



# City of Garden Ridge

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

**AGENDA**  
**CITY WATER COMMISSION**  
**REGULAR MEETING**  
**TUESDAY, JANUARY 22, 2019, 6:00 P.M.**

The City Water Commission will meet in a regular session on Tuesday, January 22, 2019, at 6:00 p.m. 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 January 18, 2019, 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 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 City Water 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 follow these guidelines:

a) **Respect and courtesy:**

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

b) **Speaking:**

- i. First citizen comment period
  1. You are required to sign up to speak.
  2. You are limited to one 3-minute period.
- ii. Business item period
  1. You are required to sign up to speak.
  2. You are limited to one 3-minute period.
- iii. Second citizen comment period
  1. You are not required to sign up.
  2. You are limited to one 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 following items are for discussion, consideration, and/or action.

- a) Presentation of Water Rate Study by Water Markets
  - i. Discuss and make possible recommendations to City Council on study and/or water rate adjustments.
- b) Approvals
  - i. Minutes for December 18, 2018, Water Commission Regular Meeting.
- c) Recommendations
  - i. Request for water bill adjustment/credit for 8297 Eskimo Forest for billing period of November 20, 2018 – December 19, 2018.
    - 1. Review and make a recommendation to City Council regarding the bill.
- d) Discussions/Reports/Updates
  - i. Water Manager Monthly Activity Report.
    - 1. Water pumping/usage from City wells, Water system infrastructure maintenance, repairs and/or projects, and Water and/or Drought Management (current Watering Stage).
    - 2. Tank overflow at Elevated Site.
  - ii. Estimate for replacement pumps at well sites.
  - iii. Discussion on Water Leases.
  - iv. Education/Training Sessions.
    - 1. Discuss and provide directions on future education or training sessions.
  - v. Items discussed at the January 2, 2019, City Council Regular Meeting.
  - vi. Water Commission activities and projects.
    - 1. Update on Commissioner's activities and projects.
    - 2. Discuss and make possible recommendations on future meetings or direction regarding Water Commission activities and projects.
  - vii. Future Agenda Items
    - 1. Commissioner's input on agenda items.
    - 2. Announce date, time, and location for next regular meeting (Tuesday, February 26, 2019, at 6:00 p.m. at City Hall – City Council Chambers).

## **6. Citizen Comment Period – limited to 20 minutes total 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 Commission Authorized:**

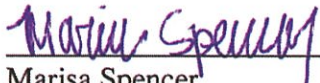
The Commission may vote or act upon any item within this Agenda. The Commission reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Title 5, Chapter 551, of the Texas Government Code.

### **Executive Sessions Authorized:**

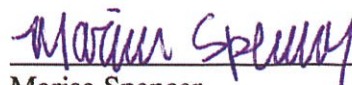
This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the 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.

  
\_\_\_\_\_  
Marisa Spencer  
Interim City Secretary

This is to certify that I, Marisa Spencer, posted this Agenda at 3:30 p.m. on January 15, 2019, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
\_\_\_\_\_  
Marisa Spencer  
Interim City Secretary



**MINUTES**  
**CITY WATER COMMISSION REGULAR MEETING**  
**TUESDAY, DECEMBER 18, 2018, 6:00 P.M.**

**Commissioners Present:**

Chair David Heier  
Vice-Chair Richard Holloway  
Commissioner Andre Bullard  
Commissioner Keven Harshbarger  
Commissioner Ray Pitzen  
Commissioner Jesse Valdez  
Mayor Larry Thompson, Ex-officio

**Commissioners Absent:**

None

**City Staff Present:**

Nancy Cain, City Administrator  
Marisa Spencer, Interim City Secretary  
Kat Balbi, Utility Clerk  
Royce Goddard, Water Manager  
Brad Olivarri, Deputy Water Manager

**Other Appointed or Elected Officials in Attendance:**

None

**1. Call to Order**

With a quorum of the City Water Commission present, Chair Heier called the regular meeting of the Garden Ridge City Water Commission to order at 6:00 p.m. on Tuesday, December 18, 2018, 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 Heier led the Pledge of Allegiance.

**4. Citizen Comment Period – limited to 30 minutes total**

No one signed up to speak.

**5. Business Items**

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

**a) Approvals**

- i. Minutes for November 15, 2018, Water Commission Special Meeting.**

**Motion:** A motion was made by Commissioner Bullard, seconded by Commissioner Pitzen, to approve the Minutes of the November 15, 2018, Water Commission Special Meeting. The Water Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

**ii. Minutes for November 27, 2018, Water Commission Regular Meeting.**

**Motion:** A motion was made by Commissioner Valdez, seconded by Commissioner Holloway, to approve the Minutes of the November 27, 2018, Water Commission Regular Meeting. The Water Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

**b) Updates/Reviews**

**i. Update on Water Rate Study.**

Chair Heier stated that he, Commissioner Pitzen, Mayor Thompson, Mayor Pro-Tem McCaw, and City Administrator Nancy Cain received a thorough presentation during their meeting with Water Markets.

Mayor Thompson stated the plan moving forward is to have another meeting with Water Markets in early January, then the Water Commission will be provided the results to review and discuss. After that, the Water Commission would be able to provide a recommendation to City Council.

**c) Discussions/Reports**

**i. Water Manager Monthly Activity Report**

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

Royce Goddard, Water Manager, reviewed the Water Department Monthly Activity Report. The Commission discussed suggestions to improve the Water Department Monthly Activity Report.

