

CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, JUNE 11, 2018
6:30 PM
AGENDA

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 – Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment 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 7, 2018

5. REPORTS - Public Works Director Update

- a. Water system
 - a. Wells and plant
 - b. Well 6 operations, servicing the well
- b. Financial Report
 - a. April Report

6. REGULAR BUSINESS

- a. Discussion / review - Goals & Objectives 2018 - 2019 - PW Director
- b. Discussion / review – FY 2018 – 19 Budget – Water Fund Revenues / Unfunded Requirements
- c. Discussion - Water Rate Study - Chairman Walea

7. CHAIRMAN ANNOUNCEMENTS

- a. Advise members to contact City Staff to add agenda items
- b. July - Remind members concerning September 1, 2018 / Commissions application deadline for the Water Advisory Committee

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 7th of June 2018 at 1:15 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Zina Tedford
City Secretary

Accessibility Statement

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chairman Walea

2. ROLL CALL:

PRESENT:

Margaret Kautz
Sam Bakke
Al Walea
Tomas Palmer
Matt Trippy

ABSENT:

Steve Fleming

3. CITIZENS TO BE HEARD

None

4. CONSENT AGENDA

a. Approval – April 9, 2018 Minutes

Member Palmer moved to accept the minutes as written, Member Kautz seconded.
Motion passed.

5. REPORTS - Public Works Director Update

a. Water System

a. Wells and plant update

Director Peterson informed the members that the TCEQ inspection was postponed for one week to the 9th giving us a little more time to prepare. The checklist for the inspection from 2011 was 24 items, 2015 went to 29 item and this one went to 35 items. He explained that we might have a violation regarding the sanitary sewer easements around our well sites. Getting these easements from residents was attempted in 2001 and we only have 2 that were accepted and recorded out of the 40 we contacted. However, we need to continue to reach out and add more or request an exception from TCEQ. Our engineer is reviewing what was previously submitted and will be in touch. The other item we may get a violation on has to do with the Customer Service Inspections (backflow inspections on residences that have irrigation systems). TCEQ is coming next week to do the distribution system tests. Valves on the backwash filters are sticking and need to be addressed. All products of the backwash filters are being recycled and the iron is good for plants and is used. Tank inspections were done on April 30th and are in compliance. Trinity is running well and there is approximately 1/8" debris in bottom of tank.

b. Financial Report

a. March Report

Finance Officer – Brenda Morey reviewed the revenues & expenditures for March and indicated everything was right on track.

6. REGULAR BUSINESS

a. Discussion/action - Well # 6 operations, servicing the well – PW Director

Director Peterson reviewed last months' report on the condition of the well. The top 10' showed bare wires. Water column completely rusted all the way down, pulled to see visual inspection – heavy use and overheating on motor – wear and tear shows on pump (pump company no longer in business) pictures shows wear on impellers, electric cable has no grounding cables, box deteriorated due to overheating. Advance Water Well Technology recommends replacing all joints. Replacing airline, we can repurpose the airline from the Trinity so all we need to purchase is the gauge and clamps to tie it to the water column. Option 3 from previous report was read. Member Trippy asked to find out what could be found to cause casing to be bad and the possibility to have another well drilled. Member Palmer would like to see the video taping of the casing for the \$1,285 cost. If ok, get well back up and running. Member Kautz would like to have Director Peterson look into other companies to compare cost of pipe. Member Kautz moved to approve the videoing of the casing and do the repair contingent upon verifying cost of pipe and project not to exceed \$ 27,962.32 and to be paid from Capital Improvement, Member Palmer seconded. Motion passed.

b. Review – Goals & Objectives 2018 – 2019 – PW Director


Director Peterson reviewed the goals and objectives and explained why some things have been addressed from last year and new items added for the upcoming year. After some discussion, it was mentioned that Director Peterson might want to do a presentation to City Council so they could understand better. Chairman Walea suggested that members should take a week to review and make suggestions, add items they would like to see and put as objectives and how they should be quantified, a time line and how they should be funded.

7. CHAIRMAN ANNOUNCEMENTS

Chairman Walea asked that if anyone has items they'd like to see on an agenda to contact Director Peterson, Utility Office Mgr. Stone or City Manager Hill.

8. ADJOURNMENT:

Member Palmer motioned to adjourn, Member Kautz seconded.
Meeting adjourned 8:00 p.m.



Peggy Stone
PW/Water Utility

Al Walea, Chairman

Office Manager

Date: _____

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: June 11, 2018

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of April 2018 Monthly Reports

X

Attachments for Reference:

a) April 2018 Revenue and Expense Report

BACKGROUND / HISTORY: The current data provided in the attachments are for the FY 2017-18 budget period, month ending April 30, 2018. The “Current Budget” column within the attached report contains the original adopted budget, with no budget amendments. This summary sheet highlights a number of key points related to the current month’s activity.

