

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
TUESDAY, JANUARY 10, 2017**

**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, Chairman  
Margaret Kautz  
Sam Bakke  
Mike Colemere

**ABSENT:**

Tomas Palmer  
Matt Trippy

**3. CITIZENS TO BE HEARD**

No one addressed the committee at this time

**4. MINUTES**

a. Meeting Minutes – November 3, 2016

b. Meeting Minutes – November 7, 2016

Member Kautz moved to accept the minutes of November 3<sup>rd</sup> and November 7<sup>th</sup> as written, Member Colemere seconded. Motion passed.

**5. REPORTS**

**1. Public Works Director Update**

**1.1. Update Badger Meter**

Director Peterson informed the members that there are only 4 accounts that have to be reviewed and resolved from the summer billing issues. He has set up meetings with all 4 for later in the week to discuss their bills. Also Tyler Technology staff have been working with Badger Meter staff for the transition to the Beacon software and they hope to be able to have one more monthly reading with the old software and then do the transition early in February.

**1.2. Update Trinity Well**

Director Peterson indicated that the procedure to acidize the well has gone well, pressure results showed the acid went through the screens and they will be cleaning out all the debris collected at the bottom of the well. The debris and silt is being loaded into a vacuum truck and hauled to an offsite facility. The pump test will be continual flushing for 36 hours. Director Peterson spoke to a representative of Gicon Pumps regarding the 100 horsepower pump being adequate or too much and he was informed that this pump is more efficient.

1.3 Update Fire Hydrant – National Fire Protection Association color rating  
Director Peterson handed out a list describing the color the fire hydrants represent for pressure and flow of each one of the hydrants throughout the city.

2. Financial Report

Finance Officer Feagins reviewed the financial reports for October and November 2016 and indicated that all departments were on target.

6. REGULAR BUSINESS

a. Discussion/update – Supervisory Control and Data Acquisition (SCADA) Request for Proposals – Director Peterson

Director Peterson informed the members that the Bid Opening for the SCADA proposals is at 4:00 p.m. on Wednesday, January 11<sup>th</sup>, 2017. There will be four people doing the review of the proposals – City Manager, Bill Hill, IT Planner, Curtis Leeth, Lou Portillo, Engineer and himself. One bidder (M & S) had backed out. There are two schedules as to how fast the review process should take and the consensus is that # two schedule (slow review) would be the best to make sure all bases are covered.

b. Discussion/update – Aquifer Storage and Recovery Program (ASR) – PW  
Director Peterson

Director Peterson informed the members that he'd received a letter that indicated that no further water would be accepted into the ASR program for the year 2016-17.

c. Discussion/action – Water lease renewals for 2016 and 2017 – PW  
Director Peterson

Director Peterson informed the members that there are 3 water leases that expire at the end of 2017 and if we want to keep them for an additional 10 years we will need to get on schedule to get those applications in before we lose them. We applied to keep two leases in 2016 and unfortunately even though we paid a deposit for them the owners decided to put water into the ASR program so that water is no longer available to us. But the EAA is working on alternative leases for us. Member Colemere would like to see us purchase more water rights now rather than the pool is full and the City cannot submit additional ac/ft. People may be more interested in selling their water currently because there is abundance and no one wants to pay for more than they need. Members would like to see some inquiries made and get costs for purchasing future water rights.

4. ADJOURNMENT: Member Colemere motioned to adjourn, Member Kautz seconded.  
Meeting adjourned 7:33 p.m.

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Peggy Stone  
PW/Water Utility  
Office Manager

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Al Walea, Chairman

Date: \_\_\_\_\_

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, FEBRUARY 13, 2017**

**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, Chairman  
Margaret Kautz  
Sam Bakke  
Mike Colemere  
Tomas Palmer  
Matt Trippy

ABSENT:

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

- a. Meeting Minutes – January 10, 2017
- b. Meeting Minutes – January 17, 2017
- c. Meeting Minutes – November 3, 2016 - corrected

Member Trippy moved to accept the November 3<sup>rd</sup> corrected minutes and the other minutes as written, member Tomas seconded. Motion passed.