**2. Tank overflow at Elevated Site.**

Royce Goddard, Water Manager, spoke regarding a tank overflow at a City well site (see attached) and addressed questions from Commissioners. The Commission discussed prevention and implementation methods to mitigate the risk of future incidents occurring.

The Commission thanked Royce Goddard, Water Manager, for his hard work and dedication over the years.

**ii. Education/Training Sessions.**

**1. Discuss and provide directions on future education or training sessions.**

Chair Heier reminded the Commission of the Tuesday, January 8, 2019, grinder pump briefing workshops. The Commission discussed possibly receiving a presentation from Water Markets as their education/training session at the Water Commission Regular Meeting on January 22, 2019.

**iii. Items discussed at the December 5, 2018, City Council Regular Meeting.**

Nancy Cain, City Administrator, reported to City Council that the Commission received a presentation regarding the Comal Trinity Groundwater Conservation District from President Larry Hull, and each Commissioner provided an update on their activities and projects.

**iv. Water Commission activities and projects.**

**1. Update on Commissioner's activities and projects.**

Each Commissioner discussed updates and progress on their respective activities and projects. Chair Heier spoke regarding the Comal Trinity Groundwater Conservation District's meeting he attended, and encouraged Commissioners to attend these informative meetings if they are able to.

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

Chair Heier stated each Commissioner will continually provide an update on any progress of their activities and projects.

**v. Future Agenda Items**

**1. Commissioners input on agenda items.**

None at this time.

**2. Announce date, time, and location for next regular meeting (Tuesday January 22, 2019, at 6:00 p.m. at City Hall – City Council Chambers)**

Chair Heier announced the next Water Commission Regular Meeting will be held on Tuesday, January 22, 2019, at 6:00 p.m. at City Hall – City Council Chambers.

**6. Citizen Comment Period – limited to 20 minutes total**

No one wished to speak.

**7. Adjournment**

**Motion:** A motion was made by Commissioner Holloway, seconded by Commissioner Pitzen, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, December 18, 2018, Water Commission Regular Meeting was adjourned at 6:59 p.m. by Chair Heier.

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David Heier  
Chair

ATTEST:

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Marisa Spencer  
Interim City Secretary



# City of Garden Ridge

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

December 5, 2018

To Mayor and City Council  
Subj.: Tank overflow at Elevated Site

On November 30<sup>th</sup>, at about 2: 50 pm I turned on the booster pumps to drain down the ground storage tank to refresh the water in the tank. At about 3:30 pm the well motor and pump started. I turned off the booster pumps at this time. Water level was at 7.88" in the tank.

On Saturday morning at 6:08 am, I had missed 2 restricted calls and a call from Stanley Georg. At 6:12 I answered a call from Stanley Georg about water flowing from the ground storage tank. I checked the well status on my phone and found that the Trinity Well pump was still running. I reset the pump to off and the well pump stopped at about 6:15 am.

I checked all the parameters and found that the tank hi/low numbers were at 0.0 instead of 29.6'/11.5'. Reset parameters.

At this time I am unsure of what caused the change in the hi/low numbers, possibly past lightening storm and then lack of usage to find problem. I will monitor the well pump more closely in the future. The amount of water that overflowed was 518,000gals at a cost of \$ 22,078.31 per current water rates.

Royce E. Goddard  
Water Manager

# Kerim Jacaman

RECEIVED  
Jan 4 2019  
BY: Kat

8297 Eskimo Forest, Garden Ridge, TX 78266 | 210-243-5990 | kjacaman@msn.com

January 3, 2019

City of Garden Ridge  
Water Department  
9400 Municipal Parkway  
Garden Ridge, TX 78266

Dear City of Garden Ridge:

I live on 8297 Eskimo Forest and on January 3, 2019 I called the Water Department regarding my water bill because it was too high. The clerk said the bill is correct but if I would like the Water Department to run a test to determine if there is a leak. I agreed and the water technician came out on January 3, 2019 and said there is a leak because the water meter is full of water and when he plugged in his lab top it showed it started to leak a since November which was slow and in December it was higher. The leak was found on my side of the meter which was repaired but I am asking for an adjustment/credit to my water bill account due to the leak at the main water line. I am also requesting to be placed on the agenda for the next Water Commission meeting for the requested water bill adjustment/credit.

I can be reached at 210-243-5990 to discuss my request.

Sincerely,



Kerim Jacaman



# City of Garden Ridge Water Department

9400 Municipal Parkway  
Garden Ridge, Texas 78266  
www.ci.garden-ridge.tx.us  
(210) 651-6831  
Fax: (210) 651-9638



CRRT R119  
KERIM/GRENDALIS JACAMAN  
8297 ESKIMO FRST  
GARDEN RIDGE TX 78266-4409

\*Important Information on\*  
Reverse Side

| ACCOUNT NUMBER                                                                                                                                                                                                                | DATE BILL MAILED | SERVICE FROM | SERVICE TO    | DAYS USED | DUE DATE   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|---------------|-----------|------------|
| 24-5279-01                                                                                                                                                                                                                    | 12/31/2018       | 11/20/18     | 12/19/18      | 29        | 01/15/2019 |
| PREVIOUS READING                                                                                                                                                                                                              | PRESENT READING  | GALLONS USED | DESCRIPTION   |           | AMOUNT DUE |
| 384000                                                                                                                                                                                                                        | 431000           | 47000        | RI WATER      |           | 237.64     |
|                                                                                                                                                                                                                               |                  |              | EAA EAA FEE   |           | 3.03       |
|                                                                                                                                                                                                                               |                  |              | 080 CTG FEE   |           | 0.60       |
|                                                                                                                                                                                                                               |                  |              | TR1 GARBAGE   |           | 24.56      |
|                                                                                                                                                                                                                               |                  |              | HHW HAZ WASTE |           | 0.36       |
|                                                                                                                                                                                                                               |                  |              | TAX           |           | 2.03       |
| HAPPY NEW YEAR FROM CITY HALL<br>CHRSTIMAS TREE/BRUSH & RECYCLE DUMPSTERS<br>AT CITY COMPLEX JAN 5-6, 12-13, 19-20, 26-27<br>CITY HALL CLOSED JAN 1 & 21<br>AFTER HOURS CONTACT 210-651-6831.<br>FOR WATER/ LOST/ FOUND PETS. |                  |              |               |           |            |

