



# City of Garden Ridge

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

**AGENDA**  
**WATER COMMISSION**  
**REGULAR MEETING**  
**TUESDAY, MARCH 27, 2018 -- 6:00 P.M.**

The Water Commission will meet in a regular meeting at 6:00 p.m., Tuesday, March 27, 2018 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 on March 23, 2018 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Citizen Comments – limited to 30 minutes

**Rules for Citizen's Participation:**

The City Council welcomes citizen participation and comments at all of their Meetings. The City Council offers citizens the opportunity to address them by signing up to speak prior to the meeting. As a courtesy to your fellow citizens and out of respect for our elected officials, we request that if you speak, you follow these guidelines:

- a) Respect and courtesy:
  - i. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
  - ii. Show the City Council the same respect that you would like to be shown.
  - iii. Show the City Council courtesy by ending your speaking at the time allotted below.
- b) Speaking:
  - i. First citizen comment period
    - a. You are required to sign up to speak.
    - b. You are limited to one three (3) minute period.
  - ii. Business item period
    - a. You are required to sign up to speak.
    - b. You are limited to one three (3) minute period.
  - iii. Second citizen comment period
    - a. You are not required to sign up.
    - b. You are limited to one two (2) minute period.
  - iv. State your name and address before your comments begin.
  - v. 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 Committee may discuss, consider and/or take possible action on the following items:

a) Approvals

- i. Approval of Minutes for October 27, 2017 Water Commission Regular Meeting.

b) Recommendations

- i. Request from Tony Overman for a reduction of water bill from February 2018 (bill totaling \$4,000).
  - a. Review and make a recommendation to City Council regarding the bill.

c) Updates/ Reviews

- i. Update on Water Rate Study.
- ii. Update on EAA water rights lease with Mr. and Mrs. Leon Timmermann.

d) Discussions/Reports

- i. Presentation of the Water Commission binder of ordinances that apply under the Commissions purview, Commissioners contact information, Commissioners places and terms, additional information to assist in making Commission recommendations, and Commission duties.
  - a. Review of Ordinance 210-022018 governing Commissions by Mayor Thompson.
- ii. Water Manager Monthly Activity Report  
Water pumping/usage from city wells, Water system infrastructure maintenance, repairs and/or projects, and Water and/or Drought Management (current Watering Stage)
  - a. Discussion on well maintenance scheduling, what maintenance was preformed and cost of maintenance (Heier).
- iii. Education/Training Sessions
- iv. Items discussed at the November 1, 2017 - March 7, 2018 City Council Regular Meetings.
- v. Discussion of Future Agenda Items
  - a. Set date, time and location for next meeting (April 24, 2018)

6. Citizen's Participation: - 20 minute limit.

See "Rules for Citizen's Participation" under Item 4.

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 Council Authorized:**

The Commission may vote or act upon any item within this Agenda. The Commission reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matter listed below, as authorized by Title 5, Chapter 55, of the Texas Government Code.

### **Executive Sessions Authorized:**

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

### **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.

  
Shelley Goodwin, TRMC  
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 12:10 p.m. October 20, 2018 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
Shelley Goodwin, TRMC  
City Secretary



# City of Garden Ridge

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

## **MINUTES OF CITY WATER COMMISSION** **REGULAR MEETING** **October 24, 2017**

### **Members Present:**

Chairman David Heier  
Commissioner Andre Bullard  
Vice-Chairman Richard Holloway  
Commissioner Ray Pitzen  
Mayor Larry Thompson, ex-officio

### **Member Absent:**

Commissioner Keven Harshbarger  
Commissioner vacant position

### **City Staff Present:**

Nancy Cain, City Administrator  
Royce Goddard, Water Department Manager  
Shelley Goodwin, City Secretary

### **1. Call to Order**

With a quorum of the City Water Commission present, Chairman Heier called the regular meeting of the Garden Ridge City Water Commission to order at 6:00 p.m. on Tuesday, October 24, 2017 in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

### **2. Citizen's Participation –limited to 30 minutes**

No one signed up to speak.

