



## **AGENDA** **REGULAR CITY WATER COMMISSION MEETING**

Tuesday, October 23, 2012 at 6:00 P.M.

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The Garden Ridge City Water Commission will meet in regular session on Tuesday, October 23, 2012 at 6:00 p.m. in the City Council Chambers, City Hall, 9400 Municipal Parkway, Garden Ridge, Texas. This meeting is 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 on Friday, October 19, 2012 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours in advance of this meeting.

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1. Call to Order
2. Roll Call
3. Citizen's Participation – 3 minute limit per citizen

**Rules for Citizen's Participation:**

The Water Commission welcomes citizen participation and comments at all of their Commission Meetings. As a courtesy to your fellow citizens and out of respect to our appointed officials, we must request that if you wish to speak, that you follow these guidelines.

- a. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
- b. Show the Water Commission the same respect and courtesy that you expect to be shown to you.
- c. Limit remarks to three (3) minutes.

*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.

4. Approval of Minutes
  - a) September 25, 2012 Regular Water Commission Meeting
5. Business Items

The City Water Commission may discuss, consider and/or take possible action on recommendation to the City Council on the following:

- a) Resignation of Frank Powers as Water Commissioner, Place 1 effective October 25, 2012

- b) Review of resumes/bios and possible discussion with citizens interested in serving as a City Water Commissioner
  - c) Appointment of a City Water Commissioner to fill vacancy in Place 1 with term of office expiring September 30, 2013
6. Update on actions taken by the City Council in previous City Council Meetings
7. Water Manager Monthly Activity Report
- a) Water pumping/usage from city wells
  - b) Water system infrastructure maintenance, repairs and/or projects
  - c) Static levels, drawdown levels and flow rates on the Trinity Well
  - d) Water and/or Drought Management
8. Adjourn

### **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 and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

#### **Executive Sessions Authorized:**

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

#### **Attendance By Other Elected or Appointed Officials:**

It is anticipated that members of 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 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.

  
Nancy Cain  
City Administrator

This is to certify that I, Nancy Cain, posted this Agenda at 9:30 a.m. on October 19, 2012 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
Nancy Cain  
City Administrator



## City of Garden Ridge

9400 Municipal Parkway  
Garden Ridge, Texas 78266-2600  
(210) 651-6632  
Fax (210) 651-9638

### CITY OF GARDEN RIDGE WATER COMMISSION MEETING MINUTES

Tuesday, September 25, 2012 at 6:00 P.M.

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The City of Garden Ridge Water Commission met in regular session on Tuesday, September 25, 2012 at 6:00 p.m. in the City Council Chambers, City Hall, 9400 Municipal Parkway, Garden Ridge, Texas. This meeting was an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice was hereby posted on Friday, September 21, 2012 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours in advance of this meeting.

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#### 1. Call to Order:

The meeting was called to order at 6:00 P.M. in the Council Chambers by Chairman Bower.

#### 2. Roll Call:

Present:           Chairman Bower  
                      Commissioner Stegman  
                      Commissioner Heier  
                      Commissioner Ramirez  
                      Commissioner Holloway  
                      Commissioner Powers

Absent:           None

Also in attendance were: Mayor Jay F. Feibelman, City Administrator Nancy Cain, Public Works Director Royce Goddard and Administrative Assistant Sandy Edwards.

#### 3. Citizen Comments:

Chairman Bower held Citizen participation to the end of meeting.

#### 4. Approval of Minutes:

##### a) July 30, 2012 Regular Water Commission Meeting

Motion was made by Commissioner Heier and seconded by Commissioner Holloway to approve the minutes of July 30, 2012 Regular Water Commission Meeting. The motion passed unanimously.

## 5. Business Items:

The City Water Commission may discuss, consider and/or take possible action on recommendation to the City Council on the following:

- a) Request by Stan Cobb, 22117 Senna Hills Drive, for variance to water restrictions for watering of new/replacement landscaping.

Stan Cobb, 22117 Senna Hills Drive, came before the Water Commission to request a variance to water restrictions for watering of new/replacement landscaping. He presented a handout to the Water Commissioners, explaining to them what he wanted to accomplish.

