

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, MAY 10, 2021
3:00 PM
AGENDA**

In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone. The City of Shavano Park Water Advisory Committee will conduct the Regular Meeting on Monday, May 10, 2021 at 3:00 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Livestream. The livestream of the meeting is available via the YouTube website from your computer, tablet or smartphone at: <https://youtu.be/MY6xuZrVn0Q>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-877-853-5247 and requires access code 975-2990-8134. If you have issues accessing Telephone Participation or Livestream, please call Jessica Chinski (210) 492-2841

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

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

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

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

1. CALL TO ORDER

2. ROLL CALL

3. CITIZENS TO BE HEARD

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

4. CONSENT AGENDA

- a. Approval - Water Advisory Committee Meeting Minutes, April 12, 2021

5. REPORTS - Public Works Director Update

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

6. REGULAR BUSINESS

- a. Discussion – Water Goals and Objectives for FY 2021-22 Budget - PW Director
- b. Discussion - NW Military Highway Water Line Relocation - 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 May 2021 at 10:53 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
City Secretary

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

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,102,500.00</u>	<u>78,021.07</u>	<u>593,389.72</u>	<u>509,110.28</u>	<u>53.82</u>
TOTAL REVENUES	<u>1,102,500.00</u>	<u>78,021.07</u>	<u>593,389.72</u>	<u>509,110.28</u>	<u>53.82</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	916,076.00	73,527.61	478,773.16	437,302.84	52.26
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>1,102,500.00</u>	<u>73,527.61</u>	<u>629,723.21</u>	<u>472,776.79</u>	<u>57.12</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	4,493.46 (36,333.49)	36,333.49	0.00

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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	32,068.35	322,038.42	300,961.58	51.69
20-599-5016 LATE CHARGES	6,000.00	0.00	0.00	6,000.00	0.00
20-599-5018 DEBT SERVICE	189,900.00	15,851.16	94,836.00	95,064.00	49.94
20-599-5019 WATER SERVICE FEE	58,800.00	4,912.62	29,398.84	29,401.16	50.00
20-599-5036 EAA PASS THRU CHARGE	82,700.00	4,794.50	43,368.50	39,331.50	52.44
20-599-5040 TAPPING FEES	0.00	0.00	2,800.00	(2,800.00)	0.00
TOTAL WATER SALES	960,400.00	57,626.63	492,441.76	467,958.24	51.27
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	2,000.00	935.94	1,980.18	19.82	99.01
20-599-7011 OTHER INCOME	0.00	8.90	53.40	(53.40)	0.00
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	11,250.00	15,750.00	(750.00)	105.00
20-599-7060 CC SERVICE FEES	5,000.00	471.21	1,332.69	3,667.31	26.65
20-599-7075 SITE/TOWER LEASE REVENUE	38,600.00	3,222.74	19,326.04	19,273.96	50.07
20-599-7090 SALE OF FIXED ASSETS	0.00	4,505.65	4,505.65	(4,505.65)	0.00
TOTAL MISC./GRANTS/INTEREST	60,600.00	20,394.44	42,947.96	17,652.04	70.87
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	81,500.00	0.00	58,000.00	23,500.00	71.17
TOTAL TRANSFERS IN	81,500.00	0.00	58,000.00	23,500.00	71.17
TOTAL NON-DEPARTMENTAL	1,102,500.00	78,021.07	593,389.72	509,110.28	53.82
TOTAL REVENUES	1,102,500.00	78,021.07	593,389.72	509,110.28	53.82

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	212,300.00	17,892.61	101,051.67	111,248.33	47.60
20-606-1015 OVERTIME	15,000.00	5,137.06	10,881.03	4,118.97	72.54
20-606-1020 MEDICARE	3,200.00	336.62	1,636.78	1,563.22	51.15
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	1,969.50	14,241.00	14,847.00	48.96
20-606-1031 HSA	178.00	12.03	86.96	91.04	48.85
20-606-1033 DENTAL INSURANCE	1,365.00	101.57	715.02	649.98	52.38
20-606-1035 VISION CARE INSURANCE	365.00	28.73	199.42	165.58	54.64
20-606-1036 LIFE INSURANCE	281.00	19.01	132.62	148.38	47.20
20-606-1037 WORKERS' COMP INSURANCE	5,760.00	1,285.94	2,574.35	3,185.65	44.69
20-606-1040 TMRS RETIREMENT	30,680.00	3,294.95	16,101.85	14,578.15	52.48
20-606-1070 SPECIAL ALLOWANCES	<u>11,500.00</u>	<u>571.19</u>	<u>3,438.66</u>	<u>8,061.34</u>	<u>29.90</u>
TOTAL PERSONNEL	310,437.00	30,649.21	151,059.36	159,377.64	48.66
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,700.00	298.93	715.92	984.08	42.11
20-606-2030 POSTAGE	3,100.00	257.45	1,595.30	1,504.70	51.46
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	39.31	110.69	26.21
20-606-2050 PRINTING & COPYING	500.00	52.00	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	650.64	5,081.30	2,918.70	63.52
20-606-2080 UNIFORMS	1,795.00	69.77	1,026.25	768.75	57.17
20-606-2090 SMALL TOOLS	2,500.00	0.00	644.84	1,855.16	25.79
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>439.08</u>	<u>1,460.92</u>	<u>23.11</u>
TOTAL SUPPLIES	19,845.00	1,328.79	10,063.78	9,781.22	50.71
SERVICES					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	4,126.00	5,874.00	41.26
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	30.00	681.38	1,533.62	30.76
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	2,300.00	1,450.00	61.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	0.00	1,000.00	0.00
20-606-3050 INSURANCE - LIABILITY	3,900.00	0.00	4,198.28 (298.28)	107.65
20-606-3060 UNIFORM SERVICES	3,000.00	278.13	1,675.90	1,324.10	55.86
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	174.80	575.20	23.31
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>381.20</u>	<u>2,956.90</u>	<u>4,043.10</u>	<u>42.24</u>
TOTAL SERVICES	35,615.00	689.33	18,158.58	17,456.42	50.99
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	8,870.00	464.93	5,703.51	3,166.49	64.30
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	6,306.52	38,679.12	45,404.88	46.00
20-606-4086 CONTRACT LABOR	<u>0.00</u>	<u>1,301.48</u>	<u>1,301.48</u> (<u>1,301.48)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	92,954.00	8,072.93	45,684.11	47,269.89	49.15

