

**CITY OF SHAVANO PARK
WATER ADVISORY COMMITTEE MEETING
900 SADDLETREE CT, SHAVANO PARK, TX 78231
MONDAY, FEBRUARY 10, 2020**

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
Tommy Peyton
Steve Fleming
Sam Bakke
Tomas Palmer
Matt Trippy

ABSENT:

None

3. CITIZENS TO BE HEARD

None

4. CONSENT AGENDA

a. Minutes for October 14th, 2019

Member Fleming moved to approve above minutes, Member Palmer seconded. Motion passed.

5. REPORTS – Public Works Director Update

a. Water System

Water System Infrastructure Updates

Director Peterson reviewed that the wells have been pumping well. There were some billing issues in November and December because of software update and staff was working on the repairs needed. Residents would be getting two separate bills once the issue was cleared up which may cause some confusion at first. Miox was back up, but experiencing some issues so Trinity well was still off-line. Well # 1 needs a 36 hr. pump test to determine what size motor/pump can be used. Well #5 - residents keep placing brush within the City property. Possibility of expanding fence. Well #6 had two faults today - 1st time in 8 months. Well # 7 and #8 are both in good condition. Replaced 25 meters last week, the pipe rack was installed to keep pipes clean, and Windows 10 on the SCADA computers was updated for a reduced cost.

b. Financial Report December 2019

Finance Director Morey reviewed the financials for December and the End of Year Audit.

As requested, she will be emailing the End of Year Audit to members. Member Palmer moved to approve the Financial Report as presented, Tommy Peyton seconded. Motion passed. Water Advisory Committee Minutes

February 10, 2020

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6. REGULAR BUSINESS

a. Discussion/action - Trinity Well Update - PW Peterson

Director Peterson reported that the impellers at the Trinity are all good. No holes were found. There are 4 stages that need to be repaired, and pump. The motor will need to be placed in a test pit. The shaft, bolts, and bearings will all need to be replaced. Suggestions were made to check out stainless steel check valves & pump. Member Peyton recommended a coworker to consult to provide different recommendations. Collect an analysis and review of previous testing to determine metals that work and a cost benefit analysis of recurring expenses of the Trinity well overall. Schedule a site visit and send to WAC members so those who want to attend are notified of time and place with expert.

b. NW Military Hwy. Expansion - Water Main Relocation - PW Director/City Manager

Director Peterson and City Manager Hill informed the members that there have been no updates since the last meeting regarding the water line relocations. City Manager Hill reviewed previous meeting information.

7. FUTURE ITEMS

a. Water Meter Drive-by System vs Cellular Read

8. ADJOURNMENT

Member Peyton made a motion to adjourn, Member Palmer seconded. Motion to adjourn passed. Meeting adjourned at 7:50p.m.

Peggy Stone
PW/Water Utility
Office Manager

Al Walea, Chairman

Date: _____

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: March 9, 2020

Agenda item: 5.b.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Presentation of January 2020 Monthly Report

Attachments for Reference: 1) January 2020 Revenue and Expense Report

BACKGROUND / HISTORY:

The information provided in the attachment is for the FY 2019-20 budget period, month ending January 31, 2020. The “Current Budget” column contains the original adopted budget. This summary highlights a number of points related to the current month’s activity.

DISCUSSION:

As of January 31, 2020, the Water Fund total revenues are \$364,496 or 35.12% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$245,857 or 23.69% of budget.

Revenues:

-Water consumption (5015) billed in January for the month of December is \$18,826. Due to an Incode/Beacon communication/integration issue, a small percentage of the monthly bills were estimated for November consumption. The issue has been addressed and actual readings were taken for December consumption billed in January. While the January revenue from December consumption generated \$1,342 less than the prior year’s December consumption, with some of the usage also accounting for the previous month’s estimates, the volume of gallons will not be discussed here.

-The Debt Service Charge (5018) and Water Service Fee (5019) remain on target with budget as these are flat fees and not related to volume charges recognized, at 33.41% and 33.63% respectively.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$2,913 was recorded for the month and 36.59% of the annual budgeted amount has been recognized to date.

Expenses:

Water department (606) expenses for the day-to-day operations are below budget with \$34,381 spent this month or 28.93% utilized. Well site #7 (6067) includes an adjustment of \$3,450 to move the cost of chemical feed equipment from 6072 Water System Maintenance to 6067 (the appropriate account).

Debt service payments are scheduled for February 2020 (\$151,265 for principal and interest) and August (interest only).