5. REPORTS

1. Public Works Director Update  
Director Peterson reviewed some of the updated spreadsheets for the committee's binders, indicating that in January 2017 - 8.1 million gallons was pumped from the Edwards and zero was pumped from the Trinity.
2. Financial Report  
Finance Officer Feagins was absent this meeting so Director Peterson briefly reviewed the financial report and indicated that all items were on target for the year.

6. REGULAR BUSINESS

- a. Update Badger Meter Beacon Software – PW Director Peterson  
Director Peterson informed the members that the Water Department had been using the Connect software since 2007 and that it was no longer being supported

2

by Badger staff. Therefore it was important that we switch over to the new Beacon software. For the \$ 8,800 cost staff had 2 days of training both in office and in the field. Director Peterson said he had gone on the meter reading route to see how it works in the field and was glad to see there were only 4 re-reads that needed to be done, but that was because of some information not correctly established beforehand and needed to be done by Badger on their end. So far the transition is running smoothly.

- b. Discussion/update – Trinity Well – PW Director Peterson  
Director Peterson informed the members that the Trinity well was back together, they've done all the flushing, 3 days of testing and the first 2 results passed, he's awaiting the results of test taken on Friday, February 10<sup>th</sup>.  
Currently staff was flushing the line from the Trinity to the storage tank at # 1. Bob Johnson was changing out the filters and checking all hoses for dry rot, making sure when it's put back on-line there shouldn't be any further issues. It's been indicated that we shouldn't have to do this type of maintenance for another 5 years but should keep monitoring the water levels and outflow (currently 240 gpm). Chairman Walea would like to know if the well is grounded properly and that there isn't any more electrolysis activity. He would also like a chronological report done of all the events before, during and after this maintenance issue including the acid plan for future reference or in the event it happens again, in a permanent folder.
- c. Discussion/action – Supervisory Control and Data Acquisition (SCADA) - PW Director Peterson  
Director Peterson informed the members that there is a pre-construction meeting scheduled for Wednesday, February 15, 2017 with Trac-n-Trol. Lou Portillo, engineer and Director Peterson reviewed the plans and specs of work to be done and issued a Notice to Proceed on February 9<sup>th</sup>, 2017. The completion date is 180 days which would put it in August. The contractor is going to operate both old and new system for 5 days simultaneously before the "real" switch over to make sure everything is working properly and there are no surprises.

The committee members asked that the work timeline presented in the contract be on each upcoming Agendas with updates as to what milestones have been accomplished and monies approved to be paid.

- d. Discussion/update – Aquifer Storage and Recovery Program (ASR) – PW Director Peterson

Director Peterson and City Manager, Bill Hill, explained to the members that the ASR program is being discontinued. The EAA no longer will be accepting any

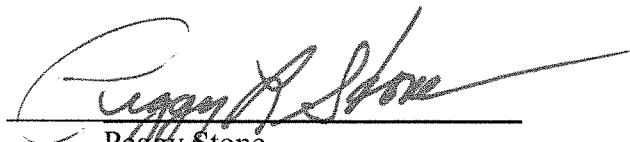
water leases. There are no restrictions in site for 2018 – 2019 because the Aquifer is at a very high point. However, since the City has 2 – 1 year leases already in place and there isn't enough time allowed to cancel these leases, the leases will be rolled over to 2018 and the City will have to look at alternative ways to offset the costs.


- e. Discussion/action – Expiring Edwards Aquifer Water Leases (2016 – 17) – PW Director Peterson

There are 3 water leases that expire at the end of 2017 in the amount of 131 ac/ft and if we want to keep them for an additional 10 years we will need to get on schedule to get those applications in before we lose them. The City applied to keep two leases in 2016 and unfortunately even though we paid a deposit for them the owners decided to put water into the ASR program so that water is no longer available to us. But the EAA is working on alternative leases for us. Member Colemere would like to see the City purchase more water rights now rather than when the pool is full and the City cannot submit additional ac/ft. People may be more interested in selling their water currently because there is abundance and no one wants to pay for more than they need. Members would like to see some inquiries made and get costs for purchasing future water rights.

