

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE COURT, SHAVANO PARK, TX 78231
MONDAY, SEPTEMBER 9, 2019
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, July 8, 2019

5. REPORTS - Public Works Director Update

- a. Water system
 - a. Water System Infrastructure Updates
- b. Financial Report
 - a. June Report
 - b. July Report

6. REGULAR BUSINESS

- a. Discussion / action – Consideration to lease water rights to SAWS – PW Director
- b. Discussion / action – Removal of rebate program and modification to ordinance – PW Director

7. FUTURE ITEMS

- a. N.W. Military Hwy. Expansion – Water Main Relocation
- b. Modifications to the current Water bill adjustment policy #9

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 September 2019 at 2:40 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.

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE CT., SHAVANO PARK, TX 78231
MONDAY, JULY 8, 2019**

**6:30 P.M.
MINUTES**

1. CALL TO ORDER

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

2. ROLL CALL:

PRESENT:

Al Walea
Sam Bakke
Tommy Peyton

ABSENT:

Steve Fleming
Matt Trippy
Tomas Palmer

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. CONSENT AGENDA

a. Approval – WAC Minutes of June 10, 2019

Member Peyton moved to accept the minutes as submitted, Member Bakke seconded. Motion passed.

5. REPORTS - Public Works Director Update – City Manager Hill

a. Water System

a. Water System Infrastructure Update

CM Hill reviewed that crews were out replacing meters with high usage in our meter replacement program. The Miox system is still down and that PW Director Peterson was in contact with the original engineers to come up with a solution.

b. Financial Report

a. May Report

Finance Director Morey reviewed both the revenues and expenditures for May and indicated that consumption was still low with all the rain. Expenditures were running close to the expected budget figures, and feels that we may be short on revenues unless the next few months stay dry where we can make up some of the consumption for the rest of fiscal year. Member Peyton moved to approve the Financial Report, Member Bakke seconded. Motion passed.

6. REGULAR BUSINESS

a. Discussion/presentation – Goals and Objectives for FY 2019 – 20 with Council Comments

CM Hill indicated that the Goals and Objectives are the same with no changes. Some priorities, however, were not in the Goals and Objectives and he will go over those with Director Peterson when he returns from vacation. He then went over the 16 item priority power point presentation and indicated he'd moved a couple around. CM Hill also indicated that there might be some areas where some dollars can be saved from the list and he will go over this with PW Director Peterson.

b. Discussion – FY 2019 – 20 Proposed Budget Revenues and Expenses – Finance Director/PW Director

Director Morey reviewed the proposed R & E and explained that the Tower leases (SPRINT & T-MOBILE) were being moved back to the Water Fund from the General Fund and that the AT & T Tower lease would stay in the General Fund (if Council approves). There will be an insurance cost increase of 3.5% which Council has agreed to cover. There is a 3.25% cost of living increase and pay upgrades to some of the Public Works positions in the 2019 – 20 Budget. Director Morey handed out a copy of the Water Utility Cash and Investment Balances to the members to show where all the money sits currently. Chairman Walea was very appreciative of this information.

Member Peyton asked when the Public Meeting on the NW Military Hwy project was being held. CM Hill indicated – Tuesday, July 16th at City Hall and TxDOT members will be present.

7. FUTURE ITEMS:

- a. NW Military expansion progress
- b. Delinquent Account Procedures
- c. Water Adjustment Procedure clarification - Policy # 12
- d. TCEQ – Decision on what to do about inactive wells
- e. Emergency Interconnect Agreement with SAWS
- f. Franchise Fees with SAWS expires June 2019

8. ADJOURNMENT

Member Peyton made a motion to adjourn, member Bakke seconded. Motion passed. Meeting adjourned at 7:55 p.m.

Peggy Stone
PW/Water Utility
Office Manager

Al Walea, Chairman

Date: _____

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 9, 2019

Agenda item: 5.b.a.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of June 2019 Monthly Reports

Attachments for Reference: 1) June 2019 Revenue and Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2018-19 budget period, month ending June 30, 2019. The “Current Budget” column contains the amended budget, with one amendment approved to date. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of June 30, 2019, the Water Fund total revenues are \$457,855 or 50.66% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$643,916 or 71.25% of budget.

Revenues:

- Water consumption (5015) billed in June for the month of May is \$34,145. Total consumption for the month is approximately 7,974,000 gallons less than the previous year or \$31,607 of revenue.
- The Debt Service (5018) and Water Service Fee (5019) remain on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 75.18% and 76.49% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,971 was recorded for the month and 43.52% of the annual budgeted amount has been recognized to date.
- Transfer in – Capital Replacement – reflects transfer from the Water Capital Replacement Fund for approximately 75% of the sand filter media replacement.

Expenses:

Water department (606) expenses for the day-to-day operations are on budget with a total of \$57,311 for the month or 69.15% of the budget utilized. Larger expenses this month include addressing the check engine light on the Chevy 3500 – replaced NOX sensor \$853 and window tinting for \$210 in Vehicle Maintenance (5020), Well Site #7 (6067) includes \$1,725 for an ejector and \$1,290 for a regulator, and Shavano Drive Pump Station (6071) includes \$11,244 for the sand filter media replacement (transferred \$9,000 from capital replacement to help cover this cost).

The next debt service payments are scheduled for August, interest only.

Payroll:

The City is on a bi-weekly payroll; there have been 20 pay periods out of 26 so 76.92% of the budget should be expensed in the line items directly related to personnel. The Utility is below budget in Salaries (1010) due to the vacancy in the superintendent position from January to June, which is charged 50/50 between Public Works and the Water Utility. Overtime has exceeded its budget for the year and is offset by the salaries budget variance. TMRS (1040) expense is at approximately 81.10%, over budget but on track with the related compensation accounts. Expense for Workers' Comp Insurance (1037) is recognized quarterly. It is currently at 56.99% of budget due to a more favorable experience factor than what was anticipated and used for budget development and the superintendent vacancy. Special allowances also below budget due to superintendent vacancy – this account records certificate pay and cell phone allowances.