### **3. Business Items**

**The City Water Commission may discuss, consider and/or take possible action on recommendation to the City Council on the following:**

#### **a) Minutes of the September 26, 2017 Water Commission Meeting**

**Motion:** A motion was made by Commissioner Bullard, seconded by Commissioner Holloway, to amend the minutes by removing the extra comma in b) and period in e) and to approve the minutes of September 26, 2017 Water Commission. The Water Commission voted four (4) for and none (0) opposed. The motion passed unanimously.

#### **b) Request for renewal of lease from Lloyd Loehman 3 acre feet of Edwards Aquifer Water Rights due to expire on December 31, 2017.**

##### **i. Review the request.**

Nancy Cain, City Administrator, stated the lease agreement with Lloyd Loehman is for 3acre feet of Edward Aquifer Water Rights and is due to expire on December 31, 2017. She stated Mr. Loehman desires to continue leasing his three acre feet of Edwards's water rights for another three years. She

stated the cost is \$138.50 per acre foot for three (3) years, which equals to \$415.50 annually and \$1,246.50 over the full term, which would end December 31, 2020.

**ii. Make recommendation to City Council on the renewal.**

**Motion:** A motion was made by Commissioner Holloway, and seconded by Commissioner Pitzen, to recommend to the City Council to approve the request for renewal of lease with Lloyd Loehman for 3 acre feet of Edwards Aquifer Water Rights due to expire on December 31, 2017, for another 3 years. The Water Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

**c) Update on the 25 acre feet of Edwards Aquifer Water lease from Leon and Evelyn Timmermann.**

Nancy Cain, City Administrator, stated the City Council approved the Water Commission recommendation for the water lease with the Timmermanns. She stated however Mr. Timmermann asked that the City pay him now for 12 months but the contract not begin until January 2018, which would allow him to sell water rights to those who exceed their EAA allotted amounts through the end of the year.

The Water Commission discussed the options of leasing with the Timmermanns and if the City sees the need to have the additional water rights then to contact them.

**d) Discussion on amending Ordinance 61 Stages 3-5 Restrictions regarding Commercial Use.**

Nancy Cain, City Administrator, stated while going through Ordinance 61 it was discovered that Stages 3-5 in certain categories was less restrictive than Stages 1-2.

**Motion:** A motion was made by Commissioner Holloway, and seconded by Commissioner Bullard, to recommend to the City Council to amend Ordinance 61 Stages 3-5 to include Restaurants and other eating establishments are prohibited from serving groundwater to customers except upon request of the customer. The Water Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

**e) Water Manager Monthly Activity Report**

- i. Water pumping/usage from city wells**
- ii. Water system infrastructure maintenance, repairs and/or projects**
- iii. Static levels, drawdown levels and flow rates on the Trinity Well**
- iv. Water and/or Drought Management**

Mayor Thompson stated all City Department Reports are being retooled to provide the information the City Council, the Commissions, and residents want to know and the information staff feels people need to know.

The Water Commission reviewed the report and discussed adding graphs with dates and graphs that show trends. They also discussed adding well maintenance and well equipment life.

Royce Goddard, Water Manager reviewed the monthly water pumping/usage from the city wells and discussed the water system operations (see attached report).

Royce Goddard, Water Manager, reported 45.64 acre feet were pumped from the Edwards Aquifer and 0 acre feet were pumped from the Trinity in September. He stated the average daily usage is 9,284.02 gallons. He also reviewed the Static Levels and reported the City is currently not under any watering restrictions.

**f) Set date, time and location for next meeting (November 28, 2017 at 6:00 p.m.).**

The next Water Commission meeting will be held on Tuesday, November 28, 2017 at 6:00 p.m. in the City Council Chambers; if necessary.

**g) Future Agenda Items.**

The Water Commission added a future agenda item on well maintenance, schedule and the cost.

**4. Citizen Participation – 3 minute limit per citizen**

Kay Bower, 8947 Garden Ridge Dr., encouraged the Water Commission and Water Department to develop a tickler system with alerts for maintenance.

**5. Adjourn**

Motion to adjourn was made by Chair Heier and seconded by Commissioner Pitzen. The motion passed unanimously and the meeting adjourned at 6:42 p.m.