Chairman Walea and member Colemere would like Director Peterson to look into buying vs long term leasing. Currently the going rate from RWDRG per acre foot is \$ 5,500 and from S.A.R.A is \$ 6,500 a/f. The committee members would like to compare the big picture by reviewing both leasing/buying for the future and to have that comparison back to the committee on the next agenda for discussion.

4. ADJOURNMENT: Member Palmer motioned to adjourn, Member Kautz seconded.  
Meeting adjourned 8:06 p.m.

  
Peggy Stone  
PW/Water Utility  
Office Manager

  
Al Walea, Chairman

Date: 3/13/17

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, APRIL 10, 2017**

**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:

ABSENT:

Al Walea, Chairman  
Tomas Palmer  
Sam Bakke – arrived 6:36 p.m.  
Mike Colemere  
Margaret Kautz  
Matt Trippy

A minute of prayer for Willie Lynch who passed away on 4/8/17

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

a. Meeting Minutes – March 13, 2017

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

5. REPORTS

a) Public Works Director Update

i. Trinity Well Update

Director Peterson informed the members that the transducer at the Shavano Park Pump Station was out, it was sent to manufacturer for warranty replacement which should arrive Tuesday or Wednesday.

ii. SCADA

Director Peterson gave the committee information regarding the false alarms SCADA has been sending from wells 7 & 8 and Trinity which are communication failures. One of the reasons is that system has been overheating at # 9 (Trinity) and that the rock wall that is around the well site is blocking any kind of circulation of air which is causing the SCADA unit to overheat. Solution being considered is removing one of the walls and replacing it with a section of the previous wrought iron fencing we still have in the shop which would allow better circulation as the weather gets hotter to see if that will help keep the unit cooler.

The new SCADA system construction is on track, all parts have been received and Trac-N-Trol has been working on putting them all together for installation to be ontime. Member Palmer has tested the security of the system and couldn't get through so he's satisfied with the security.

b) Financial Report

City Manager Hill briefly went over the finances and reported that the overall budget – budget tracking was going well.

6. REGULAR BUSINESS

- a. Discussion/action – Proposed budget amendment for FY2016; recommendation to City Council. Director Peterson  
It was discussed to use \$ 4,400 from the SCADA line item for safety to build safer building to store the chlorine bottles and move them from shop to Shavano Dr. location and connection to SCADA system, increase line item 20.606.5010 from \$ 5,000 to \$ 13,000..  
Member Palmer approved with caveat line item for backhoe repairs, Member Trippy seconded. Motion passed. Member Colemere requested that we look more at leasing certain equipment rather than buying something we use once or twice a year to save on maintenance costs.

7:30 p.m. – at this point the Mayor Werner arrived.

- b. Discussion/action – Expiring Edwards Aquifer Water Leases (2016 – 2017) – PW Director Peterson  
Director Peterson reviewed the information regarding 1 – 4 Options the City has to either buy or lease water rights over the next few years. Discussion included that members would like to see comparisons of how much water rights we could by with the monies not spent on the 2016 leases as well as the monies from not extending the 2017 leases next meeting.

At this point in the meeting there was discussion about how the meter issues and had they been resolved so they don't happen again. Member Kautz was informed that all but 2 had been settled and those were in the process of being completed. City Manager asked Brandon that an article in the RoadRunner next month might address those residents that had concerns.

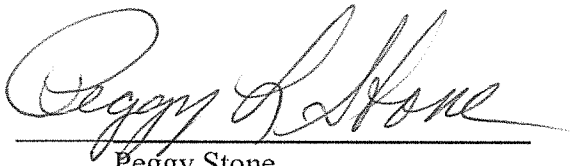
7. Future Items to be discussed

- a. Members of the committee would like to see if City Council could come up with additional ways that they can help residents conserve on water usage.



Water Advisory Committee  
April 10, 2017  
Page Three

4. ADJOURNMENT: Member Palmer motioned to adjourn, Member Trippy seconded.  
Meeting adjourned 8:35 p.m.



Peggy Stone  
PW/Water Utility  
Office Manager



Al Walea, Chairman

Date: 5-8-2017

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, May 08, 2017**

**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, Chairman Tomas Palmer Sam Bakke Mike Colemere Margaret Kautz	ABSENT:     Matt Trippy
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A minute of congratulations for Mike Colemere for winning a seat on City Council on May 6<sup>th</sup>, 2017.