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: JUNE 30TH, 2019

20 -WATER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>903,799.00</u>	<u>63,943.73</u>	<u>457,855.20</u>	<u>445,943.80</u>	<u>50.66</u>
TOTAL REVENUES	903,799.00	63,943.73	457,855.20	445,943.80	50.66
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	716,584.00	57,310.86	495,482.88	221,101.12	69.15
DEBT SERVICE	<u>187,215.00</u>	<u>0.00</u>	<u>148,433.12</u>	<u>38,781.88</u>	<u>79.28</u>
TOTAL EXPENDITURES	903,799.00	57,310.86	643,916.00	259,883.00	71.25
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	6,632.87	(186,060.80)	186,060.80	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

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	621,347.00	34,145.06	250,757.95	370,589.05	40.36
20-599-5016 LATE CHARGES	6,000.00	13.98	3,956.46	2,043.54	65.94
20-599-5018 DEBT SERVICE	53,453.00	4,454.40	40,185.60	13,267.40	75.18
20-599-5019 WATER SERVICE FEE	58,092.00	4,984.85	44,433.33	13,658.67	76.49
20-599-5036 EAA PASS THRU CHARGE	83,319.00	4,970.50	36,263.25	47,055.75	43.52
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>	<u>(1,800.00)</u>	<u>0.00</u>
TOTAL WATER SALES	822,211.00	48,568.79	377,396.59	444,814.41	45.90
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	9,500.00	1,965.25	11,968.90	(2,468.90)	125.99
20-599-7011 OTHER INCOME	0.00	500.00	1,340.82	(1,340.82)	0.00
20-599-7012 LEASE OF WATER RIGHTS	17,108.00	2,500.00	7,500.00	9,608.00	43.84
20-599-7040 ASR LEASE PROGRAM	0.00	0.00	0.00	0.00	0.00
20-599-7060 CC SERVICE FEES	1,200.00	104.92	790.66	409.34	65.89
20-599-7075 SITE/TOWER LEASE REVENUE	15,500.00	1,304.77	11,733.13	3,766.87	75.70
20-599-7090 SALE OF FIXED ASSETS	0.00	0.00	480.10	(480.10)	0.00
20-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	43,308.00	6,374.94	33,813.61	9,494.39	78.08
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	38,280.00	9,000.00	46,645.00	(8,365.00)	121.85
20-599-8090 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
20-599-8099 TRF IN - RESERVES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	38,280.00	9,000.00	46,645.00	(8,365.00)	121.85
TOTAL NON-DEPARTMENTAL	903,799.00	63,943.73	457,855.20	445,943.80	50.66
TOTAL REVENUES	903,799.00	63,943.73	457,855.20	445,943.80	50.66

AS OF: JUNE 30TH, 2019

20 -WATER FUND

WATER DEPARTMENT % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
--------------	----------------	----------------	---------------------	----------------	-------------

PERSONNEL

20-606-1010 SALARIES	185,260.00	14,206.64	132,338.58	52,921.42	71.43
20-606-1015 OVERTIME	7,000.00	722.55	8,660.52 (1,660.52)	123.72
20-606-1020 MEDICARE	2,615.00	217.86	2,080.76	534.24	79.57
20-606-1025 TWC (SUI)	828.00	0.47	27.00	801.00	3.26
20-606-1030 HEALTH INSURANCE	25,991.00	2,196.91	18,768.04	7,222.96	72.21
20-606-1031 HSA	178.00	12.92	109.74	68.26	61.65
20-606-1033 DENTAL INSURANCE	1,480.00	119.80	1,026.55	453.45	69.36
20-606-1035 VISION CARE INSURANCE	325.00	28.47	244.04	80.96	75.09
20-606-1036 LIFE INSURANCE	318.00	26.37	225.42	92.58	70.89
20-606-1037 WORKERS' COMP INSURANCE	6,551.00	1,113.17	3,733.40	2,817.60	56.99
20-606-1040 TMRS RETIREMENT	25,157.00	2,151.85	20,402.05	4,754.95	81.10
20-606-1070 SPECIAL ALLOWANCES	<u>11,400.00</u>	<u>496.18</u>	<u>6,115.72</u>	<u>5,284.28</u>	<u>53.65</u>
TOTAL PERSONNEL	267,103.00	21,293.19	193,731.82	73,371.18	72.53

SUPPLIES

20-606-2020 OFFICE SUPPLIES	1,400.00	145.95	1,312.73	87.27	93.77
20-606-2030 POSTAGE	2,500.00	351.29	2,356.03	143.97	94.24
20-606-2035 EMPLOYEE APPRECIATION	0.00	0.00	0.00	0.00	0.00
20-606-2050 PRINTING & COPYING	600.00	0.00	444.92	155.08	74.15
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	45.00	45.00 (45.00)	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	5,100.00	295.78	3,770.76	1,329.24	73.94
20-606-2080 UNIFORMS	1,200.00	369.92	864.14	335.86	72.01
20-606-2090 SMALL TOOLS	2,000.00	1,840.50	2,233.42 (233.42)	111.67
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>190.32</u>	<u>220.23</u>	<u>979.77</u>	<u>18.35</u>
TOTAL SUPPLIES	14,100.00	3,238.76	11,247.23	2,852.77	79.77

SERVICES

20-606-3012 ENGINEERING SERVICES	0.00	0.00	4,635.00 (4,635.00)	0.00
20-606-3013 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	982.00	1,233.00	44.33
20-606-3030 TRAINING/EDUCATION	3,000.00	350.00	2,140.00	860.00	71.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,438.00	0.00	1,498.57 (60.57)	104.21
20-606-3050 INSURANCE - LIABILITY	3,795.00	0.00	3,870.13 (75.13)	101.98
20-606-3060 UNIFORM SERVICES	3,000.00	141.41	1,322.24	1,677.76	44.07
20-606-3070 INSURANCE - PROPERTY	1,850.00	0.00	1,886.62 (36.62)	101.98
20-606-3075 WATER CONSERVATION EDUCATIO	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	300.00	25.00	180.00	120.00	60.00
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>904.71</u>	<u>4,030.53</u>	<u>2,469.47</u>	<u>62.01</u>
TOTAL SERVICES	22,198.00	1,421.12	20,545.09	1,652.91	92.55

