



City of Garden Ridge

"A way of life, not just a place to live"

AGENDA WATER COMMISSION REGULAR MEETING TUESDAY, SEPTEMBER 28, 2021, 6:00 PM

The Water Commission will meet in a regular session on Tuesday, September 28, 2021 at 6:00 PM in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Citizen Comment Period - limited to 30 minutes total

Rules for Citizens' Participation: The Commission welcomes citizen participation and comments at all Commission Meetings. The Commission offers citizens the opportunity to address them by signing up to speak prior to the meeting. If you speak, you must follow these guidelines:

a) Respect and courtesy:

1. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
2. Show the Commission the same respect that you would like to be shown.
3. End your speaking at the time allotted below.

b) Speaking:

1. First citizen comment period
 - 1.1. You are required to sign up to speak and you are limited to one 3-minute period.
2. Second citizen comment period
 - 2.1. You are not required to sign up and you are limited to one 2-minute period.
3. State your name and address before your comments begin.
4. You are only allowed to speak once per topic, unless also speaking during a posted Public Hearing.

NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the City Council is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.

5. Business Items

The following items are for discussion, consideration, and/or action.

a. Approvals

1. Approval of Minutes for August 24, 2021, Water Commission Regular Meeting.

2. Approval of Minutes for September 3, 2021, Water Commission Special Meeting.
- b. Discussions/Reports/Updates
 1. Utility Department Monthly Activity Report.
 - i. Water Pumping/usage from City wells, Water system infrastructure maintenance, repairs and/or projects, and Water and/or Drought Management (current Watering Stage).
 2. Items applicable to the Water Commission discussed at the September City Council Regular Meeting.
- c. Recommendations
 1. Water Commission activities and projects.
 - i. Discuss and make possible recommendations on future meetings or direction regarding Water Commission activities and projects.
 - ii. Update Commissioner's activities and projects list and receive update from Commissioners.
 2. Ordinance No. 210-022018 An Ordinance of the City Council of the City of Garden Ridge adopting board and commission policy and procedures; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date.
 - i. Receive recommendations and consideration of appointment of Water Commission Chair and Vice-Chair for a one-year term effective October 2021.
 - ii. Discuss and make recommendations related to application of ordinance provisions to commission members, if needed.
- d. Future Agenda Items
 1. Commissioners input on agenda items.
 2. Announce the date, time, and location for next meeting (October 26, 2021, at 6:00 p.m. at City Hall).

6. Citizen Comment Period

7. Adjournment

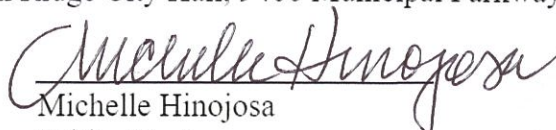
AGENDA NOTICES:

Decorum Required: Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized: The Commission may vote or act upon any item within this Agenda.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of the City Council, other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council, other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

This is to certify that I, Michelle Hinojosa, posted this Agenda at 9:35 a.m. on September 21, 2021, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Michelle Hinojosa
Utility Clerk



City of Garden Ridge

"A way of life, not just a place to live"

MINUTES WATER COMMISSION REGULAR MEETING TUESDAY, AUGUST 24, 2021, 6:00 P.M.

Commissioners Present:

Chair James Mueller
Commissioner Joseph Haltaman
Commissioner Dr. Richard Carmichael
Commissioner Don Stone
Commissioner Brenda Reynolds
Mayor Robb Erickson, Ex-Officio

Commissioners Absent:

Vice-Chair Keven Harshbarger, Voluntary Announced Absence

City Staff, City Councilmembers, and Other Commissioners Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Kat Balbi, Assistant City Secretary
Michelle Hinojosa, Utility Clerk
Steven Steinmetz, Public Works Director
Jesse Valdez, City Councilmember
Kay Bower, City Councilmember

A quorum of the City Council was in attendance at the meeting to listen and receive information but did not consider or take action on any item posted on the agenda.