SERVICE ADDRESS ►

8297 ESKIMO FOREST

AMOUNT  
DUE

AFTER DUE DATE

BY DUE DATE

**\*\*DRAFT\*\***

**\$268.22**

KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION  
WITH YOUR PAYMENT TO:



City of Garden Ridge Water Department

9400 Municipal Parkway  
Garden Ridge, Texas 78266  
(210) 651-6831  
Fax: (210) 651-9638



| DUE DATE         | ACCOUNT NUMBER  |
|------------------|-----------------|
| 01/15/19         | 24-5279-01      |
| AFTER DUE DATE   | BY DUE DATE     |
| <b>**DRAFT**</b> | <b>\$268.22</b> |

AMOUNT  
DUE

SERVICE  
ADDRESS ►

8297 ESKIMO FOREST



CRRT R119  
KERIM/GRENDALIS JACAMAN  
8297 ESKIMO FRST  
GARDEN RIDGE TX 78266-4409

Bill History - (Drill Down)

File Edit Options Help

Account Number 24-5279-01 JACAMAN, KERIM/GRENDALIS

Address 8297 ESKIMO FOREST

Services 010 RI WATER - RES INSIDE

Filter

Period

1/2017

Thru

99/9999

Drag a column header here to group by that column

|            |     | Service    |            | # of | Demand      |             |            |      |
|------------|-----|------------|------------|------|-------------|-------------|------------|------|
| Bill Date  | Tno | From       | To         | Days | Consumption | Consumption | Total Bill | Bill |
| 07/31/2018 | 980 | 06/22/2018 | 07/23/2018 | 31   | 36          | 0.0000      | 151.17     |      |
| 06/30/2018 | 982 | 05/23/2018 | 06/22/2018 | 30   | 43          | 0.0000      | 204.16     |      |
| 05/31/2018 | 984 | 04/23/2018 | 05/23/2018 | 30   | 36          | 0.0000      | 151.17     |      |
| 04/30/2018 | 986 | 03/23/2018 | 04/23/2018 | 31   | 13          | 0.0000      | 42.20      |      |
| 03/31/2018 | 988 | 02/22/2018 | 03/23/2018 | 29   | 14          | 0.0000      | 44.60      |      |
| 02/28/2018 | 990 | 01/23/2018 | 02/22/2018 | 30   | 10          | 0.0000      | 35.00      |      |
| 01/31/2018 | 992 | 12/19/2017 | 01/23/2018 | 35   | 17          | 0.0000      | 54.94      |      |
| 12/31/2017 | 994 | 11/21/2017 | 12/19/2017 | 28   | 17          | 0.0000      | 54.94      |      |
| 11/30/2017 | 996 | 10/23/2017 | 11/21/2017 | 29   | 26          | 0.0000      | 92.39      |      |
| 10/31/2017 | 998 | 10/02/2017 | 10/23/2017 | 21   | 20          | 0.0000      | 66.85      |      |
|            |     |            |            |      | Avg 27      | Avg 0.0000  | Avg 106.73 | Avg  |

Exit

Inquiry

water

#687

#695

Account Number 24-5279-01 JACAMAN, KERIM/GRENDALIS

Address 8297 ESKIMO FOREST

Services 010 RI WATER - RES INSIDE

Filter

Period

1/2017

Thru

99/9999

Drag a column header here to group by that column

|            |     | Service    |            | # of |             | Demand      |            |      |
|------------|-----|------------|------------|------|-------------|-------------|------------|------|
| Bill Date  | Tno | From       | To         | Days | Consumption | Consumption | Total Bill | Bill |
| 12/31/2018 | 970 | 11/20/2018 | 12/19/2018 | 29   | 47          | 0.0000      | 237.64     |      |
| 11/30/2018 | 972 | 10/23/2018 | 11/20/2018 | 28   | 23          | 0.0000      | 78.76      |      |
| 10/31/2018 | 974 | 09/21/2018 | 10/23/2018 | 32   | 32          | 0.0000      | 126.53     |      |
| 09/30/2018 | 976 | 08/23/2018 | 09/21/2018 | 29   | 25          | 0.0000      | 86.70      |      |
| 08/31/2018 | 978 | 07/23/2018 | 08/23/2018 | 31   | 39          | 0.0000      | 173.88     |      |
| 07/31/2018 | 980 | 06/22/2018 | 07/23/2018 | 31   | 36          | 0.0000      | 151.17     |      |
| 06/30/2018 | 982 | 05/23/2018 | 06/22/2018 | 30   | 43          | 0.0000      | 204.16     |      |
| 05/31/2018 | 984 | 04/23/2018 | 05/23/2018 | 30   | 36          | 0.0000      | 151.17     |      |
| 04/30/2018 | 986 | 03/23/2018 | 04/23/2018 | 31   | 13          | 0.0000      | 42.20      |      |
| 03/31/2018 | 988 | 02/22/2018 | 03/23/2018 | 29   | 14          | 0.0000      | 44.60      |      |
| 02/29/2018 | 990 | 01/23/2018 | 02/23/2018 | 30   | 10          | 0.0000      | 25.00      |      |
|            |     |            |            |      | Avg 27      | Avg 0.0000  | Avg 106.73 | Avg  |

