



City of Garden Ridge

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

AGENDA WATER COMMISSION REGULAR MEETING TUESDAY, APRIL 27, 2021, 6:00 P.M.

The Water Commission will meet in a regular session on Tuesday, April 27, 2021, 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 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 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 must follow these guidelines:

- a) Respect and courtesy:
 1. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
 2. Show the Commission the same respect that you would like to be shown.
 3. End your speaking at the time allotted below.
- b) Speaking:
 1. First citizen comment period.
 - i. You are required to sign up to speak and you are limited to one 3-minute period.
 2. Second citizen comment period
 - i. You are not required to sign up and you are limited to one 2-minute period.
 3. State your name and address before your comments begin.
 4. 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 Commission 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) Approvals
 1. Minutes for March 23, 2021, Water Commission Regular Meeting.
- 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).
 2. Winter Weather Emergency – Financial Impact.
 3. Items applicable to the Water Commission discussed at the April City Council Meeting.
- c) Recommendations
 1. Discuss and make a possible recommendation regarding the Leak Adjustment Policy.
 2. Water Commission activities and projects.
 - i. Update Commissioner's activities and projects list and receive update from Commissioners.

- ii. Discuss and make possible recommendations on future meetings or direction regarding Water Commission activities and projects.
3. 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.
- d) Future Agenda Items
 1. Commissioners input on agenda items.
 2. Announce the date, time, and location for next meeting (May 25, 2021 at 6:00 p.m. at City Hall).

6. Citizen Comment Period – limited to 20 minutes total
See “Rules for Citizen’s Participation” under Item 5.

7. Adjournment

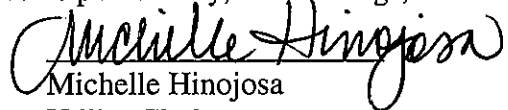
AGENDA NOTICES:

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.

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.

This is to certify that I, Michelle Hinojosa, posted this Agenda at 9:30 a.m. on April 23, 2021, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Michelle Hinojosa
Utility Clerk



City of Garden Ridge

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

MINUTES WATER COMMISSION REGULAR MEETING TUESDAY, MARCH 23, 2021, 6:00 P.M.

Commissioners Present:

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

Commissioners Absent:

Vacant Position

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, March 23, 2021, 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 26, 2021, Water Commission Regular Meeting.

Motion: A motion was made by Commissioner Haltaman, seconded by Commissioner Dr. Carmichael, to approve the minutes for the January 26, 2021, 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, answered questions from the Commission, and announced his retirement with the City of Garden Ridge.

2. Winter Weather Emergency.

Jacob Parsons, Water Manager, spoke regarding preparations and response efforts related to the winter emergency and thanked City staff for their hard work.

3. Items applicable to the Water Commission discussed at the February and March City Council Meetings.

Chair Valdez updated the Commission on the items applicable to the Commission discussed at the February and March City Council Meetings.

c) Recommendations

1. Request for water leak adjustment for 21032 Cedar Branch for the billing period of November 23, 2020 – December 22, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 21032 Cedar Branch submitted by William Jones, who was not in attendance. The Commission discussed the Water Manager's proposal of a \$847.08 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 Commissioner Dr. Carmichael, seconded by Vice-Chair Harshbarger, to recommend to City Council to approve a leak adjustment credit in the amount of \$847.08 for 21032 Cedar Branch for the billing period of November 23, 2020 – December 22, 2020. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

2. Request for water leak adjustment for 8289 Eskimo Forest for the billing period of November 23, 2020 – December 22, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 8289 Eskimo Forest submitted by Gail Gitcho, who was in attendance to address questions from the Commission. The Commission reviewed the Water Manager's proposal to credit the customer based on historical data due to the lack of a laptop reading.

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Haltaman, to recommend to City Council to approve a leak adjustment credit in the amount of \$1,839.72 for 8289 Eskimo Forest for the billing period of November 23, 2020 – December 22, 2020. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

3. Request for water leak adjustment for 9413 Blazing Star Trail for the billing period of June 22, 2020 – August 24, 2020.

i. Review and make a recommendation regarding the request.