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David Heier, Chair

ATTEST:

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Shelley Goodwin, TRMC  
City Secretary



## Request for Grace on Water Bill

February 27, 2018

RE: Water Bill  
Attn: Royce Goddard

Dear Water Commission,

I'm writing this letter instead of appearing in person because I am out of the country and will not return until March 28<sup>th</sup>. The reason for my letter is concerning my water bill for Dawn Meadows office complex phase II at 19115 FM 2252. This complex is quite large and we are always walking the property searching for any issues on leaks. However, because of the size of the property a leak underneath the ground can easily be overlooked or not seen based on the location of the leak. In February I received an enormous water bill for the lower section that was over \$ 4,000.00. As you can imagine I was shocked beyond belief, but reacted immediately. I called my property manager Isaac Fuentes to go and search diligently to see if he could find a leak because something is seriously wrong. He called the city and a couple of representatives came out to assist him in finding a possible leak. After searching the property a leak was discovered hidden back behind a building. Isaac immediately went to work stopping and repairing the leak that was creating this huge bill.

My request to the Water Commission is to please forgive or substantially lessen the amount by crediting my account. I have already paid the bill because I didn't want to be late, but hope the members of the commission would see that this was a very large leak that was not detected, but as soon as we discovered it, we immediately acted. I hope that the commission would give some grace on this considering my long lasting record of responsible water use and payments. A commercial building is not like a residence, we are not living on the property daily like someone would be in their home. Thank you for your time and consideration.

Sincerely,

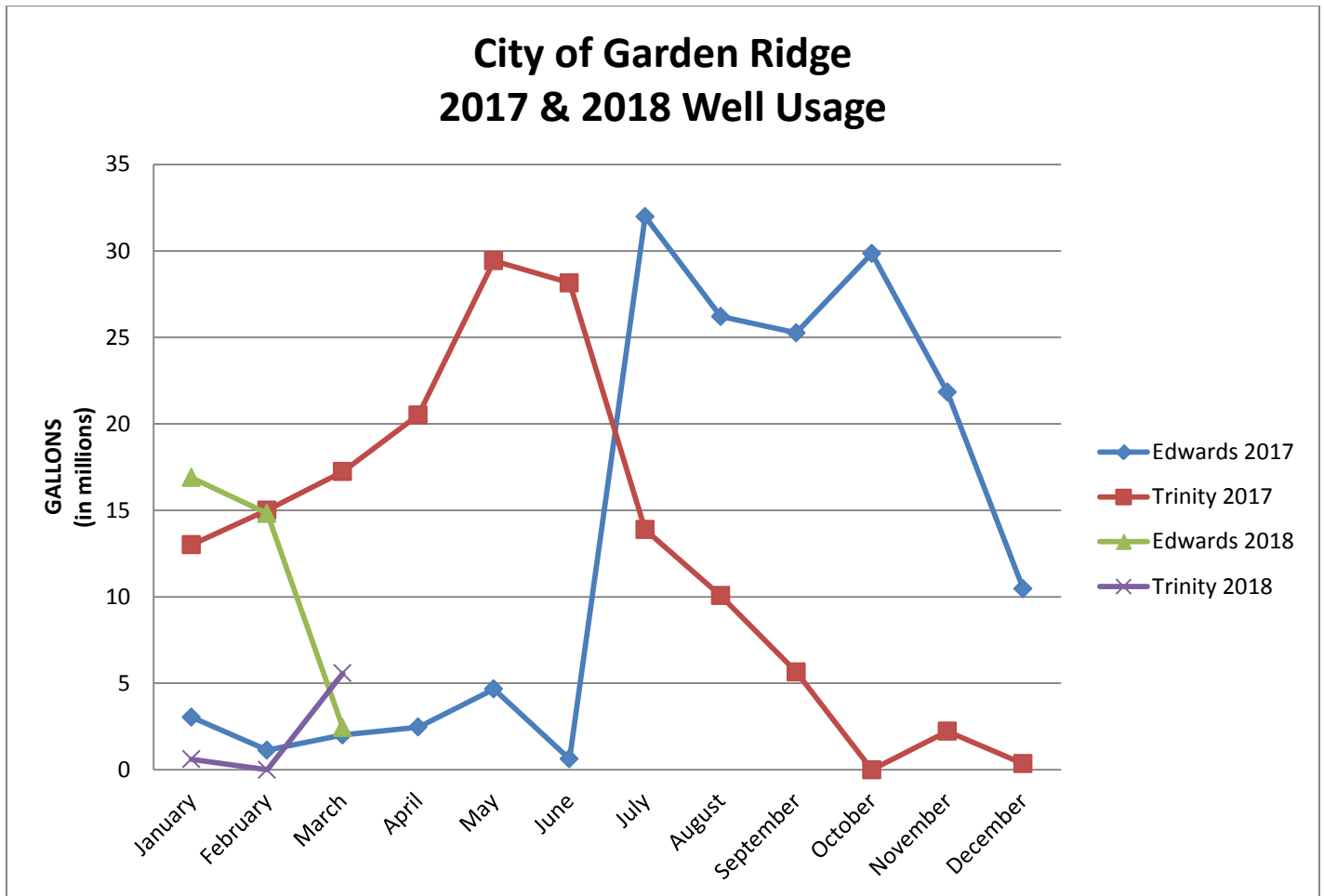
Tony Overman  
President, CEO  
Overman Properties III, LLC  
[www.overmanproperties.com](http://www.overmanproperties.com)  
210-317-1998 cell