CONTRACTUAL

20-606-4075 COMPUTER SOFTWARE/INCODE	10,292.00	170.60	6,572.84	3,719.16	63.86
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	7,006.53	58,858.70	25,225.30	70.00
20-606-4086 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>10,851.00</u>	<u>0.00</u>	<u>12,281.50</u> (<u>1,430.50)</u>	<u>113.18</u>
TOTAL CONTRACTUAL	105,227.00	7,177.13	77,713.04	27,513.96	73.85

AS OF: JUNE 30TH, 2019

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	600.14	600.14	899.86	40.01
20-606-5010 EQUIPMENT MAINT & REPAIR	6,500.00	1,035.21	1,042.21	5,457.79	16.03
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	149.99	350.01	30.00
20-606-5020 VEHICLE MAINTENANCE	2,000.00	1,221.57	4,025.30 (2,025.30)	201.27
20-606-5030 BUILDING MAINTENANCE	2,000.00	0.00	1,265.42	734.58	63.27
20-606-5060 VEHICLE & EQPT FUELS	<u>3,000.00</u>	<u>1,167.68</u>	<u>4,295.80</u> (<u>1,295.80)</u>	<u>143.19</u>
TOTAL MAINTENANCE	15,500.00	4,024.60	11,378.86	4,121.14	73.41
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	17,000.00	701.89	13,249.67	3,750.33	77.94
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	4,692.94 (192.94)	104.29
20-606-6055 FIRE HYDRANTS & VALVES	3,000.00	0.00	11,951.42 (8,951.42)	398.38
20-606-6060 HUEBNER STORAGE TANK	6,000.00	211.83	1,459.15	4,540.85	24.32
20-606-6061 ELEVATED STORAGE TANK- #1 W	3,000.00	0.00	3,846.00 (846.00)	128.20
20-606-6062 WELL SITE #2-EAA MONITORED	100.00	0.00	0.00	100.00	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	307.06	2,692.94	10.24
20-606-6066 WELL SITE #6-MUNI TRACT	1,000.00	0.00	3,399.59 (2,399.59)	339.96
20-606-6067 WELL SITE #7	5,000.00	3,015.00	3,322.07	1,677.93	66.44
20-606-6068 WELL SITE #8	3,500.00	108.00	1,864.06	1,635.94	53.26
20-606-6069 WELL SITE #9-TRINITY	2,000.00	0.00	278.72	1,721.28	13.94
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	2,339.25 (339.25)	116.96
20-606-6071 SHAVANO DRIVE PUMP STATION	7,000.00	11,375.02	20,632.38 (13,632.38)	294.75
20-606-6072 WATER SYSTEM MAINTENANCE	13,305.00	0.00	18,805.13 (5,500.13)	141.34
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>57.50</u>	<u>1,442.50</u>	<u>3.83</u>
TOTAL DEPT MATERIALS-SERVICES	71,905.00	15,411.74	86,204.94 (14,299.94)	119.89
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	70,000.00	4,617.66	33,104.59	36,895.41	47.29
20-606-7042 UTILITIES - PHONE/CELL	800.00	111.00	362.70	437.30	45.34
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>15.66</u>	<u>110.60</u>	<u>189.40</u>	<u>36.87</u>
TOTAL UTILITIES	71,100.00	4,744.32	33,577.89	37,522.11	47.23
CAPITAL OUTLAY					
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0.00	0.00	0.00	0.00	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	1,000.00	0.00	0.00	1,000.00	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	31,175.00	0.00	31,175.00	0.00	100.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	19,500.00	0.00	26,724.01 (7,224.01)	137.05
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	<u>3,780.00</u>	<u>0.00</u>	<u>3,185.00</u>	<u>595.00</u>	<u>84.26</u>
TOTAL CAPITAL OUTLAY	55,455.00	0.00	61,084.01 (5,629.01)	110.15

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9000 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
20-606-9020 TRF TO CAPITAL REP. FUND 72	71,946.00	0.00	0.00	71,946.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	93,996.00	0.00	0.00	93,996.00	0.00
<hr/>					
TOTAL WATER DEPARTMENT	716,584.00	57,310.86	495,482.88	221,101.12	69.15

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

20 -WATER FUND

DEBT SERVICE % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
--------------	----------------	----------------	---------------------	----------------	-------------

CAPITAL OUTLAY

20-607-8000 BOND PRINCIPAL EOY	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	40,072.50	0.00	40,072.50	0.00	100.00
20-607-8015 2009 GO REFUND - INTEREST	13,830.00	0.00	1,602.90	12,227.10	11.59
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	68,162.50	0.00	34,612.50	33,550.00	50.78
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	200.00 (50.00)	133.33
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	5,137.50 (5,137.50)	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	0.00	0.00	1,807.72 (1,807.72)	0.00
TOTAL CAPITAL OUTLAY	187,215.00	0.00	148,433.12	38,781.88	79.28

TOTAL DEBT SERVICE	187,215.00	0.00	148,433.12	38,781.88	79.28
--------------------	------------	------	------------	-----------	-------

TOTAL EXPENDITURES	903,799.00	57,310.86	643,916.00	259,883.00	71.25
--------------------	------------	-----------	------------	------------	-------

REVENUES OVER/ (UNDER) EXPENDITURES	0.00	6,632.87 (186,060.80)	186,060.80	0.00
-------------------------------------	------	------------	-------------	------------	------

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 9, 2019

Agenda item: 5.b.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of July 2019 Monthly Reports

Attachments for Reference: 1) July 2019 Revenue and Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2018-19 budget period, month ending July 31, 2019. The “Current Budget” column contains the amended budget, with one amendment approved to date. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of July 31, 2019, the Water Fund total revenues are \$514,024 or 56.87% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$688,263 or 76.15% of budget.

Revenues:

- Water consumption (5015) billed in July for the month of June is \$37,899. Total consumption for the month is approximately 16,599,000 gallons less than the previous year or \$70,470 of revenue.
- The Debt Service (5018) and Water Service Fee (5019) remain on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 83.55% and 85.08% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$5,418 was recorded for the month and 50.03% of the annual budgeted amount has been recognized to date.