Discussion continued with the Commissioners regarding the water restrictions during drought stage conditions under Ordinance 61 and the policy approved concerning watering variances during drought stages.

After a lengthy discussion, motion was made by Commissioner Holloway and seconded by Commissioner Stegman to disapprove the request by Stan Cobb, 22117 Senna Hills Drive, for a variance to water restrictions for watering of new/replacement landscaping during drought stage restrictions. The motion passed unanimously. The recommendation will be presented to City Council on October 3, 2012.

- b) Review and possible action on amendments to Ordinance 61 concerning implementation of drought management stages and restrictions on water usage during drought management stages.

Mayor Feibelman began his discussion on proposed amendments to Ordinance 61 by explaining the confusion created with direction to citizens to follow the media with the EAA implementing Stage 3 and SAWS remaining in Stage 2.

A revised copy of Ordinance 61 was given out to the Water Commissioners for their review and discussion. (Attached herewith). After a thorough review, Commissioner Holloway suggested the following additional changes to be made:

Page 2, under Landscape Plant, between vine and herb, add a comma; page 3, under Supplier; remove the 2<sup>nd</sup> sentence, "Unless specifically provided in these rules."; page 6, under Section 6 – Enforcement, letter a. add at the end of the 1<sup>st</sup> sentence, "is considered a violation of Ordinance No. 61 by that *resident person*, non-resident person, corporation or association."; remove all the asterisks from Appendix A; and completely remove Appendix B.

Motion was made by Commissioner Holloway and seconded by Commissioner Ramirez to recommend the approval to City Council on the amendments to Ordinance 61 concerning implementation of drought management stages and restrictions on water usage during drought management stages, and additional changes hereby stated. The motion passed unanimously. The recommendation will be presented to City Council on October 3, 2012.

- c) Discussion on developing and implementing commercial water rates.

Discussion was held at the last meeting. No other discussion was needed.

- d) Discuss concept of transfer of 2.139 acre feet of Edwards water rights from Forest Waters Club to City of Garden Ridge.

Mayor Jay Feibelman reported that he recently spoke to the Manager of Forest Waters Club, regarding the 2.139 acre feet of Edwards water rights they are permitted for and use to maintain the upper lake. Mayor Feibelman further discussed the concept of a possible transfer of these water rights to the city, to which the City would acquire any management fees necessary. Any further discussion or decisions regarding a transfer of water rights would need to be presented to the Forest Waters Club Board Members.

- e) Appointment of Patricia Ramirez as Water Commissioner, Place 3 for a two year term of office expiring September 30, 2014.

Chairman Bower welcomed Patricia Ramirez as Water Commissioner, Place 3 and recommended appointment for an additional two year term of office, expiring September 30, 2014. She recently replaced Commissioner Anthony Zugay, who resigned as of July 12, 2012.

Motion was made by Commissioner Holloway and seconded by Commissioner Heier to recommend the approval to City Council for the appointment of Patricia Ramirez as Water Commissioner, Place 3, for a two year term of office expiring September 30, 2014. The motion passed unanimously. The recommendation will be presented to City Council on October 3, 2012.

#### 6. Update on actions taken by the City Council in previous City Council Meetings:

City Administrator Nancy Cain reported the relocation of 12" water line beginning at the FM 3009/FM 2252 intersection and moving in a westerly direction along the north side of FM 3009 and in a southerly direction along the west side of FM 2252 has been completed.

She also updated on the 2010 Storm Water Master Plan for the City of Garden Ridge and as it relates to storm water drainage through the Hickory Bend drainage easement and the Arrowood Subdivision.

#### 7. Water Manager Monthly Activity Report:

- a) Water pumping/usage from city wells.

Royce Goddard reviewed the monthly water pumping/usage from the city wells and discussed the water system operations.

- b) Water system infrastructure maintenance, repairs and/or projects.

Royce Goddard reported that the old well motor and piping at the Timber Rose plant was removed and replaced with a submersible pump and motor.

- c) Static levels, drawdown levels and flow rates on the Trinity Well.