## Water Commission Report

As of March 13, 2018

### 2017 & 2018 City of Garden Ridge Well Usage



As of March 13, 2018:

Edwards Wells – 2,433,000 Gallons (7.47 acre feet) have been used.

Trinity Well – 5,582,000 Gallons (17.13 acre feet) have been used.

**The City of Garden Ridge has a total of 681.767 acre feet of Edwards Permits. Current amount pumped is 97.02 acre feet, leaving 584.75 acre feet available to pump. Currently the City of Garden Ridge is not in an EAA Drought Stage.**

### 2017 Edwards Permits

| Type of Permit | TCEQ Permit #  | EAA Permit # | Acre Feet      |
|----------------|----------------|--------------|----------------|
| Allocated      | CO 00139       | P100-767     | 511.951        |
| Purchased      | BE 00109I      | P100-327     | 2.000          |
| Purchased      | ME 00417D      | P101-185     | 1.301          |
| Purchased      | ME 00479I      | P101-315     | 3.895          |
| Purchased      | UV 00437I      | P101-699     | 2.000          |
| Purchased      | UV 00461I      | P101-752     | 4.000          |
| Purchased      | UV 00478I      | P101-801     | 2.000          |
| Purchased      | UV 00537H      | P101-959     | 2.000          |
| Purchased      | UV 00576I      | P102-040     | 14.000         |
| Purchased      | UV 00630G      | P102-146     | 1.760          |
| Purchased      | BE 00081AE     | P100-200     | 62.000         |
| Transfer       | CO00119AA      | P102-564     | 0.660          |
| Transfer       |                | P103-312     | 4.500          |
| Transfer       |                | P102-416     | 2.000          |
| Lease          | Lloyd Loehman  | P107-429     | 3.000          |
| Lease          | M. Friesenhahn | P100-745     | 65.000         |
| Lease          | BVFD           | P102-302     | -0.300         |
| <b>Total</b>   |                |              | <b>681.767</b> |

### Monthly Averages as of March 13, 2018

|                              |                     |
|------------------------------|---------------------|
| Average usage per connection | 4,938.39 gallons*   |
| Average usage per day        | 667,916.66 gallons* |

