



City of Garden Ridge

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

MINUTES WATER COMMISSION REGULAR MEETING TUESDAY, MAY 26, 2020, 6:00 P.M.

Commissioners Present:

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

Commissioners Absent: None.

City Staff, City Councilmembers, and Other Commissioners Present:

Nancy Cain, City Administrator
Jacob Parsons, Water Manager
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, May 26, 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: No one signed up to speak.

5. Business Items

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

a) Approvals

1. Minutes for January 28, 2020, Water Commission Regular Meeting.

Motion: A motion was made by Commissioner Haltaman, seconded by Vice-Chair Harshbarger, to approve the minutes for the January 28, 2020, Water Commission Regular Meeting. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates

1. Water Manager 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).

Jacob Parsons, Water Manager, reviewed the monthly water activity reports from January, February, March, and April. He spoke regarding the safety procedures in place for COVID-19 and answered questions from the Commission.

2. Items discussed at the February 5, 2020, and March 4, 2020, City Council Regular Meetings and the May 11, 2020, City Council Special Meeting.

Chair Valdez updated the Commission on the items applicable to the Water Commission discussed at the February 5, 2020, and March 4, 2020, City Council Regular Meetings and the May 11, 2020, City Council Special Meeting.

3. Discussion on possible water rates for new landscaping.

The Commission discussed the possibilities of water rates for landscaping and agreed this item should be included in the ordinance revision project by Commissioner Bullard and Commissioner Mueller.

4. Update on E-billing and Auto Drafts.

Chair Valdez discussed the benefits of e-billing and auto drafts. He encouraged residents to sign up for both of these services provided by the City.

c) Recommendations

1. Request for water leak adjustment for 8150 Ridge North for the billing period of December 20, 2019 – January 21, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 8150 Ridge North submitted by Michael Tope; the requestor was not in attendance to address questions from the Commission. The requestor did submit an email response to the Commission. The Commission discussed the Water Manager's proposal of a \$1,179.08 account credit due to the Water Department's investigation of data revealing a water loss from the billing period.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Haltaman, to recommend to City Council for consideration of a water leak adjustment for 8150 Ridge North for the billing period of December 20, 2019- January 21, 2020, and credit the account in the amount of \$1,022.84. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Request for water leak adjustment for 9497 Cinchona Trail for the billing period of December 20, 2019 – January 21, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 9497 Cinchona Trail submitted by Stephen & Elma Demory; the requestor did not answer their phone to address questions from the Commission. The Commission discussed the Water Manager's proposal of a \$17.90 account credit due to the Water Department's investigation of data revealing a water loss from January 23, 2020, to February 27, 2020. There was no data for the billing period of December 20, 2019 to January 21, 2020. The Commission compared the customers usage history and determined a leak was evident. The Commission agreed to base the credit amount on the usage difference from January 2020 and January 2019.

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Haltaman, to recommend to the City Administrator for consideration of a water leak adjustment for 9497 Cinchona Trail for the billing period of December 20, 2019- January 21, 2020, and credit the account in the amount of \$247.46. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

3. Request for water leak adjustment for 9010 Sumac Cove for the billing period of July 22, 2019 – September 23, 2019.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 9010 Sumac Cove submitted by Lona Langthorp, who answered questions from the Commission by phone. The Commission discussed the Water Manager's investigation revealing the laptop reading provided data to determine a leak of only 7,000 gallons, but the adjustment was submitted past the 90-day period allowed by Ordinance 54-122019. Jacob Parsons, Water Manager, stated the investigation would have supported a credit of \$56.21.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Haltaman, to recommend to the City Administrator for consideration of a water leak adjustment for 9010 Sumac Cove for the billing period of July 22, 2019- September 23, 2019, and credit the account in the amount of \$56.21. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

4. Request for water leak adjustment for 9622 Meadow Rue for the billing period of December 20, 2019 – February 20, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 9622 Meadow Rue submitted by Robyn Achu; the requestor was not in attendance to address questions from the Commission. The Commission discussed the Water Manager's proposal of a \$409.38 account credit due to the Water Department's investigation of data revealing a water loss over two billing periods.

Motion: A motion was made by Commissioner Mueller, seconded by Vice-Chair Harshbarger, to recommend to the City Administrator for consideration of a water leak adjustment for 9622 Meadow Rue for the billing period of December 20, 2019- February 20, 2020, and credit the account in the amount of \$409.38. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

5. Request for water leak adjustment for 20429 Wahl Lane for the billing period of December 19, 2018 – December 20, 2019.

i. Review and make recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 20429 Wahl Lane submitted by Michael Tillmea; the requestor was not in attendance to address questions from the Commission. The Commission discussed the Water Manager's investigation revealing no laptop reading, which provided insufficient data to determine a leak.

Motion: A motion was made by Commissioner Mueller, seconded by Vice-Chair Harshbarger, to recommend to the City Administrator to deny a water leak adjustment for 20429 Wahl Lane for the billing period of December 19, 2018- December 20, 2019. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

6. Request for water leak adjustment for 21926 Castano Cove for the billing period of December 20, 2019 – February 20, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 21926 Castano Cove submitted by Robert Yuras; the requestor was not in attendance to address questions from the Commission. The Commission discussed the Water Manager's proposal of a \$366.32 account credit due to the Water Department's investigation of data revealing a water loss from two billing periods. The Commission discussed the completeness of the request due to the lack of sufficient corrective measures taken along with any documentation related to repairs.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Dr. Carmichael, to recommend tabling the leak adjustment request pending submittal of all required material. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

7. Request for credit for 20525 FM 3009 for the past due penalties from the billing period of October 16, 2019 – November 27, 2019.

i. Review and make a recommendation regarding the request.

The Commission reviewed the credit request for the past due penalties for 20525 FM 3009 submitted by Dr. Ngoc-Tuyen Ong; the requestor was not in attendance to address questions from the Commission. The Commission reviewed and discussed the Water Manager's proposal providing options for determining a possible credit for the past due penalties.

Motion: A motion was made by Commissioner Bullard, seconded by Commissioner Dr. Carmichael, to recommend to City Council for consideration of a request to credit past due penalties for 20525 FM 3009 for the billing period of October 16, 2019- November 27, 2019, and credit the account in the amount of \$730.15. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

9. Water Commission activities and projects.

i. Discuss and make possible recommendation on AMI/AMR system.

Chair Valdez and Commissioner Mueller reviewed the Garden Ridge Water Meter Project presentation and they answered questions from the Commission. Jacob Parsons, Water Manager, also answered questions from the Commission.

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Bullard, to recommend to the City Administrator that City Staff and Consultants prepare a Scope of Work for the installation of an AMI Water Meter System for the Commission's review. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Haltaman, to recommend to the City Administrator that the AMI Water Meter System be included in the Water Master Plan for the Commission's review. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

ii. Update of Commissioner's activities and projects.

The Commissioners updated the Commission on their activities and projects.

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

Commissioner Dr. Carmichael requested to add sewer rates to the Water Rate project.

10. 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.

The Commission had no updates at this time.

d) Future Agenda Items

1. Commissioners input on agenda items.

Chair Valdez requested to discuss the FM 2252 and Whisper Oak project.

2. Announce the date, time, and location for next meeting (June 23, 2020, at 6:00 p.m. at City Hall).

Chair Valdez announced the next Water Commission Regular Meeting will be held on Tuesday, June 23, 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 Bullard, seconded by Commissioner Haltaman, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, May 26, 2020, Water Commission Regular Meeting was adjourned at 9:51 p.m. by Chair Valdez.


Jesse Valdez
Chair

ATTEST:


Kat Balbi
Assistant City Secretary