DISCUSSION:

20-WATER FUND

As of April 30, 2018, the Water Fund total revenues are \$451,562 or 45.33% of the total annual budgeted amount. The budget percentage appears low due to the Transfer-In Capital Replacement (8072) and Transfer-In Reserves (8099) accounts which are for budgetary purposes only and will not have activity. Water Fund (Water department & Debt Service) expenses total \$564,561 or 56.68% of budget.

Revenues:

- Water consumption (5015) billed in April for the month of March is \$40,228. Total consumption for the month is approximately 2,299,000 gallons more than the previous year or \$9,866 of revenue.
- The Debt Service (5018) and Water Service Fee (5019) remain on target with budget as these are flat fees not related to volume charges, recognized at 58.42% and 58.96% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$5,607 was recorded for the month and 49.33% of the annual budgeted amount has been recognized to date.

Expenses:

Water department (606) expenses for the day-to-day operations remain on target with a total of \$417,008 or 51.58% spent. Overall operating expenses for the month were \$44,654 with day to day expenses relatively stable. Larger items this month include \$4,500 for fences and fence repairs in advance of the TCEQ inspection. No invoices have been received for the services related to well # 6 as of month end closing.

Water Debt Service department (607) reflects principal and interest payments which occur in February and August. Interest payments of approximately \$40,000 will be due and payable in August.

PAYROLL

The City is on a bi-weekly payroll schedule; there have been 15 pay periods out of 26 so approximately 57.69% should be expensed in the line items directly related to salaries. One of the servicemen positions had been vacant and was filled early last month (March). Workers Comp Insurance (1037) is at approximately 36.43% which is expensed quarterly. TMRS (1040) expense is at 49.24%, which is related to how the payroll module processes these amounts the month following. (This is adjusted at year end for proper annual cut-off). Department is currently on track for the budgeted amounts.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	996,122.00	58,167.35	451,561.64	544,560.36	45.33
TOTAL REVENUES	996,122.00	58,167.35	451,561.64	544,560.36	45.33
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
WATER DEPARTMENT	808,415.00	44,654.32	417,008.08	391,406.92	51.58
DEBT SERVICE	187,707.00	0.00	147,553.12	40,153.88	78.61
TOTAL EXPENDITURES	996,122.00	44,654.32	564,561.20	431,560.80	56.68
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,513.03	(112,999.56)	112,999.56	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
NON-DEPARTMENTAL					
WATER SALES					
20-599-5015 WATER CONSUMPTION	609,034.00	40,228.38	294,033.69	315,000.31	48.28
20-599-5016 LATE CHARGES	7,000.00	1,091.09	3,375.95	3,624.05	48.23
20-599-5017 CAPITAL RESERVE FUND	0.00	0.00	0.00	0.00	0.00
20-599-5018 DEBT SERVICE	53,376.00	4,448.00	31,180.80	22,195.20	58.42
20-599-5019 WATER SERVICE FEE	58,092.00	4,880.40	34,252.96	23,839.04	58.96
20-599-5036 EAA PASS THRU CHARGE	82,626.00	5,607.50	40,763.00	41,863.00	49.33
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	0.00	0.00	0.00	0.00	0.00
20-599-5045 WATER MONITOR REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
TOTAL WATER SALES	810,128.00	56,255.37	403,606.40	406,521.60	49.82
MISC./GRANTS/INTEREST					
20-599-7000 INTEREST INCOME	5,000.00	609.05	6,081.23 (1,081.23)	121.62
20-599-7011 OTHER INCOME	500.00	0.00 (0.73)	500.73	0.15-
20-599-7012 LEASE OF WATER RIGHTS	8,800.00	0.00	5,000.00	3,800.00	56.82
20-599-7040 ASR LEASE PROGRAM	24,000.00	0.00	24,000.00	0.00	100.00
20-599-7050 SYSTEM DAMAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
20-599-7060 CC SERVICE FEES	4,000.00	36.16	232.67	3,767.33	5.82
20-599-7075 SITE/TOWER LEASE REVENUE	15,165.00	1,266.77	8,857.87	6,307.13	58.41
20-599-7090 SALE OF FIXED ASSETS	0.00	0.00	3,784.20 (3,784.20)	0.00
20-599-7097 INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL MISC./GRANTS/INTEREST	57,465.00	1,911.98	47,955.24	9,509.76	83.45
TRANSFERS IN					
20-599-8000 PROCEEDS FROM BOND SALE	0.00	0.00	0.00	0.00	0.00
20-599-8072 TRF IN - CAPITAL REPLACEMEN	3,780.00	0.00	0.00	3,780.00	0.00
20-599-8090 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
20-599-8099 TRF IN - RESERVES	124,749.00	0.00	0.00	124,749.00	0.00
TOTAL TRANSFERS IN	128,529.00	0.00	0.00	128,529.00	0.00
TOTAL NON-DEPARTMENTAL					
	996,122.00	58,167.35	451,561.64	544,560.36	45.33
TOTAL REVENUES					
	996,122.00	58,167.35	451,561.64	544,560.36	45.33
	=====	=====	=====	=====	=====