Payroll:

The City is on a bi-weekly payroll; there have been 9 pay periods out of 26 so 34.62% 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, which is charged 50/50 between Public Works and the Water Utility. This position was filled at the end of February. Overtime is ahead of budget for the year at 65.12%. On top of the normal overtime for weekend well readings, this fiscal year the crew has addressed two main breaks, both on Happy Trail. TMRS (1040) expense is at 33.06%, on track with the related compensation accounts. Expense for Workers' Comp Insurance (1037) is recognized quarterly and is at 19.24%, below budget due to the position vacancy. Special allowances and employee insurance accounts are also below budget due to superintendent vacancy.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
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	40,073.00	0.00	0.00	40,073.00	0.00
20-607-8015 2009 GO REFUND - INTEREST	801.00	0.00	0.00	801.00	0.00
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	66,400.00	0.00	0.00	66,400.00	0.00
20-607-8020 BOND UNAMORTIZED LOSS	0.00	0.00	0.00	0.00	0.00
20-607-8030 BOND AGENT FEES	200.00	0.00	0.00	200.00	0.00
20-607-8035 BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	3,083.00	0.00	0.00	3,083.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>7,477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,477.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	188,034.00	0.00	0.00	188,034.00	0.00
<hr/>					
TOTAL DEBT SERVICE	188,034.00	0.00	0.00	188,034.00	0.00
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TOTAL EXPENDITURES	<u>1,037,890.00</u>	<u>34,380.77</u>	<u>245,856.69</u>	<u>792,033.31</u>	<u>23.69</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>11,913.05</u>	<u>118,639.05</u>	<u>(118,639.05)</u>	<u>0.00</u>

WATER ADVISORY COMMITTEE STAFF SUMMARY

Meeting Date: March 9, 2020

Agenda item: 6.a

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Amending the FY 2019-20 Budget by adjusting the revenues, expenses and fund transfers to include resourcing the purchase of an additional 50 meters, Well #5 repairs, MIOX repairs and other expenses.

Attachments for Reference: 1) Proposed FY 2019-20 Budget Amendment #1, Budget Comparison Report (Incode)

BACKGROUND / HISTORY: Numerous items require the budget to be amended. See discussion below.

DISCUSSION:

At the March 23, 2020 City Council meeting, City staff will be requesting Budget Amendment #1 for the FY2019-20 budget, which includes adjustments to the Water Utility Fund and the Water Capital Replacement Fund.

Attached is the “Budget Comparison Report” for the proposed budget amendment related to the Water Utility Fund and Water Capital Replacement Fund. The Y-T-D Actual column includes all revenues and expenses posted as of January 31, 2020. The “Current Budget” column is the original adopted budget approved September 2019. The “Selected Budget” Column includes the amounts to be adjusted. Only the line items that have an amount in the “Difference” column are being amended.

20 Water Utility Fund:

1. Increase meter replacement from 50 to 100 meters. More meters are failing as they have reached and surpassed their useful lives, resulting in zero consumption readings and lost revenues. Increase of \$15,750 (50 meters at \$315 each) in the transfer in from the Water Capital Replacement Fund to cover the additional meters – 20-599-8072 Transfer In – Capital Replacement with a corresponding increase in the expense account 20-606-8087 Water Meter Replacement.

2. Well #5 went down and the motor was replaced at a cost of \$17,686. Staff is recommending utilizing \$3,000 from 20-606-6065 Well Site #5 – Edwards Blending and reducing the amount of the transfer to the Capital Replacement Fund to cover this cost. Reduction in 20-606-9020 Transfer to Capital Replacement Fund by \$14,686 making the new transfer amount \$124,020. The offset account is an increase in 20-606-8095 Capital – Well #5 for \$17,686.

3. The City received a grant from TCEQ to replace its aging, inefficient dump truck that is shared between the Utility and Public Works. An amendment of \$46,718 is proposed to reflect the Utility’s

share of the grant award in account 20-599-7028 TCEQ Grant and the truck purchase in 20-606-8050 Capital – Vehicles. Note: local funding will come from Public Works amounts that have been accumulated for the dump truck replacement in the 70 fund – Capital Replacement, however, this is a reimbursement type grant so the purchase is made with City/Utility monies before the grant funds are received.

4. In April 2019, the MIOX System went down, taking the Trinity well out of service. The MIOX system had to be upgraded to return the well to service. This was completed in October 2019 at a cost of \$23,856.67. Proposed amendment to increase expense 20-606-8091 Capital – Well #1 by \$23,500 with the funding provided by a transfer from the 72 fund – Water Capital Replacement 20-599-8072.

72 Water Capital Replacement Fund

Proposed amendment to decrease the Transfer In from the Water Utility Fund (72-599-8020) by \$14,686 to apply that amount toward the Well #5 motor replacement.

Proposed amendments to increase the Transfer to the Water Utility Fund (72-606-9020) by \$15,750 to cover the cost of the 50 additional meters and by \$23,500 to cover the cost of the MIOX upgrade.

COURSES OF ACTION:

1. Approve proposed amendments as discussed for presentation to City Council.
2. Modify the proposed budget amendments and approve with changes.
3. Decline the proposed budget amendments and provide further guidance to staff.