The Commission reviewed the water leak adjustment request for 9413 Blazing Star Trail submitted by Matt Gordon, who was in attendance to address questions from the Commission. The Commission discussed the Water Manager's proposal of a \$546.80 account credit based on historical data due to the customer submitting evidence of a repair occurring on their irrigation line.

Motion: A motion was made by Commissioner Mueller, seconded by Commissioner Dr. Carmichael, to recommend to City Council to approve a leak adjustment credit in the amount of \$546.80 for 9413 Blazing Star Trail for the billing period of June 22, 2020 – August 24, 2020. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

4. Discuss and make a possible recommendation regarding the Leak Adjustment Policy.

The Commissioners discussed procedure updates to the Leak Adjustment Policy in Ordinance No. 54.

5. Water Commission activities and projects.

i. Update of Commissioner's activities and projects list and receive update from Commissioners.

The Commissioners updated the Commission on their activities and projects.

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

Chair Valdez stated the assignment of 2021 Water Commission Projects should be reviewed once a new Chair is appointed.

6. **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 accept the resignation of Commissioner Valdez.**

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

ii. **Interview possible candidates for Water Commission, Place 1 vacancy (term expiring September 30, 2022) and Place 3 vacancy (term expiring September 30, 2022).**

The Commission interviewed and reviewed the resumes of Angus Beaird and Don Stone for the Water Commission Place 1 vacancy and Place 3 vacancy with terms expiring September 30, 2022.

iii. **Make recommendation to City Council for appointment of commissioners.**

Motion: A motion was made by Commissioner Haltaman, seconded by Commissioner Mueller, to recommend to City Council the appointment of Angus Beaird to the Water Commission Place 1 vacancy with a term expiring September 30, 2022, and Don Stone to the Water Commission Place 3 vacancy with terms expiring September 30, 2022. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

iv. **Receive recommendations and consideration of appointment of Water Commission Chair and Vice-Chair, if necessary, for a term through October 2021.**

Commissioner Mueller and Vice-Chair Harshbarger expressed desire to serve as Chair and Vice-Chair.

Motion: A motion was made by Vice-Chair Harshbarger, seconded by Commissioner Haltaman, to appoint Commissioner Mueller as Chair of the Water Commission for a term through October 2021. The Commission voted four (4) for and none (0) opposed. The motion carried unanimously.

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

The Commission had none at this time.

d) **Future Agenda Items**

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

Commissioner Mueller requested a discussion on any financial concerns from the winter weather emergency.

2. **Announce the date, time, and location for next meeting (April 27, 2021, at 6:00 p.m. at City Hall).**

Chair Valdez announced the next Water Commission Regular Meeting will be held on Tuesday, April 27, 2021, 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 Vice-Chair Harshbarger, 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, March 23, 2021, Water Commission Regular Meeting was adjourned at 7:19 p.m. by Chair Valdez.

ATTEST:

James Mueller
Chair

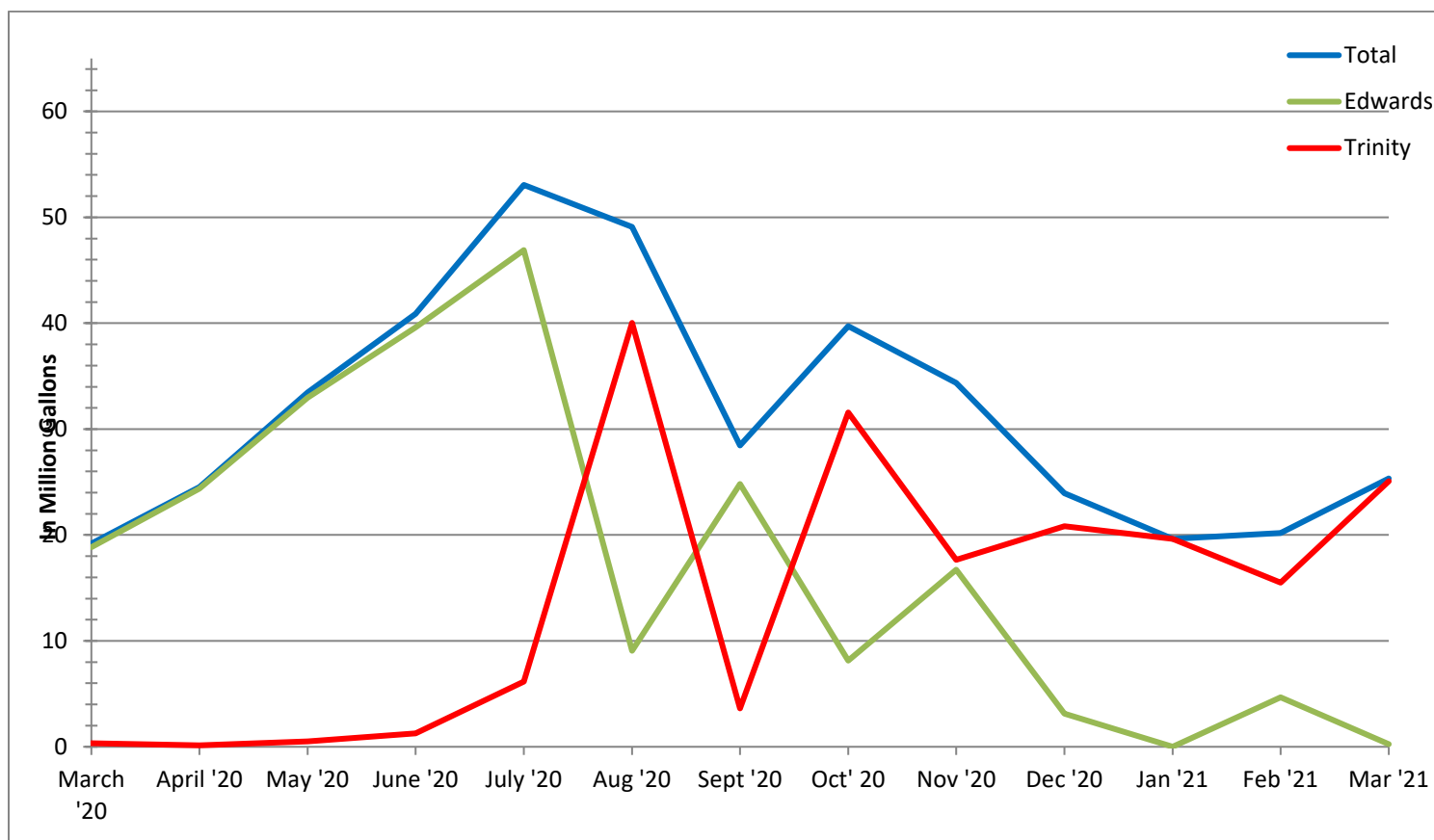
Michelle Hinojosa
Utility Clerk



Water Department Report

As of March 31, 2021

City of Garden Ridge Aquifer Usage

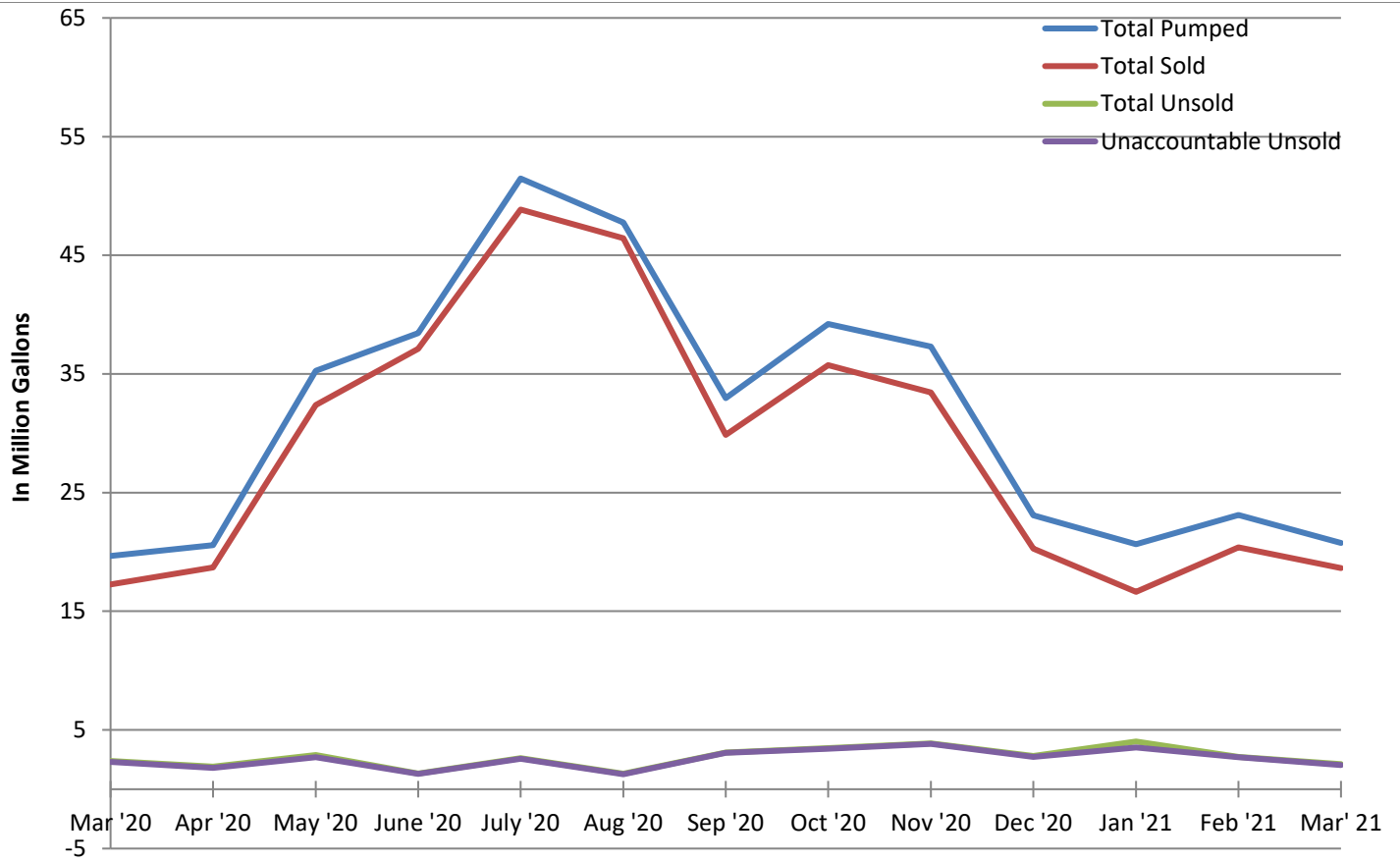


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	0.79	15.15	626.33	0
Trinity Well Usage AC/FT:	76.99	60.26	N/A	0

Water Quality

Backteriological Samples	Due:	Missed:	Passed:	Failed:
Distribution Samples:	6	0	6	0
Raw Water Samples:	2	0	2	0
Chlorine Residual Test:	31	0	31	0

2019 – 2020 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
March '20	19,658	17,270	2,388	2,308	11.7%
April '20	20,579	18,682	1,897	1,795	8.7%
May '20	35,266	32,385	2,881	2,668	7.6%
June '20	38,442	37,110	1,332	1,286	3.3%
July '20	51,469	48,851	2,618	2,574	5.0%
Aug '20	48,799	46,446	2,333	2,286	4.7%
Sept '20	32,959	29,855	3,104	3,057	9.3%
Oct '20	39,216	35,752	3,464	3,418	8.7%
Nov '20	37,299	33,440	3,860	3,821	10.2%
Dec '20	23,077	20,270	2,807	2,736	11.9%
Jan '21	20,655	Insufficient	Data	-	
Feb '21	23,123	20,390	2,733	2,696	11.7%
Mar '21	20,744	18,627	2,117	2,030	9.8%
Yearly Average	31,637	32,006	2,668	2,595	8.6%

Water Department Monthly Activities:

New Installed Meters	24	Work Orders	276
Meter Replacements	7	Locates	52
City Owned Leaks	6	Irrigations Permits Issued	0
Meters Read	1675	Total Rebates	1
Meter Tests	0	Active Customer Leaks	167

