

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, JUNE 20, 2022
4:00 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, May 9, 2022

5. REPORTS - Public Works Director Update

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

6. REGULAR BUSINESS

- a. Discussion - Water Goals and Objectives for FY 2022-23 Budget - PW Director
- b. Discussion / Action – Reports of poor water services quality on Wagon Trail and options to resolve - PW Director
- c. Discussion / review - FY 2022-23 Expenses Budget - PW Director/Finance Director

7. FUTURE ITEMS

- a. Adding and updating the water fee schedule
- b. Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements
- c. Sanitary Sewer Easements around well sites
- d. Increase the resilience of the water system

e. 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 15th day of June 2022 at 4:45 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 5:31 p.m.

2. ROLL CALL

PRESENT:

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

ABSENT:

Steve Fleming

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 April 11, 2022

Member Colemere made a motion to approve the April 11, 2022 meeting minutes.
Member Peyton 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 repairs had been made to distribution line to Pump #3 at the Huebner plant.

PW Director Peterson reported that Shavano Pump #1 and Huebner Pump #1 are both out of service and in need of repairs for which quotes are currently being collected.

ii. Water Meters

PW Director Peterson reported that the water meter manufacturer has begun to ship out the replacement parts for the returns the department made earlier this year.

Chairman Walea suggested adding a future agenda item to discuss limiting the amount of water the City leases out.

b. March 2022 Financial Report

Finance Director Morey presented the March 2022 Financial Report.

Member Colemere made a motion to approve the March 2022 Financial Report.
Member Peyton seconded the motion.

The motion carried with a unanimous vote.

6. REGULAR BUSINESS

a. Discussion/Action – Consideration for PW/ Water to relocate approximately 113 water service lines and extend 4 cul de sac water mains in preparation for future road reconstruction – PW Director

PW Director presented three courses of action for relocating 113 water service lines considering. The three courses of action presented were as follows: (COA 1) The City to Purchase a rock saw and City staff to complete the work. (COA 2) City staff to work in conjunction with a rock saw contractor to complete the work. (COA 3) Bid or Joint Bid the complete project out to a contractor.

Consensus was to choose COA 2.

b. Discussion – Water Goals and Objectives for FY 2022-23 Budget

PW Director Peterson discussed the changes made to the proposed objectives for the FY 2022-23 Budget.

The committee will continue to evaluate the current Goals and Objectives as presented and will discuss further at the next meeting.

c. Discussion/review – FY 2022-23 Revenues Budget

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

Chairman Walea suggested the formation of a sub committee to perform a rate review of the Debt Service Fee sometime in the near future.

Finance Director Morey suggested that the City add a meter fee for 4 inch meters.

Chairman Walea suggested that the City weigh the options of leasing water rights or conserving water.

Consensus was to accept the proposed Water Fund Revenue for the FY 2022-23 Budget as proposed.

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 7:11 pm.

Al Walea, Chairman

Jessica Chinski, Office Manager

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: June 20, 2022

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of April 2022 Financial Report



Attachments for Reference:

1) April 2022 Revenue and Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2021-22 budget period, month ending April 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 April 30, 2022, the Water Fund total revenues are \$531,382 or 50.96% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$652,602 or 62.59% of the authorized budget.

Revenues:

- Water consumption (5015) billed in April 2022 for the month of March 2022 is \$53,980, with 46.63% of annual budget recognized to date. This is essentially equivalent to the amount of 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 58.28% and 59.02% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$7,217 was recorded for the month and 47.99% of the annual budgeted amount has been recognized to date.
- Other income (7011) includes \$950 charge to the NWM contractor for a lost hydrant meter.

Expenses:

Water Department (606) expenses for the day-to-day operations are a bit ahead of budget with a total of \$73,636 incurred this month, 60.50% of the annual budget utilized to date. Larger expenses this month include: \$1,363 for electrical box repair in Building Maintenance (5030), high fuel prices continue to be reflected in Vehicle & Eqpt Fuels (5060), \$1,100 for the annual ROV inspection in Well Site #1 (6061), Well Site #7 (6067) and Well Site #8 (6068) each include \$1,980 for chemical feed equipment, Water System Maint (6072) reflects \$1,269 for meter parts, Water System Improvements (8080) includes parts and materials for Chimney Rock and Shavano Drive service line relocation as well as the rocksaw rental with operator for the Chimney Rock relocation work.