Royce Goddard stated that the drawdown level was 122.4 and that when the well turns off, the water level returns to the current static level of 188.1 within 5 minutes.

Chairman Bower asked Mr. Goddard, by the next meeting, to look back and create a chart showing the water levels for the Trinity well, to present date.

d) Water and/or Drought Management

No discussion was held.

8. Adjournment:

Motion to adjourn was made by Commissioner Heier and seconded by Commissioner Holloway. The motion passed unanimously and the meeting adjourned at 6:50P.M.



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Sandy Edwards, Administrative Assistant  
Water Commission Secretary

DATE: 9/25/12

# SIGN IN WATER COMMISSION MEETING

**Rules for Citizen's Participation:**

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- Direct your comments to the entire Commission, not to an individual member nor to the audience.
- Show the Water Commission the same respect and courtesy that you expect to be shown to you.
- Limit remarks to three (3) minutes.

**Disclaimer:**

Any disruptive behavior, including shouting or derogatory statements or comments, will 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.

NAME	ADDRESS	SUBJECT
1. Andrew Dalton	19711 Secret Cove	Comm. Board
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Ordinance # 61-122011 City of Garden Ridge**

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 PROVIDING AN EFFECTIVE DATE AND AMENDING ORDINANCE NO. 61-122011 ADOPTED DECEMBER 7, 2011

WHEREAS, The City of Garden Ridge is a Type A, General Law Municipality located in Comal County, Texas, and;

WHEREAS, the 2010 estimated population of the City of Garden Ridge is approximately 3,259 residents. It is anticipated that the City of Garden Ridge will have a population of 4,450 in the year 2015, and;

WHEREAS, the Edwards Aquifer Authority is a regional authority managing water pumped out of the Edwards Aquifer by the City of Garden Ridge and has set standards for the Emergency Water Use Reduction Program in the region;

WHEREAS, the City of Garden Ridge uses both water from the Edwards Aquifer and from the Trinity Aquifer to provide water to residents of the City of Garden Ridge as well as persons residing within the Certificate of Convenience and Necessity (CCN) of the City of Garden Ridge;

WHEREAS, the Trinity Aquifer is currently an unregulated water source;

WHEREAS, the City of Garden Ridge relies on the Trinity Aquifer for the majority of its water resources;

WHEREAS, the level of the Trinity well affects the ability of the city to provide unrestricted water sources; and

WHEREAS, The City of Garden Ridge has determined that certain restrictive measures are required to delay potentially serious water shortage problems from impacting to the detriment of the health, safety and welfare of the Garden Ridge community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE City of Garden Ridge, TEXAS;

**SECTION 1-- Previous Ordinances**

City of Garden Ridge Ordinance Number 61-082011 dated August 29, 2011 including all attachments and amendments thereto, is hereby amended.

**SECTION 2 -- Definitions**

The following words and terms, when used in this plan, shall have the following meanings unless the context clearly indicates otherwise:

**ACT.** The Act creating the Edwards Aquifer Authority, namely the Edwards Aquifer Authority Act of May 30, 1993, 73<sup>rd</sup> Leg.R.S. Ch. 626, 1993 Texas General Laws 2353, as amended.

**AESTHETIC USE.** The use of water for fountains, waterfalls, and landscape lakes and ponds where such use is entirely ornamental and serves no other functional purpose.

**AGRICULTURAL IRRIGATION.** Irrigation for the purpose of growing crops commercially for human consumption or to use as feed for livestock or poultry.

**BUCKET.** Bucket or other container holding five gallons or less, used singly by one person.

CONNECTION. A metered or unmetered delivery point to a customer or other receiver of water from an organized water distribution system.

CONSERVATION. Those practices, techniques, and technologies that will reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water, or increase the recycling and reuse of water so that a water supply is made available for future or alternative uses.

DEMAND REDUCTION MEASURE. A specific action to be taken by defined categories of users to reduce the pumpage demand on the Edwards Aquifer during a drought.

DOMESTIC TYPE USE. The use of water, other than uses in the outdoor category, for personal needs or for household purposes, such as drinking, bathing, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

DROUGHT. A period of shortage of precipitation of seasonal or longer duration.