Leak Adjustments

New Requests	0	Waiting for Customer	0	Approved	0	Amount Approved	\$0	Denied	0	Sent to Water Commission	0
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Projects & Announcements:

- Whispering Oaks Project is Ongoing
 - Reviewing Project As-Builts and is 95% complete
- Workflow Management System Implementation
 - Ongoing and is 99% complete
- AMI Project is Ongoing
 - We have 6 meters left to install is 99% complete
- 2252 Wastewater Project Ongoing
 - Contractor has installed 20% of the Wastewater Main
- 2252 TXDOT Water Line Ongoing
 - Working on funding
- Jacob Parsons is Retiring from Municipal Government.

COVID-19 Pandemic

The Water Department is continuing to be vigilant to keep our staff and infrastructure safe from the spread of the Coronavirus. We are still cleaning facilities, vehicles, and equipment daily to ensure our staff and water system stay safe. Our team members have a positive outlook. We are keeping a close eye on the situation and can increase or decrease our continuity of operations if and when necessary.

2021 Water Commission Projects

Infrastructure Health & Maintenance

- Investigate Equipment Upgrades and provide input to the Water Master Plan
- Wastewater project – on going as needed

Governance and Procedures

- Ordinance Review
 - Ord 54 – in progress
 - Ord 159 – on hold pending revisions to Ord 54 and the new zoning ordinance
- Education Plan
 - Revise the pamphlet for AMI system
 - Emphasis on water conservation
 - Consider adding an education topic to regular commission meetings
 - Consider writing articles for the Grapevine
- Conduct a deep dive into water rates as recommended by UNC - Environmental Finance Center
 - AWWA M1 – Principles of water rates, fees and charges
 - AWWA M54 – Developing rates for small systems (<5,000 customers)
- Annual review of water rates
 - Present to Water Commission no later than October meeting
 - Present to City Council at November meeting
- Document water rate review process – in progress – draft prepared

Source/Supply Management

- Examine Sources
 - Quantity, reliability, cost and future of each
 - Sources management
 - Pre-paid vs pay for what is used
 - Potential to save funds and/or recover costs
- Effective & efficient management = fiscal health
- Examine Demand
 - Seasonal and Episodic, Historic and Predictive
 - Water Consumption Data Analysis - Mueller

Water Commission Projects: Action Plan
2021

Projects	Commissioners	
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Infrastructure Health & Maintenance

Identify equipment upgrade needs	Harshbarger	Haltaman
Provide input to Water Master Plan	Harshbarger	Haltaman
Waste Water Project	Carmichael	Haltaman

Governance and Procedures

Review Ordinance 54	Harshbarger	Mueller
Review Ordinance 159		Mueller
Develop Education Plan (AMI, conservation, commission)		Carmichael
Review Water Rates for 2022		Harshbarger
Document Water Rate review process		Harshbarger
Water rate deep dive		

Source / Supply Management

Examine sources	Carmichael	Haltaman
Effective & efficient management plan	Carmichael	Haltaman
Examine demand	Mueller	

Strategic Planning

Provide Budget input		Harshbarger



City of Garden Ridge Water Commission

Proposed Commission Projects
for the future of
Garden Ridge's Water System



Garden Ridge Water Commission

As our Water Company Advisory Board,
the Commission should have a stronger role in the
“Business” of the Water Company...



Why These Projects?

- Address current issues
 - Cease operating under a loss (\$145K in 2017, \$226K in 2016)
 - Ensure infrastructure assurance and investment
 - Critical to reliability, public's expectations and fiscal health
 - Address old(er) and outdated operations paradigms
 - Refine source acquisitions and management decisions
 - Determine appropriate water rates
- Rework Ordinances
- Provide strategic direction
 - Address all above to determine budgets / resource allocations
- Leverage talent and experience of the Commission



Project Categories

1. Infrastructure Health & Maintenance
2. Governance and Procedures
3. Source / Supply Management
4. Strategic Planning...