Expenses:

Water department (606) expenses for the day-to-day operations are on budget with a total of \$69,103 for the month or 61.15% of the budget utilized. No unusual or significant expenses incurred this month

The next debt service payments are scheduled for August, interest only.

Payroll:

The City is on a bi-weekly payroll; there have been 22 pay periods out of 26 so 84.62% of the budget should be expensed in the line items directly related to personnel. The Utility is below budget in the Salaries (1010) due to the vacancy in the superintendent position from January to June, which is charged 50/50 between Public Works and the Water Utility. Overtime has exceeded its budget for the year and is offset by the salaries budget variance. TMRS (1040) expense is at

approximately 89.88%, over budget but on track with the related compensation accounts. Expense for Workers' Comp Insurance (1037) is recognized quarterly. It is currently at 56.99% of budget due to a more favorable experience factor than what was anticipated and used for budget development and the superintendent vacancy. Special allowances also below budget due to superintendent vacancy – this account records certificate pay and cell phone allowances.

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: JULY 31ST, 2019

20 -WATER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>903,799.00</u>	<u>56,168.89</u>	<u>514,024.09</u>	<u>389,774.91</u>	<u>56.87</u>
TOTAL REVENUES	903,799.00	56,168.89	514,024.09	389,774.91	56.87
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	716,584.00	44,346.82	539,829.70	176,754.30	75.33
DEBT SERVICE	<u>187,215.00</u>	<u>0.00</u>	<u>148,433.12</u>	<u>38,781.88</u>	<u>79.28</u>
TOTAL EXPENDITURES	903,799.00	44,346.82	688,262.82	215,536.18	76.15
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	11,822.07	(174,238.73)	174,238.73	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2019

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

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	621,347.00	37,899.15	288,657.10	332,689.90	46.46
20-599-5016 LATE CHARGES	6,000.00	917.47	4,873.93	1,126.07	81.23
20-599-5018 DEBT SERVICE	53,453.00	4,476.98	44,662.58	8,790.42	83.55
20-599-5019 WATER SERVICE FEE	58,092.00	4,989.94	49,423.27	8,668.73	85.08
20-599-5036 EAA PASS THRU CHARGE	83,319.00	5,417.60	41,680.85	41,638.15	50.03
20-599-5037 CONNECTION/DISCONNECT FEE	0.00	0.00	0.00	0.00	0.00
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>	<u>(1,800.00)</u>	<u>0.00</u>
TOTAL WATER SALES	822,211.00	53,701.14	431,097.73	391,113.27	52.43
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	9,500.00	842.81	12,811.71	(3,311.71)	134.86
20-599-7011 OTHER INCOME	0.00	0.00	1,340.82	(1,340.82)	0.00
20-599-7012 LEASE OF WATER RIGHTS	17,108.00	0.00	7,500.00	9,608.00	43.84
20-599-7040 ASR LEASE PROGRAM	0.00	0.00	0.00	0.00	0.00
20-599-7060 CC SERVICE FEES	1,200.00	159.37	950.03	249.97	79.17
20-599-7075 SITE/TOWER LEASE REVENUE	15,500.00	1,304.77	13,037.90	2,462.10	84.12
20-599-7090 SALE OF FIXED ASSETS	0.00	160.80	640.90	(640.90)	0.00
20-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	43,308.00	2,467.75	36,281.36	7,026.64	83.78
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	38,280.00	0.00	46,645.00	(8,365.00)	121.85
20-599-8090 PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
20-599-8099 TRF IN - RESERVES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	38,280.00	0.00	46,645.00	(8,365.00)	121.85
<hr/>					
TOTAL NON-DEPARTMENTAL	903,799.00	56,168.89	514,024.09	389,774.91	56.87
<hr/>					
TOTAL REVENUES	903,799.00	56,168.89	514,024.09	389,774.91	56.87
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2019

20 -WATER FUND

WATER DEPARTMENT % OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
--------------	----------------	----------------	---------------------	----------------	-------------

PERSONNEL

20-606-1010 SALARIES	185,260.00	14,206.67	146,545.25	38,714.75	79.10
20-606-1015 OVERTIME	7,000.00	1,129.12	9,789.64 (2,789.64)	139.85
20-606-1020 MEDICARE	2,615.00	223.74	2,304.50	310.50	88.13
20-606-1025 TWC (SUI)	828.00	0.00	27.00	801.00	3.26
20-606-1030 HEALTH INSURANCE	25,991.00	2,195.76	20,963.80	5,027.20	80.66
20-606-1031 HSA	178.00	12.92	122.66	55.34	68.91
20-606-1033 DENTAL INSURANCE	1,480.00	119.74	1,146.29	333.71	77.45
20-606-1035 VISION CARE INSURANCE	325.00	28.46	272.50	52.50	83.85
20-606-1036 LIFE INSURANCE	318.00	26.36	251.78	66.22	79.18
20-606-1037 WORKERS' COMP INSURANCE	6,551.00	0.00	3,733.40	2,817.60	56.99
20-606-1040 TMRS RETIREMENT	25,157.00	2,208.56	22,610.61	2,546.39	89.88
20-606-1070 SPECIAL ALLOWANCES	<u>11,400.00</u>	<u>496.18</u>	<u>6,611.90</u>	<u>4,788.10</u>	<u>58.00</u>
TOTAL PERSONNEL	267,103.00	20,647.51	214,379.33	52,723.67	80.26

SUPPLIES

20-606-2020 OFFICE SUPPLIES	1,400.00	136.85	1,449.58 (49.58)	103.54
20-606-2030 POSTAGE	2,500.00	311.19	2,667.22 (167.22)	106.69
20-606-2035 EMPLOYEE APPRECIATION	0.00	0.00	0.00	0.00	0.00
20-606-2050 PRINTING & COPYING	600.00	525.94	970.86 (370.86)	161.81
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	0.00	45.00 (45.00)	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	5,100.00	728.67	4,499.43	600.57	88.22
20-606-2080 UNIFORMS	1,200.00	0.00	864.14	335.86	72.01
20-606-2090 SMALL TOOLS	2,000.00	436.19	2,669.61 (669.61)	133.48
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>501.06</u>	<u>721.29</u>	<u>478.71</u>	<u>60.11</u>
TOTAL SUPPLIES	14,100.00	2,639.90	13,887.13	212.87	98.49