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 16 pay periods out of 26 so approximately 61.54% should be expensed in the line items directly related to salaries and the Utility is on budget for that line item. Salaries line is right on budget. Overtime budgeted aggressively due to the NW Military project. Workers Comp Insurance (1037) is expensed quarterly, is at 44.69% with the next expense recognition at the end of June. TMRS (1040) expenditure is at approximately 63.93%, in line with the related salaries and overtime accounts. Health insurance related line items are at 58.33%, 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.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,042,662.00</u>	<u>86,525.11</u>	<u>531,382.49</u>	<u>511,279.51</u>	<u>50.96</u>
TOTAL REVENUES	<u>1,042,662.00</u>	<u>86,525.11</u>	<u>531,382.49</u>	<u>511,279.51</u>	<u>50.96</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	827,859.00	73,635.74	500,891.68	326,967.32	60.50
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>73,635.74</u>	<u>652,602.47</u>	<u>390,059.53</u>	<u>62.59</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	12,889.37	(121,219.98)	121,219.98	0.00

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

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	640,000.00	53,980.32	298,442.71	341,557.29	46.63
20-599-5016 LATE CHARGES	6,000.00	843.54	5,383.60	616.40	89.73
20-599-5018 DEBT SERVICE	189,900.00	15,806.00	110,664.58	79,235.42	58.28
20-599-5019 WATER SERVICE FEE	58,800.00	5,123.82	34,702.38	24,097.62	59.02
20-599-5036 EAA PASS THRU CHARGE	<u>84,700.00</u>	<u>7,217.00</u>	<u>40,647.36</u>	<u>44,052.64</u>	<u>47.99</u>
TOTAL WATER SALES	979,400.00	82,970.68	489,840.63	489,559.37	50.01
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	65.39	807.78	192.22	80.78
20-599-7011 OTHER INCOME	20,000.00	958.90	1,013.19	18,986.81	5.07
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	19,000.00 (4,000.00)	126.67
20-599-7060 CC SERVICE FEES	4,000.00	599.71	3,819.09	180.91	95.48
20-599-7075 SITE/TOWER LEASE REVENUE	23,262.00	1,930.43	16,353.80	6,908.20	70.30
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>548.00 (</u>	<u>548.00)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	63,262.00	3,554.43	41,541.86	21,720.14	65.67
<u>TRANSFERS IN</u>					
TOTAL NON-DEPARTMENTAL	1,042,662.00	86,525.11	531,382.49	511,279.51	50.96
TOTAL REVENUES	<u>1,042,662.00</u>	<u>86,525.11</u>	<u>531,382.49</u>	<u>511,279.51</u>	<u>50.96</u>