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	173,594.00	14,728.54	93,641.92	79,952.08	53.94
20-606-1015 OVERTIME	7,600.00	207.19	5,396.17	2,203.83	71.00
20-606-1020 MEDICARE	2,523.00	219.53	1,454.20	1,068.80	57.64
20-606-1025 TWC (SUI)	828.00	362.67	368.61	459.39	44.52
20-606-1030 HEALTH INSURANCE	25,776.00	2,342.97	14,635.19	11,140.81	56.78
20-606-1031 HSA	178.00	14.39	86.85	91.15	48.79
20-606-1033 DENTAL INSURANCE	1,480.00	130.81	824.95	655.05	55.74
20-606-1035 VISION CARE INSURANCE	365.00	31.09	197.00	168.00	53.97
20-606-1036 LIFE INSURANCE	318.00	35.61	187.56	130.44	58.98
20-606-1037 WORKERS' COMP INSURANCE	6,153.00	0.00	2,241.62	3,911.38	36.43
20-606-1040 TMRS RETIREMENT	23,903.00	2,003.27	11,769.60	12,133.40	49.24
20-606-1070 SPECIAL ALLOWANCES	11,700.00	600.08	3,917.82	7,782.18	33.49
20-606-1099 PERSONNEL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	254,418.00	20,676.15	134,721.49	119,696.51	52.95
SUPPLIES					
20-606-2010 DATA PROCESSING SUPPLIES	0.00	0.00	0.00	0.00	0.00
20-606-2020 OFFICE SUPPLIES	1,400.00	17.49	646.25	753.75	46.16
20-606-2030 POSTAGE	4,000.00	230.30	1,624.71	2,375.29	40.62
20-606-2050 PRINTING & COPYING	500.00	0.00	459.02	40.98	91.80
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	0.00	146.50 (146.50)	0.00
20-606-2070 JANITORIAL SUPPLIES	500.00	0.00	0.00	500.00	0.00
20-606-2075 BANK/CREDITCARD FEES	4,000.00	289.44	3,180.37	819.63	79.51
20-606-2080 UNIFORMS	1,000.00	0.00	363.48	636.52	36.35
20-606-2090 SMALL TOOLS	2,000.00	302.71	1,784.42	215.58	89.22
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	1,200.00	254.47	805.96	394.04	67.16
TOTAL SUPPLIES	14,600.00	1,094.41	9,010.71	5,589.29	61.72
SERVICES					
20-606-3010 ADVERTISING	0.00	0.00	0.00	0.00	0.00
20-606-3012 ENGINEERING SERVICES	1,000.00	0.00	191.25	808.75	19.13
20-606-3013 PROFESSIONAL SERVICES	8,000.00	0.00	0.00	8,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	1,800.00	0.00	480.00	1,320.00	26.67
20-606-3030 TRAINING/EDUCATION	3,000.00	810.00	2,035.00	965.00	67.83
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	1,278.97	221.03	85.26
20-606-3050 INSURANCE - LIABILITY	3,022.00	39.90	3,683.47 (661.47)	121.89
20-606-3060 UNIFORM SERVICES	2,000.00	128.03	948.40	1,051.60	47.42
20-606-3070 INSURANCE - PROPERTY	1,503.00	19.85	1,831.99 (328.99)	121.89
20-606-3075 WATER CONSERVATION EDUCATIO	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	0.00	16.50	40.00 (40.00)	0.00
20-606-3082 WATER ANALYSIS FEES	9,000.00	739.92	3,692.62	5,307.38	41.03
20-606-3090 COMMUNCIATIONS SERVICES	0.00	0.00 (831.82)	831.82	0.00
TOTAL SERVICES	30,925.00	1,754.20	13,349.88	17,575.12	43.17