SERVICES

20-606-3012 ENGINEERING SERVICES	0.00	0.00	4,635.00 (4,635.00)	0.00
20-606-3013 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	982.00	1,233.00	44.33
20-606-3030 TRAINING/EDUCATION	3,000.00	0.00	2,140.00	860.00	71.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,438.00	34.98	1,533.55 (95.55)	106.64
20-606-3050 INSURANCE - LIABILITY	3,795.00	0.00	3,870.13 (75.13)	101.98
20-606-3060 UNIFORM SERVICES	3,000.00	112.97	1,435.21	1,564.79	47.84
20-606-3070 INSURANCE - PROPERTY	1,850.00	0.00	1,886.62 (36.62)	101.98
20-606-3075 WATER CONSERVATION EDUCATIO	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	300.00	0.00	180.00	120.00	60.00
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>373.13</u>	<u>4,403.66</u>	<u>2,096.34</u>	<u>67.75</u>
TOTAL SERVICES	22,198.00	521.08	21,066.17	1,131.83	94.90

CONTRACTUAL

20-606-4075 COMPUTER SOFTWARE/INCODE	10,292.00	170.60	6,743.44	3,548.56	65.52
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	7,006.53	65,865.23	18,218.77	78.33
20-606-4086 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>10,851.00</u>	<u>0.00</u>	<u>12,281.50</u> (<u>1,430.50</u>)	<u>113.18</u>
TOTAL CONTRACTUAL	105,227.00	7,177.13	84,890.17	20,336.83	80.67

AS OF: JULY 31ST, 2019

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	600.14	899.86	40.01
20-606-5010 EQUIPMENT MAINT & REPAIR	6,500.00	0.00	1,042.21	5,457.79	16.03
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	149.99	350.01	30.00
20-606-5020 VEHICLE MAINTENANCE	2,000.00	823.04	4,848.34 (2,848.34)	242.42
20-606-5030 BUILDING MAINTENANCE	2,000.00	0.00	1,265.42	734.58	63.27
20-606-5060 VEHICLE & EQPT FUELS	<u>3,000.00</u>	<u>(310.78)</u>	<u>3,985.02</u>	<u>(985.02)</u>	<u>132.83</u>
TOTAL MAINTENANCE	15,500.00	512.26	11,891.12	3,608.88	76.72
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	17,000.00	1,731.21	14,980.88	2,019.12	88.12
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	4,692.94 (192.94)	104.29
20-606-6055 FIRE HYDRANTS & VALVES	3,000.00	0.00	11,951.42 (8,951.42)	398.38
20-606-6060 HUEBNER STORAGE TANK	6,000.00	0.00	1,459.15	4,540.85	24.32
20-606-6061 ELEVATED STORAGE TANK- #1 W	3,000.00	0.00	3,846.00 (846.00)	128.20
20-606-6062 WELL SITE #2-EAA MONITORED	100.00	0.00	0.00	100.00	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	320.00	627.06	2,372.94	20.90
20-606-6066 WELL SITE #6-MUNI TRACT	1,000.00	320.00	3,719.59 (2,719.59)	371.96
20-606-6067 WELL SITE #7	5,000.00	480.00	3,802.07	1,197.93	76.04
20-606-6068 WELL SITE #8	3,500.00	480.00	2,344.06	1,155.94	66.97
20-606-6069 WELL SITE #9-TRINITY	2,000.00	0.00	278.72	1,721.28	13.94
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	2,339.25 (339.25)	116.96
20-606-6071 SHAVANO DRIVE PUMP STATION	7,000.00	563.55	21,195.93 (14,195.93)	302.80
20-606-6072 WATER SYSTEM MAINTENANCE	13,305.00	1,385.97	20,191.10 (6,886.10)	151.76
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>57.50</u>	<u>1,442.50</u>	<u>3.83</u>
TOTAL DEPT MATERIALS-SERVICES	71,905.00	5,280.73	91,485.67 (19,580.67)	127.23
UTILITIES					
20-606-7040 UTILITIES - ELECTRIC	70,000.00	7,432.09	40,536.68	29,463.32	57.91
20-606-7042 UTILITIES - PHONE/CELL	800.00	111.00	473.70	326.30	59.21
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>25.12</u>	<u>135.72</u>	<u>164.28</u>	<u>45.24</u>
TOTAL UTILITIES	71,100.00	7,568.21	41,146.10	29,953.90	57.87
CAPITAL OUTLAY					
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0.00	0.00	0.00	0.00	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	1,000.00	0.00	0.00	1,000.00	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	31,175.00	0.00	31,175.00	0.00	100.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	19,500.00	0.00	26,724.01 (7,224.01)	137.05
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	<u>3,780.00</u>	<u>0.00</u>	<u>3,185.00</u>	<u>595.00</u>	<u>84.26</u>
TOTAL CAPITAL OUTLAY	55,455.00	0.00	61,084.01 (5,629.01)	110.15

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2019

20 -WATER FUND

WATER DEPARTMENT % OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
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
20-606-9020 TRF TO CAPITAL REP. FUND 72	71,946.00	0.00	0.00	71,946.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	93,996.00	0.00	0.00	93,996.00	0.00
<hr/>					
TOTAL WATER DEPARTMENT	716,584.00	44,346.82	539,829.70	176,754.30	75.33

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2019

20 -WATER FUND

DEBT SERVICE % OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
--------------	----------------	----------------	---------------------	----------------	-------------

CAPITAL OUTLAY

20-607-8000 BOND PRINCIPAL EOY	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	40,072.50	0.00	40,072.50	0.00	100.00
20-607-8015 2009 GO REFUND - INTEREST	13,830.00	0.00	1,602.90	12,227.10	11.59
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	68,162.50	0.00	34,612.50	33,550.00	50.78
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	200.00 (50.00)	133.33
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	5,137.50 (5,137.50)	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>0.00</u>	<u>0.00</u>	<u>1,807.72 (</u>	<u>1,807.72)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	187,215.00	0.00	148,433.12	38,781.88	79.28

