

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE COURT, SHAVANO PARK, TX 78231  
MONDAY, APRIL 11, 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, March 14, 2022

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

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

**6. REGULAR BUSINESS**

- a. NW Military update - PW Director
- b. Discussion - Water Goals and Objectives for FY 2022-23 Budget - PW Director

**7. FUTURE ITEMS**

- a. Sanitary Sewer Easements around well sites
- b. Increase the resilience of the water system

**8. 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 7th day of April 2022 at 11:43am and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Trish Nichols  
City Secretary

**WATER ADVISORY COMMITTEE STAFF SUMMARY**

Meeting Date: April 11, 2022

Agenda item: 5.c.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

**AGENDA ITEM DESCRIPTION:** Presentation of February 2022 Financial Report

**Attachments for Reference:** 1) February 2022 Revenue and Expense Report

**BACKGROUND / HISTORY:**

The information provided in the attachment is for the FY 2021-22 budget period, month ending February 28, 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 February 28, 2022, the Water Fund total revenues are \$387,724 or 37.19% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$501,287 or 48.08% of the authorized budget to date.

**Revenues:**

- Water consumption (5015) billed in February 2022 for the month of January 2022 is \$34,460, with 34.02% of annual budget recognized to date. This is essentially an equivalent 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 41.64% and 41.74% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,820 was recorded for the month and 34.94% of the annual budgeted amount has been recognized to date.

**Expenses:**

Water Department (606) expenses for the day-to-day operations are a bit ahead of budget with a total of \$76,175 incurred this month, 42.23% of the annual budget utilized to date. Larger expenses this month include: \$800 for Northwest Military engineering and \$330 for GIS updates in Engineering Services (3012), fuel price increase evident in Vehicle & Equip Fuels (5060) as this month the tanks at Well #8 and Huebner were refilled (not done every month) also note this account includes Water’s share of the diesel fuel tank’s meter and tracking system of approximately \$2,400 which contributes to the over-budget status of this line item, \$7,945 for three hydrants and gate valves in Fire Hydrants & Valves (6055), \$21,175 to plug the bottom portion of Well #1 and pump test in Well Site #1 (6061), \$963 each in Well Site #7 (6067) and Well Site #8 for chloring pump repairs, Water System Maintenance (6072) includes \$2,000 for water meter risers and Street Maintenance Supplies (6080) includes top soil used when doing meter replacements.

Debt service payments, principal of \$116,238 and interest of \$35,273, were paid as scheduled this month, which represents 70.63% of the budgeted debt line items. 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 11 pay periods out of 26 so approximately 42.31% should be expensed in the line items directly related to salaries and the Utility is on budget for that line item. Overtime was budgeted aggressively due to the NW Military project. Workers Comp Insurance (1037) is expensed quarterly with the next recognition in March. TMRS (1040) expenditure is at approximately 43.35%, in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 41.67%, right on target with budget as that line is not dependent on compensation. There have been no position vacancies this fiscal year.

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

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	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>63,328.68</u>	<u>387,723.88</u>	<u>654,938.12</u>	<u>37.19</u>
TOTAL REVENUES	<u>1,042,662.00</u>	<u>63,328.68</u>	<u>387,723.88</u>	<u>654,938.12</u>	<u>37.19</u>
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	827,859.00	76,174.65	349,575.74	478,283.26	42.23
DEBT SERVICE	<u>214,803.00</u>	<u>151,710.79</u>	<u>151,710.79</u>	<u>63,092.21</u>	<u>70.63</u>
TOTAL EXPENDITURES	<u>1,042,662.00</u>	<u>227,885.44</u>	<u>501,286.53</u>	<u>541,375.47</u>	<u>48.08</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 164,556.76)	( 113,562.65)	113,562.65	0.00