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	8,625.00	128.00	4,532.25	4,092.75	52.55
20-606-4082 TRINITY WATER WELL PROJECT	0.00	0.00	0.00	0.00	0.00
20-606-4085 EAA -WATER MANAGEMENT FEES	70,045.00	5,606.52	41,731.96	28,313.04	59.58
20-606-4086 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	77,951.00	0.00	78,227.10 (276.10)	100.35
TOTAL CONTRACTUAL	156,621.00	5,734.52	124,491.31	32,129.69	79.49
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	2,000.00	0.00	912.22	1,087.78	45.61
20-606-5010 EQUIPMENT MAINT & REPAIR	9,000.00	0.00	541.87	8,458.13	6.02
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	40.00	1,748.19	1,251.81	58.27
20-606-5030 BUILDING MAINTENANCE	2,000.00	0.00	3,233.91 (1,233.91)	161.70
20-606-5060 VEHICLE & EQPT FUELS	3,500.00	217.72	1,736.50	1,763.50	49.61
20-606-5099 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE	20,000.00	257.72	8,172.69	11,827.31	40.86
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	14,000.00	720.11	9,645.90	4,354.10	68.90
20-606-6050 WATER METERS & BOXES	1,134.00	0.00	5,223.79 (4,089.79)	460.65
20-606-6055 FIRE HYDRANTS	2,000.00	0.00	2,918.44 (918.44)	145.92
20-606-6060 HUEBNER STORAGE TANK	8,000.00	0.00	1,919.24	6,080.76	23.99
20-606-6061 ELEVATED STORAGE TANK- #1 W	5,000.00	0.00	2,454.45	2,545.55	49.09
20-606-6062 WELL SITE #2-EAA MONITORED	500.00	0.00	0.00	500.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	0.00	0.00	0.00	0.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	0.00	0.00	0.00	0.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	3,000.00	0.00	90.36	2,909.64	3.01
20-606-6066 WELL SITE #6-MUNI TRACT	3,000.00	0.00	6,232.99 (3,232.99)	207.77
20-606-6067 WELL SITE #7	5,000.00	0.00	778.13	4,221.87	15.56
20-606-6068 WELL SITE #8	5,000.00	0.00	883.87	4,116.13	17.68
20-606-6069 WELL SITE #9-TRINITY	5,000.00	0.00	279.94	4,720.06	5.60
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	4,967.26 (2,967.26)	248.36
20-606-6071 SHAVANO DRIVE PUMP STATION	10,000.00	5,278.41	17,476.55 (7,476.55)	174.77
20-606-6072 WATER SYSTEM MAINTENANCE	15,000.00	2,762.81	15,528.88 (528.88)	103.53
20-606-6073 WATER TANK MAINTENANCE	0.00	0.00	0.00	0.00	0.00
20-606-6080 STREET MAINT SUPPLIES	3,000.00	0.00	141.39	2,858.61	4.71
TOTAL DEPT MATERIALS-SERVICES	81,634.00	8,761.33	68,541.19	13,092.81	83.96
UTILITIES					
20-606-7005 UTILITIES - GAS	0.00	0.00	0.00	0.00	0.00
20-606-7040 UTILITIES - ELECTRIC	61,000.00	6,270.57	34,511.22	26,488.78	56.58
20-606-7042 UTILITIES - PHONE/CELL	800.00	18.99	715.72	84.28	89.47
20-606-7044 UTILITIES - WATER	600.00	22.57	170.15	429.85	28.36
TOTAL UTILITIES	62,400.00	6,312.13	35,397.09	27,002.91	56.73

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY					
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	1,000.00	0.00	0.00	1,000.00	0.00
20-606-8015 NON-CAPITAL - COMPUTERS	0.00	0.00	0.00	0.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	6,500.00	0.00	4,756.64	1,743.36	73.18
20-606-8025 NON-CAPITAL - OFFICE FURNIT	0.00	0.00	0.00	0.00	0.00
20-606-8045 CAPITAL-COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
20-606-8050 CAPITAL - VEHICLES	0.00	0.00	0.00	0.00	0.00
20-606-8060 CAPITAL- EQUIPMENT	5,000.00	0.00	4,906.09	93.91	98.12
20-606-8080 WATER SYSTEM IMPROVEMENTS	40,000.00	63.86	8,098.73	31,901.27	20.25
20-606-8081 CAPITAL - BUILDING	0.00	0.00	0.00	0.00	0.00
20-606-8085 CAPITAL-WATER TOWER/STORAGE	0.00	0.00	0.00	0.00	0.00
20-606-8087 WATER METER REPLACEMENT	3,780.00	0.00	5,562.26 (1,782.26)	147.15
TOTAL CAPITAL OUTLAY	56,280.00	63.86	23,323.72	32,956.28	41.44
INTERFUND TRANSFERS					
20-606-9000 EOY ASSET RECLASS	0.00	0.00	0.00	0.00	0.00
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9011 TRF TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
20-606-9012 TRANSFERS/CAPITAL REPLACEME	0.00	0.00	0.00	0.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	109,487.00	0.00	0.00	109,487.00	0.00
20-606-9050 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
20-606-9090 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
20-606-9095 PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL INTERFUND TRANSFERS	131,537.00	0.00	0.00	131,537.00	0.00
TOTAL WATER DEPARTMENT	808,415.00	44,654.32	417,008.08	391,406.92	51.58