TOTAL DEBT SERVICE	187,215.00	0.00	148,433.12	38,781.88	79.28
--------------------	------------	------	------------	-----------	-------

TOTAL EXPENDITURES	903,799.00	44,346.82	688,262.82	215,536.18	76.15
--------------------	------------	-----------	------------	------------	-------

REVENUES OVER/ (UNDER) EXPENDITURES	0.00	11,822.07 (174,238.73)	174,238.73	0.00
-------------------------------------	------	-------------	-------------	------------	------

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 9, 2019

Agenda item: 6.a

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Consideration to lease water rights to SAWS – PW Director



Attachments for Reference:

- 1) Edwards Aquifer 2020 Bid Solicitation
- 2) 7/26/19 Bid Opening Results
- 3) Table of EAA Bid Opening 8/9/19 posted

BACKGROUND / HISTORY:

SAWS staff has a bid solicitation for leasing water rights for January 2022, and January 2023 advertised. Attachment 1 is the actual bid for solicitation from SAWS. The City of Shavano Park Water System has been trying to find communities or individuals to sublease some of the Water System right to help bring in additional revenue.

DISCUSSION: SAWS is requesting bids proposals for water leases in increments of 20AF. City staff can propose any rate. (e.g. \$120 AF) Attachment 2 shows the first round of bidding and what the numbers came in at. Attachment 3 shows which bids were accepted and/or declined.

The contract would be to lease whatever amount of AF water to SAWS and they would in turn pay the City each year for a minimum of 5 years.

If the City owns 913 AF and we lease 200 AF to SAWS, which would leave the City 713 to function with. At any point within the 5 years there is a water restriction and say 35% is given back to the aquifer that would leave 463.45 AF to operate with. This scenario is only if the City was in restrictions for the full year. The City has not pumped over 500 AF of water within the last 5 years. The City since then has also added the Trinity Well into operation that has offset some of the EAA pumping.

COURSES OF ACTION: Fill out the bid submission form and submit for the next bid opening 9/20 per the bid solicitation or take no action.

FINANCIAL IMPACT: Example 100 AF bid for \$120/AF approximately \$12,000

STAFF RECOMMENDATION: Submit a 100/150/200 AF proposal for a 5 year lease.



REQUEST FOR LEASE BIDS

SOLICITATION NO: B-19-011-JP

RELEASE DATE: June 21, 2019

LEASE OF TRANSFERABLE EDWARDS AQUIFER AUTHORITY GROUNDWATER WITHDRAWAL RIGHTS

=====

Rolling Deadlines: Lease Bids will be opened on a bi-weekly basis from July 26, 2019, at 2:00 PM Central Time (CT) until the desired volume is acquired. Reference Section V., Bid Opening Schedule, found on page 3 of this solicitation.

I. Project Information

a. Scope

The San Antonio Water System (SAWS) is soliciting sealed bids for five (5) year leases (Lease Bids) of permitted transferable groundwater withdrawal rights from and out of the Edwards Aquifer Authority (EAA) Initial Regular Permits and Regular Permits (EAA groundwater rights) beginning in 2022 and 2023. Types of EAA groundwater rights that are transferable include those for industrial or municipal use, as well as the portion of irrigation permits designated as "unrestricted irrigation groundwater" by the EAA. SAWS will not accept groundwater rights from the portion of irrigation permits designated as "base irrigation groundwater." **SAWS will not consider Lease Bids of less than 20-acre feet per annum. The term of the proposed five (5) year lease(s) will begin January 1, 2022 or January 1, 2023.**

b. Information and Instructions to Bidders:

- 1) SAWS reserves the right to reject any or all Lease Bids, to waive any minor irregularities or technicalities, and to accept Lease Bids based on the bid lease rates, evaluated from lowest to highest. Additionally, SAWS reserves the right to reject a bid with title or permit issues regarding the EAA groundwater rights that, in SAWS' determination, may affect the Bidder's ability to lease. Incomplete Lease Bids may not be considered.

Regarding EAA groundwater rights under Lease to Third Parties: EAA groundwater rights under lease or sublease to any party other than SAWS will not be considered unless the lease(s) or sublease(s) expire on or before December 31, 2021 or December 31, 2022.

- 2) All Lease Bids submitted shall be considered valid and irrevocable for a period of not less than sixty (60) days from the date they are opened by SAWS, or if notified by SAWS as to acceptance or rejection of a Lease Bid, whichever is first. A sample Lease Agreement and EAA Permit Holder letter may be viewed on SAWS' website at the following link:
http://www.saws.org/business_center/contractsol/Drill.cfm?id=3215&View=Yes
Bidders should submit Lease Bids on Exhibit 1 attached to this solicitation. If the offer is accepted and, as necessary, approved by the SAWS Board, SAWS will prepare the Lease Agreement in substantially

the form found on the above link, for execution by the Bidder. Bidder must return an executed Lease Agreement to SAWS no later than fifteen (15) business days from the date mailed by SAWS. If the executed Lease Agreement is not returned to SAWS within fifteen (15) business days, the Bidder will be deemed as “non-responsive” and may be eliminated as a Bidder.

Non-selected Bidders may resubmit Lease Bids anytime during the open period of this solicitation.

- 3) SAWS will accept Lease Bids from June 21, 2019 until the desired volume is acquired, at the SAWS location referenced in Section III of this solicitation. The first bid opening will be held on July 26, 2019 at 2:00 PM CT. Lease Bids will be opened thereafter per the Bid Opening Schedule found on page 3 of this solicitation.
- 4) Lease payments will be made as described in the Lease Agreement.

II. Questions and Clarifications

a. Questions

Respondents may submit questions concerning this Lease Bid, in writing, including via e-mail to the contact person for this project:

Brandon Payne
San Antonio Water System
2800 U.S. Hwy 281 North
San Antonio, TX 78212
Email: Brandon.Payne@saws.org

b. Clarification on Submitted Lease Bids

SAWS reserves the right to request clarification to assist in evaluating the Bidder’s submitted, if the Lease Bid response is unclear with respect to pricing, quantity or other factors. The information provided by Bidder is not intended to change the Lease Bid submitted in any fashion.