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	224,560.00	26,107.83	137,963.04	86,596.96	61.44
20-606-1015 OVERTIME	15,000.00	1,728.38	6,009.18	8,990.82	40.06
20-606-1020 MEDICARE	3,400.00	416.66	2,137.81	1,262.19	62.88
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	16,968.00	12,120.00	58.33
20-606-1031 HSA	178.00	14.80	96.20	81.80	54.04
20-606-1033 DENTAL INSURANCE	1,535.00	125.65	874.76	660.24	56.99
20-606-1035 VISION CARE INSURANCE	330.00	27.88	195.20	134.80	59.15
20-606-1036 LIFE INSURANCE	281.00	23.40	163.80	117.20	58.29
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	0.00	2,882.75	3,567.25	44.69
20-606-1040 TMRS RETIREMENT	33,210.00	4,142.23	21,229.54	11,980.46	63.93
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>1,401.96</u>	<u>6,877.17</u>	<u>6,322.83</u>	<u>52.10</u>
TOTAL PERSONNEL	328,312.00	36,412.79	195,415.45	132,896.55	59.52
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	123.95	1,576.05	7.29
20-606-2030 POSTAGE	3,160.00	253.60	2,139.94	1,020.06	67.72
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	508.85	4,641.33	3,358.67	58.02
20-606-2080 UNIFORMS	1,795.00	0.00	599.90	1,195.10	33.42
20-606-2090 SMALL TOOLS	2,500.00	711.33	2,560.74 (60.74)	102.43
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>321.97</u>	<u>1,578.03</u>	<u>16.95</u>
TOTAL SUPPLIES	20,005.00	1,473.78	10,620.22	9,384.78	53.09
SERVICES					
20-606-3012 ENGINEERING SERVICES	10,000.00	315.00	7,936.92	2,063.08	79.37
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	485.75	1,016.75	1,098.25	48.07
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	1,611.50	2,138.50	42.97
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	288.64	711.36	28.86
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	297.45	1,967.05	1,032.95	65.57
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	912.60	2,061.99 (761.99)	158.61
20-606-3082 WATER ANALYSIS FEES	7,000.00	1,456.40	4,089.01	2,910.99	58.41
20-606-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>90.00</u>	<u>530.18 (</u>	<u>530.18)</u>	<u>0.00</u>
TOTAL SERVICES	37,345.00	3,557.20	26,516.17	10,828.83	71.00

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	451.23	6,613.01	6,554.99	50.22
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.53</u>	<u>44,145.68</u>	<u>39,938.32</u>	<u>52.50</u>
TOTAL CONTRACTUAL	97,252.00	6,757.76	50,758.69	46,493.31	52.19
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	5,000.00	0.00	1,037.40	3,962.60	20.75
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	6,846.95 (1,846.95)	136.94
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	2,986.62	13.38	99.55
20-606-5030 BUILDING MAINTENANCE	2,500.00	1,362.50	4,285.31 (1,785.31)	171.41
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>1,204.34</u>	<u>6,428.10</u> (<u>2,428.10</u>)	<u>160.70</u>
TOTAL MAINTENANCE	20,000.00	2,601.88	21,584.38 (1,584.38)	107.92
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	10,000.00	420.00	3,467.00	6,533.00	34.67
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	0.00	7,945.47	2,054.53	79.45
20-606-6060 HUEBNER STORAGE TANK	5,000.00	0.00	1,318.75	3,681.25	26.38
20-606-6061 WELL SITE #1	8,750.00	1,100.00	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	0.00	8,030.01 (7,030.01)	803.00
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	4,198.76 (198.76)	104.97
20-606-6067 WELL SITE #7	4,000.00	2,146.27	4,813.54 (813.54)	120.34
20-606-6068 WELL SITE #8	4,000.00	1,980.00	6,344.52 (2,344.52)	158.61
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	950.00	950.00	14,050.00	6.33
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	1,895.48	21,252.62	8,747.38	70.84
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u> (<u>908.00</u>)	<u>2,106.00</u>	<u>1,894.00</u>	<u>52.65</u>
TOTAL DEPT MATERIALS-SERVICES	113,650.00	7,583.75	134,209.55 (20,559.55)	118.09
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	6,472.20	30,128.81	41,871.19	41.85
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>40.22</u>	<u>260.30</u>	<u>139.70</u>	<u>65.08</u>
TOTAL UTILITIES	73,750.00	6,512.42	30,618.60	43,131.40	41.52
CAPITAL OUTLAY					
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>8,736.16</u>	<u>29,648.68</u>	<u>13,401.32</u>	<u>68.87</u>
TOTAL CAPITAL OUTLAY	48,570.00	8,736.16	31,168.62	17,401.38	64.17

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

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 58.33

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	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
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TOTAL WATER DEPARTMENT	827,859.00	73,635.74	500,891.68	326,967.32	60.50

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

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 58.33

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	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
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TOTAL DEBT SERVICE	214,803.00	0.00	151,710.79	63,092.21	70.63
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TOTAL EXPENDITURES	1,042,662.00	73,635.74	652,602.47	390,059.53	62.59
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	12,889.37	(121,219.98)	121,219.98	0.00

Water Utility Department – 606

Color Code [Light Blue](#)