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
CAPITAL OUTLAY					
20-607-8000 BOND PRINCIPAL EOY	0.00	0.00	0.00	0.00	0.00
20-607-8010 BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
20-607-8011 ACCRUED BOND INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8012 2009 CO - PRINCIPAL	0.00	0.00	0.00	0.00	0.00
20-607-8013 2009 CO - INTEREST	0.00	0.00	0.00	0.00	0.00
20-607-8014 2009 GO REFUND - PRINCIPAL	36,990.00	0.00	36,990.00	0.00	100.00
20-607-8015 2009 GO REFUND - INTEREST	15,279.00	0.00	7,963.12	7,315.88	52.12
20-607-8016 2017 GO REFUNDING (2009) PR	65,000.00	0.00	65,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	70,288.00	0.00	37,600.00	32,688.00	53.49
20-607-8020 BOND UNAMORTIZED LOSS	0.00	0.00	0.00	0.00	0.00
20-607-8030 BOND AGENT FEES	150.00	0.00	0.00	150.00	0.00
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	187,707.00	0.00	147,553.12	40,153.88	78.61
<hr/>					
TOTAL DEBT SERVICE	187,707.00	0.00	147,553.12	40,153.88	78.61
<hr/>					
TOTAL EXPENDITURES	996,122.00	44,654.32	564,561.20	431,560.80	56.68
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,513.03	(112,999.56)	112,999.56	0.00
	=====	=====	=====	=====	=====

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: June 11, 2018

Agenda item: 6.a

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Water Department Draft Budget Goals and Objectives for FY 2018-19 Proposed Budget

X

Attachments for Reference:

1) Water Department Draft Goals and Objectives

BACKGROUND / HISTORY: Water Utility Department is bringing the draft goals and objectives for FY 2018-19 to the Water Advisory Committee (WAC) for their review and comments.

DISCUSSION: This is the second review of the draft goals and objectives for FY 2018-19 presented to the Water Advisory Committee. Note: On Wednesday, June 13th City Council will be presented all Department goals and objectives – including Water. WAC changes that reach a consensus will be revised and presented to City Council on Wednesday. Next month will be the final round before developing the budget that the City Manager will present to City Council.

COURSES OF ACTION: Discuss the goals and objectives for FY 2018-19 and provide any revisions and recommendations as to what the Water Advisory Committee would like to see accomplished over the next year.

FINANCIAL IMPACT: Varies depending on the proposed studies and projects accepted.

STAFF RECOMMENDATION: Provide input for goals and objectives for FY 2018-19 Budget

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 [and initiate steps to achieve Outstanding rating](#)
- Ensure State requirements are met by having all employees of the Water Department certified and licensed in groundwater operations

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- [Purchase 14 acre feet of water as per the long range plan to own 1000 acre feet](#)
- [Annually re-evaluate adequacy of Edwards water rights and Trinity resources](#)
- Continue to replace meters that have registered [approximately 2 million gallons](#)
- ~~Look into~~ [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, ~~fire hydrants~~, streets, and drainage information
- [Purchase a GIS License](#)
- [Contract out scanning of all as-builts of the water system to apply to the GIS work with KFW](#)
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- [Determine surplus](#) availability and cost of emergency power supply (generators) for City buildings and water system
- ~~Purchase line locating equipment.~~

- ~~Consider~~ Actively support a water rate study to be implemented before end of Fiscal Year 2019
- Purchase a mini excavator in order to work in tight areas where a backhoe cannot reach.
- Purchase a skid steer to replace with the old skid steer (50/50 split)
- Purchase and install warehouse style shelving to organize water parts
- Purchase and install a pipe storage rack
- Improve the material staging area by building bins to separate and keep material dry
- Build shade structures over the drive shaft motors to preserve and extend the life of the motors
- Install fall protection in all three water storage tanks to meet TCEQ requirements
- Install an intruder protection to prevent roof access, per TCEQ requirements
- Repaint the Huebner ground storage tank roof, to prevent rust
- ~~Investigate the reliability of the water system and consistency mechanisms (i.e. lightening protection)~~

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities ~~when available~~ 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

- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT on preliminary reports for relocating portions of the water mains on NW Military prior to job bid for MPO project
- ~~Replace/remove 2" water main on Cliffside Dr.~~
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete at 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 5 fire hydrants to proper height for Fire Department access
- Prepare drainage culvert to install pipe for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Research Flowatch Software for more efficient water reporting

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
- In conjunction with the Water Advisory Committee, conduct water system customer satisfaction survey

Water Advisory Committee Agenda Form

Meeting Date: June 11, 2018

Agenda item: 6.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:
Revenues

Discussion – FY 2018-19 Proposed Budget

X

Attachments for Reference:

- 1) Water Rate History
- 2) Water Consumption/Revenues History
- 3) 2000 CO Debt Service Fee
- 4) Edwards Aquifer Authority Fees
- 5) Budget Comparison Report – Revenues

BACKGROUND / HISTORY: The attached spreadsheets have been presented for information and background when discussing rates and revenues.