EDWARDS AQUIFER. That portion of an arcuate belt of porous, water-bearing limestones composed of the Edwards Group Limestone and Associated Formations trending from west to east to northeast through Kinney, Uvalde, Medina, Bexar, Comal and Hays Counties.

HAND-HELD HOSE. A hose attended by one person, fitted with a manual or automatic shutoff nozzle.

HEALTHCARE FACILITY. Any hospital, clinic, nursing home or other healthcare or medical research facility.

IMPERVIOUS SURFACE AREA. Any structure or any street, driveway, sidewalk, patio or other surface area covered with brick, paving, tile or other impervious material.

INDUSTRIAL USE. The use of water integral to the production of primary goods and services provided by industrial or commercial facilities, Industrial facilities include facilities which perform such process-specific activities as cooling, boiler feed, cleaning and washing, pollution control, extraction and separation of desirable material from products and waste materials and the incorporation of water into final products, Commercial facilities include, but are not limited to, food service facilities, hotels, retail facilities and nursery operations.

INDUSTRIAL USER. An industrial or commercial water user whose use of water is integral to the production of primary goods and services provided by industrial or commercial facilities.

INDUSTRIAL WELL USER. An industrial user who owns one or more wells that produce water used for industrial or commercial facilities.

IRRIGATOR. A well owner who uses water to irrigate land for growing commercial crops.

LANDSCAPE WATERING. The application of water to grow landscaping plants.

LANDSCAPE PLANT. Any member of the plant kingdom, including any tree, shrub, vine, herb, flower, succulent, groundcover or grass species that grows or has been planted out-of-doors and is used for landscaping purposes or for the support of intensive recreational areas such as playgrounds and playing fields.

LIVESTOCK. Cattle, sheep, goats, hogs, poultry, horses and game, domestic, exotic and other animals and birds, including zoo animals, used for commercial or personal purposes.

LIVESTOCK USE. The use of water for drinking by or washing of livestock.

MSL. Mean sea level.

MUNICIPALITY. A city or other governmental unit with the authority to make and enforce ordinances.

ORDER. A written order of the City Council or Mayor of the City of Garden Ridge, Texas.

OTHER OUTSIDE USE. The use of water outdoors for the maintenance, cleaning and washing of structures and mobile equipment, including automobiles and boats, the washing of streets, driveways, sidewalks, patios and other similar areas.

PERSON. Any individual, firm, entity, corporation, municipal corporation, governmental or proprietary body, including the United States or the State of Texas, or association of persons.

REDUCTION GOAL. The amount of reduction in pumpage volume, expressed in a percentage from baseline pumpage volume for each drought stage.

REUSE. The use by any user of Edwards Aquifer water that has been recycled or reclaimed for any beneficial purpose, after such water has been previously used for any beneficial purpose, whether or not any treatment of such groundwater may be required in connection with such recycling or reclamation.

STAGE. One of the five designated drought stages, which may be declared by the City or the Edwards Aquifer Authority.

SUPPLIER. Any person who supplies water to customers for residential, commercial, industrial, military or other uses, including a public or private water company, water supply corporation, municipality and water district. ~~Unless specifically provided in these rules.~~

TRIGGER CONDITIONS. Those specific conditions of rainfall amounts, Edwards Aquifer water level elevations, spring discharges and water quality which the Authority will monitor and use as indicators of the occurrence of drought conditions for purposes of declaring the various stages.

TRIGGER POINTS. Special conditions experienced by the City of Garden Ridge, which authorize the city to initiate Stage 1 through 5 of the City of Garden Ridge Drought Management Plan.

TRINITY AQUIFER WELL. A source of water for the City of Garden Ridge which is located in the Cow-Creek formation of the Trinity Aquifer.

USE FOR A BENEFICIAL PURPOSE. Water which is used, without regard to priority, for:

- (1) agricultural, commercial, domestic, gardening, industrial, manufacturing, mining, municipal, pleasure, recreational or stock raising purposes-
- (2) exploring for, producing, handling or treating oil, gas, sulfur or other materials; or
- (3) any other purpose that is useful and beneficial to the user.