Mission Statement

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the service connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

Goals:

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, meet or exceed environmental and public health standards
- Resource and maintain appropriate equipment and assets
- Improve employee proficiency to include educational training and development opportunities
- Improve water system functions to achieve an efficient operation level while meeting State requirements
- Provide and maintain essential public water infrastructure services while anticipating future requirements

Objectives:

Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System Rating and investigate and research requirements to obtain an Outstanding Water System rating
- Ensure State requirements are met by having a minimum of ~~3~~ 2 Class C groundwater operators ~~and 2 Class D water operators~~ within the Water Department
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- Maintain accurate records of Reduced Pressure Backflow Prevention Device testing per residence / connection for compliance with City ordinance and TCEQ requirements
- Develop Pre-Scripted Public Info Messages

Resource and maintain appropriate equipment and assets

- Maintain sufficient money in reserve to handle emergencies, and provide a cushion for low water consumption years
- Annually re-evaluate adequacy of Edwards water rights and resources
- [Continue to](#) implement Winter Storm Uri infrastructure recommendations as appropriate

- ~~Complete Assessment of~~ Evaluate Water Infrastructure for Emergencies and create a minimum of 3 EOPs (Emergency Operating Procedures)
- ~~Continue to replace old meters with new cellular meters~~
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with City Engineer to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs priority/classification to replace all undersized water mains within the system; and apply for grants
- Based on power supply needs, initiate applying for grants to pay a portion of or all costs for installation of emergency power supply (generators) for water facilities
- Assess all wooden well houses (chorine buildings), develop a plan to incrementally rebuild, to enclose (weatherize) all well pumps and chemical feeds – rebuild a minimum 1 building per year
- Consider a water rate study to determine if the tiered water rates / water service fee should be restructured/increased
- Assess all 6 ft well site security fences, ~~develop a plan~~ continue to incrementally replace as needed with 8ft chain link

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities and send crews to classes to earn credits to upgrade and improve knowledge of water systems
- Continue to have a safe working environment and maintain the safety and training program on all equipment and water system functions
- Maintain a safe working environment and a zero (0) lost time accident rate
- Improve the preventative maintenance program ~~by establishing a tracking schedule for each piece of equipment/vehicle and when they should be replaced~~

Improve water system functions to achieve an efficient operation level and meet State requirements

- Continue with corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT during construction of NW Military to avoid any additional issues or concerns with the water system infrastructure
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Stay current on new and proposed TCEQ water system requirements
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 57%
- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee

- Create a communication plan to help disperse information to residents, to lessen the number of calls (Road Runner Articles, Frequently Asked Questions on website)
- Provide adequate maintenance for all fire hydrants to include installation of valves if necessary and/or raise to proper height for Fire Department access
- Consider outsourcing printing water utility bills
- ~~Televisive and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #3, and #4)~~
- ~~Assess and maintain all inactive wells to prevent freezing~~
- Initiate assessments of sanitary sewer easements or obtain variance for all active wells (#5, 6, 7, 8)

Provide and Maintain essential public water infrastructure and services while anticipating future requirements.

- Develop and execute a fiscally responsible budget that meets mission requirements
- Update **and fully fund** the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- **Begin capital replacement funding for the replacement of the Wagon Trail water line main in five years**
- Maintain quality of new SCADA system and entire water system as changes and repairs are accomplished
- **Reactive Well #1 adding additional support to the ground storage tank at Shavano to efficiently run both booster pumps**
- **Replace all long services on the old Shavano Park side in preparation for the street bond program**
- **Extend and reroute water mains and services in cul de sacs to prepare for street bond program**
- **Continue to evaluate water system isolation valves and develop recommendations**

WATER UTILITY FUND PERFORMANCE MEASURES:

Description:	Actual FY19-20	Actual FY20-21	Projected FY21-22	Target FY22-23
<i>Strategic Goal - Maintain excellent infrastructure.</i>				
<i>Department Goal - Resource and maintain appropriate equipment and assets.</i>				
<i>Department Goal - Improve water system functions to achieve an efficient operation level & meet state requirements.</i>				
Number of Cellular Water Meters:				
Installed	67	188	457	0
Repaired	N/A	N/A	6	<10
Number of Fire Hydrants not in Compliance	N/A	10	4	8
Percentage of Backflow Devices in Compliance	N/A	3%	3%	5%
Number of Main Valves Exercised	N/A	30	40	45
Lost Water Ratio	4.03%	8.91%	9.10%	5.00%

The Shavano Park Water Utility has approximately 713 customers and provides water service only, no sanitary sewer.

