AGENDA
WATER COMMISSION REGULAR MEETING
TUESDAY, JANUARY 16, 2024, 6:00 PM

The Water Commission will meet in a regular session on Tuesday, January 16, 2024 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 November 21, 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 City Council Regular Meetings.
3. AMI Portal Usage and Outreach Efforts.

c. Recommendations

1. Request for water loss adjustment for 9610 Meadow Rue for the billing period of September 22, 2023 - October 23, 2023.
   i. Review and make recommendation regarding the request.
2. Request for water loss adjustment for 20950 Klein Circle for the billing period of July 21, 2023 - August 23, 2023.
   i. Review and make recommendation regarding the request.
3. Request for appeal on water loss adjustment denial for 9497 Cinchona Trail for the billing period of November 21, 2022 - December 22, 2022.
   i. Review and make recommendation regarding the request.
4. 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. Receive recommendations and consideration of appointment of Water Commission Chair and Vice-Chair for one-year term effective October 2023.

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 9:00 a.m. on January 9, 2024, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

Michelle Hinojosa
Utility Clerk

MINUTES

WATER COMMISSION

REGULAR MEETING

TUESDAY, NOVEMBER 21, 2023 | 6:00 P.M.

Commissioners Present:
Chair James Mueller
Vice-Chair Keven Harshbarger
Commissioner Dr. Richard Carmichael
Commissioner Don Stone
Commissioner William Pohl
Mayor Robb Erickson, Ex-Officio

Commissioners Absent:
Vacant Position
Vacant Position

City Staff, City Councilmembers, and Other Commissioners Present:
Nancy Cain, City Manager
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, November 21, 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 September 19, 2023, Water Commission Regular Meeting.**

Motion: A motion was made by Commissioner Pohl, seconded by Commissioner Dr. Carmichael, to approve the minutes for the September 19, 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 October and November City**

Council Regular Meetings.

Chair Mueller updated the Commission on the items applicable to the Commission discussed at the October and November 2023 City Council Meetings.

3. Update on the Water Rate Structure.

Nancy Cain, City Manager, discussed the Water Rate Structure and process.

c) Recommendations

1. Request for appeal on a water loss adjustment denial for 21916 Park View Dr. for the billing period of July 21, 2023 – August 23, 2023.

Steven Steinmetz, Public Works Director, answered questions regarding the appeal on a water loss adjustment denial for 21916 Park View Dr. for the billing period of July 21, 2023 – August 23, 2023.

i. Review and make recommendation regarding the request.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Stone, to table the appeal, recommend staff make contact with the homeowner, and provide an additional 45 days to submit supporting documentation. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

2. Ordinance No. 61-082022 An ordinance of the City Council of the City of Garden Ridge, Texas, establishing the Drought Management Plan for the City of Garden Ridge; establishing trigger points and demand reduction measures; providing a variance procedure; providing a penalty for violations of this ordinance; providing a cumulative and savings clause; providing for severability; and declaring an effective date.

i. Review and make recommendations regarding the requests.

a. Variance to use City water for future construction of a pool at 20103 Regency Run, Garden Ridge, Texas.

The Commissioners asked the homeowner questions and discussed the Variance request.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Stone, recommend to City Council to not approve the Variance request. The commission voted four (4) for and none (0) opposed. The motion carried unanimously.

b. Variance to Stage 2 watering restrictions for 8922 Comanche Path, Garden Ridge, Texas.

The Commissioners asked the homeowner questions and discussed the Variance request.

Motion: A motion was made by Commissioner Dr. Carmichael, seconded by Commissioner Pohl, to recommend to City Council to not approve the Variance request. The commission voted four (4) for and none (0) opposed. The motion carried unanimously.

c. Variance to Stage 2 watering restrictions for 8918 Comanche Path, Garden Ridge, Texas.

The Commissioners asked the homeowner questions and discussed the Variance request.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Stone, to recommend to City Council to not approve the Variance request. The commission voted four (4) for and none (0) opposed. The motion carried unanimously.

3. Discuss options for increasing AMI Portal users and educational outreach.

Commissioner Pohl discussed options for increasing AMI Portal users. Nancy Cain, City Manager, answered questions regarding educational outreach.

d) Future Agenda Items

1. Commissioners input on agenda items.

Commissioner Pohl requested to keep AMI outreach on the agenda.

2. Announce the date, time, and location for next meeting (Tuesday, December 19, 2023, at 6:00 p.m. at City Hall).

Chair Mueller announced the next Water Commission Regular Meeting will be held on Tuesday, December 19, 2023, at 6:00 p.m. at City Hall in the City Council Chambers.

6. Citizen Comment Period:

Darren Bates, 20103 Regency Run, spoke regarding benefits of water conservation efforts.

7. Adjournment:

Motion: A motion was made by Vice-Chair Harshbarger, 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, November 21, 2023, Water Commission Regular Meeting was adjourned at 7:48 p.m. by Chair Mueller.