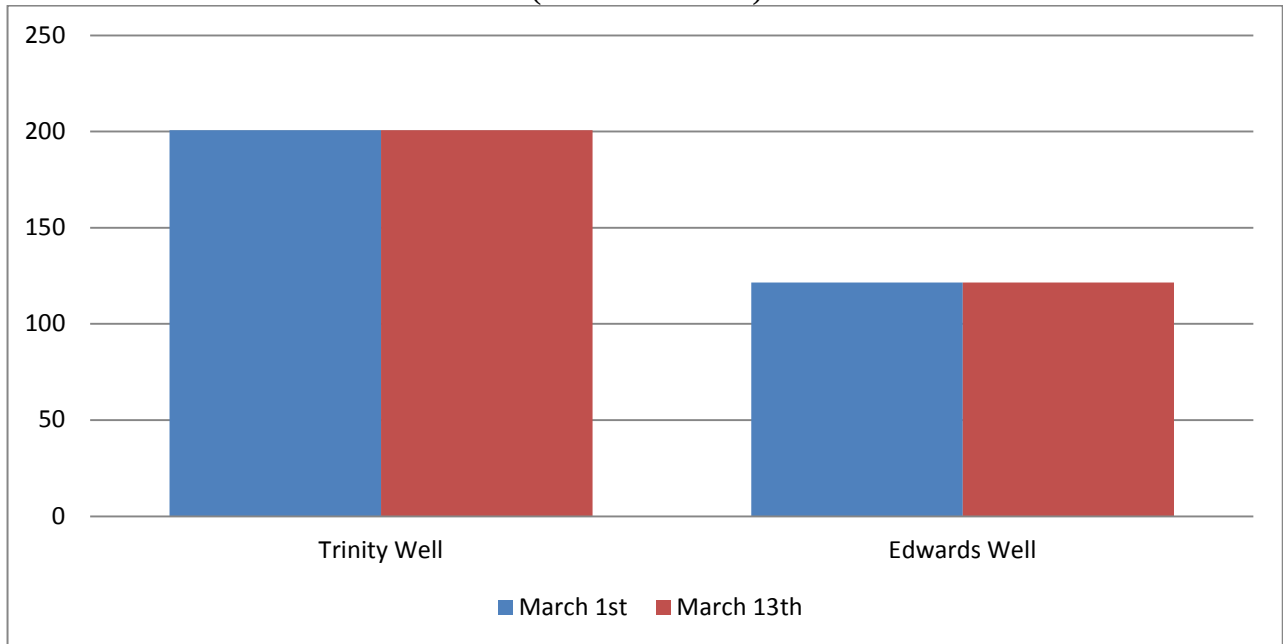
|                   | Year to date for 2018 | 2017  |
|-------------------|-----------------------|-------|
| Water Connections | 1,623                 | 1,610 |

### Well Maintenance Schedules

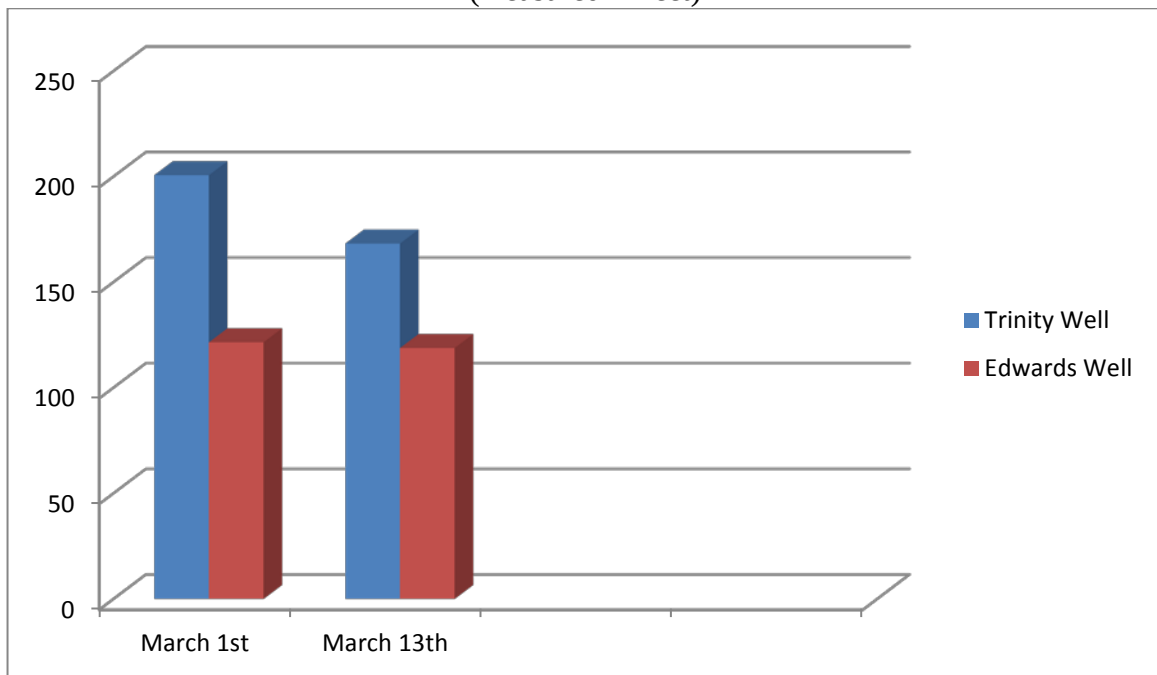
| Location of well           | Last maintenance preformed | Maintenance based on time or installed | Last test run |
|----------------------------|----------------------------|----------------------------------------|---------------|
| F.M. 2252 Edwards Well 5   | June 2016                  | Time                                   | June 2016     |
| F.M. 2252 Edwards Well 7   | May 2017                   | Time                                   | May 2017      |
| Timber Rose Edwards Well 2 | May 2005                   | Time                                   | May 2016      |
| Timber Rose Edwards Well 4 | May 2005                   | Time                                   | May 2016      |
| Elevated Trinity Well 8    | August 2017                | Time                                   | June 2016     |
| F.M. 3009 Trinity Well 9   | August 2017                | Installed                              | August 2017   |
| F.M. 3009 Trinity Well 10  | August 2017                | Installed                              | August 2017   |