Exit

Inquiry

water

1-7-19

On 1-3-19 I went to 8297 Eskimo Forest for a lap top request by the resident. When I got there I opened the Meter Box and saw that it was full of water. So once I started pumping the water out I could see that the meter was moving so I notified the resident and she came out with me to investigate. So I shut the water off on the shut off valve and then on the curb stop. The meter was deep in the ground and was ~~surrounded~~ surrounded by bricks to keep it level with the ground. As I was digging it the meter box up Dave (Property foreman) showed up. Once it was dug up I was able to turn the water back on.

We could see that it was leaking from the end of the nipple going to the line to the customer shut off valve. Dave said that he would call his plumber and take care of it. The next day I saw Dave and asked him about it, he said that the nipple wasn't ~~secured~~ screwed in all the way. That day on the 3<sup>rd</sup> I still ran the lap top and explained to the residence that it has been leaking for quite some time. She asked about an adjustment but I told her ~~I would~~ that I didn't think the City did it anymore. She said she would go down to City Hall and look into it any way.

D. Scoones

## **8297 Eskimo Forest, Kerim Jacaman**

On 1/8/19, I talked with Mr. Jacaman over the phone about his leak adjustment request. I explained to him that the city no longer gave leak adjustments unless it was an extenuating circumstance. Mr. Jacaman told me how other utility companies give adjustments and that at his other property in Schertz he had been given a leak adjustment even though it was not the City's fault that he had a leak. At that point I explained to him that the leak was a workmanship error because the coupling that the plumber threaded onto the City's coupling was not screwed on tight. The resident told me that the builder had paid for the plumber and his work. At that point I talked to him about being reimbursed from the builder since the issue was a clear workmanship error not a city caused leak. The gentleman began to explain to me that other utility companies offer adjustments and he should be able to plead his case so I told him I was not there to tell him he could not bring this to the water commission. I was simply stating what we have found and at this point where my opinion is at when it comes to this specific leak. So I asked him if he wanted me to put him on this water commission agenda and he said yes. So I told him thank you and I believe someone would be in contact with him soon.