- 1.) Attachment 1 - Water Rate History. This spreadsheet is for informational purposes, to show the current/past adopted rates. Ordinance 300-08-04 approved on 9-21-2004 began the current tier rate structure for water in the FY 2004-05 after the 2004 Rate Study was completed. The rate structure was updated in FY 2009-10. Ordinance 500-02-09 approved on 9-15-2009 increased the water consumption tier portion only. The Debt Service Fee was reduced for FY 2012-13 from the \$6.72 per meter to \$6.40. The Edwards Aquifer Authority (EAA) Fee was increased to \$0.60 per thousand gallons for FY 2011-12 and reduced to \$0.50 per thousand gallons for FY 2012-13. There have been no rate changes since 2013.
- 2.) Attachment 2 – Water Consumption/Revenues History with Averages. This spreadsheet includes revenues by budget years from FY 2005-06 with gallons sold for the corresponding year. See further discussion below related to these assumptions.
- 3.) Attachment 3 - 2000 Certificate of Obligation (CO) Debt Service Fee. The fee is currently a flat amount of \$6.40 a month/meter. The spreadsheet is included to show the fees collected and paid out for the debt service payment from 2009 to 2018 and future estimated needs thru 2019 & 2020. This fee covers only the 2000 CO which was refinanced in 2009 and does not include any portion of Trinity Well Debt. (The principal and interest debt payment related to the Trinity Well Project is covered with revenues from the water service fee-tier structure.)
- 4.) Attachment 4 – Edwards Aquifer Authority (EAA) Pass Thru Water Management Fee. The spreadsheet shows the fees charged/1000 gallons, revenue collected, amounts paid by the City to the Authority, rebate received, ASR Lease Program revenues, and the difference

between the revenues vs cost less rebated and ASR. In July 2012, the EAA began charging a new fee referred to as Habitat Fee and the City did increase the fee to cover the costs that year. The current fee charged to customers is \$0.50 per 1,000 gallons. Up until FY 2013-14, the EAA had a rebate program that returned a portion of fees charged for unutilized acre feet. With the discontinuance of this program, the fees collected were no longer covering the related expenses and a true pass thru did not exist. The EAA began offering other lease programs in which the City recouped some expenses and received funds for leasing unused acre feet. FY 2018-19 is the final year of the ASR program in its current form.

DISCUSSION: Attachment 5 – FY 2018/2019 Budget Comparison Report. This report is for revenues only. The first column is the line item account number and the description. The “Y-T-D Actual” column is revenues posted as of May 31, 2108. The “Current Budget” column is the original FY 2017-18 budget (there has been no budget amendments in the Water Fund to date). The “Selected Budget” column is the draft proposed FY 2018-19 revenues developed thru analysis of the attached documentation and staff discussions. This is just a rough draft not all revenue items are final. Staff will continue to work on the FY 2018-19 Proposed Budget with the WAC to finalize the budget.

Water Consumption (20-599-5015) – Staff currently has selected revenues of \$621,347 which is based on the four year average beginning with FY 2013-14 (see attachment #2). Based on the trending water usage and weather factors staff believes utilizing the last 4 year average of actual usage is appropriate.

Debt Service (20-599-5018) – Based on 696 meters and the current flat fee of \$6.40 per month staff is proposing the revenue of \$53,453 as found on attachment #3. This fee is charged to support the 2000 CO debt service (Refinance 2009 GO). Possible option to increase this fee and/or continue it after the 2000 CO debt is retired and apply proceeds to the 2009 CO debt service for the Trinity Well.

Water Service Fee (20-599-5019) – Staff is proposing the same revenue of \$58,092 based on the monthly fees collected the prior two years and the past 8 months. This revenue is a flat/monthly fee based on the size of the meter as shown on attachment #1.

EAA Pass Thru Charge (20-599-5036) – Using the same assumption as above of four years average for gallons sold located on attachment #4, the proposed budgeted revenue amount is \$83,319 which can be seen on attachment #3. The ASR program under its current form, ended in FY 2017-18. As we work over the next few months thru the budget process we will be in contact with representative for any other options, as well as more work on purchasing water rights.

COURSES OF ACTION:

1. Provide input to staff to accept the current assumptions for water revenues as presented.
2. Provide input to staff to update the projected revenues based on discussion.
3. Consider making recommendations to review current water rates for possible increases/decreases and have staff return with additional information.

FINANCIAL IMPACT: Varies

STAFF RECOMMENDATION: Committee discuss and provide input and recommendations.

**City of Shavano Park
Water Rate History**

			Debt Service Flat Fee	Edwards Aquifer Fee Per Thousand Gallons	Water Service Fee							Water Consumption Charge -Tiers					
					5/8"	3/4"	1"	1 1/2"	2"	6"		0-5000	5,001 - 30,000	30,001 50,000	50,001 - 70,000	70,001 - 100,000	Excess of 100,000
					Per Month	Per Month	Per Month	Per Month	Per Month	Per Month		Rate/1000	Rate/1000	Rate/1000	Rate/1000	Rate/1000	Rate/1000
2004/2005	*	\$	6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02	\$	2.82	\$ 3.10	\$ 3.53	\$ 4.23	\$ 5.64	\$ 11.29
2009/2010	**	\$	6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02	\$	3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94
2010/2011	***	\$	6.72	\$ 0.25	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02	\$	3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94
2011/2012	***	\$	6.72	\$ 0.60	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02	\$	3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94
2012/2013	***	\$	6.40	\$ 0.50	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02	\$	3.07	\$ 3.40	\$ 3.83	\$ 4.58	\$ 6.29	\$ 11.94

* Ordinance 300-08-04 Approved on 9-21-2004 included the new tier rate structure for the 2004/2005 Fiscal Year. The tier rates not modified again until 2009/2010 Fiscal Year.