20 -WATER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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	640,000.00	34,460.48	217,713.16	422,286.84	34.02
20-599-5016 LATE CHARGES	6,000.00	897.68	3,542.71	2,457.29	59.05
20-599-5018 DEBT SERVICE	189,900.00	15,828.58	79,075.16	110,824.84	41.64
20-599-5019 WATER SERVICE FEE	58,800.00	4,936.90	24,542.72	34,257.28	41.74
20-599-5036 EAA PASS THRU CHARGE	<u>84,700.00</u>	<u>4,820.00</u>	<u>29,594.86</u>	<u>55,105.14</u>	<u>34.94</u>
TOTAL WATER SALES	979,400.00	60,943.64	354,468.61	624,931.39	36.19
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	6.49	378.28	621.72	37.83
20-599-7011 OTHER INCOME	20,000.00	8.90	45.39	19,954.61	0.23
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	0.00	17,000.00 (	2,000.00)	113.33
20-599-7060 CC SERVICE FEES	4,000.00	439.22	2,790.66	1,209.34	69.77
20-599-7075 SITE/TOWER LEASE REVENUE	23,262.00	1,930.43	12,492.94	10,769.06	53.71
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	2,385.04	33,255.27	30,006.73	52.57
<u>TRANSFERS IN</u>					
TOTAL NON-DEPARTMENTAL	1,042,662.00	63,328.68	387,723.88	654,938.12	37.19
TOTAL REVENUES	<u>1,042,662.00</u>	<u>63,328.68</u>	<u>387,723.88</u>	<u>654,938.12</u>	<u>37.19</u>

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>					
20-606-1010 SALARIES	224,560.00	17,384.88	94,548.79	130,011.21	42.10
20-606-1015 OVERTIME	15,000.00	405.85	3,536.06	11,463.94	23.57
20-606-1020 MEDICARE	3,400.00	264.57	1,452.89	1,947.11	42.73
20-606-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	12,120.00	16,968.00	41.67
20-606-1031 HSA	178.00	12.95	66.60	111.40	37.42
20-606-1033 DENTAL INSURANCE	1,535.00	125.65	623.46	911.54	40.62
20-606-1035 VISION CARE INSURANCE	330.00	27.88	139.44	190.56	42.25
20-606-1036 LIFE INSURANCE	281.00	23.40	117.00	164.00	41.64
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	0.00	1,548.51	4,901.49	24.01
20-606-1040 TMRS RETIREMENT	33,210.00	2,653.04	14,398.01	18,811.99	43.35
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>934.64</u>	<u>4,540.57</u>	<u>8,659.43</u>	<u>34.40</u>
TOTAL PERSONNEL	328,312.00	24,256.86	133,091.33	195,220.67	40.54
<b>SUPPLIES</b>					
20-606-2020 OFFICE SUPPLIES	1,700.00	0.00	123.95	1,576.05	7.29
20-606-2030 POSTAGE	3,160.00	268.80	1,354.14	1,805.86	42.85
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	600.00	0.00	0.00	600.00	0.00
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	548.11	3,615.50	4,384.50	45.19
20-606-2080 UNIFORMS	1,795.00	0.00	599.90	1,195.10	33.42
20-606-2090 SMALL TOOLS	2,500.00	0.00	958.98	1,541.02	38.36
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	816.91	6,974.44	13,030.56	34.86
<b>SERVICES</b>					
20-606-3012 ENGINEERING SERVICES	10,000.00	1,130.00	7,621.92	2,378.08	76.22
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	111.00	531.00	1,584.00	25.11
20-606-3030 TRAINING/EDUCATION	3,750.00	369.00	1,596.50	2,153.50	42.57
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	67.86	141.78	858.22	14.18
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	376.72	1,416.97	1,583.03	47.23
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	1,103.76	196.24	84.90
20-606-3082 WATER ANALYSIS FEES	7,000.00	155.00	2,541.23	4,458.77	36.30
20-606-3090 COMMUNIATIONS SERVICES	<u>0.00</u>	<u>76.61</u>	<u>350.18</u>	<u>(350.18)</u>	<u>0.00</u>
TOTAL SERVICES	37,345.00	2,286.19	22,317.47	15,027.53	59.76