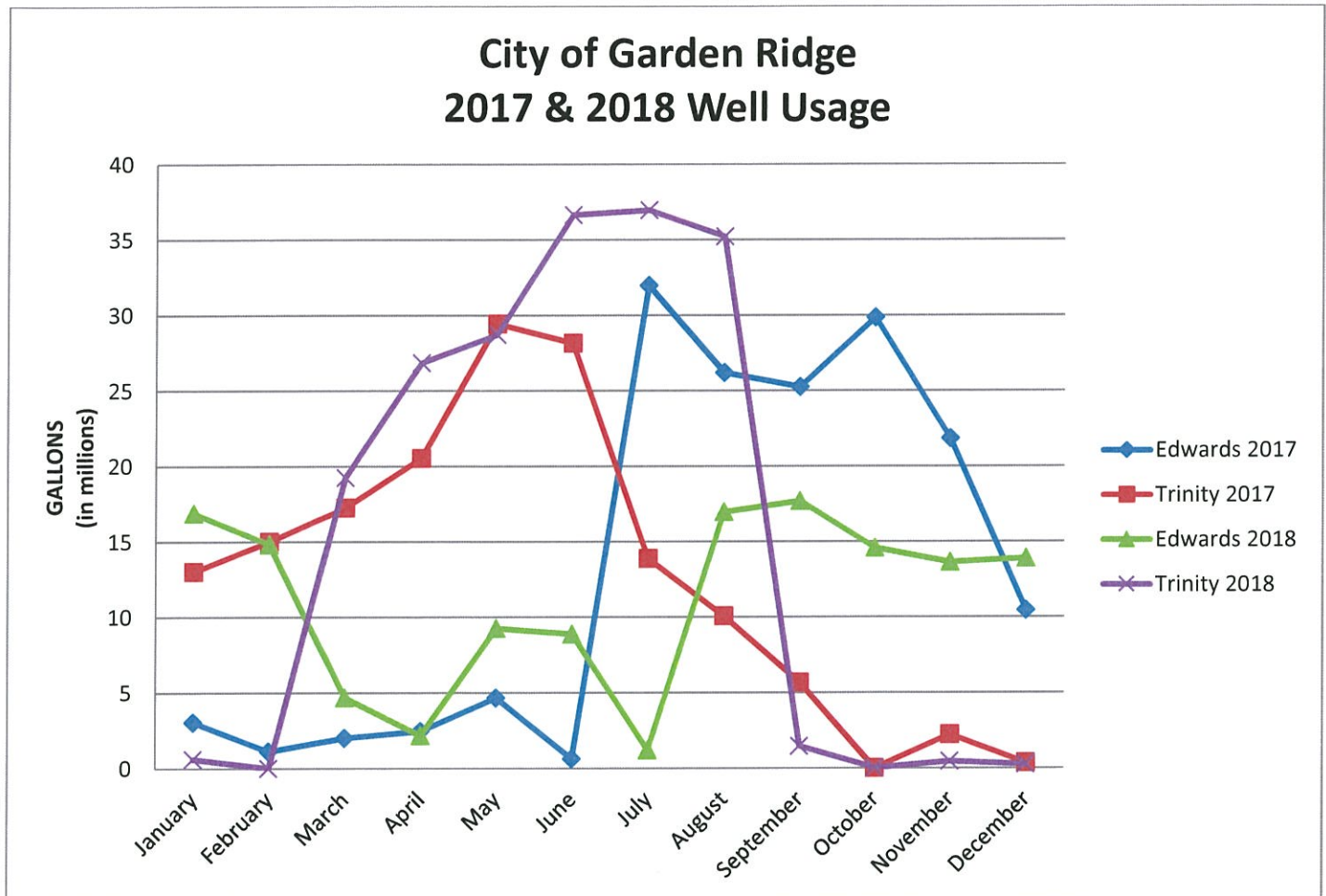
Brad Olivarri



## Water Department Report

As of December 31, 2018

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



As of December 31, 2018:

Edwards Wells – 13,899,000(42.654 acre feet) have been used.

Trinity Well – 263,000(0.81 acre feet) have been used.

**The City of Garden Ridge has a total of 712.287 acre feet of Edwards Permits. Current amount pumped is 413.414 acre feet, leaving 298.873 acre feet available to pump after EAA reductions. Currently the City of Garden Ridge is not in an EAA Drought Stage.**

## 2018 Edwards Permits

| Type of Permit | TCEQ Permit #    | EAA Permit # | Acre Feet      |
|----------------|------------------|--------------|----------------|
| Allocated      | CO 00139         | P100-767     | 541.471        |
| 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       | CO 00119AA       | 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          | Keith Zars Pools | P108-775     | 1.000          |
| Lease          | BVFD             | CO 00139     | P107-767       |
|                |                  |              | -0.300         |
| <b>Total</b>   |                  |              | <b>712.287</b> |

## Monthly Averages as of December 31, 2018

|                              |                    |
|------------------------------|--------------------|
| Average usage per connection | 8,656.44 gallons*  |
| Average usage per day        | 456,838.7 gallons* |

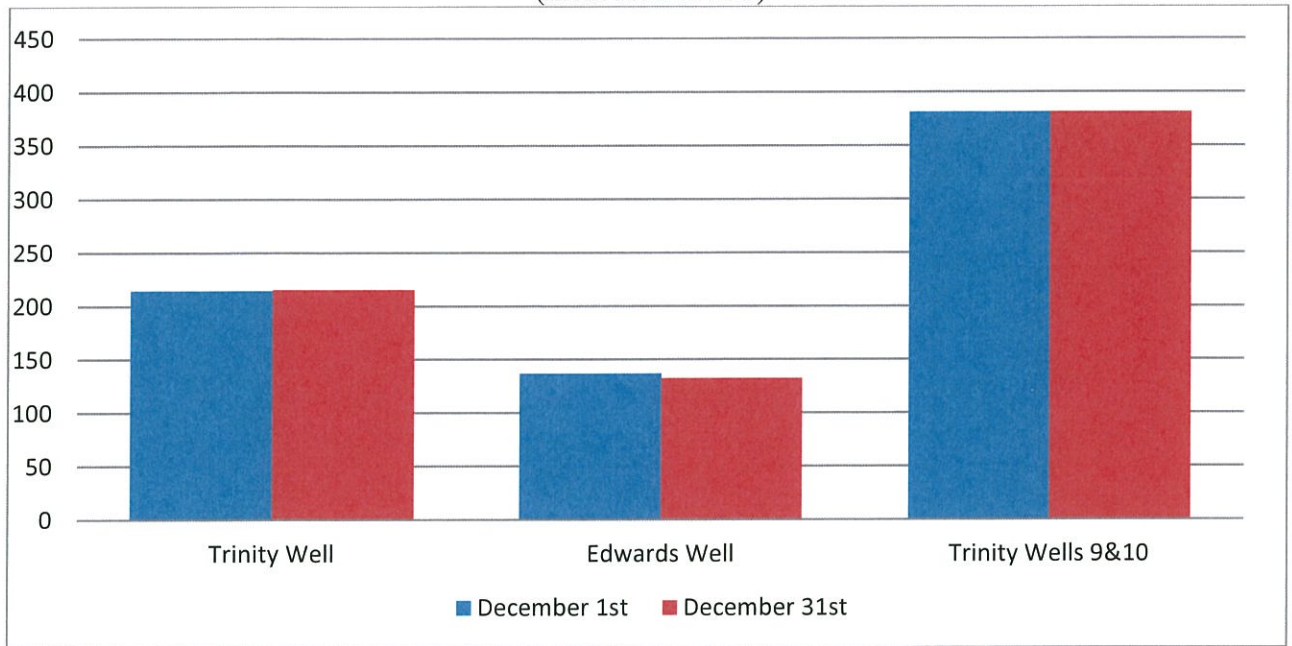
|                   | Year to date for 2018 | 2017  |
|-------------------|-----------------------|-------|
| Water Connections | 1,631                 | 1,610 |