** Ordinance 500-02-09 Approved on 9-15-2009 increased the tier rates only for the 2009/2010 Fiscal Year. No change to tier or water service fee have occurred since this date.

*** Ordinances were approved with changes to Debt Service Fee and EAA Fee only.

06/08/2018

City of Shavano Park
Water Consumption/Revenues History with Averages
Water Consumption Charge on Tiers
2018-2019 Projected

Budget Year	Budget	Actual Revenues		Average	
2018/2019	\$ 621,347	Proposed			
2017/2018	\$ 609,034	\$ 620,000	Est.		
2016/2017	\$ 670,185	\$ 658,287	\$	658,287	1 yr Average
2015/2016	\$ 675,000	\$ 585,411	\$	621,849	2 yr Average
2014/2015	\$ 735,000	\$ 602,875	\$	615,524	3 yr Average
2013/2014	\$ 735,000	\$ 638,815	\$	621,347	4 yr Average
2012/2013	\$ 700,000	\$ 764,052	\$	649,888	5 yr Average
2011/2012	\$ 700,000	\$ 736,913	\$	664,392	6 yr Average
2010/2011	\$ 700,000	\$ 951,468	\$	705,403	7 yr Average
2009/2010	\$ 752,725	\$ 588,365	\$	690,773	8 yr Average
2008/2009	\$ 672,500	\$ 851,205	\$	708,599	9 yr Average
2007/2008	\$ 650,000	\$ 843,157	\$	722,055	10 yr Average
2006/2007	\$ 675,000	\$ 493,203	\$	701,250	11 yr Average
2005/2006	\$ 681,400	\$ 912,422	\$	718,848	12 yr Average

Budget Year	Gallons Sold		Average	
2018/2019	166,638,059	Proposed		
2017/2018	166,200,000	Est.		
2016/2017	170,797,036		170,797,036	1 yr Average
2015/2016	159,541,015		165,169,026	2 yr Average
2014/2015	161,436,005		163,924,685	3 yr Average
2013/2014	174,778,180		166,638,059	4 yr Average
2012/2013	200,482,000		173,406,847	5 yr Average
2011/2012	196,846,000		177,313,373	6 yr Average
2010/2011	247,034,000		187,273,462	7 yr Average
2009/2010	139,915,000		181,353,655	8 yr Average
2008/2009	236,652,000		187,497,915	9 yr Average
2007/2008	232,099,000		191,958,024	10 yr Average
2006/2007	132,992,000		186,597,476	11 yr Average
2005/2006	238,503,000		190,922,936	12 yr Average

City of Shavano Park
2000 Certificate of Obligation Debt Service Fee *
 (Refinanced 2009 General Obligation)

	Payments for 2000 Debt Service Refinanced in 2009		# of Meters in System	Calculated Debt Service Fee Per Meter/Per Month	Approved Debt Service Fee Per Meter/Per Month	Actual Revenue or Budget	
2009/2010	\$	53,130	706	\$ 6.27	\$ 6.72	\$ 60,386	**
2010/2011	\$	53,710	706	\$ 6.34	\$ 6.72	\$ 55,843	
2011/2012	\$	52,349	706	\$ 6.18	\$ 6.72	\$ 56,024	
2012/2013	\$	52,629	706	\$ 6.21	\$ 6.40	\$ 48,940	**
2013/2014	\$	53,697	706	\$ 6.34	\$ 6.40	\$ 53,161	
2014/2015	\$	52,680	695	\$ 6.32	\$ 6.40	\$ 53,498	
2015/2016	\$	53,687	695	\$ 6.44	\$ 6.40	\$ 53,382	
2016/2017	\$	52,518	695	\$ 6.30	\$ 6.40	\$ 53,555	
2017/2018	\$	52,269	695	\$ 6.27	\$ 6.40	\$ 53,376	***
2018/2019	\$	53,903	696	\$ 6.45	\$ 6.40	\$ 53,453	Est.
2019/2020	\$	52,300	696	\$ 6.26			

2020 thru 2026 Debt Payments continue thru 2026

* This fee is only for the original 2000 Certificate of Obligation. **Does not include Trinity Well Project Debt (Covered by Water Service Fees/Tiers)**

** End of Year Accrual Entries skewed the numbers, entries are no longer calculated this way.

*** Current 17/18 Budget is \$53,376. Based on current monthly data revenue is on target to meet budget.

There are 706 total meters in the system, 10 accounts with multiple meters only have one debt service fee charged