USER. A person, public or private, who produces, distributes or uses water from an Edwards Aquifer well or from the Trinity Aquifer well.

VARIANCE. An authorized exception from compliance by the user with any provision of the Rules granted by this Ordinance.

WASTE.

- (1) The flowing or producing of groundwater from wells in the Edwards Aquifer or Trinity Aquifer if the water flowing or produced is not used for a beneficial purpose by any user,
- (2) The unreasonable loss of groundwater through faulty design or negligent operation of a well or water delivery or application system; or

- (3) Using quantities of groundwater for a purpose that otherwise would be considered beneficial in excess of quantities reasonably necessary for that purpose.

WATER UTILITY USE. Water used for withdrawal, treatment, transmission and distribution by potable water systems.

**SECTION 3 --Demand Reduction Measures**

The demand reduction measures for all water uses for Stages 1, 2, 3, 4 and 5 are set out in Appendix A, provided. For clarification, certain permitted and exempt water uses are listed.

Listed below are the trigger points for the various stages of the Drought Management Plan.

TABLE 1	
Reduction Stage	J-17 Well Level
1	660'
2	650'
3	640'
4	630'
5	As Declared by Edwards

**SECTION 4 -- Emergency Water Use Reduction**

4.01 -- Declaration of Emergency Stages

The Mayor of Garden Ridge is authorized to order, by proclamation, implementation of provisions of Stages 1 through 5 of the City of Garden Ridge Drought Management Plan when the appropriate trigger points as established in this Ordinance are met.

The City of Garden Ridge shall determine when conditions warrant implementation of the Emergency Water Use Reduction Program. The program is implemented when any one of the below Trigger Points is reached. The City of Garden Ridge may advance stages, as needed to effect compliance with pumping limit goals. The various stages may be declared as shown in Appendix A.

TRIGGER POINTS:

- 1) Declaration of Stages 1 through 5 by the Edwards Aquifer Authority *and/or at the discretion of the Mayor, City of Garden Ridge.*
- 2) The level of the Edwards Aquifer Authority Test Well J-17 reaches a level of Stages 1 through 5 Emergency Water Use Reduction as defined by Edwards Aquifer Authority.
- 3) When the pumping ability of the Trinity Aquifer well drops to 600 GPM or draw down level of the well reaches seventy-five (75) feet above the transponder.
- 4) When the city's pumping capacity is reduced by infrastructure damage or equipment failure.

4.02 -- Public Issuance of Drought Stage Declaration

The Declaration of a critical use stage will be publicly issued by the City of Garden Ridge. Such declaration shall be ~~published a minimum of one (1) time in the official City newspaper.~~ *placed on the City signs and distributed by phone (CTY system), posted on city website and/or published in the official city newspaper.*

4.03 -- Restricting the Use of Water

- a. Upon declaration of a critical use stage by the City of Garden Ridge, compliance with the Emergency Water Use Reduction Program demand reduction measures shall be required and compliance with the voluntary measures shall be encouraged.
- b. Demand reduction measures are attached as Appendix A, and are herein incorporated for all purposes.
- c. Upon declaration of a critical use stage by the City of Garden Ridge, the sale of water to a temporary user for use outside the city shall be prohibited. The sale of water to a temporary user for use within the City of Garden Ridge shall be at the discretion of the Public Works Director.

4.04 -- Water Rate Surcharges

- a. Critical Period Surcharges will be implemented in accordance with the following schedule:
  - (1) Stage 3: Customers will be charged the current water rate plus a 100% surcharge for use over 45,000 gallons.
  - (2) Stage 4: Customers will be charged the current water rate plus a 200% surcharge for use over 45,000 gallons.
  - (3) Stage 5: Customers will be charged the current water rate plus a 200% surcharge for use over 45,000 gallons.
- b. Water rate surcharges will remain in effect only so long as the City is in Stages 3, 4 or 5 of the Drought Management Plan.
- c. Water rate surcharges shall coincide with the normal billing cycle of the Garden Ridge Water Department. Surcharges shall be applied to the next billing cycle following the implementation of Stages 3, 4 or 5.
- d. Surcharge revenues shall be held in a reserve fund to be created within the current fiscal year budget. Such revenue is to be used for the following purposes:
  - (1) For the payment of any legal fees, consultant fees, studies, etc. that are incurred because the city is using more water than the allowable rate/amount established by an authorized political entity.
  - (2) For the payment of any fines or administrative penalties imposed by a legal or judicial entity related to excess pumpage, or;
  - (3) For the payment of any fees incurred to pursue alternate water sources.