## Service Pumps and Well Motors Maintenance Schedules

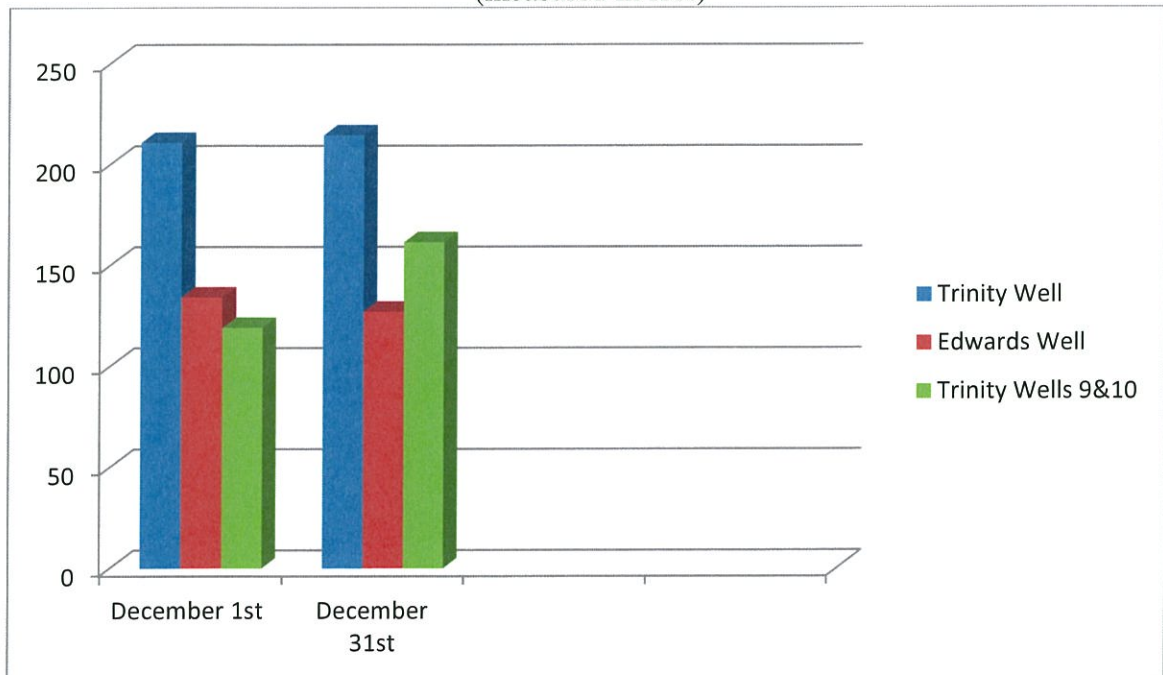
| Location of High Speed Service Pumps shp: Shaft Horse Power | Maintenance preformed based on 3,000 hours or annually. | Well motors maintenance based on 3,000 Hours or annually, Submersible based on 5 years or as needed. | Last time well motor was serviced or well motor pulled |
|-------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| F.M. 2252 Pump #1 125 shp                                   | May 2018                                                | Well #2 Turbine Motor                                                                                | June 2016                                              |
| F.M. 2252 Pump #2 125 shp                                   | May 2018                                                | Well #5 Turbine Motor                                                                                | May 2017                                               |
| Timber Rose Pump #1 50 shp                                  | May 2016                                                | Well #1 Submersible                                                                                  | May 2005                                               |
| Timber Rose Pump #2 50 shp                                  | May 2016                                                | Well #3 Submersible                                                                                  | May 2005                                               |
| Elevated Pump #1 125 shp                                    | August 2017                                             | Trinity Well #8 Submersible                                                                          | June 2016                                              |
| Elevated Pump #2 125 shp                                    | August 2017                                             | N/A                                                                                                  | N/A                                                    |
| F.M. 3009 Pump #1 125 shp                                   | August 2018                                             | Well #9 Submersible                                                                                  | April 2017                                             |
| F.M. 3009 Pump #2 125 shp                                   | August 2018                                             | Well #10 Submersible                                                                                 | April 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   | 3     | Sewer Rough-in. #3             | 4 |
| Meter Replacement         | 2     | Plumbing Rough-in. #6          | 3 |
| Main Breaks               | 0     | Water Main to House. #8A       | 4 |
| Service Line Replacement  | 0     | Final House Inspection #9      | 3 |
| Service Line Leak Repair  | 0     | Irrigation System Inspections. | 2 |
| Fire Hydrant Maintenance  | 13    | Water Heater Safety Inspection | 3 |
| Leak Adjustment           | 0     | Toilet Rebates                 | 0 |
| Meters Read June 23, 2018 | 1,631 | Washing Machine Rebates        | 0 |
| Work Orders               | 131   |                                |   |

\*Plumbing inspection Activities inaccurate due to Plumbing Inspectors availability

### Projects:

- Working to improve the Water Department work order and workflow system to assist with making the day to day operations more efficient.
- TCEQ and EAA water samples completed.

| 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              | November 5,2018  |
| EAA Drought Condition Monthly Report         | By 10 <sup>th</sup> of following month             | November 5,2018  |
| Monthly Bacteriological Samples              | Monthly 1 <sup>st</sup> – 7 <sup>th</sup>          | November 15,2018 |
| Water Commission Report                      | 2 weeks prior to meeting                           | January 2, 2019  |
| City Council Meeting Report                  | 2 weeks prior to meeting                           | January 2, 2019  |
| DLQOR 1 <sup>st</sup> Quarter                | April 10 <sup>th</sup> of current year             | April 3,2018     |
| DLQOR 2 <sup>nd</sup> Quarter                | July 10 <sup>th</sup> of current year              | July 2, 2018     |
| DLQOR 3 <sup>rd</sup> Quarter                | October 10 <sup>th</sup> of current year           | October 2, 2018  |
| DLQOR 4 <sup>th</sup> Quarter                | January 10 <sup>th</sup> of following year         | January 10, 2018 |
| CCTGWCD 1 <sup>st</sup> Quarter              | April 10 <sup>th</sup> of current year             | April 3, 2018    |
| CCTGWCD 2 <sup>nd</sup> Quarter              | July 10 <sup>th</sup> of current year              | July 2, 2018     |
| CCTGWCD 3 <sup>rd</sup> Quarter              | October 10 <sup>th</sup> of current year           | October 2, 2018  |
| CCTGWCD 4 <sup>th</sup> Quarter              | January 10 <sup>th</sup> 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 | March 28, 2018   |
| TWDB Annual Water Loss Audit                 | May 1 <sup>st</sup> of current year                | April 24, 2018   |
| Annual Consumer Confidence Repot             | July 1 <sup>st</sup> of current year               | June 30, 2018    |
| 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:

## **Tank Overflow at Elevated Site Event Report**

Date and Time: December 1, 2018 at 0608 hours

Summary of Event: While refilling Elevated Ground Storage tank to refresh water, water was observed flowing under FM 3009 and across Sumac Cove.