1. Call to Order

With a quorum of the Water Commissioners present, Chair Mueller called the regular meeting of the Garden Ridge Water Commission to order at 6:00 p.m. on Tuesday, August 24, 2021, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call: See above.

3. Pledge of Allegiance: Chair Mueller led the Pledge of Allegiance.

4. Citizen Comment Period: No one signed up to speak.

5. Business Items

The following items are for discussion, consideration, and/or action.

a) Approvals

1. Minutes for July 27, 2021, Water Commission Regular Meeting.

Motion: A motion was made by Commissioner Stone, seconded by Commissioner Dr. Carmichael, to approve the minutes for the July 27, 2021, Water Commission Regular Meeting. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates

1. Utility Department Monthly Activity Report.

i. Water Pumping/usage from City wells, Water system infrastructure maintenance, repairs and/or projects, and Water and/or Drought Management (current Watering Stage).

Steven Steinmetz, Public Works Director, reviewed the monthly activity report and answered questions from the Commission.

2. Items applicable to the Water Commission discussed at the August City Council Meeting.

Chair Mueller updated the Commission on the items applicable to the Commission discussed at the August City Council Meeting.

3. Discussion on Fiscal Year 2022 Budget.

Nancy Cain, City Administrator, reviewed the Fiscal Year 2022 Budget.

c) Recommendations

1. Request for water leak adjustment for 19023 Seminole Pass for the billing period of October 23, 2020 – November 23, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the leak adjustment for 19023 Seminole Pass submitted by Dr. Wright, who was not in attendance. The Commission discussed the water leak adjustment from the billing period of October 23, 2020 – November 23, 2020.

Motion: A motion was made by Commissioner Haltaman, seconded by Commissioner Dr. Carmichael, to recommend to City Council for approval of a leak adjustment credit of \$1,600.07 for 19023 Seminole Pass for the billing period of October 23, 2020 – November 23, 2020. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

2. Water Commission activities and projects.

i. Update of Commissioner's activities and projects list and receive update from Commissioners.

The Commissioners updated the Commission on their activities and projects.

ii. Discuss and make possible recommendations on future meetings or direction regarding Water Commission activities and projects.

Chair Mueller discussed changes to the Commissioner projects.

3. Ordinance No. 210-022018 An Ordinance of the City Council of the City of Garden Ridge adopting board and commission policy and procedures; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date.

i. Discuss expiring terms (September 30, 2021) of Chair Mueller, Vice-Chair Harshbarger, and Commissioner Dr. Carmichael.

Chair Mueller, Vice-Chair Harshbarger, and Commissioner Dr. Carmichael expressed desire to continue serving on the Water Commission.

ii. Make recommendation to City Council for appointment of commissioners.

Motion: A motion was made by Commissioner Stone, seconded by Commissioner Reynolds, to recommend to City Council the reappointment of Commissioner Mueller, Commissioner Harshbarger, and Commissioner Dr. Carmichael to serve another term, with terms expiring September 30, 2023. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

iii. Discuss and make recommendations related to application of Ordinance provisions to Commission members, if needed.

The Commission had none at this time.

d) Future Agenda Items

1. Commissioners input on agenda items.

None at this time.

2. Announce the date, time, and location for next meeting (September 28, 2021, at 6:00 p.m. at City Hall).

Chair Mueller announced the next Water Commission Regular Meeting will be held on Tuesday, September 28, 2021, at 6:00 p.m. at City Hall in the City Council Chambers.

6. Citizen Comment Period: No one wished to speak.

7. Adjournment

Motion: A motion was made by Commissioner Haltaman, seconded by Commissioner Dr. Carmichael, to adjourn. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, August 24, 2021, Water Commission Regular Meeting was adjourned at 6:46 p.m. by Chair Mueller.

ATTEST:

James Mueller
Chair

Michelle Hinojosa
Utility Clerk



City of Garden Ridge

"A way of life, not just a place to live"

MINUTES WATER COMMISSION SPECIAL MEETING FRIDAY, SEPTEMBER 3, 2021, 10:00 A.M.

