



City of Garden Ridge

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

MINUTES WATER COMMISSION REGULAR MEETING TUESDAY, JANUARY 28, 2020, 6:00 P.M.

Commissioners Present:

Chair Jesse Valdez
Vice-Chair Keven Harshbarger
Commissioner Andre Bullard
Commissioner Dr. Richard Carmichael
Commissioner Joseph Haltaman
Mayor Larry Thompson, Ex-officio

Commissioners Absent:

Commissioner James Mueller (Voluntary Announced Absence)

City Staff, City Councilmembers, and Other Commissioners Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Kat Balbi, Assistant City Secretary

1. Call to Order

With a quorum of the Water Commissioners present, Chair Valdez called the regular meeting of the Garden Ridge Water Commission to order at 6:00 p.m. on Tuesday, January 28, 2020, 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 Valdez led the Pledge of Allegiance.

4. Citizen Comment Period:

Sandra McCullough, 7977 Garden North Drive, spoke regarding locking her meter for non-use without removing it entirely due to using a well on the property.

5. Business Items

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

a) Approvals

1. Minutes for November 19, 2019, Water Commission Regular Meeting.

Motion: A motion was made by Commissioner Haltaman, seconded by Vice-Chair Harshbarger, to approve the minutes for the November 19, 2019, Water Commission Regular Meeting. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates

1. Water Manager Monthly Activity Report.

The Commission reviewed the Water Department Monthly Activity Report for November and December.

i. Update on AMR meter collecting system.

Chair Valdez stated this item will be postponed until the next agenda.

2. Update on Water Master Plan.

The Commission reviewed the Water Department Update Report prepared by Jacob Parsons, Water Manager.

3. Items discussed at the December 4, 2019, and January 2, 2020, City Council Regular Meetings.

Chair Valdez updated the Commission on the items applicable to the Water Commission discussed at the December 4, 2019, and January 2, 2020, City Council Regular Meetings.

c) Recommendations

1. Discuss and make possible recommendations related to the water leak adjustment process.

- i. Clarification regarding the roles of the Water Commission and the Water Manager.**
- ii. Water leak adjustment deliberation process.**
- iii. Standard of evidence for water leak adjustments.**
- iv. Process for water leaks without sufficient data available.**

Chair Valdez reviewed the Water Leak Adjustment Process presentation (see attached). The Commission discussed additional ideas and flexibility to the leak adjustment process. Nancy Cain, City Administrator, stated Ordinance No. 54 should be specific in wording for the process.

2. Request for water leak adjustment for 9627 Kurre Way for the billing period of July 22, 2019–August 22, 2019.

i. Review and make a recommendation regarding the request.

Chair Valdez stated the City Attorney advised Vice-Chair Harshbarger recuse himself and step down during this agenda item due to being personally acquainted with the requestor, which he did. The Commission reviewed the water leak adjustment request for 9627 Kurre Way submitted by Sam Lock; however, the requestor was not in attendance to address questions from the Commission. The Commission discussed the Water Manager's investigation revealing the laptop reading provided insufficient data to determine a leak.

Motion: A motion was made Commissioner Bullard, seconded by Commissioner Dr. Carmichael, to recommend to the City Administrator for consideration of a water leak adjustment for 9627 Kurre Way for the billing period of July 22, 2019 - August 22, 2019, and credit the account in the amount of \$380.92. The Commission voted three (3) for and none (0) opposed. The motion carried unanimously.

Vice-Chair Harshbarger approached the dais and sat down after the motion.

3. Request for water leak adjustment for 20525 FM 3009 for the billing period of August 22, 2019 – September 23, 2019.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 20525 FM 3009 submitted by Dr. Ngoc-Tuyen Ong; however, the requestor was not in attendance to address questions from the Commission. The Commission discussed the Water Manager's proposal of a \$3,452.38 account credit due to the Water Department's investigation of data revealing a water loss from August 15th to September 20th.

Motion: A motion was made Commissioner Dr. Carmichael, seconded by Vice-Chair Harshbarger, to recommend to City Council for consideration of a water leak adjustment for 20525 FM 3009 for the billing period of August 22, 2019- September 23, 2019, and credit the account in the amount of \$3,452.38. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

4. Request for water leak adjustment for 9215 Gloxinia Drive for the billing period of October 23, 2019 – November 21, 2019.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 9215 Gloxinia Drive submitted by Arnoldo Benavidez, who was in attendance and addressed questions from the Commission. The Commission discussed the Water Manager's proposal of a \$779.24 account credit due to the Water Department's investigation of data revealing a water loss from October 19th to November 22nd.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Bullard, to recommend to City Council for consideration of a water leak adjustment for 9215 Gloxinia Drive for the billing period of October 23, 2019-November 21, 2019, and credit the account in the amount of \$779.24. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

5. Discuss and finalize the water educational pamphlet.

i. Review and make possible recommendations.

The Commission reviewed the educational pamphlet and made additional changes.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Bullard, to approve the Water Educational Pamphlet and authorize for City Staff to make grammatical changes as needed and review the material on an annual basis. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

6. Water Commission activities and projects.

i. Update and reassignment of Commissioner's activities and projects.

Chair Valdez reviewed the Water Commission Activities and Projects presentation (see attached) and answered questions from the Commission.

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

Chair Valdez assigned projects to the Commissioners (see attached).

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

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

Chair Valdez spoke regarding the Commissioners attending two (2) City Council Regular Meetings each calendar year. He also spoke regarding Commissioners use of social media as detailed in Section VIII, sub-section G.

d) Future Agenda Items

1. Commissioners input on agenda items.

Vice-Chair Harshbarger requested to discuss rates for new landscaping.

Commissioner Haltaman requested to discuss meter technology.

Chair Valdez requested an ongoing item regarding updates on Commissioner projects.

2. Announce the date, time, and location for next meeting (March 24, 2020, at 6:00 p.m. at City Hall).

Chair Valdez announced the next Water Commission Regular Meeting will be held on Tuesday, March 24, 2020, at 6:00 p.m. at City Hall in the City Council Chambers.

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

7. **Adjournment**

Motion: A motion was made by Commissioner Haltaman, seconded by Commissioner Dr. Carmichael, to adjourn. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, January 28, 2020, Water Commission Regular Meeting was adjourned at 8:02 p.m. by Chair Valdez.



Jesse Valdez
Chair

ATTEST:



Kat Balbi

Assistant City Secretary