



City of Garden Ridge

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

AGENDA WATER COMMISSION REGULAR MEETING TUESDAY, SEPTEMBER 19, 2023, 6:00 PM

The Water Commission will meet in a regular session on Tuesday, September 19, 2023 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/Roll Call

2. Pledge of Allegiance

3. 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.

4. Business Items

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

a. Approvals

1. Approval of Minutes for May 16, 2023, Water Commission Regular 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 June, July, August, and September City Council Regular Meetings.
3. Water Master Plan Updates.
- c. Recommendations
 1. Ordinance no. 210-102022 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting board and commission policies and procedures; providing a cumulative and savings clause; providing for severability; and declaring an effective date.
 - i. Discuss expiring terms (September 30, 2023) of Commissioner Dr. Richard Carmichael, Chair James Mueller, and Vice-Chair Keven Harshbarger.
 - ii. Make recommendations to City Council for consideration of reappointment.
- d. Future Agenda Items

5. Citizen Comment Period

6. 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 10:40 a.m. on September 13, 2023, 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, MAY 16, 2023, 6:00 PM

Commissioners Present:

Chair James Mueller
Vice-Chair Keven Harshbarger
Commissioner Dr. Richard Carmichael
Commissioner Don Stone
Commissioner William Pohl

Commissioners Absent:

Vacant Position
Vacant Position

City Staff, City Councilmembers, and Other Commissioners Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Courtney Billi, Assistant City Secretary/Communications Specialist
Michelle Hinojosa, Utility Clerk
Steven Steinmetz, Public Works Director
Jesús Valdez, City Councilmember

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, May 16, 2023, 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: None wished to speak.

5. Business Items:

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

a) Approvals

1. Minutes for April 18, 2023, Water Commission Regular Meeting.

Motion: A motion was made by Commissioner Stone, seconded by Commissioner Dr. Carmichael, to approve the minutes for the April 18, 2023, 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 May City Council Regular Meeting.

Chair Mueller updated the Commission on the items applicable to the Commission discussed at the May 2023 City Council Meeting.

c) Recommendations

1. AMI updates and notification process.

i. Review and discuss AMI updates and notification process.

The Commission reviewed AMI updates and notification process. Michelle Hinojosa, Utility Clerk, and Steven Steinmetz, Public Works Director, answered questions regarding AMI notifications.

2. Water Conservation Education booth at Garden Ridge Market Days.

i. Discuss and make possible recommendations for a Water Conservation Education booth at Garden Ridge Market Days.

The Commission discussed planning for a Water Conservation Education booth at Garden Ridge Market Days.

3. Drought Watering Restrictions (Ordinance No. 61-082022).

i. Review and make possible recommendations on Drought Watering Restrictions (Ordinance No. 61-082022).

The Commission discussed Drought Watering Restrictions (Ordinance No. 61-082022).

d) Future Agenda Items

1. Commissioners input on agenda items.

Vice-Chair Harshbarger requested to review the Water Master Plan.

2. Announce the date, time, and location for next meeting (Tuesday, June 20, 2023, at 6:00 p.m. at City Hall).

Chair Mueller announced the next Water Commission Regular Meeting will be held on Tuesday, June 20, 2023, at 6:00 p.m. at City Hall in the City Council Chambers.

6. Citizen Comment Period: None wished to speak.

7. Adjournment:

Motion: A motion was made by Commissioner Dr. Carmichael, seconded by Commissioner Pohl, to adjourn. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, May 16, 2023, Water Commission Regular Meeting was adjourned at 7:00 p.m. by Chair Mueller.