III. Submitting a Lease Bid

- a. Bidder must submit the following documentation as part of the submitted Lease Bid. Any Bidder not meeting the following criteria may be deemed "non-responsive" and may be eliminated:
 - 1) Complete and sign the attached form (Exhibit 1) indicating the EAA permit number(s) of the EAA groundwater rights offered for Lease Bid, the amount of acre-feet (AF) per annum offered, and the lease rate of the offered EAA groundwater rights indicating Price Per acre-foot and total lease cost.
 - 2) Submit copies of all contracts and agreements affecting the EAA groundwater rights, including without limitation leases, options to buy, rights of first refusal, and all amendments, modifications and supplements thereto.
- b. Submitting Sealed Lease Bids – One (1) original Lease Bid must be submitted in a sealed envelope or package either in person, via mail or overnight service (Fed Ex, etc.), to the following address:

Mail or FedEx, etc.:	In person / Hand delivery:
San Antonio Water System	San Antonio Water System
<i>Attn: Contract Administration</i>	<i>Customer Center Building - Counter Services</i>
2800 U.S. Hwy 281 North	2800 U.S. Hwy 281 North
San Antonio, Texas 78212	San Antonio, Texas 78212

Upon request, and at SAWS’ election, SAWS will pick up the sealed Lease Bid at a mutually acceptable location.

- c. Lease Bids submitted via facsimile or email will not be considered.
- d. The sealed Lease Bids must be clearly marked on the outside with the solicitation name and number of this solicitation, as well as the targeted Bid Opening Date.
- e. Sealed Lease Bid Format - Parties submitting a Lease Bid in response to this Request for Lease Bids should submit a sealed package with the following documents in the following order:
 - 1) Exhibit 1 – A signed Lease Bid for lease of EAA Groundwater Rights;
 - 2) Copies of any leases or other documents affecting EAA groundwater rights offered for Lease Bids as described in Section III (a)(2) above.

IV. Reservation of Rights

SAWS reserves the right to:

- a. Issue a subsequent Lease Bid process;
- b. Cancel the entire Lease Bid process;
- c. Remedy technical errors in the Lease Bid process;
- d. Waive informalities and irregularities;
- e. Accept multiple Lease Bids at each bid opening;
- f. Request additional information or clarification;
- g. Reject any or all Lease Bids submitted.

All responses and their contents will become the property of SAWS.

V. Bid Opening Schedule

All bid openings will be held at 2:00 PM CT at the SAWS’ Customer Service Building, 2800 U.S. Highway 281 North, San Antonio, Texas 78212 on the dates and conference rooms shown on the table below.

Bid Opening Date	Conference Room
July 26, 2019	CR-C137
August 9, 2019	CR-C137
August 23, 2019	CR-C137
September 6, 2019	CR-C137
September 20, 2019	CR-C137
October 4, 2019	CR-C137
October 18, 2019	CR-C137
November 1, 2019	CR-C137
November 15, 2019	CR-C137

SAWS has a security policy in place requiring all visitors to check-in at the guard station. Therefore, it will be necessary for all persons dropping off a bid and/or attending the bid openings to allow sufficient time to check-in at the guard station.

At check-in, the guard will ask to see the attendee’s identification, preferably a driver’s license, and will need to record the attendee’s name, job title and company name (if applicable). For quick processing and check-in, have this information available for the security guard.

If the attendee is already in possession of a SAWS issued contractor badge, this badge is sufficient and should be worn upon entering the SAWS Customer Service Building and kept on during the meeting and until exiting the building.

VI. Information Meeting Schedule

SAWS will hold an informational meeting on the day, time and location provided below.

<p style="text-align: center;"><u>San Antonio</u> June 27, 2019 12:00 p.m. – 1:00 p.m. SAWS Headquarters, Customer Center Building, Room CR-C145 2800 US Hwy 281 North, 78212</p>
--

EXHIBIT 1

**LEASE OF TRANSFERABLE EDWARDS AQUIFER AUTHORITY
GROUNDWATER WITHDRAWAL RIGHTS
SOLICITATION NO: B-19-011-JP**

Bid for Lease of EAA Groundwater Rights

Prepare, sign and submit this exhibit as outlined in the solicitation for Request for Lease Bids. This document is required to be completed and submitted.

Use the table below to submit a Lease Bid for a five (5) year lease starting either January 1, 2022 or January 1, 2023:

EAA Permit Number	Acre-feet (AF) per annum offered	Price Per acre-foot (PPA)	Indicate the Year the lease should begin (2022 or 2023)	Total Lease Cost
Ex: P000-000 (UV00000)	100	\$115.00	2022	$(AF * PPA) * Term = Cost$ $(100 * 115.00) * 5 =$ $\$11,500.00$

Sign this document using the signature blocks below:

Print Name	Signature	Telephone Number(s)	Address	Date

Use additional copies of this exhibit, if additional signature blocks are necessary.

**Lease of Transferable Edwards Aquifer Authority Groundwater Withdrawal Rights -
IFB
Solicitation No.: B-19-011-JP
Bid Opening Date: August 26, 2019 at 2:00p.m.
Conference Room: CR-C137
Addendums: 0
Project POC: Brandon Payne**

Bidder	Acre-feet per annum offered	Price Per acre- foot (PPA)	Year Lease Beginning	Total Lease Cost
SFD/Medio Creek Land Partnership, Ltd.	500	\$150	2022	\$375,000.00
SFD/Medio Creek land Partnership, Ltd.	500	\$155	2023	\$387,500.00
SFD/Medio Creek land Partnership, Ltd.	215.817	\$155	2023	\$167,258.18
Abel S. Trevino	620	\$140	2022	\$434,000.00
Adam Yablonski	96.88	\$140	2023	\$67,816.00
Frank Mechler, Jr.	350	\$139	2022	\$48,650.00
Annandale Ranch Partnership	300	\$185	2022	\$277,500.00
Kathleen Carskadden	335	\$100	2022	\$33,500.00
Roberto and Maria Cabrera	128	\$140	2022	\$17,920.00
T-Slash-Bar Texas, Ltd	600	\$140	2022	\$420,000.00
Danny Storbeck	35	\$150	2023	\$26,250.00
W. Michael Humphreys	75	\$120	2022	\$45,000.00
Stephen Bourquin	738	\$129	2022	\$476,010.00
James Brad Stull	55	\$150	2022	\$8,250.00
Michael Adamer	70.40	\$180	2022	\$12,672.00
James A. Stewart	26	\$150	2022	\$19,500.00



