MINUTES
WATER COMMISSION REGULAR MEETING
TUESDAY, NOVEMBER 17, 2020, 6:00 P.M.

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

Commissioners Absent:
Commissioner Joseph Haltaman, Excused Absence

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
Michelle Hinojosa, Utility Clerk

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, November 17, 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 October 27, 2020, Water Commission Regular Meeting.**

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Bullard, to approve the minutes for the October 27, 2020, 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.**

Jacob Parsons, Water Manager, reviewed the monthly activity report and answered questions from the Commission.

      2. **Advanced Metering Infrastructure System (AMI) and Meter Data Management System (MDMS).**

Jacob Parsons, Water Manager, spoke regarding the status of the AMI Project and answered questions from the Commission.

Kat Balbi, Assistant City Secretary, spoke regarding the November 23, 2020, and December 10, 2020, Educational Classes and the December utility bill insert.

3. **FM 2252 Wastewater Project.**

Jacob Parsons, Water Manager, updated the Commission on the status of the FM 2252 Wastewater Project.

4. **FM 2252 TxDOT Project.**
   i. **Discussion on water conflicts.**

Jacob Parsons, Water Manager, spoke regarding water line conflicts along FM 2252 with TxDOT. Mayor Thompson stated TxDOT has various conflicts along FM 2252 with other businesses within the city and county.

5. **Items applicable to the Water Commission discussed at the November City Council Meeting.**

Chair Valdez updated the Commission on the items applicable to the Commission discussed at the November City Council Meeting. Chair Valdez stated City Council approved a water leak adjustment for 19810 Brandywine Cove and new water rates for 2021.

c) **Recommendations**

1. **Request for water leak adjustment for 20210 Bat Cave Rd. for the billing period of March 21, 2019 – April 22, 2019.**
   i. **Review and make a recommendation regarding the request.**

The Commission reviewed the water leak adjustment request for 20210 Bat Cave Rd. submitted by Lawrence Monsour. The Commission discussed the lack of a water leak adjustment policy when Mr. Monsour spoke to the Commission in May of 2019 about his leak. Mayor Thompson stated the resident was advised to submit his leak adjustment request after a water leak adjustment policy was incorporated into Ordinance No. 54. Jacob Parsons, Water Manager, stated the resident was unaware he had 90 days to submit documentation.

Motion: A motion was made by Commissioner Bullard, seconded by Vice-Chair Harshbarger, to recommend to City Council to approve a leak adjustment credit in the amount of $585.63 for 20210 Bat Cave Rd. for the billing period of March 21, 2019 – April 22, 2019. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

2. **Request for water leak adjustment for 9416 Gloxinia Dr. for the billing period of June 22, 2020 – July 23, 2020.**
   i. **Review and make a recommendation regarding the request.**

The Commission reviewed the water leak adjustment request for 9416 Gloxinia Dr. submitted by Normand Lezy; the requestor was not in attendance to address questions from the Commission. The Commission discussed the water leak adjustment from the billing period of June 22, 2020 – July 23, 2020.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Dr. Carmichael, to recommend to the City Administrator to approve a leak adjustment credit in the amount of $181.33 for 9416 Gloxinia Dr. for the billing period of June 22, 2020 – July 23, 2020. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

3. **Ordinance No. 61-092020 An Ordinance establishing the Drought Management Plan for the City of Garden Ridge; providing definitions, establishing trigger points for Stages 1 through 5; restricting the use of water upon implementation of specific stages of said plan; establishing water surcharge rates for Stages 3 through 5 of said plan: providing a variance procedure; providing a penalty clause; providing for severability; and declaring an effective date.**
   i. **Hold a public hearing.**

Chair Valdez opened the public hearing at 6:50 p.m.

No one wished to speak and Kat Balbi, Assistant City Secretary, stated no written comments were received.

Chair Valdez closed the public hearing at 6:50 p.m.

ii. Discuss and make a recommendation regarding Ordinance No. 61.

Motion: A motion was made by Commissioner Bullard, seconded by Commissioner Mueller, to recommend to City Council to approve Ordinance No. 61-122020 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing the Drought Management Plan for the City of Garden Ridge; providing definitions, establishing trigger points for stages 1 through 5, restricting the use of water upon implementation of specific stages of said plan; establishing water surcharge rates for stages 3 through 5 of said plan; providing a variance procedure; providing a penalty clause; providing for severability; and declaring an effective date. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

4. Discuss and make a possible recommendation on the cost of water for the City of Garden Ridge and Leak Adjustment Policy.

The Commission discussed the research completed to determine the cost of water and revising the Leak Adjustment Policy. The Commission discussed the water rate used for determining the leak adjustment credit being consistent with Tier 2 of the water rate structure. Jacob Parsons, Water Manager, stated additional data will be available to assist with leak adjustments due to the new AMI System.

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Bullard, to recommend to City Council to amend paragraph C in Section 16.07 of Ordinance No. 54 to state Tier 2 instead of Tier 1. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

5. Discuss and make a possible recommendation on Garden Ridge Cyber Security Audit.

Jacob Parsons, Water Manager, reviewed the Garden Ridge Cyber Security Audit material. The Commission agreed by consensus to move forward with conducting a Cyber Security Audit for the Garden Ridge Water Company.

6. Water Commission activities and projects.

i. Discuss and make possible recommendations on Ordinance Review Project.

The Commission reviewed the possible amendments to Ordinance No. 54 submitted by Commissioner Mueller.

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.

The Commission had none at this time.

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.

Commissioner Bullard submitted his resignation from the Water Commission after 6 years of volunteering as a Commissioner. Chair Valdez thanked Commissioner Bullard for his volunteer service to the City.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Mueller, to recommend to City Council to accept the resignation of Commissioner Bullard. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

d) Future Agenda Items

1. Commissioners input on agenda items.

Chair Valdez requested a Commissioner join the Ordinance Review Sub-Committee with Commissioner Mueller.

2. **Announce the date, time, and location for next meeting (December 15, 2020, at 6:00 p.m. at City Hall).**

Chair Valdez announced the next Water Commission Regular Meeting will be held on Tuesday, December 15, 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 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, November 17, 2020, Water Commission Regular Meeting was adjourned at 7:56 p.m. by Chair Valdez.

Jesse Valdez
Chair

ATTEST:

Michelle Hinojosa
Utility Clerk