James Mueller
Chair

ATTEST

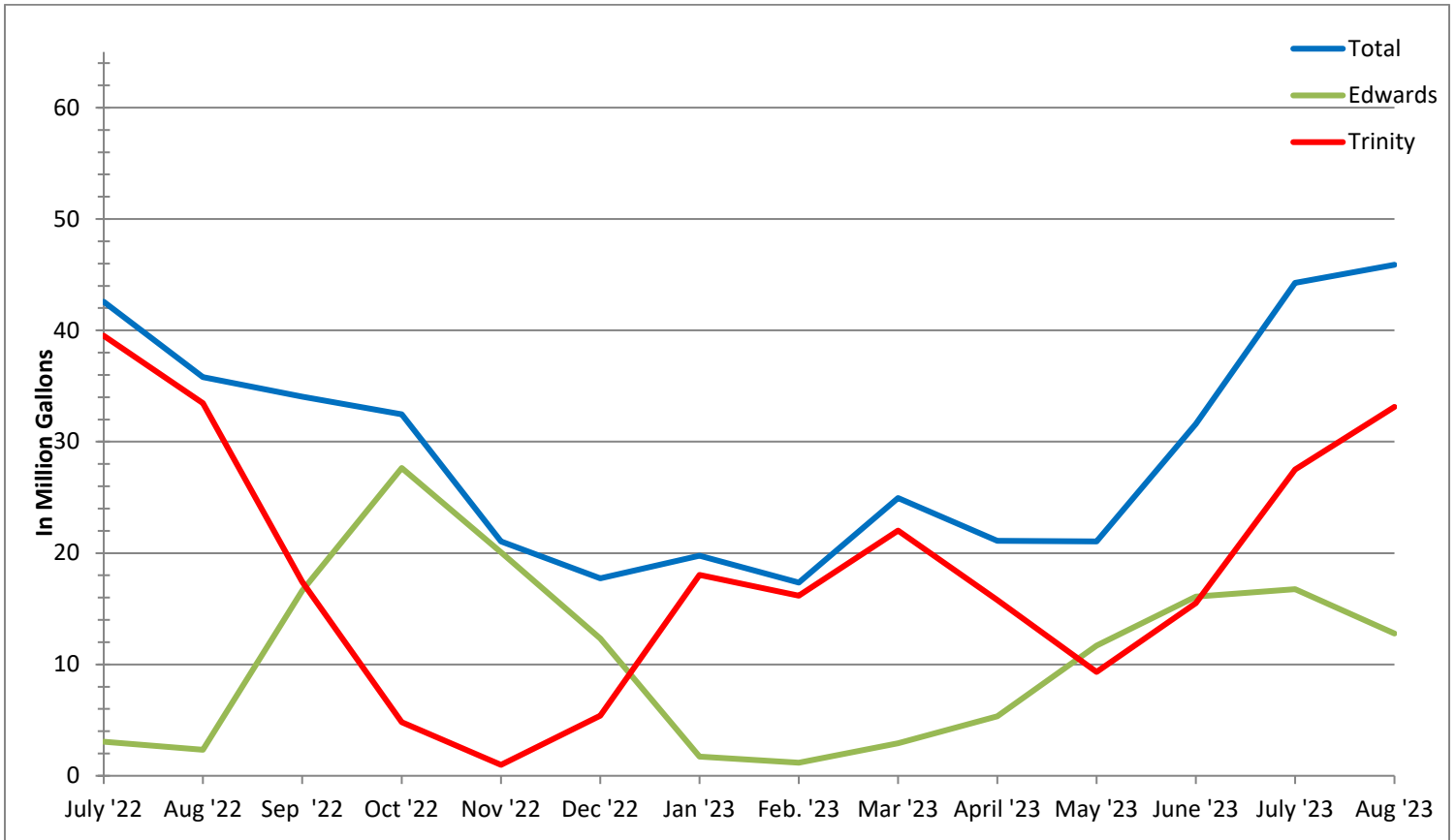
Michelle Hinojosa
Utility Clerk



Utilities Department Report

As of August 31, 2023

City of Garden Ridge Aquifer Usage

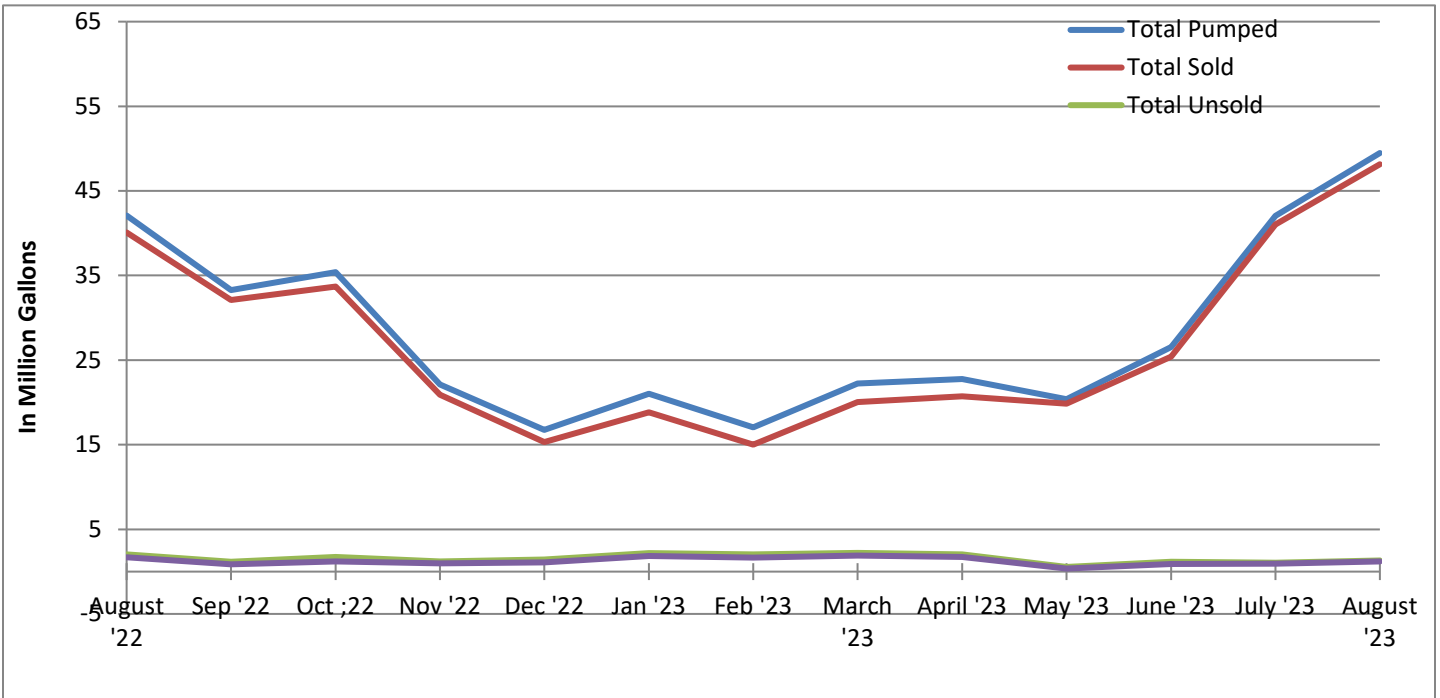


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	39.17	210.13	291.40	4
Trinity Well Usage AC/FT:	101.65	483.24	N/A	0

Water Quality

Backteriological Samples	Due :	Missed:	Passed:	Failed:
Distribution Samples :	6	0	6	0
Speacial Samples :	0	0	0	0
Chlorine Residual Test:	31	0	31	0

2022 – 2023 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
Aug '22	42,087	40,066	2,021	1,687	4.0%
Sep '22	33,266	32,087	1,179	879	2.6%
Oct '22	35,400	33,684	1,716	1,204	3.4%
Nov '22	22,132	20,924	1,208	988	4.5%
Dec '22	16,749	15,305	1,444	1,094	6.5%
Jan '23	21,033	18,840	2,193	1,843	8.8%
Feb '23	17,052	15,007	2,045	1,645	9.6%
Mar '23	22,232	20,020	2,212	1,895	8.5%
April '23	22,754	20,702	2,052	1,742	7.7%
May '23	20,386	19,834	5,526	362	1.8%
June '23	26,548	25,389	1,159	909	3.4%
July '23	42,053	41,019	1,034	944	2.0%
August '23	49,472	48,143	1,329	1,203	2.4%
Yearly Average	27,980	27,002	1,932	1,261	5.0%
	Yearly national average				16%

Utilities Department Monthly Activities:

New Installed Meters	0	Work Orders	332
Meter Replacements	0	Locates	87
City Owned Leaks	0	Irrigations Permits Issued	0
Meters Read	1697	Total Rebates	0
Meter Tests	0		

AMI Information

	July				July		
Total AMI Notifications	1578	1705	↑ 127	Abnormal Usage	266	181	↓ 85
Automatic Draft Customers	693	693	same	Continuous Flow	98	102	↑ 4
AMI Customer Portal Profiles	771	771	same	Leak Info Code	149	166	↑ 17
E-Billing Customers	404	404	same	Usage Trend	259	339	↑ 80

Stage 2 restriction alerts

August alerts 917

Up 111 from July

*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	4	Waiting for Customer	0	Approved	3	Amount Approved	529.67	Denied	1	Sent to Water Commission	0
--------------	---	----------------------	---	----------	---	-----------------	--------	--------	---	--------------------------	---