SOLICITATION NO: B-19-011-JP

RESPONSES TO REQUEST FOR LEASE BIDS

Lease of Transferable Edwards Aquifer Authority Groundwater Withdrawal Rights

=====

Acre-feet per annum offered	First Year of Lease	Term of Lease	Price Per acre-foot (PPA)	Total Lease Cost	Status
<i>-- BID OPENING: July 26, 2019 --</i>					
500	2022	5 yrs	\$150	\$375,000.00	Declined
500	2023	5 yrs	\$155	\$387,500.00	Declined
215.817	2023	5 yrs	\$155	\$167,258.18	Declined
620	2022	5 yrs	\$140	\$434,000.00	Declined
96.88	2023	5 yrs	\$140	\$67,816.00	Declined
350	2022	5 yrs	\$139	\$243,250.00	Declined
300	2022	5 yrs	\$185	\$277,500.00	Declined
335	2022	5 yrs	\$100	\$167,500.00	Accepted
128	2022	5 yrs	\$140	\$89,600.00	Declined



SOLICITATION NO: B-19-011-JP

RESPONSES TO REQUEST FOR LEASE BIDS

Lease of Transferable Edwards Aquifer Authority Groundwater Withdrawal Rights

=====

Acre-feet per annum offered	First Year of Lease	Term of Lease	Price Per acre-foot (PPA)	Total Lease Cost	Status
600	2022	5 yrs	\$140	\$420,000.00	Declined
35	2023	5 yrs	\$150	\$26,250.00	Declined
75	2022	5 yrs	\$120	\$45,000.00	Accepted
738	2022	5 yrs	\$129	\$476,010.00	Accepted
55	2022	5 yrs	\$150	\$41,250.00	Declined
70.40	2022	5 yrs	\$180	\$63,360.00	Declined
26	2022	5 yrs	\$150	\$19,500.00	Declined
122.031	2023	5 yrs	\$130	\$79,320.15	Declined
200	2023	5 yrs	\$130	\$130,000.00	Declined

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: September 9, 2019

Agenda item: 6.b

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Removal of rebate program and modification to ordinance – PW Director



Attachments for Reference:

1) Ordinance Sec. 34-20 Modifications

BACKGROUND / HISTORY:

In 2008, City staff created a Water Conservation Rebate program as part of a Water Conservation Plan. The Water Conservation Rebate Program was available for toilets and washing machines installed after the effective date of the ordinance. Residents that installed low flow toilets and washing machines prior to the approval of the ordinance do not qualify for the rebate program. The program was created to help encourage water conservation.

DISCUSSION:

As of October 2015, there have been 3 washing machines (\$100 rebate each) and 8 low flushing toilets (\$50 rebate each) installed that have requested a rebate for a total of \$700. The Water System does not have money allocated to a budget line item for the rebate program. City Staff does not see this having a significant impact on the water system. Most homes are now up to date.

COURSES OF ACTION: Accept the attached revised city Ordinance.

FINANCIAL IMPACT: There is no money budgeted for the rebate program.

STAFF RECOMMENDATION: Remove the rebate program from the ordinance.

Chapter 34 – UTILITIES, ARTICLE I. - IN GENERAL

DIVISION 1. - IN GENERAL.

Sec. 34-19. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Backflow means the backflow of potentially contaminated or polluted water into the potable water system as a result of the pressure in the potable water system falling below atmospheric pressure of the plumbing fixtures, pools, tanks or vats connected to the potable water distribution piping.

Backflow prevention assembly means any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

- (1) *Double check valve assembly*: The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated tests cocks. This assembly shall only be used to protect against a nonhealth hazard (that is, a pollutant).
- (2) *Reduced-pressure backflow prevention assembly*: The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shutoff valves as an assembly and equipped with properly located resilient-seated test cocks. This assembly must be used to protect against health hazards (that is, a contamination).

Contamination means an impairment of the quality of the potable water that creates an actual hazard to the public health through poisoning or the spread of disease by sewage, industrial fluids or waste. Contaminates are considered a health hazard.

Cross-connection means any physical connection or arrangement between two

otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety.

Health Hazard means cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.

On-Site Sewage Facility (OSSF) means an on-site sewage disposal system. This includes systems typically referred to as septic systems.

Sec. 34-20. - ~~Rebate program established.~~ Reserved.

~~For users of the City water system, the City hereby establishes a rebate program for persons purchasing and installing certain low water use household appliances and fixtures for retrofitting existing single-family structures. The City authorizes the Public Works Director or his designee to prepare a list on an annual basis of appliances and fixtures for which rebates shall be given, and shall be further authorized to establish administrative procedures for implementing the rebate program. Rebates shall be:~~

- ~~(1) Upon installation of low flush toilet, \$50.00 credit on water bill.
 - a. Limit two credits per residential unit.
 - b. Requires proof of purchase and inspection by City official.
 - c. Residents will be responsible for disposal of toilet.
 - d. Qualifying low flush toilet shall be in accordance with the San Antonio Water Systems standard.~~
- ~~(2) Upon installation of high-efficiency washing machine, \$100.00 credit on water bill.
 - a. Limit one per residential unit.
 - b. Qualifying high-efficiency washing machine shall be in accordance with the San Antonio Water Systems standard.
 - c. Requires proof of purchase and inspection by City official.~~

~~The Water Conservation Rebate Program will be available for fixtures and machines installed after the effective date of the ordinance from which this section is derived. Residents that installed fixtures and machines prior to the approval of the ordinance from which this section is derived do not qualify for the rebate program.~~

Secs. 34-21—34-42. - Reserved.