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

- a. Meeting Minutes – April 10, 2017  
Member Kautz moved to accept the minutes as written, Member Palmer seconded.  
Motion passed.

5. REPORTS

- a) Public Works Director Update

- i. Trinity Well

- Director Peterson informed members that the Trinity well was up and running until last Tuesday when a pipe burst on the sand filters. Parts were ordered, arrived Friday and was put back together today – connections need to cure and it will be back in service by Wednesday. It was suggested that a pressure reduce valve may be needed. Director Peterson also indicated that over the weekend that well # 6 was starting to have issues that he'll have to be watching.

- ii. SCADA

- Director Peterson informed the members that the panels are being completed , PLC programming was beginning, HMI – computers were being prepared for programming next week and TraC-N-Trol will be setting up a parallel system with our current one for about a week to make sure all the bugs are fixed prior to

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transferring over to the new system. The contractor is on schedule except for install due to moving up some of the other items that they have been out here to review. Chairman Walea asked that it would be nice if the contractor came to a meeting to explain their strategy on how they will sync the two systems. Member Palmer would also like to do another security check prior to transferring to new system.

iii. TCEQ – Public Water Notice

Director Peterson reviewed the events leading up to the notification of the violation and the actions that were taken in September 2016 to avoid any further problems or ramifications. Notices were sent out to all residents on the system, also on the City Bulletin Board, the Website - both on the front page as well as on the Water Department section. There was never a time that the water system or water quality was put in jeopardy. Members indicated that there may have been 5-6 inquiries from residents and they just needed to be reassured that the City was in compliance.

b) Financial Report

Finance Director Feagins briefly went over the finances and reported that the overall budget tracking was going as expected.

6. REGULAR BUSINESS

- a. Discussion/action – Public Works/Water Department revision of job descriptions to Public Works Supervisor and Water Crew Leader – Public Works Director  
Director Peterson reviewed his department staff with the members and how he'd like to restructure/rename two of the positions to better manage the department and add additional support for the Director. Member Palmer would like better wording on exact job titles (Supervisor/Superintendent – Crew Leader/Crew Chief) to be on the department organizational chart. Member Kautz is ok with going forward on this, but would like to see the job descriptions be more definitive. Member Palmer moved that they approve the job descriptions with better clarification of title and duties and to recommend to City Council for their approval. Member Kautz seconded. Motion passed.
- b. Discussion/action – Renew or purchase of existing Edwards Aquifer Water Leases (2018) – PW Director Peterson  
Director Peterson quickly reviewed the previous 4 options to lease or buy additional water rights. An option (#5) was added to either purchase or continuing to lease water for future years to reach 1,000 a/f of water owned.

Member Colemere made a motion to approve Option #5 – allowing the 2016 expired leases go and to let the 2017 expiring leases be released and use that money to purchase additional 13 acre feet of water each year for the next 10 years. Member Palmer seconded. Motion passed.

c. Discussion – Planning input for FY 2017 – 18 Water Fund budget objectives – PW

Director Peterson

Members would like to see the Goals and Objectives prioritized in – Tier I, Tier II, Tier III at next meeting so there can be further discussion.

7. Future Items to be discussed

- a. NW Military Hwy. Expansion – Water Main Relocation
- b. Members of the committee would like to see if City Council could come up with additional ways that they can help residents conserve on water usage.

8. ADJOURNMENT: Member Palmer motioned to adjourn, Member Colemere seconded. Meeting adjourned 8:27 p.m.



Peggy Stone  
PW/Water Utility  
Office Manager

by Margaret M. Kuntz  
Al Walea, Chairman Vice Chairman

Date: 5/12/17  
6/12/17 P.S.

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, June 12, 2017**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chairman Pro Tem, Kautz

2. ROLL CALL:

PRESENT:

Margaret Kautz  
Tomas Palmer  
Sam Bakke  
Matt Trippy

ABSENT: Al Walea, Chairman

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

a. Meeting Minutes – May 8th, 2017

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

5. REPORTS - Public Works Director Update

a. SCADA system

Director Peterson informed the members that Huebner was still down from the lightning strike and wells 7 & 8 need to be turned on manually until Prime Control can repair and the VFD's are repaired. Cost will be a few thousands to fix. Well # 6 is down and they are checking the starter to see if that works before pulling the pump. Following up on the insurance claim for damages. Will be looking into better lightning protection for pump stations and wells.