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: June 20, 2022

Agenda item: 6.b

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / Action – Reports of poor water services quality on Wagon Trail and options to resolve – PW Director



Attachments for Reference:

1) Pictures

BACKGROUND / HISTORY: Wagon Trail water line was installed March 1977 as a ductile iron water main. The water main is between 2 ft and 3 ft deep, and runs along the north east side of the roadway. Due to the curves with the road, the main runs anywhere from 2 ft to 18 ft off the edge of roadway. After the main was installed, all the service taps were installed on the top of the main.

Since I have arrived as the Public Works/Water Director, I have received numerous complaints for poor water quality. Complaints consisted of white milky water (air in the line), to discolored water (orange/iron).

Wagon Trail is at the highest point within the water system, therefore all the air bubbles from any main repairs or air induce into the line will eventually work its way to wagon trail. When the water main was installed, 5 air relief valves were installed. However, I'm not sure they were installed at the high points. If the main was not installed with a consistent slope, this would create air pockets.

The trinity well was introduced into the water system in 2009, residents on Wagon Trail insist that their water quality started degrading from that point. The Trinity Aquifer is high in iron, thus requiring the city to blend the Trinity Aquifer water 50/50 with Edward Aquifer water. This helped reduce some of the iron minerals, although it didn't change the quality. In 2017, the Trinity Well was pulled and cleaned; the well screens were clogged with iron/sediment. The Well again in 2019 dropped in pressure greatly, after completing a camera survey; indicating the screen were clogged again. So, with the Trinity offline since 2019, there are still some complaints, but they have reduced.

DISCUSSION: Water lines expected life is approximately 50 years. This ductile iron water line is 45 yrs old. The ductile iron water line is more than likely deteriorating, which is causing the discolored water. All the taps on the top of the main rather than on the side and not per industry

standards, is causing the milky water or air in the service lines. Replacing the entire water main and all services is the most costly, but will address all reports of poor water service quality.

Staff was instructed to replace the long services along all the streets east of NW Military in preparation for the street bond project. When staff explored the services, all of the services were tapped directly on top of the main; potentially allowing air in the service lines. Replacing all services will not address all complaints but should significantly improve water service quality.

While investigating staff also found several meters installed on the resident's property about 20 ft to 35 ft away from the water main/ROW. Staff needs to move the meters closer to the edge of road or ROW to keep the meters more accessible outside of gated properties.

COURSES OF ACTION:

COA#1: Replace the entire main and install new main to industry standards. This will eliminate all or most complaints

COA#2: Place repair clamps over all the old taps, and then re-tap the service line on the side 18 inches away from old hole. Relocate meters closer to roadway. (Repair only long services). Water Capital should start saving to replace the water main along Wagon Trail in near future as the service line is nearing its end-of-life.

COA#3: Place repair clamps over all the old taps, and then re-tap the service line on the side 18 inches away from old hole. Relocate meters closer to roadway. (Repair all services). Water Capital should start saving to replace the water main along Wagon Trail in near future as the service line is nearing its end-of-life.

FINANCIAL IMPACT:

COA#1: To replace the entire main and replace all services is \$154,000 for material (Rock Saw will be about \$45,000) cutting 400 ft a day (10 days)

COA#2: To replace only long services adds \$5,200 to the original \$14,000 for material

COA#3: To replace all services \$18,000 to the original \$14,000 for material

MOTION REQUESTED: Direct water department to take COA#3 to replace all service lines on Wagon Trail to address the reports of poor-quality water provided to residents for a project cost of \$32,000. Water Capital will start saving finances for replacing the water main along Wagon Trail as the service line is nearing its end-of-life.