Infrastructure Health & Maintenance

- Work with Water Manager
 - Examine Infrastructure Health
 - Well, pumps, lines, etc.
 - Maintenance, inspections and testing
 - Equipment and supplies
 - Historical analysis
 - Provide oversight on schedules and budgets (recurring)
- Input findings into Strategic Planning



Governance and Procedures

- Ordinances
 - Operations, Plans and Fees
 - Leak adjustment standards and process
- Water Rates
 - Based on Rate Study and Infrastructure Analysis
 - Fiscally responsible and competitive
 - Encourage conservation / Manage demand
- Revise and plan to periodically review ordinances



Source / Supply Management

- Examine Sources
 - Quantity, reliability, cost and future of each
 - Sources management
 - Pre-paid vs. pay as used
 - Potential to save funds and/or recover costs
- Examine Demand
 - Seasonal and Episodic, Historic and Predictive
- Effective & efficient management = fiscal health



Strategic Planning

- Fuse analyses
 - Infrastructure Health & Maintenance
 - Governance and Procedures
 - Source / Supply Management
- Help guide resource allocation
- Provide Budget input in Spring w/periodic updates
- Update as appropriate



Suggested Way Forward

- Break into working groups in appropriate areas
 - Determine Goals / Objectives / Milestones
 - Coordinate with Staff
- Schedule prog reports & deliveries to Commission
- Put together into Comprehensive Plan
- Deliver to Council
- Schedule “field trips” with Water Manager
 - Visit well sites, storage areas, neighborhoods & SCADA



Garden Ridge Water Commission

Discussion / Questions



City of Garden Ridge Water Commission

Proposed Commission Projects
for the future of
Garden Ridge's Water System

Future Agenda Items

Water Commission

May 25, 2021 Regular Meeting

- 14** days before Meetings (05/11/2021) Water Commission and Staff items are due.
- 11** days before Meetings (05/14/2021) Water Commission Chair reviews agenda.
City Attorney is sent agenda.
- 7** days before Meetings (05/18/2021) Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/request additional information be added)
- 5** days before Meetings (05/20/2021) Post agenda packet to City Website.
- 4** days before Meetings (05/21/2021) (72 hours) – Local Government Code requirement for posting

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Quarry Commission = Purple
 Wildlife Management Advisory Commission = Brown
 City Holiday = Orange
 Municipal Court = Gray
 Election Day = Yellow

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					

June 22, 2021 Regular Meeting

- 14** days before Meetings (06/08/2021) Water Commission and Staff items are due.
- 11** days before Meetings (06/11/2021) Water Commission Chair reviews agenda.
City Attorney is sent agenda.
- 7** days before Meetings (06/15/2021) Post agenda on bulletin board. Water Commission receives packet (allowing a day for corrections/request additional information be added)
- 5** days before Meetings (06/17/2021) Post agenda packet to City Website.
- 4** days before Meetings (06/18/2021) (72 hours) – Local Government Code requirement for posting

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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			

PENDING FUTURE AGENDA ITEMS

Water Commission Rolling Attendance at Water Commission Meetings

	1/28/20 Regular Meeting	5/26/20 Regular Meeting	6/23/20 Regular Meeting	7/28/20 Regular Meeting	8/25/20 Regular Meeting	9/22/20 Regular Meeting	10/27/20 Regular Meeting	11/17/20 Regular Meeting	1/26/21 Regular Meeting	3/23/21 Regular Meeting		
Carmichael	P	P	A	P	P	E	P	P	P	P		
Vacant												
Valdez	P	P	P	P	P	P	P	P	P	P		
Haltaman	P	P	A	P	P	P	P	E	P	P		
Mueller	A	P	P	P	P	P	P	P	P	P		
Harshbarger	P	P	P	P	P	P	P	P	P	P		
P	Present		P-QNM	Present but quorum not met		E	Excused for reasons allowed in Ord. 210					
U	Unannounced Absence			Not member yet		A	Voluntary Announced Absence					

2021 Water Commission's Attendance at City Council Regular Meetings

	01/06/21 Regular Meeting	02/03/21 Regular Meeting	03/03/21 Regular Meeting	04/07/21 Regular Meeting							Total for year
Carmichael				P							
Beaird				P							
Stone				P							
Valdez	P	P	P								3
Haltaman											
Mueller				P							
Harshbarger											
	Met requirements			Not met requirements							