1,547.93	84.52
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,115.00	0.00	1,567.75	547.25	74.13
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	1,725.50	2,024.50	46.01
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	38.61	327.25	672.75	32.73
20-606-3050 INSURANCE - LIABILITY	4,830.00	0.00	4,785.06	44.94	99.07
20-606-3060 UNIFORM SERVICES	3,000.00	263.80	2,484.39	515.61	82.81
20-606-3070 INSURANCE - PROPERTY	2,250.00	0.00	2,229.07	20.93	99.07
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	1,300.00	0.00	2,061.99 (	761.99)	158.61
20-606-3082 WATER ANALYSIS FEES	7,000.00	62.00	4,512.01	2,487.99	64.46
20-606-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>620.18 (</u>	<u>620.18)</u>	<u>0.00</u>
TOTAL SERVICES	37,345.00	879.56	28,765.27	8,579.73	77.03

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	469.70	7,692.00	5,476.00	58.41
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.53</u>	<u>56,758.74</u>	<u>27,325.26</u>	<u>67.50</u>
TOTAL CONTRACTUAL	97,252.00	6,776.23	64,450.74	32,801.26	66.27
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	2,975.00	4,012.40	987.60	80.25
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	7,264.05 (	2,264.05)	145.28
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	3,056.70 (	56.70)	101.89
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	4,285.31 (	1,785.31)	171.41
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>418.06</u>	<u>7,137.30</u> (	<u>3,137.30</u> )	<u>178.43</u>
TOTAL MAINTENANCE	20,000.00	3,428.10	25,755.76 (	5,755.76)	128.78
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	210.00	3,677.00	6,323.00	36.77
20-606-6050 WATER METERS & BOXES	5,000.00	0.00	0.00	5,000.00	0.00
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	2,063.52	10,008.99 (	8.99)	100.09
20-606-6060 HUEBNER STORAGE TANK	5,000.00	500.00	3,650.65	1,349.35	73.01
20-606-6061 WELL SITE #1	8,750.00	0.00	24,108.33 (	15,358.33)	275.52
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	18,725.43 (	16,925.43)	1,040.30
20-606-6064 WELL SITE #4-NOT OPERATION	1,800.00	0.00	30,867.94 (	29,067.94)	1,714.89
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	2,647.25	10,677.26 (	9,677.26)	1,067.73
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	2,647.25	9,518.01 (	5,518.01)	237.95
20-606-6067 WELL SITE #7	4,000.00	2,980.75	7,794.29 (	3,794.29)	194.86
20-606-6068 WELL SITE #8	4,000.00	2,980.75	9,325.27 (	5,325.27)	233.13
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	0.00	1,000.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	0.00	81.18	6,918.82	1.16
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	1,926.90	13,073.10	12.85
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	15,507.84	39,576.04 (	9,576.04)	131.92
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>389.44</u>	<u>2,495.44</u>	<u>1,504.56</u>	<u>62.39</u>
TOTAL DEPT MATERIALS-SERVICES	113,650.00	29,926.80	172,432.73 (	58,782.73)	151.72
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	13,295.76	50,706.87	21,293.13	70.43
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	229.49	1,120.51	17.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>52.36</u>	<u>357.76</u>	<u>42.24</u>	<u>89.44</u>
TOTAL UTILITIES	73,750.00	13,348.12	51,294.12	22,455.88	69.55
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	1,519.94	3,300.06	31.53
20-606-8080 WATER SYSTEM IMPROVEMENTS	<u>43,050.00</u>	<u>4,489.94</u>	<u>84,066.05</u> (	<u>41,016.05</u> )	<u>195.28</u>
TOTAL CAPITAL OUTLAY	48,570.00	4,489.94	85,585.99 (	37,015.99)	176.21

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

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	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	88,975.00	0.00	0.00	88,975.00	0.00
<hr/>					
TOTAL WATER DEPARTMENT	827,859.00	91,414.51	693,084.96	134,774.04	83.72

20 -WATER FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<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	63,600.00	0.00	32,150.00	31,450.00	50.55
20-607-8030 BOND AGENT FEES	400.00	0.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	46,238.00	0.00	46,237.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	5,625.00	0.00	3,123.29	2,501.71	55.53
20-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	214,803.00	0.00	151,710.79	63,092.21	70.63
<hr/>					
TOTAL DEBT SERVICE	214,803.00	0.00	151,710.79	63,092.21	70.63
<hr/>					
TOTAL EXPENDITURES	1,042,662.00	91,414.51	844,795.75	197,866.25	81.02
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	40,214.25	( 86,264.65)	86,264.65	0.00
	=====	=====	=====	=====	=====

## WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: August 8, 2022

Agenda item: 6.a -1

Prepared by: Brandon Peterson/Brenda Morey

Reviewed by: Bill Hill

---

**AGENDA ITEM DESCRIPTION:** Discussion – Budget Amendment #1 amending the FY 2021-22 Budget to adjust the revenues, expenditures and utilization of fund balance to include resourcing purchase of connex box for water parts and materials storage, recapping Well #1, plugging of Well #3 and Well #4, upgrading Huebner Plant electrical service, replacing Huebner Plant pump #1, replacing two pumps at Shavano Drive pump station, long service relocation in advance of the streets reconstruction project, higher fuel prices, equipment repairs, higher prices in system maintenance parts and supplies, hardening Well #5 chlorine building.

---

### **BACKGROUND / HISTORY:**

Several items require the budget to be amended. See discussion below.

---

### **DISCUSSION:**

City Staff is proposing the following as the Water Utility's portion of amendment #1 to the FY 2021-22 budget:

#### **Water Utility Fund (20)**

With storage at a premium in the Public Works yard, the Water Utility purchased a connex box and shelving to protect/safeguard the materials and supplies purchased for the long service relocation in advance of the streets project. This amendment proposes increasing Sale of Fixed Assets (7090) to \$4,800, increasing Site/Tower Lease Revenue (7075) by \$2,000 to \$25,262 with the offsetting entry of \$6,800 to Building Maintenance (5030).

The Water Utility received notice from the Edwards Aquifer Authority that the cap permit for Well #1 had expired and action needed to be taken. At this time, the Utility has decided to recap the well and save funds to return it to service at a future date. This amendment proposes an additional \$22,400 to Well #1(6061) offset by \$8,600 added to Consumption revenue (5015), \$6,000 added to Water Lease revenue (7012), \$800 to Site Lease (7075), \$2,000 reduction from Professional Services (3013) and \$5,000 reduction from Meters & Boxes (6050).

The Water Utility received notice from the Edwards Aquifer Authority that the cap permit for Well #3 and Well #4 had expired and the Utility had 90 days to get the wells in compliance. At its October 11, 2021 meeting, the Water Advisory Committee recommended to City Council the wells should be plugged at an estimated one-time cost of \$29,023. The work was completed in December 2021/January 2022. However, due to additional materials needed to complete the plugging, the final cost exceeded the initial estimates. To fund the plugging, this amendment proposes the following: \$45,993 increase to Consumption Revenue (5015), offset by an increase in Well Site #3 – Not Operated \$16,925 (6063) and an increase of \$29,068 in Well Site #4 – Not Operated (6064).

The Huebner plant was experiencing electrical shorting when all pumps were running, requiring a service upgrade. This amendment proposes increasing Transfer In – Capital Replacement (8072) by \$11,894 with an offsetting increase in Huebner Capital expense account (8090). This item would have a related entry in the Water Capital Replacement Fund

Pump 1 at the Huebner Plant became inoperative and has been pulled on August 5. While the final repair estimates have not yet come in, the PW Director estimates between \$15,000 to \$17,000 for repairs. This amendment proposes increasing the Transfer In – Capital Replacement (8072) by \$16,000 with an offsetting increase in Huebner Capital expense account (8090). This item would have a related entry in the Water Capital Replacement

Two pumps at the Shavano Pump station are in need of replacement and are on order. This amendment proposes an increase in Consumption revenue (5015) of \$17,383 with a corresponding increase in the Shavano Drive Pump Station account (6071).

The Utility has been working diligently on relocating the long services in advance of the bond-funded street reconstruction project. This amendment proposes increasing the Water System Improvements expense account (8080) by \$50,450 with offsetting increases in the Consumption revenue account (5015) of \$35,450 and in the EAA Fees revenue account (5036) of \$15,000.

With the high cost of fuel, this amendment proposes a \$5,000 increase in the Fuel expense account (5060) funded by a corresponding \$5,000 increase in the Consumption revenue (5015) account.

The Vactron has gone down several times and has incurred some significant repairs. This amendment proposes a \$5,000 increase to the Equipment Maint & Repair account (5010) funded by a \$5,000 increase in the Late Charges revenue account (5016).

The Utility has experienced increased prices as it restocks parts and materials used for general system maintenance as well as addressing the NWM construction related main issues. This amendment proposes a \$15,000 increase in the Water System Maintenance expense account (6072) funded by a corresponding increase in the Consumption revenue account (5015).