## Monthly Well Progress

**Static Levels (Well Motors Off)**  
(measured in feet)



**Pumping Levels (Well Motors Running)**  
(measured in feet)



## Water Department Monthly Activities:

| Water                     |       | Plumbing                       |   |
|---------------------------|-------|--------------------------------|---|
| New Meter Installations   | 6     | Sewer Rough-in. #3             | 3 |
| Meter Replacement         | 5     | Plumbing Rough-in. #6          | 1 |
| Main Breaks               | 0     | Water Main to House. #8A       | 0 |
| Service Line Replacement  | 1     | Final House Inspection #9      | 3 |
| Service Line Leak Repair  | 3     | Irrigation System Inspections. | 1 |
| Fire Hydrant Maintenance  | 12    | Water Heater Safety Inspection | 0 |
| Leak Adjustment           | 0     | Toilet Rebates                 | 0 |
| Meters Read Feb. 22, 2018 | 1,623 | Washing Machine Rebates        | 0 |
| Work Orders               | 167   |                                |   |

### Projects:

- 2016 CIP: FM 3009 Well Site: MCC/Pump Room building, Chlorine building under construction. All electronic equipment installed in MCC room. Electricians pulling wire from all connections to MCC building.
- Working to improve the Water Department work order and workflow system to assist with making the day to day operations more efficient.

| Type of Report                               | Due Date                                           | Date Submitted                |
|----------------------------------------------|----------------------------------------------------|-------------------------------|
| Daily Well/Max EAA Usage/Total Usage         | Daily                                              | Run daily                     |
| Monthly Well Totals/State Report/ Water Loss | By 5 <sup>th</sup> of following month              | March 2, 2018                 |
| EAA Drought Condition Monthly Report         | By 10 <sup>th</sup> of following month             | N/A Not in drought conditions |
| Monthly Bacteriological Samples              | Monthly 1 <sup>st</sup> – 7 <sup>th</sup>          | March 6, 2018                 |
| Water Commission Report                      | 2 weeks prior to meeting                           | March 13, 2018                |
| City Council Meeting Report                  | 2 weeks prior to meeting                           | February 21, 2018             |
| DLQOR 1 <sup>st</sup> Quarter                | April 10 <sup>th</sup> of current year             |                               |
| DLQOR 2 <sup>nd</sup> Quarter                | July 10 <sup>th</sup> of current year              |                               |
| DLQOR 3 <sup>rd</sup> Quarter                | October 10 <sup>th</sup> of current year           |                               |
| DLQOR 4 <sup>th</sup> Quarter                | January 10th of following year                     | January 10, 2018              |
| CCTGWCD 1 <sup>st</sup> Quarter              | April 10 <sup>th</sup> of current year             |                               |
| CCTGWCD 2 <sup>nd</sup> Quarter              | July 10 <sup>th</sup> of current year              |                               |
| CCTGWCD 3 <sup>rd</sup> Quarter              | October 10 <sup>th</sup> of current year           |                               |
| CCTGWCD 4 <sup>th</sup> Quarter              | January 10th of following year                     | January 10, 2018              |
| EAA Annual Meter Report                      | January 31 <sup>st</sup> of current year           | January 25, 2018              |
| TWBD Annual Water Survey                     | March 1 <sup>st</sup> of current year              | January 31, 2018              |
| EAA Groundwater Conservation Plan            | March 31 <sup>st</sup> , 2018<br>Due every 3 years |                               |
| TWDB Annual Water Loss Audit                 | May 1 <sup>st</sup> of current year                |                               |
| Annual Consumer Confidence Report            | July 1 <sup>st</sup> of current year               |                               |
| Lead & Copper Samples                        | June – September 2019<br>Due every 3 years         |                               |