11/30/18 – 1450 hrs. Water Manager turned on booster pumps to drain down the ground storage tank

11/30/18 – 1530 hrs. Well pump started automatically. Water Manager turned off the booster pumps.

12/01/18 – 0608 hrs. Water Manager missed 2 restricted calls and a call from Stanley Georg

12/01/18 – 0612 hrs. Water Manager answered a call from Stanley Georg about water flowing from the ground storage tank. Water Manager checked the well status on his phone and found that the Trinity Well pump was still running.

12/01/18 – 0615 hrs. Water Manager logged into the system via cell phone and reset the well pump to off and the well pump stopped. Water Manager checked all the parameters and found that the tank hi/low numbers were at 0.0 instead of 29.6'/11.5'. Water Manager reset the parameters on his phone.

Financial Impact: 518,000 gals of water overflowed from the storage tank at a retail cost of \$22,078.31.

### Investigation:

It is believed that water started to overflow the storage tank around 2000 hrs. November 30, 2018.

Ground storage tank was last drained down to refresh the water in the tank on October 2018. No issues were experienced at that time.

Only Water Manager and Public Works Manager have the access to change the set points. The data log shows that no changes to the set points had been made.

The Scada data log showed that the city water system experienced 11 power surges during the month of November.

#### Root Cause:

Parameters for high/low tank set points were at zero. I will contact Micro Com, our SCADA provider for an explanation of how and why this happened. I will ask for their input on how to prevent this in the future.

#### Preventive Actions:

1. Add a line of code to shutoff off the well pumps when parameters are at 0.0'. (Status- Contact Micro Com)
2. Implement an inspection procedure for checking set points when well is put into auto and on a bi-weekly basis thereafter. (Status- Active)
3. Limit draining down the ground storage tank manually by starting the process during mornings. (Status- Active)
4. Add a visual of hi/low parameters on tank overview. (Status- Contact Micro Com)
5. Add a float device in every tank for a mechanical overflow shutoff. (Status- Emailed Engineer)

C and C Groundwater Services LLC  
29143 Old Fredericksburg Road  
Boerne, TX 78015 US  
830-981-8979  
kylec@gvvc.com

## Estimate



10%

### ADDRESS

Mr. Royce E. Goddard  
City of Garden Ridge  
9357 Schoenthal Rd.  
Garden Ridge, TX 78266-2600

### SHIP TO

Mr. Royce E. Goddard  
City of Garden Ridge  
City of Garden Ridge  
Royce E. Goddard  
9357 Schoenthal Rd.  
Garden Ridge, TX 78266-2600

### ESTIMATE #

1022

### DATE

08/30/2018

### SERVICE

### DESCRIPTION

### QTY

### RATE

### AMOUNT

2 Small Trinity Wells (Per Well)

### Pump

7CL 6STG  
Submersible Pump

1 4,770.00 4,770.00T

### Motor

75 horsepower  
460v 3 phase 8 inch Franklin Electric Motor

1 11,183.00 11,183.00T

Big Trinity Well

### Motor

125 horsepower motor  
Grundfos 8 inch 460v

1 17,870.00 17,870.00T

Royce,

Give me a call when you get this and I can talk to you  
about the discount while Eric is still at Preferred. He's  
leaving mid-week next week.

Thanks,

Kyle

well #9 + 10  
motor #8 for

SUBTOTAL

33,823.00

TAX (0%)

0.00

TOTAL

**\$33,823.00**

Accepted By

Accepted Date

### Water Leases

|       | Lease from       | EAA Permit # | A/F Leased | Annual Cost per AC/FT Leased | Annual Cost of Lease | Annual Cost with EAA Fees | EAA Fees & Cost / AF Annually | Exp. of Lease | % of Total EAA water |
|-------|------------------|--------------|------------|------------------------------|----------------------|---------------------------|-------------------------------|---------------|----------------------|
| Lease | Lloyd Loehman    | P107-429     | 3          | \$138.50                     | \$415.50             | \$667.50                  | \$ 84.00                      | 12/31/2020    | 0.42%                |
| Lease | M. Friesenhahn   | P100-745     | 65         | \$135.00                     | \$8,775.00           | \$14,235.00               | \$ 84.00                      | 12/31/2020    | 9.13%                |
| Lease | Keith Zars Pools | P108-775     | 1          | \$0.00                       | \$0.00               | \$84.00                   | \$ 84.00                      | 7/3/2019      | 0.14%                |
| Lease | BVFD             | P107-767     | -0.3       | \$0.00                       | \$0.00               | \$24.20                   | \$ 84.00                      | 12/31/2019    | 0.04%                |