Commissioners Present:

Chair James Mueller
Vice-Chair Keven Harshbarger
Commissioner Joseph Haltaman
Commissioner Dr. Richard Carmichael
Commissioner Don Stone
Commissioner Brenda Reynolds
Mayor Robb Erickson, Ex-Officio

Commissioners Absent: None

City Staff, City Councilmembers, and Other Commissioners Present:

Marisa Spencer, City Secretary
Kat Balbi, Assistant City Secretary
Michelle Hinojosa, Utility Clerk
Steven Steinmetz, Public Works Director
Duane Scognio, Utilities Foreman

1. Call to Order

With a quorum of the Water Commissioners present, Chair Mueller called the special meeting of the Garden Ridge Water Commission to order at 10:00 a.m. on Friday, September 3, 2021, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call: See above.

3. Pledge of Allegiance: Chair Mueller led the Pledge of Allegiance.

4. Citizen Comment Period: No one signed up to speak.

5. Executive Session

a) Pursuant to Texas Government Code Section 551.089 – Deliberation Regarding Security Devices or Security Audits.

1. To tour and receive information related to the deployment and/or implementation of critical infrastructure (water well sites) and related security devices and measures.

Chair Mueller announced the Water Commission will reconvene into Executive Session at 10:01 a.m., in accordance with Texas Government Code Section 551.089 – Deliberation Regarding Security Devices or Security Audits to tour and receive information on the item stated above.

6. Reconvene Open Session

The Water Commission will reconvene into open session upon conclusion of the Executive Session.

Chair Mueller adjourned the Executive Session and reconvened back into Regular Session at 12:41 p.m.

7. Citizen Comment Period: No one wished to speak.

8. Adjournment

Motion: A motion was made by Commissioner Dr. Carmichael, seconded by Commissioner Stone, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further

business, the Friday, September 3, 2021, Water Commission Special Meeting was adjourned at 12:42 p.m. by Chair Mueller.

James Mueller
Chair

ATTEST:

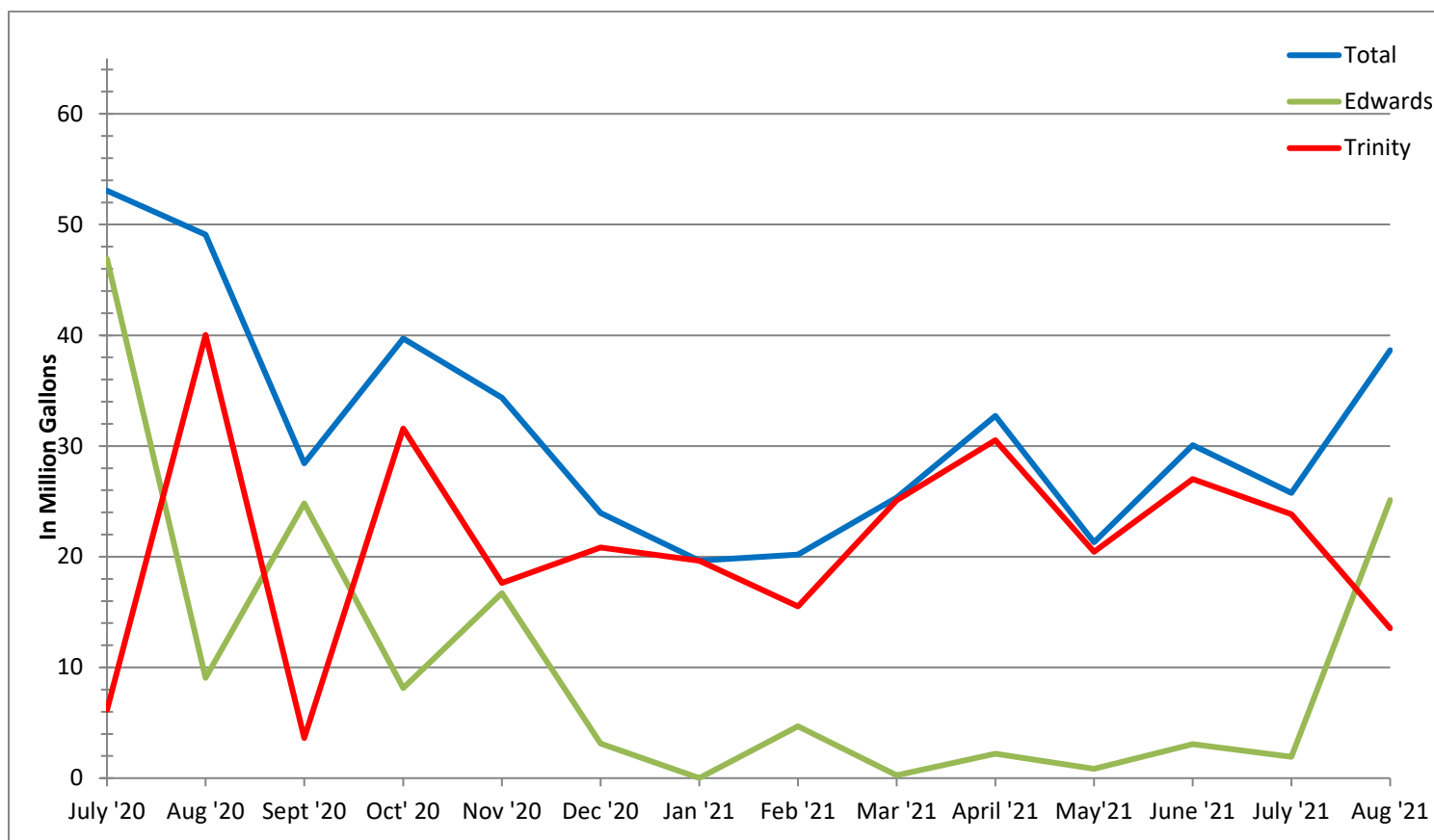
Michelle Hinojosa
Utility Clerk



Water Department Report

As of August 31, 2021

City of Garden Ridge Aquifer Usage

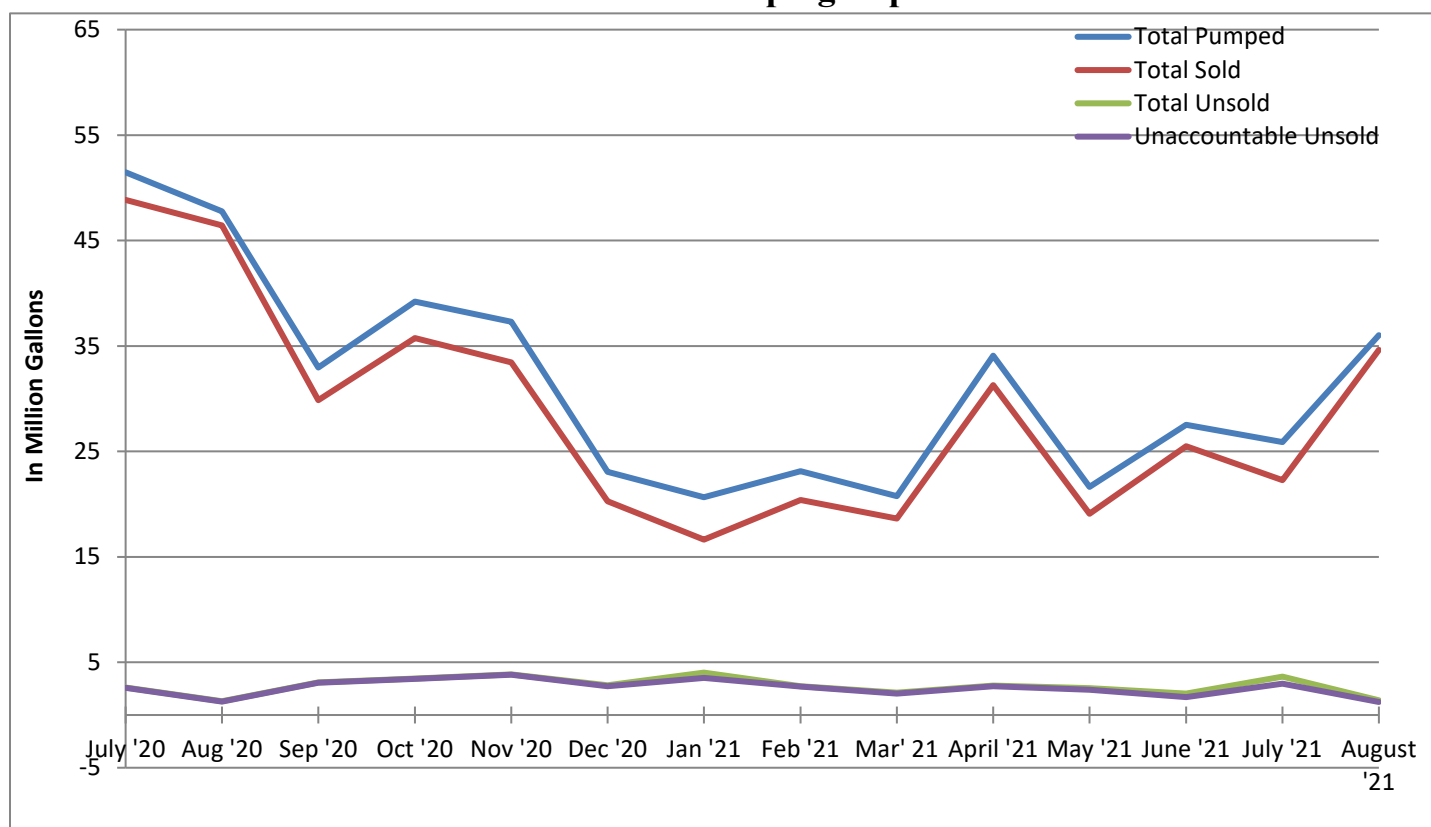


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	77.21	116.83	485.57	0
Trinity Well Usage AC/FT:	41.52	430.99	N/A	0

Water Quality

Backteriological Samples	Due:	Missed:	Passed:	Failed:
Distribution Samples:	6	0	6	0
Raw Water Samples:	4	0	4	0
Chlorine Residual Test:	31	0	31	0

2020 – 2021 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
Aug '20	48,799	46,446	2,333	2,286	4.7%
Sept '20	32,959	29,855	3,104	3,057	9.3%
Oct '20	39,216	35,752	3,464	3,418	8.7%
Nov '20	37,299	33,440	3,860	3,821	10.2%
Dec '20	23,077	20,270	2,807	2,736	11.9%
Jan '21	20,655	Insufficient	Data	-	
Feb '21	23,123	20,390	2,733	2,696	11.7%
Mar '21	20,744	18,627	2,117	2,030	9.8%
April '21	34,076	31,287	2,789	2,728	8.0%
May '21	21,642	19,080	2,562	2,391	11.0%
June '21	27,531	25,505	2,026	1,684	6.1%
July '21	25,895	22,262	3,633	1,883	7.3%
Aug '21	36,036	34,630	1,406	1,236	3.4%
Yearly Average	29,585	27,538	2,857	2,612	8.5%
Yearly national average					16%

Water Department Monthly Activities:

New Installed Meters	0	Work Orders	232
Meter Replacements	0	Locates	49
City Owned Leaks	2	Irrigations Permits Issued	2
Meters Read	1685	Total Rebates	0
Meter Tests	0	Active Leak info code alerts	97

*Active Leak Info Code Alerts – The firmware on the meter is measuring the flow rate through the meter and will only be triggered if water is flowing continuously above the configurable parameter of the meter’s max-flow rate threshold for 24 hours. The city has set a standard max-flow rate of .1% and is notified of any triggered alert.