Crews are on track with the path to well # 6. Currently secured with a fence, will be adding a gate shortly.

Hired a crew leader – Mark Schieck full time and a seasonal crew member, Reagan Tucker to assist in everyday operations. Still trying to find a Superintendent.

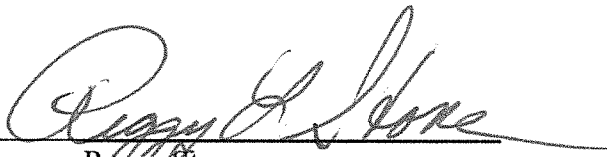
b. Financial Report

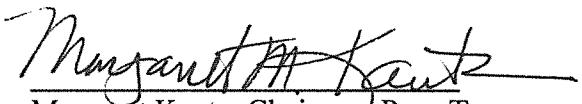
Finance Director Feagins briefly went over the finances ending April 30<sup>th</sup> and reported that the overall budget tracking was going as expected. The Debt Service interest payment in August will be lower because of re-financing done recently.

6. REGULAR BUSINESS

- a. Discussion/presentation – SCADA transition from Existing to Proposed – Public Works Director/Kirk Jones – Trac-N-Trol  
Public Works Director informed the members that the racks were 55-65% complete, cabinets and panels are done except 2 (city hall & public works office), next will be conduit to wells 7, 8 & 9. Wiring Shavano, # 9 and Huebner. HMI programming 40 – 50% complete, mapping is 95% complete and screen diagrams are 95% done.
- b. Discussion/presentation – Flowatch software for reporting and monitoring – Public Works Director/Kapal  
Kapal presented a diagram project to the members and explained how his product can reduce daily, monthly reporting to comply with all EAA, State, etc. agency requirements saving time for both PW Director and Office Manager. City Manager Hill suggested that PW Director should make up budget request with justification to be discussed during budget preparations. Mr. Kirk also indicated that they can set up a Webinar for anyone who wanted to see how it works in reality.
- c. Discussion/presentation – Water Department Budget Goals and Objectives for FY 2017-18 Proposed Budget  
City Manager Hill explained to the members the procedure leading up to City Council on Mission Statement, Goals and Objectives and how they are updated each year. Then a review was done of this years proposed Goals and Objectives as to how they relate to each other. Another objective was added to this year's which is to - investigate consistent protection and reliability for the water system.
- d. Discussion – FY 2017-18 Proposed Budget Revenue – Finance Director Feagins  
Director Feagins reviewed the EAA fees, Debt Svc fees, Sales Revenues for previous 3-4 years showing that the trend is lower revenues. This needs to be addressed to see if there needs to be a rate study done or in some cases where fees could be addressed to better supply the water system with enough money for future system requirements that will need to be done and replenishing the reserves.

- e. Discussion/action – Reschedule August 14<sup>th</sup> WAC meeting to July 31<sup>st</sup> in order to act on the draft budget – Public Works Director  
Member Palmer moved to approve moving the August 14<sup>th</sup> meeting to July 31<sup>st</sup> in order to act on the draft budget before it goes to City Council. Member Trippy seconded. Motion passed.
- 7. Future Items to be discussed
  - a. NW Military Hwy. Expansion – Water Main Relocation  
City Manager Hill indicated that there is a MPO meeting Wednesday, June 14<sup>th</sup> that he and PW Director Peterson will be attending.
- 8. ADJOURNMENT: Member Palmer motioned to adjourn, Member Trippy seconded.  
Meeting adjourned 9:22 p.m.