To address issues identified in the Winter Storm Uri after action review, the Utility hardened the chlorine building at Well #5. This amendment proposes a \$5,238 increase in Well #5 expenses (6065) funded by an increase in Transfer In – Capital Replacement (8072). This item would have a related entry in the Water Capital Replacement

If these amendments are approved, the Water Utility's water department expenditures will increase \$194,158 funded by \$127,426 increase in Consumption revenues, \$5,000 increase in Late Charges, \$15,000 in EAA Fees, \$6,000 in Leased Water Rights, a \$33,132 transfer from the Water Utility Capital Replacement, \$2,800 in Tower Lease revenue and \$4,800 in sales of scrap metal.

## **72 Water Capital Replacement Fund:**

Please refer to the previous Huebner Plan electrical upgrade discussion under the Water Utility Fund (20). The account affected in this fund is 72-606-9020 Transfer to Water Utility, an increase of \$11,894.

Please refer to the previous Huebner Plant pump #1 replacement discussion under the 20 Water Utility Fund section. The account affected in this fund is 72-606-9020 Transfer to Water Utility, an increase of \$16,000.

Please refer to the previous Well #5 hardened chlorine room discussion. The account affected in this fund is 72-606-9020, Transfer to Water Utility, an increase of \$5,238.

These amendments would increase this fund's budgeted expenses by \$33,132 to \$143,132.

---

**COURSES OF ACTION:** Informational.

---

**FINANCIAL IMPACT:** If approved as presented by Council, the Water Utility's budgeted revenues and expenditures would increase \$194,158 and the Water Capital Replacement Fund's budgeted revenues and expenditures would increase \$33,132. All other funds would remain unchanged.

---

**MOTION REQUESTED:** None, informational.



## PLANNING & ZONING STAFF SUMMARY

Meeting Date: August 8, 2022

Agenda item: 6.b

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

Report / update - NW Military Highway change order to replace additional AC pipe, due to contractor damages - Public Works Director



**Attachments for Reference:** 1) Plan sheet

---

**BACKGROUND / HISTORY:** The NW Military Highway Improvement Project is a partnership project between the City of Shavano Park and TxDOT being funded with a mix of federal and state dollars. In 2016, the City with TxDOT submitted a grant request to the Alamo Area Municipal Planning Organization (AAMPO) and was funded.

Construction is being conducted by Dan Williams Co, overseen by TxDOT and closely coordinated with City staff. Movement of the City waterlines to avoid conflicts with the road project is being borne by the City. In 2020 -2021 the City applied for, and received, a low-interest \$925,000 loan from the State Infrastructure Bank to pay for the relocation of water lines. Construction by Dan Williams Co. started in summer 2021. Actual movement of the waterlines is being accomplished by TxDOT contractors (it was joint bid).

Project page is available at <https://shavanopark.org/nwmilitary>

---

**DISCUSSION:** NW Military construction progress update summarized below. The Public Works Director will illustrate planned and completed work on a map during the meeting.

Water – CoSP (Sub-contractor is UWScO)

- All 6 crossings installed (5 completed and operational) (Crossing just south of De Zavala was not tied in due to it being deeper than the proposed crossing)
- Section B (Eastside of Military between Fawn and 15618 NW Military) completed and all tie-ins completed
- Start Section C (Eastside between Bent Oak and Cliffside) Completed
- Section A (Wagon Trail to culvert south of End Gate) – Start September

During gas main relocations and replacing gas services, Badeco caused significant damage to the City's AC pipe water lines. Badeco has hit lines in six times, all different locations. The main area of concern is 250 ft from the intersection of Fawn Drive and NW Military to the driveway at 100 Fawn Dr. Within this area there are 5 repair hymax couplings from PVC to AC pipe. These

are only band aid repairs; we don't know how long they will hold. City Staff are working on getting costs from the contractor to replace this section.

- Contractor provides cost to replace 250 ft (material, labor and equipment)
- City provides all material and contractor only provides labor and equipment

Water – SAWS (Sub-contractor is UWSco)

- Water crossing at Loop 1604 is installed and operational

CPS – Gas (Sub-contractor is Badeco)

- All gas crossings are completed, and tied into mains running parallel to Military (they are active)
- Contractor completed the bore from Bent Oak to 14610 NW Military, completed installing 8" high pressure supply line and 4" distribution gas lines
- Contractor has started the open cut from South of End Gate to Pond Hill - Completed
- Contractor completed boring End Gate to Pond Hill
- All gas lines are estimated to be completed/operational by end of August

Culverts (Contractor is Dan Williams)

- Culvert E – Between Fire Station and AT&T, pipe has been extended and headwalls completed
- Culvert F – Across from Police Driveway, pipe has been extended and headwalls completed
- Culvert B – Contractor completed the install. Headwalls are being framed and concrete completed
- Trunk on the southbound side is getting installed from Wagon Trail heading south – 90% completed