Leak Adjustments

New Requests	1	Waiting for Customer		Approved	0	Amount Approved	\$0	Denied	0	Sent to Water Commission	1
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Projects & Announcements:

Project	Status Update	Estimated Completion	Issues/Required Actions
Whispering Oaks Project	Reviewing project As-Built	99% Complete	
2252 Wastewater Project	Ongoing	Contractor has installed 85% of the Wastewater Main	
2252 TxDOT Water Line	Ongoing		Working on Funding

COVID-19 Pandemic

The Water Department is continuing to be vigilant to keep our staff and infrastructure safe from the spread of the Coronavirus. We are still cleaning facilities, vehicles, and equipment daily to ensure our staff and water system stay safe.

2021

Projects		Timeline
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Operations Planning (Haltaman/Carmichael)

Identify equipment upgrade needs		Mar 21
Ensure transition of Waste Water Project to water department		Dec 21
Review Maintenance and Inspection Schedule		Mar 21

Ordinances (Mueller/Harsharger)

Review/publish new Ordinance 54		Dec 21
Review/publish new Ordinance 159		Oct 21

Education (Carmichael/Reynolds)

Conduct semi-annual Commissioner training		Recurring Mar/Sep
Identify and build plan with city staff for AMI/ Conservation training for customers		Mar 21

Water Rates (Harshbarger/Stone)

Review water rates		Yearly Sep-Oct
Present water rates to City Council		Yearly Nov
Document Water Rate review process		Sep 21
Conduct demand analysis to verify water rate assumptions		Yearly May
Water rate deep dive to compare our rates to similar cities		Dec 21

Strategic Planning (Mueller/Haltaman)

Work with city staff to develop Contingency Plans/ identify Failure modes		Mar 21
Ensure the Master plan has effective/ efficient source management		Mar 21
Provide input to Water Master Plan		???

Future Agenda Items

Water Commission

October 26, 2021 Regular Meeting

14 days before Meetings	(10/12/2021)	Water Commission and Staff items are due.
11 days before Meetings	(10/15/2021)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meetings	(10/19/2021)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meetings	(10/21/2021)	Post agenda packet to City Website.
4 days before Meetings	(10/22/2021)	(72 hours) – Local Government Code requirement for posting

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Wildlife Management Advisory Commission = Brown
 Municipal Court = Gray
 City Holiday = Orange

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 23, 2021 Regular Meeting

14 days before Meetings	(11/09/2021)	Water Commission and Staff items are due.
11 days before Meetings	(11/12/2021)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meetings	(11/16/2021)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meetings	(11/18/2021)	Post agenda packet to City Website.
4 days before Meetings	(11/19/2021)	(72 hours) – Local Government Code requirement for posting

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Quarry Commission = Purple
 City Holiday = Orange

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PENDING FUTURE AGENDA ITEMS

Water Commission Rolling Attendance at Water

	9/22/20 Regular Meeting	10/27/20 Regular Meeting	11/17/20 Regular Meeting	1/26/21 Regular Meeting	3/23/21 Regular Meeting	04/27/21 Regular Meeting	05/25/21 Regular Meeting	06/22/21 Regular Meeting	07/27/21 Regular Meeting	08/24/21 Regular Meeting	
Carmichael	E	P	P	P	P	U	P	P	P	P	
Reynolds										P	
Stone						P	P	P	P	P	
Valdez	P	P	P	P	P						
Haltaman	P	P	E	P	P	P	P	P	P	P	
Mueller	P	P	P	P	P	P	P	P	P	P	
Harshbarger	P	P	P	P	P	A	P	P	P	A	
P	Present		P-QNM	Present but quorum not met		E	Excused for reasons allowed in Ord. 210				
U	Unannounced			Not member yet		A	Voluntary Announced				

2021 Water Commission's Attendance

	01/06/21 Regular Meeting	02/03/21 Regular Meeting	03/03/21 Regular Meeting	04/07/21 Regular Meeting	05/05/21 Regular Meeting	06/02/21 Regular Meeting	07/07/21 Regular Meeting	08/04/21 Regular Meeting	09/01/21 Regular Meeting		Total for year
Carmichael				P				P			2
Reynolds											
Stone				P		P					2
Haltaman											
Mueller				P	P	P	P	P			5
Harshbarger											
	Met requirements			Not met							