  
Peggy Stone  
PW/Water Utility  
Office Manager

  
Margaret Kautz, Chairman Pro - Tem  
Date: 7/10/17

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, July 10, 2017**

**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:	ABSENT:
	Margaret Kautz	Matt Trippy
	Sam Bakke	Tomas Palmer
	Al Walea	

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

a. June 12, 2017

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

5. REPORTS - Public Works Director Update

a. SCADA system

Director Peterson reviewed activity by TraC-n-Trol on the installation progress and told members that by Monday, July 17<sup>th</sup> they will be running both systems parallel and will start taking the old system off one station by one. Director Peterson indicated that Well #6 will be up and running on SCADA by Thursday. Next week Huebner Pump Station will be completed. The new CL2 building at Well #6 will be completed by Thursday.

b. Financial Report – Finance Officer Feagins

A review of the water department revenues and expenditures up through May 31<sup>st</sup>, 2017 was done and everything is on track.

6. REGULAR BUSINESS

a. Discussion/presentation – Water Department Budget Goals and Objectives for FY 2017 - 18

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Director Peterson reviewed the 2<sup>nd</sup> draft changes that were made from the committees input. Member Kautz would like to see better quantifiable goals/objectives and is willing to assist with getting that done.

- b. Discussion – Water rates for 2017-18 Proposed Budget related to the 2009 Debt Finance Director

Finance Director Feagins reviewed the 2009 Bond which is now the “2009 Certificate of Obligation” and presented the options available to cover the cost of the Trinity Well Expenses. Option 1 – going to a flat fee of \$ 16.22 for 695 customers, Option 2 – charging \$ .819 per 1,000 gallons consumption, Option 3 – using the Tier application – \$ .459 per 1,000 gallons. The Committee members will look at the Debt Service fee increase to determine which Option would be the best. Chairman Walea would like to work on an article for the Road Runner for citizen input on a water rate study.

- c. Discussion – FY 2017-18 Proposed Budget Revenues and Expenses – Finance Director

Finance Director Feagins reviewed 1<sup>st</sup> draft budget and pointed out items where there were changes made and why. Chairman Walea would like to see funding expectations to start the new fiscal year at the July 31<sup>st</sup> meeting. City Manager informed the Committee that his budget will go before the City Council on August 3<sup>rd</sup>, 2017 for their review so it’s important to have the Water Budget done as well. The items can still be tweaked if necessary.

7. Future Items to be discussed

- a. NW Military Hwy. Expansion – Water Main Relocation

8. ADJOURNMENT: Member Kautz motioned to adjourn, Member Bakke seconded. Meeting adjourned 8:35 p.m.



Peggy Stone  
PW/Water Utility  
Office Manager



Al Walea, Chairman

Date: 7-31-2017

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, July 31, 2017**

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

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Chairman Walea

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|---------------|---------------------------------|---------|
| 2. ROLL CALL: | PRESENT:                        | ABSENT: |
|               | Margaret Kautz                  | None    |
|               | Sam Bakke                       |         |
|               | Al Walea                        |         |
|               | Tomas Palmer                    |         |
|               | Matt Trippy – arrived 6:40 p.m. |         |

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. MINUTES

- a. July 10, 2017  
Member Palmer moved to accept the minutes as written, Member Kautz seconded.  
Motion passed.

5. REPORTS - Public Works Director Update

- a. SCADA system  
Director Peterson informed the members that the new SCADA install is complete except for City Hall backup and a few minor things that will be done by Friday, August 4<sup>th</sup>. On Friday, July 28<sup>th</sup> radios were lost at well site # 9 and the PW building – they were replace today at no charge. Radios are under warranty for 5 years, other items have a 1 year warranty. Over the weekend there were 8 alarms on Sunday with the storms, but everything was back up and working within 15 seconds. Chairman Walea informed the members that he had observed that the panels are done very orderly, professional, labeled, and the SCADA system sites and be looked at “at a glance” and Director Peterson can change parameters and do other changes as needed from his IPAD, not having to run in to the City to have to do them.

b. Financial Report

Finance Officer Feagins reviewed the Revenues and Expenditure reports for June 30<sup>th</sup>, 2017.