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	4,563.33 (3,063.33)	304.22
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	1,825.58	3,174.42	36.51
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	44.54	2,161.02	838.98	72.03
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>288.03</u>	<u>1,479.16</u>	<u>2,520.84</u>	<u>36.98</u>
TOTAL MAINTENANCE	16,500.00	332.57	11,942.14	4,557.86	72.38
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	426.26	2,074.07	7,925.93	20.74
20-606-6050 WATER METERS & BOXES	4,500.00	1,286.82	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	537.50	2,016.44	2,983.56	40.33
20-606-6061 WELL SITE #1	8,750.00	0.00	1,478.04	7,271.96	16.89
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	0.00	2,353.28 (1,353.28)	235.33
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	2,240.00	5,578.21 (1,578.21)	139.46
20-606-6067 WELL SITE #7	4,000.00	3,592.00	9,102.03 (5,102.03)	227.55
20-606-6068 WELL SITE #8	4,000.00	3,742.00	8,846.13 (4,846.13)	221.15
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	7,614.69	9,953.94 (6,953.94)	331.80
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	810.00	14,190.00	5.40
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	7,471.70	19,056.88	10,943.12	63.52
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>485.20</u>	<u>1,974.88</u>	<u>2,025.12</u>	<u>49.37</u>
TOTAL DEPT MATERIALS-SERVICES	108,650.00	27,396.17	67,238.72	41,411.28	61.89
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	4,434.50	34,298.35	37,701.65	47.64
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	0.00	1,350.00	0.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>35.51</u>	<u>239.40</u>	<u>160.60</u>	<u>59.85</u>
TOTAL UTILITIES	73,750.00	4,470.01	34,537.75	39,212.25	46.83
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	588.60	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	58,000.00	0.00	60,357.08 (2,357.08)	104.06
20-606-8091 CAPITAL - WELL #1	23,500.00	0.00	0.00	23,500.00	0.00
20-606-8098 CAPITAL - WELL #8	<u>0.00</u>	<u>0.00</u>	<u>74,425.10</u> (<u>74,425.10</u>)	<u>0.00</u>
TOTAL CAPITAL OUTLAY	115,020.00	588.60	140,088.72 (25,068.72)	121.80

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

20 -WATER FUND
 WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

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>121,255.00</u>	<u>0.00</u>	<u>0.00</u>	<u>121,255.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	143,305.00	0.00	0.00	143,305.00	0.00
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TOTAL WATER DEPARTMENT	916,076.00	73,527.61	478,773.16	437,302.84	52.26

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

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 50.00

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>1,102,500.00</u>	<u>73,527.61</u>	<u>629,723.21</u>	<u>472,776.79</u>	<u>57.12</u>
REVENUES OVER/ (UNDER) EXPENDITURES	<u>0.00</u>	<u>4,493.46</u>	<u>(36,333.49)</u>	<u>36,333.49</u>	<u>0.00</u>

Water Utility Department - 606

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
- Ensure State requirements are met by having a minimum of 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
- Monitor all backflow devices within the water system for compliance with City ordinance and TCEQ requirements
- Pass TCEQ Audit in 2021; inspections are every 3 years, last inspection was May 2018

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- Annually re-evaluate adequacy of Edwards water rights and Trinity resources
- Continue to replace meters that have registered approximately 2 million gallons
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with KFW (City Engineer) to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- 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 City facilities

- Consider a water rate study to determine if the tiered water rates / water service fee should be restructured/increased

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, initiate lost accident tally board.
- 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 to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT to prepare relocating portions of the water mains on NW Military during MPO project construction starting in February
- 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 5%
- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Raise / install 5 fire hydrants with valves to proper height for Fire Department access per year
- Prepare drainage culvert to install boxes for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Televisite and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)
- Inspect all valves along NW Military prior to start of construction, repair/replace/install valves where needed to reduce number of residents that will be impacted during water line replacement.

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 the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- Maintain quality of new SCADA system and entire water system as changes and repairs are accomplished.

WATER UTILITY FUND PERFORMANCE MEASURES:

Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Number of Water Meters Installed	39	76	150	200
Number of Fire Hydrants Maintained or Repaired	5	10	8	5
Number of Dead End Mains Flushed	17	15	15	15
Number of Taste and Odor Complaints	31	26	7	0
Lost Water Ratio	4.46%	6.62%	4.03%	5.00%

The Shavano Park Water Utility has approximately 711 customers and provides water service only, no sanitary sewer.