



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.

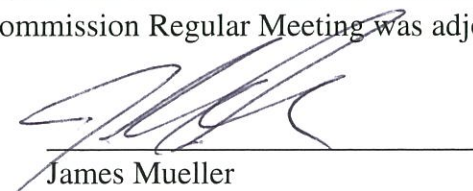
2. **Announce the date, time, and location for next meeting (April 27, 2021, at 6:00 p.m. at City Hall).**

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.

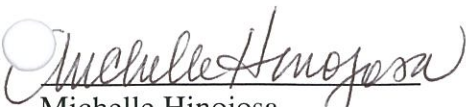
6. **Citizen Comment Period:** No one wished to speak.

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.


James Mueller
Chair

ATTEST:


Michelle Hinojosa
Utility Clerk