_____
James Mueller
Chair

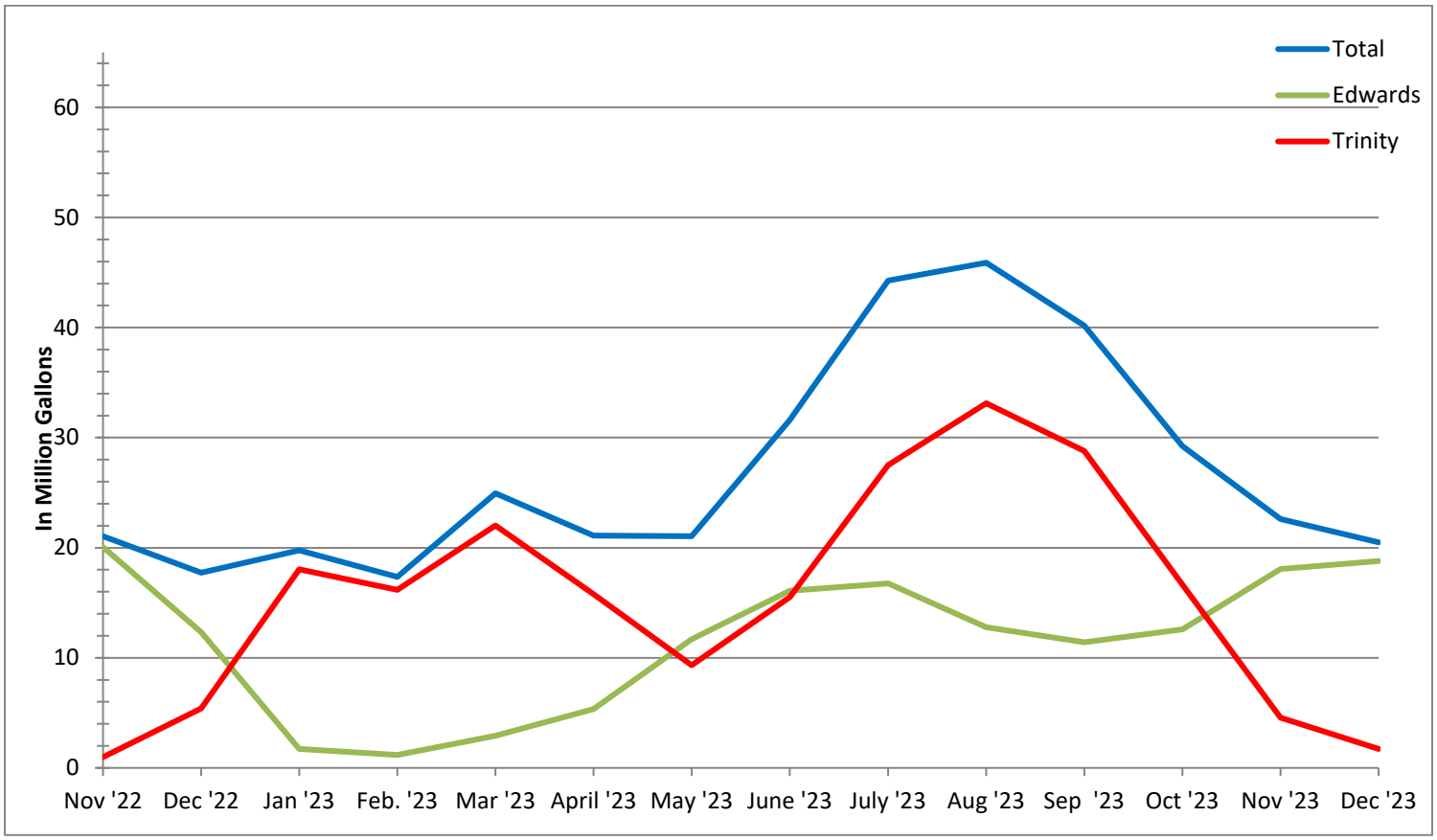
ATTEST

_____
Michelle Hinojosa
Utility Clerk

Utilities Department Report

As of December 31, 2023

City of Garden Ridge Aquifer Usage

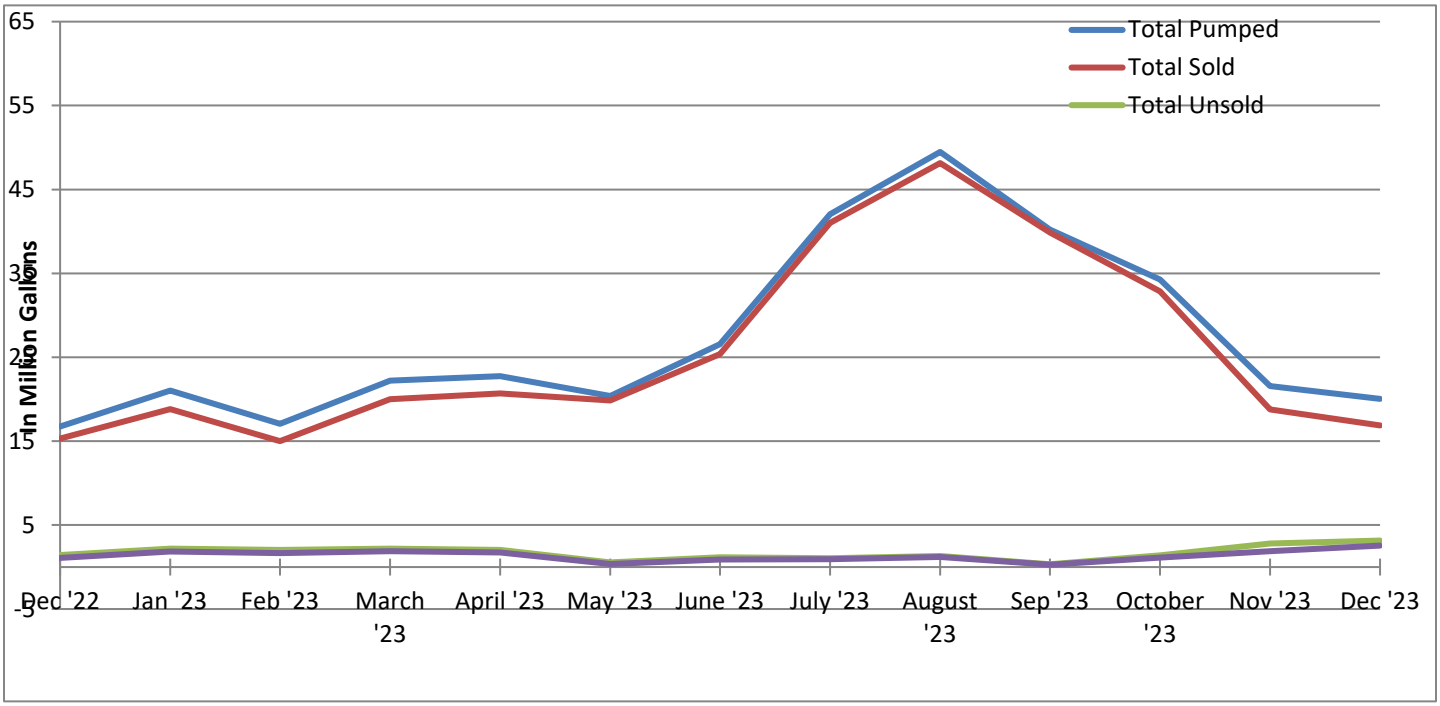


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	57.63	396.73	22.83	3
Trinity Well Usage AC/FT:	5,25	641.87	N/A	0

Water Quality

Backterialogical Samples	Due:	Missed:	Passed:	Failed:
Distribution Samples:	6	0	6	0
Speacial Samples:	1	0	1	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 %
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%
September '23	40,223	39,889	334	284	0.7%
Oct '23	34,260	32,874	1,386	1,138	3.3%
Nov '23	21,584	18,777	2,807	1,907	8.0%
Dec '23	20,026	16,868	3,158	2,558	12.0%
Yearly Average	**27,259**	**25,590**	**2,052**	**1,348**	**5.7%**
			Yearly national average		**16%**

Utilities Department Monthly Activities:

New Installed Meters	**0**	Work Orders	**337**
Meter Replacements	**0**	Locates	**56**
City Owned Leaks	**2**	Irrigations Permits Issued	**0**
Meters Read	**1700**	Total Rebates	**0**
Meter Tests	**0**		

AMI Information

	Nov.	Dec.			Nov.	Dec.	
Total AMI Notifications	**795**	**865**	↑ **70**	Abnormal Usage	**122**	**128**	↑ **6**
Automatic Draft Customers	**690**	**688**	↓ **2**	Continuous Flow	**96**	**106**	↑ **10**
AMI Customer Portal Profiles	**794**	**803**	↓ **9**	Leak Info Code	**115**	**127**	↑ **12**
E-Billing Customers	**411**	**412**	↑ **1**	Usage Trend	**71**	**78**	↑ **7**

Stage 2 restriction alerts
December alerts 426
Up 35 from October

*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	0	Waiting for Customer	1	Approved	7	Amount Approved	931.64	Denied	1	Sent to Water Commission	1

Future Agenda Items
Water Commission

February 20, 2024, Regular Meeting

14 days before Meeting	(02/06/2024)	Water Commission and Staff items are due.
11 days before Meeting	(02/09/2024)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meeting	(02/13/2024)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(02/15/2024)	Post agenda packet to City Website.
4 days before Meeting	(02/16/2024)	(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		

March 19, 2024, Regular Meeting

14 days before Meeting	(03/05/2024)	Water Commission and Staff items are due.
11 days before Meeting	(03/08/2024)	Water Commission Chair reviews agenda. City Attorney is sent agenda.
7 days before Meeting	(03/12/2024)	Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(03/14/2024)	Post agenda packet to City Website.
4 days before Meeting	(03/15/2024)	(72 hours) – Local Government Code requirement for posting

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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