FINANCIAL IMPACT: If approved as presented, the Water Utility Fund budgeted revenues and expenses would increase \$85,968 and the Water Capital Replacement Fund budgeted revenues would decrease by \$14,686 and budgeted expenses would increase \$39,250.

STAFF RECOMMENDATION: Approve FY2020 budget amendments as discussed for presentation to City Council.

20 -WATER FUND

REVENUES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
NON-DEPARTMENTAL					
=====					
WATER SALES					
20-599-5015 WATER CONSUMPTION	231,459	627,000	627,000	0	_____
20-599-5016 LATE CHARGES	1,973	6,000	6,000	0	_____
20-599-5018 DEBT SERVICE	62,908	188,317	188,317	0	_____
20-599-5019 WATER SERVICE FEE	19,539	58,092	58,092	0	_____
20-599-5036 EAA PASS THRU CHARGE	30,615	83,681	83,681	0	_____
20-599-5037 CONNECTION/DISCONNECT FEE	0	0	0	0	_____
20-599-5040 TAPPING FEES	0	0	0	0	_____
TOTAL WATER SALES	346,493	963,090	963,090	0	_____
MISC./GRANTS/INTEREST					
20-599-7000 INTEREST INCOME	4,485	12,000	12,000	0	_____
20-599-7011 OTHER INCOME	7	0	0	0	_____
20-599-7012 LEASE OF WATER RIGHTS	0	10,000	10,000	0	_____
20-599-7028 TCEQ GRANT	0	0	46,718	46,718	_____
AMEND 1 - 1/2 DUMP TRUCK	0	0.00	46,718.00		_____
20-599-7060 CC SERVICE FEES	733	1,200	1,200	0	_____
20-599-7075 SITE/TOWER LEASE REVENUE	12,369	37,200	37,200	0	_____
SPRINT	0	0.00	16,100.00		_____
T-MOBILE (FROM GF)	0	0.00	21,100.00		_____
20-599-7090 SALE OF FIXED ASSETS	408	0	0	0	_____
20-599-7097 INSURANCE PROCEEDS	0	0	0	0	_____
TOTAL MISC./GRANTS/INTEREST	18,002	60,400	107,118	(46,718)	_____
TRANSFERS IN					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	0	14,400	53,650	39,250	_____
WATER METER REPLACEMENT	50	288.00	14,400.00		_____
AMEND 1 - MIOX UPGRADE	0	0.00	23,500.00		_____
AMEND 1 - 50 ADD'L METERS	50	315.00	15,750.00		_____
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	_____
20-599-8099 TRF IN - RESERVES	0	0	0	0	_____
TOTAL TRANSFERS IN	0	14,400	53,650	(39,250)	_____
TOTAL NON-DEPARTMENTAL	364,496	1,037,890	1,123,858	85,968	_____
TOTAL REVENUES	364,496	1,037,890	1,123,858	85,968	=====

20 -WATER FUND
 WATER DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
PERSONNEL					
20-606-1010 SALARIES	60,697	206,130	206,130	0	
20-606-1015 OVERTIME	5,210	8,000	8,000	0	
20-606-1020 MEDICARE	971	2,990	2,990	0	
20-606-1025 TWC (SUI)	0	720	720	0	
20-606-1030 HEALTH INSURANCE	8,008	27,450	27,450	0	
20-606-1031 HSA	52	170	170	0	
20-606-1033 DENTAL INSURANCE	427	1,360	1,360	0	
20-606-1035 VISION CARE INSURANCE	101	330	330	0	
20-606-1036 LIFE INSURANCE	78	280	280	0	
20-606-1037 WORKERS' COMP INSURANCE	1,326	6,890	6,890	0	
20-606-1040 TMRS RETIREMENT	9,505	28,750	28,750	0	
20-606-1070 SPECIAL ALLOWANCES	<u>2,233</u>	<u>10,650</u>	<u>10,650</u>	<u>0</u>	
TOTAL PERSONNEL	88,607	293,720	293,720	0	
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	279	1,500	1,500	0	
20-606-2030 POSTAGE	1,313	3,130	3,130	0	
POSTAGE	12	240.00	2,880.00		
ANNUAL BULK MAIL PERMIT #1024	0	0.00	250.00		
20-606-2035 EMPLOYEE APPRECIATION	22	100	100	0	
20-606-2050 PRINTING & COPYING	24	600	600	0	
20-606-2060 MED EXAMS/SCREENING/TESTING	0	100	100	0	
20-606-2070 JANITORIAL SUPPLIES	0	100	100	0	
20-606-2075 BANK/CREDITCARD FEES	3,755	5,100	5,100	0	
MONTHLY	12	425.00	5,100.00		
20-606-2080 UNIFORMS	234	1,200	1,200	0	
BOOTS - ANNUAL ALLOWANCE	4	200.00	800.00		
RAINWARE/ WINTER COATS/HATS	0	0.00	400.00		
20-606-2090 SMALL TOOLS	1,834	2,000	2,000	0	
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>656</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	
TOTAL SUPPLIES	8,118	15,030	15,030	0	
SERVICES					
20-606-3012 ENGINEERING SERVICES	831	10,000	10,000	0	
BASIC MISC SERVICES	0	0.00	5,000.00		
NM MILITARY	0	0.00	5,000.00		
20-606-3013 PROFESSIONAL SERVICES	0	2,000	2,000	0	
WATER BILL PRINT-OUTSOURCE	0	0.00	2,000.00		
20-606-3020 ASSOCIATION DUES & PUBS	682	2,215	2,215	0	
TWUA	0	0.00	360.00		
S.A.R.A. ANNUAL FEE	0	0.00	200.00		
S.A.R.A DUES - SEPARATE	0	0.00	200.00		
REG WTR RES DEV (RWRD) DUES	0	0.00	300.00		
AWWA - AMER WTR WKS ASSN	0	0.00	100.00		
Stormwater Impact Fee	0	0.00	100.00		
TRWA - TX RURAL WATER ASSN	0	0.00	325.00		
WATER LICENSE RENEWALS	5	111.00	555.00		