6. REGULAR BUSINESS

a. Discussion/action – FY 2017 – 18 Proposed City Manager Water Fund Budget – City Manager/Finance Director

City Manager Hill reviewed with members the proposed Water Fund Budget. There is a 3.1% increase for all employees in budget salaries. An additional source could be from the overtime budget item. City Manager Hill suggested that \$2,000 could be moved to the Certification Pay for “C” license employees. After discussion there was a consensus the committee was in agreement. Member Palmer motioned to accept the City Manager’s recommended budget for 2017 – 18 as written with moving the \$ 2,000 from the Overtime line item to Certification Pay for “C” licensed employee(s) as suggested. Member Kautz seconded. Motion passed.

b. Discussion – Water rates – Chairman Walea

After some discussion and information that there will be 4 committee member terms that are up for re-appointment or new members it was suggested this item be postponed until after October 1<sup>st</sup>. City Manager Hill indicated that those members who want to be re-appointed make sure their applications are in to the City Secretary prior to September 1<sup>st</sup>, 2017 for consideration.

7. Future Items to be discussed

a. NW Military Hwy. Expansion – Water Main Relocation

City Manager Hill indicated that there was no further information available so far.

8. ADJOURNMENT: Member Palmer motioned to adjourn, Member Kautz seconded. Meeting adjourned 8:01 p.m.

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Peggy Stone  
PW/Water Utility  
Office Manager

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Al Walea, Chairman

Date: \_\_\_\_\_

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, October 9, 2017**

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

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Chairman Walea

2. ROLL CALL:

PRESENT:

Margaret Kautz

Sam Bakke

Al Walea

Tomas Palmer

Matt Trippy – arrived 6:40 p.m.

ABSENT:

Steve Fleming

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. NOMINATIONS

a. Chairman

Member Kautz moved to nominate Al Walea as chairman, Member Palmer seconded. Motion passed.

b. Vice-Chairman

Member Palmer moved to nominate Margaret Kautz as Vice-Chair, Member Bakke seconded. Motion passed.

5. MINUTES

a. July 31, 2017

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

6. REPORTS - Public Works Director Update

a. Water System

Director Peterson informed the members that the new SCADA system is working as expected. There have been a few minor alarms which were taken care of by computer access, no one had to come in to fix. Parts from the old SCADA system will be sold on the government auction website. Well # 6 will have underground power installed by Rhodes Electric by the end of the week. Director Peterson asked that members who get

calls, inquiries, complaints, etc. about water pressure have the resident contact him immediately so that they can find out what is going on and if there is an issue with the system. Complaints about low pressure that come to him by third party and a month later does not help in locating problems that may need to be addressed right away. Ask them to get the address, resident's name, exact time, day so it can be researched and we can get back to the resident. Director Peterson indicated that he'd received the SAWS agreement for the emergency interconnect at the Huebner tank. City Manager Hill is reviewing and will have City Attorney review. Director Peterson informed the members that currently the connection is directly into the Huebner tank and there should be future discussion about moving that connection so it goes directly into the distribution system. (If there is a major event which causes no electrical power to the pumps at Huebner the City would be at a dead stop for supplying water to the residents).

b. Financial Report - August

Finance Officer Feagins reviewed the Revenues and Expenditure reports for August 30<sup>th</sup>, 2017. Additional expenditures are still being gathered, entered and updated reports will include the numbers for September revenues and expenditures and supplied to members as soon as they are available.

7. REGULAR BUSINESS

a. Discussion – Water rates – Chairman Walea

Chairman Walea distributed a summary of what the 2004 Water Rate Study concluded and recommended to City Council. However, it should be noted that Council did not adopt all measures of the study. Chairman Walea would like to see the Pumped/Sold Report for at least the previous 10 years.

b. Discussion/action – reallocating a specific number of acre feet from Municipality water to Irrigation water based on approved water lease contract – PW Director

Because of the rule definition of Irrigation water a Municipality can't transfer their acre feet to irrigation. So as of January 1<sup>st</sup>, 2018, the City will be combining the several permits into one and leave the remaining permits alone until further notice. All future permits will be added to a current permit instead of adding more permits with the 13 acre feet purchased each year.

8. CHAIRMAN ANNOUNCEMENTS

a. Advise members to contact City Staff to add agenda items

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

- b. NW Military Hwy. Expansion – Water Main Relocation  
Director Peterson indicated that TxDot will be holding meetings in the next couple of weeks and he will update the committee.

- 9. ADJOURNMENT: Member Palmer motioned to adjourn, Member Kautz seconded.  
Meeting adjourned 7:33 p.m.