CCTGWCD=Comal County Trinity Groundwater Conservation District

DLQOR=Disinfectant Level Quarterly Operating Report

EAA=Edwards Aquifer Authority

TWBD=Texas Water Development Board

### Employee Updates:

Duane Scognio: Got a Atta Boy for helping a resident with a water leak.

# Future Agenda Items

Water Commission

## April 24, 2018

### Agenda deadlines:

- |                                |           |                                                                                                                                                                                                                                          |
|--------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14</b> days before Meetings | (4/10/18) | Wildlife Management Advisory Commission and Staff items are due                                                                                                                                                                          |
| <b>11</b> days before Meetings | (4/13/18) | Wildlife Management Advisory Commission Chair review agenda.                                                                                                                                                                             |
| <b>7</b> days before Meetings  | (4/17/18) | <ul style="list-style-type: none"><li>• City Attorney is sent the agenda to approval</li></ul> Post Agenda on bulletin board                                                                                                             |
| <b>5</b> days before Meetings  | (4/19/18) | <ul style="list-style-type: none"><li>• Wildlife Management Advisory Commission will receive packet (allowing a day and half for corrections and additional information to be added)</li></ul> Post Agenda Packet to City Website @ noon |
| <b>4</b> days before Meetings  | (4/20/18) | (72 hours) – Local Government Code requirement for posting                                                                                                                                                                               |

Red=City Council

Purple=Quarry Commission

Green=Planning & Zoning =

Brown=Wildlife Management Advisory Commission

Blue=Water Commission

Pink=Impact Fee Committee

City Events=April 21<sup>st</sup> Household Hazardous Waste and RX drop-off

| 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  |      |     |      |     |     |

### Approval

1. Minutes 3-27-18

### Recommendation

### Discussion/Reports

1. Water Manager Report
2. City Council Update
3. Future Agenda Items
  - a. Set next meeting (if necessary) May 22, 2018 @ 6

### Training Session

### Executive Session

# MAY 22, 2018

## Agenda deadlines:

- |                                |           |                                                                                                                                                                                                                              |
|--------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14</b> days before Meetings | (5/8/18)  | Wildlife Management Advisory Commission and Staff items are due                                                                                                                                                              |
| <b>11</b> days before Meetings | (5/11/18) | Wildlife Management Advisory Commission Chair review agenda. <ul style="list-style-type: none"><li>• City Attorney is sent the agenda to approval</li></ul>                                                                  |
| <b>7</b> days before Meetings  | (5/15/18) | Post Agenda on bulletin board <ul style="list-style-type: none"><li>• Wildlife Management Advisory Commission will receive packet (allowing a day and half for corrections and additional information to be added)</li></ul> |
| <b>4</b> days before Meetings  | (5/18/18) | Post Agenda Packet to City Website @ noon                                                                                                                                                                                    |
| <b>4</b> days before Meetings  | (5/18/18) | (72 hours) – Local Government Code requirement for posting                                                                                                                                                                   |

.Red=City Council

Purple=Quarry Commission

Green=Planning & Zoning =

Brown=Wildlife Management Advisory Commission

Blue=Water Commission

Pink=Impact Fee Committee

City Events= 12<sup>th</sup> is Shred Day (document shredding)

28<sup>th</sup> Memorial Day Holiday

| 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   |     |     |

## Approval

1. Minutes 4-24-18

## Recommendation

## Discussion/Reports

1. Water Manager Report
2. City Council Update
3. Future Agenda Items
  - a. Set next meeting (if necessary) June 26, 2018 @6

## Training Session

## Executive Session

### PENDING FUTURE AGENDA ITEMS

- Water Rate Study

### UPCOMING EDUCATION/TRAINING SESSIONS