## Water Commission Rolling Attendance at Water Commission Meetings

|             | 3/27/18<br>Regular<br>Meeting | 05/22/18<br>Regular<br>Meeting | 7/24/18<br>Regular<br>Meeting | 9/25/18<br>Regular<br>Meeting | 10/23/18<br>Regular<br>Meeting | 11/15/18<br>Special<br>Meeting | 11/27/18<br>Regular<br>Meeting | 12/18/18<br>Regular<br>Meeting | 01/22/19<br>Regular<br>Meeting | 02/26/19<br>Regular<br>Meeting | 03/26/19<br>Regular<br>Meeting | 04/23/19<br>Regular<br>Meeting | 05/28/19<br>Regular<br>Meeting |
|-------------|-------------------------------|--------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Heier       | P                             | P                              | A                             | P                             | P                              | P                              | P                              | P                              |                                |                                |                                |                                |                                |
| Bullard     | P                             | A                              | P                             | P                             | P                              | P                              | P                              | P                              |                                |                                |                                |                                |                                |
| Valdez      |                               |                                |                               |                               | P                              | P                              | P                              | P                              |                                |                                |                                |                                |                                |
| Pitzen      | U                             | P                              | P                             | P                             | P                              | P                              | P                              | P                              |                                |                                |                                |                                |                                |
| Holloway    | P                             | P                              | P                             | P                             | P                              | P                              | P                              | P                              | A                              |                                |                                |                                |                                |
| Harshbarger | P                             | P                              | P                             | P                             | P                              | P                              | P                              | P                              |                                |                                |                                |                                |                                |

|       |                                            |
|-------|--------------------------------------------|
| P     | Present                                    |
| P-QNM | Present but quorum<br>not meet             |
| E     | Excused for reasons<br>allowed in Ord. 210 |
| A     | Voluntary<br>Announced Absense             |
| U     | Unannounced<br>Absence                     |
|       | Not member yet                             |

**2019 Water Commission's Attendance  
at City Council Regular Meetings**

|             | 01/02/19<br>Regular<br>Meeting | 02/06/19<br>Regular<br>Meeting | 03/06/19<br>Regular<br>Meeting | 04/03/19<br>Regular<br>Meeting | 05/01/19<br>Regular<br>Meeting | 06/05/19<br>Regular<br>Meeting | 07/03/19<br>Regular<br>Meeting | 08/07/19<br>Regular<br>Meeting | 09/04/19<br>Regular<br>Meeting | 10/02/19<br>Regular<br>Meeting | 11/06/19<br>Regular<br>Meeting | 12/04/19<br>Regular<br>Meeting | Total for<br>year |
|-------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------|
| Heier       | P                              |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 1                 |
| Bullard     |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 0                 |
| Valdez      | P                              |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 1                 |
| Pitzen      |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 0                 |
| Holloway    |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 0                 |
| Harshbarger |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                | 0                 |

|  |                     |
|--|---------------------|
|  | Met requirement     |
|  | Not met requirement |

# Future Agenda Items

## Water Commission

### February 26, 2019 Regular Meeting

#### Agenda deadlines:

|                         |            |                                                                                                                                                                                                       |
|-------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 days before Meetings | (02/12/19) | Water Commission and Staff items are due                                                                                                                                                              |
| 11 days before Meetings | (02/15/19) | Water Commission Chair review agenda. <ul style="list-style-type: none"><li>• City Attorney is sent the agenda to approval</li></ul>                                                                  |
| 7 days before Meetings  | (02/19/19) | Post Agenda on bulletin board <ul style="list-style-type: none"><li>• Water Commission will receive packet (allowing a day and half for corrections and additional information to be added)</li></ul> |
| 5 days before Meetings  | (02/21/19) | Post Agenda Packet to City Website @ noon                                                                                                                                                             |
| 4 days before Meetings  | (02/22/19) | (72 hours) – Local Government Code requirement for posting                                                                                                                                            |

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

President's Day Holiday= City Events

Municipal Court= City Events

| 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   |     |     |

#### Approvals

1. Minutes 01-22-19

#### Recommendations

#### Discussion/Reports

1. Water Manager Report
2. Commission Activities and Projects
3. City Council Update
4. Ordinance No. 210-022018
5. Future Agenda Items
  - a. Set next meeting (if necessary) March 26, 2019 @ 6

#### Training Session

#### Executive Session

# March 26, 2019

## Regular Meeting

### Agenda deadlines:

- |                                |            |                                                                                                                                                                                                         |
|--------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14</b> days before Meetings | (03/12/19) | Water Commission and Staff items are due                                                                                                                                                                |
| <b>11</b> days before Meetings | (03/15/19) | Water 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  | (03/19/19) | Post Agenda on bulletin board <ul style="list-style-type: none"> <li>• Water Commission will receive packet (allowing a day and half for corrections and additional information to be added)</li> </ul> |
| <b>5</b> days before Meetings  | (03/21/19) | Post Agenda Packet to City Website @ noon                                                                                                                                                               |
| <b>4</b> days before Meetings  | (03/22/19) | (72 hours) – Local Government Code requirement for posting                                                                                                                                              |

City Council = Red

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

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Municipal Court=City Events

| 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  |     |      |     |      |     |     |

### Approvals

1. Minutes 02-26-19

### Recommendations

### Discussion/Reports

1. Water Manager Report
2. Commission Activities and Projects
3. City Council Update
4. Ordinance No. 210-022018
5. Future Agenda Items
  - a. Set next meeting (if necessary) April 23, 2019 @ 6

### Training Session

### Executive Session

### PENDING FUTURE AGENDA ITEMS

### UPCOMING EDUCATION/TRAINING SESSIONS