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Peggy Stone  
PW/Water Utility  
Office Manager

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Al Walea, Chairman

Date: \_\_\_\_\_

**CITY OF SHAVANO PARK  
WATER ADVISORY COMMITTEE MEETING  
900 SADDLETREE CT., SHAVANO PARK, TX 78231  
MONDAY, November 13, 2017**

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

1. CALL TO ORDER

The meeting was called to order at 6:29 p.m. by Chairman Walea

2. ROLL CALL:                      PRESENT:                                      ABSENT:
- Margaret Kautz  
Sam Bakke  
Al Walea  
Tomas Palmer  
Matt Trippy  
Steve Fleming

3. CITIZENS TO BE HEARD

No one addressed the committee at this time

4. CONSENT AGENDA

- a. Approval – October 9, 2017 Minutes  
Member Palmer moved to accept the minutes as written, Member Kautz seconded.  
Motion passed.

5. REPORTS - Public Works Director Update

a. Water System

Director Peterson informed the members that the new SCADA system is working as expected. The crew has been busy winterizing pipes. There currently are no pumps down. Well # 5 & 9 has some propeller problems that would cost approximately \$1,000.

b. Financial Report

City Manager Hill reviewed the revenues & expenditures for the end of the year but informed the members that there are still invoices coming in that will be need to be posted and there should be a final report by next meeting.

6. REGULAR BUSINESS

- a. Discussion – Proposed NW Military water line relocation – PW Director  
WAC Minutes

Director Peterson distributed a copy of the “preliminary” drawings of the NW Military project to the members. TxDOT has completed some of the tasks that were noted, however, this is really preliminary. Their schedule is four levels D, C, B, and A. Currently we are at level D. Director Peterson is working with KCI and will be attending further meetings. The plan shows there to be a center turn lane, two lanes north and two lanes south, a bike lane and a sidewalk on each side. There has been no cost to the City as of yet. Further meetings are coming up and he will keep the members informed.

- b. Discussion/Update – Cliffside Drive water line repairs – PW Director  
Director Peterson reviewed the two projects that he wants to do to fix the 2” and 4” lines along Cliffside after the holidays to give residents better water quality and loop the system utilizing the \$40,000 approved in the water budget for 2017-18.
- c. Discussion/Update – Operational status and repairs on Well # 7 – PW Director  
Director Peterson presented a short history on Wells # 7 & # 8. Well # 8 has been pulled previously for inspection and repair, but as far as the documentation he could locate, Well # 7 has never been serviced. Several metal string pieces have been found in previous years and a couple of weeks ago the staff found brass pieces about the size of a half-dollar that had broken away and they were possibly from the propeller in a bowl. Actions to be considered are:
  - 1. Let it run until it goes out - Total cost to simply replace entire workings except motor would be approximately \$ 35,000 which was not budgeted. (Use spare motor in shop)
  - 2. Investigate damage - remove roof of building, remove electric wiring, pull up motor and pump by crane, video tape well and check for gravel-pack damage. Approximate costs \$ 8,000 – \$10,000.
  - 3. Monitor pumping trend – normal pumpage 1500 gpm – current level is at 1225 gpm.  
Member Trippy motioned that the well pump be monitored and come back with further information. Member Palmer seconded. Motion passed.

## 7. CHAIRMAN ANNOUNCEMENTS

- a. Advise members to contact City Staff to add agenda items  
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.

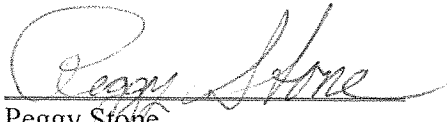
Entertain not having a December meeting.

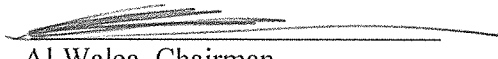


WAC Minutes  
November 13, 2017  
Page Three

Member Trippy moved that there not be a meeting in December unless something urgent arose. Member Palmer seconded. Motion passed.

9. ADJOURNMENT: Member Palmer motioned to adjourn, Member Kautz seconded.  
Meeting adjourned 7:48 p.m.

  
Peggy Stone  
PW/Water Utility  
Office Manager

  
Al Walea, Chairman  
  
Date: 1-12-2018