Traffic Signal (Sub-contractor is SAECO)

- Traffic drill shafts – waiting on concrete
- Install poles and mast arms in 2 weeks
- Boring of electrical conduits completed and setting cabinets in the progress
- CPS electrical power drop will be completed within 2 weeks

CPS – Gas (Sub-contractor is Mastec) (Fawn/NW Military) - Completed

- The regulator station is dug out and prepped - completed
- Digging towards the intersection - completed
- Awaiting TxDOT permit to start working in the ROW - completed

Change Order

- CPS - boring from Bent Oak to Cliffside - was completed and signed
- CoSP - completed and waiting on final paperwork from District - completed
- TxDOT – all additional items were added, waiting on Allie (RS&H) to verify quantities

---

**COURSES OF ACTION:** N/A; Presentation / Questions and Answers only

---

**FINANCIAL IMPACT:** Undetermined at this time

---

**MOTION REQUESTED:** N/A; Presentation / Questions and Answers only

## WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: March 14, 2022

Agenda item: 6.a

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

---

**AGENDA ITEM DESCRIPTION:** Discussion / action - Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements - PW Director / WAC Chairman

X

**Attachments for Reference:**

- 1) New Flow Test Results
- 2) Quote to install Well equipment
- 3)

---

**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:** Updates Highlighted in Yellow. 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 5<sup>th</sup>, 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.

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 would 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 165 gpm, As a comparison, Well #5 pumps 230 gpm. Well #1 current depth is 618 ft.

On February 21, 2022 Advanced Water Well “pump-tested” Well #1 after plugging the bottom portion of the Well from 681 ft to 475 ft. Upon completing the test, the Well was still able to produce 150 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.

On Nov. 1<sup>st</sup> PWD emailed Well #1 gamma test results to the EAA for their review as required. On Nov. 2<sup>nd</sup>, EAA notified the PWD that the gamma test results (geophysical log data) indicate that the Edwards Aquifer and the Trinity Aquifer intermingle at 480 Ft. below ground surface. The geophysical log confirms that Well #1 is not constructed to current EAA specifications.

The City has **three** options:

COA #1 - Consult with a contractor about plugging from 480 ft down. Closing off the Trinity Aquifer portion of the Well. With the lower portion of the Well now plugged, a new flow test determined the new flow rate to be 150 gpm. The flow test proves to be a viable Well. The attached quotes represent the costs to install the equipment in the Well, rebuild the Well head to TCEQ standards, add the additional SCADA components, all the chlorine room equipment (pump, piping, scales, injector, and regulator), and the pipe and meter from the Well over to tie into the ground storage tank on site.

COA #2 – Rebuild the foundation around the well head to standard, extend the metal casing to install a cap. City would apply for a permit to cap the well for the next 5 years from the EAA. City Staff will remove the old concrete foundation, Advanced Water Well Technologies will install the casing, new foundation to specifications, and cap the well for \$6,000. The permit with the EAA was \$250.

COA #3 - Completely plug the Well. ~~The Well will not be able to produce enough water to offset the cost of reactivating and maintaining the Well.~~

Once the Contactor and City have discussed and agree upon a plan, submit it to EAA for review and approval.

**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 function better. (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 (with 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)
- Reduced flow rate likely

---

## 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 the well and get a permit, good for 5 years. Save the money and then place back in op when funds are available

COA 3: Plug completely and remove it from City Records

---

## 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 Completed
- Plug the bottom 138 ft = \$6,195 Completed
- Flow test = \$14,980 Completed
- Install new pump, motor, and new Well head = \$42,732
- Purchase new 4" meter = \$1,715.87
- SCADA additions = \$10,675
- Installation of Water line = \$8,575.33
- Installation of Chlorine pump/pipe/scales/injector/regulator = \$6,005
- Electrical = \$4,000
- **Approximate Remaining Total = \$73,703**
- **Approximate Total = \$96,878**

COA 2: Cap the Well

- Demo the old foundation – City Staff
- Install the casing higher, install the foundation to meet specs = \$5,000
- Cap the well = \$1,000
- Get a permit from the EAA = \$250
- **Approximate Total = \$6,250**

COA 3: Plug remaining

- Gamma Testing = \$2,000 Completed
- Plug the bottom 138 ft = \$6,195 Completed
- Flow test = \$14,980 Completed
- Plug remaining 480 ft of the Well = \$14,616

- **Approximate Remaining Total = \$14,616**
- **Approximate Total = \$37,791**

---

**STAFF RECOMMENDATION:** Staff favors placing a cap on the Well until funds are available