20 -WATER FUND
 WATER DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
TX MUNI UTILITIES ASSN	0	0.00			75.00	
20-606-3030 TRAINING/EDUCATION		585	2,700	2,700	0	
20-606-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		65	1,500	1,500	0	
20-606-3050 INSURANCE - LIABILITY		3,798	4,075	4,075	0	
20-606-3060 UNIFORM SERVICES		840	2,500	2,500	0	
20-606-3070 INSURANCE - PROPERTY		1,850	1,985	1,985	0	
20-606-3075 CONSERV. ED./REBATES		0	100	100	0	
20-606-3080 SPECIAL SERVICES		411	500	500	0	
SA HAZARDOUS MAT'L PERMITS	0	0.00			300.00	
ONE CALL LOCATES	0	0.00			200.00	
20-606-3082 WATER ANALYSIS FEES		2,580	6,500	6,500	0	
WATER ANALYSIS FEES	0	0.00			2,145.00	
TCEQ ANNUAL WATER TESTING FEE	0	0.00			2,500.00	
DSHS CENTRAL LAB - TCEQ & PCS	0	0.00			1,805.00	
TIER II REPORT FEES - ANNUAL	0	0.00			50.00	
TOTAL SERVICES		11,642	34,075	34,075	0	
<u>CONTRACTUAL</u>						
20-606-4075 COMPUTER SOFTWARE/INCODE		4,829	9,066	9,066	0	
INCODE-UTILITYSOFTWARE	0	0.00			2,960.00	
INCODE-METER READER INTERFACE	0	0.00			640.00	
INCODE-BILLPAY WEB HOST	0	0.00			1,200.00	
INCODE-BILL PAY ONLINE	0	0.00			340.00	
INCODE - HAND HELD METER INTER	0	0.00			606.00	
BEACON SERVICE AGREEMENT	0	0.00			900.00	
BEACON MOBILE READER	2	360.00			720.00	
BEACON METER SOFTWARE	0	0.00			525.00	
SCADA ANTIVIRUS - 2 COMPUTERS	0	0.00			75.00	
GIS LICENSE	0	0.00			500.00	
WIN 10 LICENSES (6 w/PW)	3	200.00			600.00	
20-606-4085 EAA -WATER MANAGEMENT FEES		27,606	84,084	84,084	0	
MONTHLY EAA FEES	1,001	40.00			40,040.00	
MONTHLY HABITAT FEE	1,001	44.00			44,044.00	
20-606-4086 CONTRACT LABOR		0	0	0	0	
20-606-4099 WATER RIGHTS/LEASE PAYMENTS		0	0	0	0	
PURCHASE 13 AC/FT	5,000	0.00			0.00	
TOTAL CONTRACTUAL		32,435	93,150	93,150	0	
<u>MAINTENANCE</u>						
20-606-5005 EQUIPMENT LEASES		150	1,500	1,500	0	
20-606-5010 EQUIPMENT MAINT & REPAIR		2,583	5,000	5,000	0	
20-606-5015 ELECTRONIC EQPT MAINTENANCE		177	500	500	0	
20-606-5020 VEHICLE MAINTENANCE		348	3,000	3,000	0	
20-606-5030 BUILDING MAINTENANCE		258	2,500	2,500	0	
GENERAL	0	0.00			2,500.00	
20-606-5060 VEHICLE & EQPT FUELS		1,263	4,000	4,000	0	
TOTAL MAINTENANCE		4,779	16,500	16,500	0	