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>CONTRACTUAL</b>					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	512.86	5,453.33	7,714.67	41.41
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.53</u>	<u>31,532.62</u>	<u>52,551.38</u>	<u>37.50</u>
TOTAL CONTRACTUAL	97,252.00	6,819.39	36,985.95	60,266.05	38.03
<b>MAINTENANCE</b>					
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	51.99	2,531.67	2,468.33	50.63
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	2,890.54	109.46	96.35
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,048.90	1,451.10	41.96
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>1,056.31</u>	<u>4,960.30</u>	<u>(960.30)</u>	<u>124.01</u>
TOTAL MAINTENANCE	20,000.00	1,143.34	12,468.81	7,531.19	62.34
<b>DEPT MATERIALS-SERVICES</b>					
20-606-6011 CHEMICALS	10,000.00	420.00	1,197.50	8,802.50	11.98
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	7,945.47	7,945.47	2,054.53	79.45
20-606-6060 HUEBNER STORAGE TANK	5,000.00	372.52	868.75	4,131.25	17.38
20-606-6061 WELL SITE #1	8,750.00	21,175.00	22,783.33	(14,033.33)	260.38
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	34.97	7,805.01	(6,805.01)	780.50
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	34.97	3,438.76	561.24	85.97
20-606-6067 WELL SITE #7	4,000.00	997.47	2,442.27	1,557.73	61.06
20-606-6068 WELL SITE #8	4,000.00	1,504.54	4,139.52	(139.52)	103.49
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	0.00	15,000.00	0.00
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	3,224.14	14,647.35	15,352.65	48.82
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>1,816.00</u>	<u>2,096.00</u>	<u>1,904.00</u>	<u>52.40</u>
TOTAL DEPT MATERIALS-SERVICES	113,650.00	37,525.08	117,038.51	(3,388.51)	102.98
<b>UTILITIES</b>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	3,289.58	18,766.21	53,233.79	26.06
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>37.30</u>	<u>183.59</u>	<u>216.41</u>	<u>45.90</u>
TOTAL UTILITIES	73,750.00	3,326.88	19,179.29	54,570.71	26.01
<b>CAPITAL OUTLAY</b>					
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>0.00</u>	<u>0.00</u>	<u>43,050.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	48,570.00	0.00	1,519.94	47,050.06	3.13



CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

20 -WATER FUND  
 WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

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	76,174.65	349,575.74	478,283.26	42.23

20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 41.67

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	70,000.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	63,600.00	32,150.00	32,150.00	31,450.00	50.55
20-607-8030 BOND AGENT FEES	400.00	200.00	200.00	200.00	50.00
20-607-8056 2018 GO REFUNDING (2009) PR	46,238.00	46,237.50	46,237.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	5,625.00	3,123.29	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	151,710.79	151,710.79	63,092.21	70.63
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TOTAL DEBT SERVICE	214,803.00	151,710.79	151,710.79	63,092.21	70.63
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TOTAL EXPENDITURES	1,042,662.00	227,885.44	501,286.53	541,375.47	48.08
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 164,556.76)	( 113,562.65)	113,562.65	0.00

## PLANNING & ZONING STAFF SUMMARY

Meeting Date: April 6, 2022

Agenda item: 6

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Report / update - NW Military Highway Improvements - Public Works Director



**Attachments for Reference:**

1) Presentation at Meeting

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**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>

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**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 (4 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) Sometime in April waiting for new gas lines to be activated

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 not active yet)
- Contractor completed the bore from Bent Oak to 14610 NW Military, in progress of 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
- Contractor will move to End Gate in 1 weeks to start boring from End Gate to Pond Hill
- All gas lines are estimated to be completed/operational by end of April

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 will be poured week of 4/4
- Trunk on the southbound side is getting installed from Wagon Trail heading south

Traffic Signal (Sub-contractor is SAECO)

- Traffic poles are 20 weeks out for delivery
- Boring the electrical conduit and setting cabinets in the progress

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

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

Change Order

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

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

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**FINANCIAL IMPACT:** None for this meeting

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

# 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 SOPs (standard 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 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 – rebuild a minimum 1 building per year

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

- 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
- ~~Televise 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 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

<b>WATER UTILITY FUND PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY18-19</b>	<b>Actual FY19-20</b>	<b>Projected FY20-21</b>	<b>Target FY21-22</b>
<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 &amp; meet state requirements.</i>				
<b>Number of Cellular Water Meters Installed</b>	<b>0</b>	<b>67</b>	<b>184</b>	<b>461</b>
<b>Number of Fire Hydrants not in Compliance</b>	<b>N/A</b>	<b>N/A</b>	<b>10</b>	<b>8</b>
<b>Percentage of Backflow Devices in Compliance</b>	<b>N/A</b>	<b>N/A</b>	<b>3%</b>	<b>5%</b>
<b>Number of Main Valves Exercised</b>	<b>N/A</b>	<b>N/A</b>	<b>30</b>	<b>10</b>
<b>Lost Water Ratio</b>	<b>6.62%</b>	<b>4.03%</b>	<b>8.91%</b>	<b>5.00%</b>

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