06/08/2018

City of Shavano Park
Edwards Aquifer Authority (EAA) Pass Thru Water Management Fee

	EAA Fee Per Thousand Gallons	EAA Revenue Collected	EAA Fee Paid by City To Authority	Rebate Received from EAA	* ASR Lease Program with EAA	Difference	Gallons Sold	Estimated Fee collected based on Gallons Sold
2008/2009	\$ 0.25	\$ 60,723	\$ 59,558	\$ 29,016	N/A	\$ 30,181	236,652,000	\$ 59,163
2009/2010	\$ 0.25	\$ 40,507	\$ 63,049	\$ 43,721	N/A	\$ 21,179	139,915,000	\$ 34,979
2010/2011	\$ 0.25	\$ 61,896	\$ 63,898	\$ 35,086	N/A	\$ 33,084	247,034,000	\$ 61,759
2011/2012	\$ 0.60	\$ 91,014	\$ 86,123	** \$ 30,863	N/A	\$ 35,754	196,846,000	\$ 118,108
2012/2013	\$ 0.50	\$ 90,439	\$ 121,143	\$ 32,443	N/A	\$ 1,739	200,482,000	\$ 100,241
2013/2014	\$ 0.50	\$ 88,470	\$ 108,516	\$ -	N/A	\$ (20,046)	174,778,180	\$ 87,389
2014/2015	\$ 0.50	\$ 80,569	\$ 109,748	\$ -	\$ 24,000	\$ (5,179)	161,436,005	\$ 80,718
2015/2016	\$ 0.50	\$ 79,313	\$ 75,735	\$ -	\$ 36,000	\$ 39,578	159,541,015	\$ 79,771
2016/2017	\$ 0.50	\$ 87,732	\$ 75,726	\$ -	\$ 24,000	\$ 36,006	170,797,036	\$ 85,399
2017/2018	\$ 0.50	\$ 83,100	\$ 69,765	\$ -	\$ 24,000	\$ 37,335	166,200,000 ***	\$ 83,100
2018/2019	\$ 0.50	\$ 83,319 Proposed	\$ 84,100		\$ -	\$ (781)	166,638,059 Proposed	\$ 83,319

* The rebate listed is actually received in the following fiscal year for accounting purposes.

** The Habitat Fee was implemented by the Authority in July 2012.

**** Fiscal year end estimate from consumption schedule.

Attachment 5

20 -WATER FUND

REVENUES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
NON-DEPARTMENTAL =====					
WATER SALES					
20-599-5015 WATER CONSUMPTION	347,062	609,034	621,347	12,313	_____
20-599-5016 LATE CHARGES	3,376	7,000	6,000	(1,000)	_____
20-599-5017 CAPITAL RESERVE FUND	0	0	0	0	_____
20-599-5018 DEBT SERVICE	35,635	53,376	53,453	77	_____
20-599-5019 WATER SERVICE FEE	39,138	58,092	58,092	0	_____
20-599-5036 EAA PASS THRU CHARGE	48,207	82,626	83,319	693	_____
20-599-5037 CONNECTION/DISCONNECT FEE	0	0	0	0	_____
20-599-5040 TAPPING FEES	0	0	0	0	_____
20-599-5045 WATER MONITOR REIMBURSEMENT	0	0	0	0	_____
TOTAL WATER SALES	473,418	810,128	822,211	(12,083)	_____
MISC./GRANTS/INTEREST					
20-599-7000 INTEREST INCOME	6,581	5,000	6,000	1,000	_____
20-599-7011 OTHER INCOME	(1)	500	0	(500)	_____
20-599-7012 LEASE OF WATER RIGHTS	5,000	8,800	8,800	0	_____
20-599-7040 ASR LEASE PROGRAM	24,000	24,000	0	(24,000)	_____
20-599-7050 SYSTEM DAMAGE REIMBURSEMENTS	0	0	0	0	_____
20-599-7060 CC SERVICE FEES	249	4,000	4,000	0	_____
20-599-7075 SITE/TOWER LEASE REVENUE	10,125	15,165	15,500	335	_____
20-599-7090 SALE OF FIXED ASSETS	3,784	0	0	0	_____
20-599-7097 INSURANCE PROCEEDS	0	0	0	0	_____
TOTAL MISC./GRANTS/INTEREST	49,739	57,465	34,300	23,165	_____
TRANSFERS IN					
20-599-8000 PROCEEDS FROM BOND SALE	0	0	0	0	_____
20-599-8072 TRF IN - CAPITAL REPLACEMENT	0	3,780	0	(3,780)	_____
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	_____
20-599-8099 TRF IN - RESERVES	0	124,749	0	(124,749)	_____
TOTAL TRANSFERS IN	0	128,529	0	128,529	_____
TOTAL NON-DEPARTMENTAL	523,157	996,122	856,511	(139,611)	_____
TOTAL REVENUES	523,157 =====	996,122 =====	856,511 =====	(139,611) =====	=====