WATER COMMISSION TERMS OF OFFICE

Name	Place	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration
William Pohl	1	January 2023 September 2024				
Dr. Richard Carmichael	2	December 2019 September 2021	October 2021 September 2023			
Don Stone	3	April 2021 September 2022	October 2022 September 2024			
Vacant	4	June 2019 September 2020	October 2020 September 2022	October 2022 September 2024		
James Mueller (Appointed Chair April 2021-current)	5	October 2019 September 2021	October 2021 September 2023			
Keven Harshbarger (Appointed Vice-Chair October 2019-current)	6	October 2015 September 2017	October 2017 September 2019	October 2019 September 2021	October 2021 September 2023	
Vacant	7	Term Expires September 2024				

(P)= Partial term of less than ½ the term remaining

Future Agenda Items

Water Commission

October 17, 2023 Regular Meeting

14 days before Meeting	(10/03/2023)	Water Commission and Staff items are due.
11 days before Meeting	(10/06/2023)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meeting	(10/10/2023)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/request additional information be added)
5 days before Meeting	(10/12/2023)	Post agenda packet to City Website.
4 days before Meeting	(10/13/2023)	(72 hours) – Local Government Code requirement for posting

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 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 21, 2023 Regular Meeting

14 days before Meeting	(11/07/2023)	Water Commission and Staff items are due.
11 days before Meeting	(11/10/2023)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meeting	(11/14/2023)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/request additional information be added)
5 days before Meeting	(11/16/2023)	Post agenda packet to City Website.
4 days before Meeting	(11/17/2023)	(72 hours) – Local Government Code requirement for posting

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Municipal Court = Dark 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		

PENDING FUTURE AGENDA ITEMS