4.05 – Payment of City-wide Fines and/or Penalties

- a. In the event that a governmental agency levies a fine or penalty against the City of Garden Ridge associated with water usage, the amount of the fine or penalty shall be pro-rated amongst all customers *exceeding the average use and* having an active account with the City during the time period subject to the fine as a recovery assessment.
- b. Each active account holder who exceeds the average water usage for the period subject to the fine, shall have an assessment placed on their water bill during the month immediately following the levy of such a fine or penalty.
- c. The amount of the assessment for any customer shall be based on usage above the average of all customers' water usage for the fine/penalty month. In computing the assessment, the City shall use the following variables: the amount of the fine/penalty (fine); the average usage per water connection for the period of the fine (average); the individual customer's usage above the average; and the total of all customers' usage above the average.

The assessment for any individual customer shall be the amount of the fine, multiplied by the ratio of the individual customers' usage above the average to the total of all customers' usage above the average.

- d. Customers that have received an adjustment to their water bill for a fast meter, customer leaks, etc in accordance with Ordinance 54, Paragraph 14.07 shall have their assessment based upon the approved adjusted amount.
- e. For the purposes of this assessment, average use for the time period of the fine will be determined by the total gallons pumped divided by the number of water customers. Usage below the average shall not be subject to an assessment.

4.06 -- End of Emergency Use Restrictions

*a. Trinity Aquifer*

The program and/or each stage may be terminated or changed at the discretion of the City of Garden Ridge after the trigger condition of a stage has been exceeded and after considering the 10 day rolling average of the appropriate index well level, pumping trends, current precipitation and the outlook for additional precipitation.

*b. Edwards Aquifer*

*The program and/or each stage may be terminated or changed upon declaration of the Edwards Aquifer Authority (EAA) and/or at the discretion of the Mayor, City of Garden Ridge.*

**SECTION 5 -- Penalties**

- a. A person who knowingly or intentionally violates the provisions of this Ordinance shall be deemed guilty of a misdemeanor offense and upon conviction be punished by a fine of not less than twenty-five dollars (\$25.00) and not more than two thousand dollars (\$2,000). Each day's violation constitutes a separate offense. Compliance may also be sought through injunctive relief in the District Court.
- b. No violation, definition or penalty under this section shall have bearing on any violation, definition or penalty under any other section of this Ordinance.

**SECTION 6 -- Enforcement**

a. Applicable to Resident and Non-Resident Customers

For purposes of this Ordinance, it shall be presumed that any person, corporation or association in whose name a water meter connection is registered with the City of Garden Ridge Water Company, has knowingly made, caused, used or permitted to use the water received from the City and that use of said water in a manner contrary to the provisions of Ordinance No.61, or in an amount in excess of the use permitted by the conservation stage in effect, is considered a violation of Ordinance No.61 by that non-resident person, corporation or association. Proof that the particular premises have a water meter connection registered in the name of the defendant named in a complaint issued under the auspices of Ordinance No.61 shall constitute in evidence a prima facie presumption that the person in whose name such water connection was registered was the person who permitted the illegal use of water to occur on the premises.

*resident person,*

b. Applicable to Non-Resident Customers Only

Any non-resident person, corporation or association in whose name a water meter connection is registered with the City of Garden Ridge Water Company who shall violate a provision of Ordinance No.61 and orders promulgated there under when Stage 1, Stage II, Stage III, Stage IV, or Stage V are in effect, shall be held strictly liable, and shall be subject to an Administrative Hearing before the City Water Commission to show cause whether water service should be discontinued for all or any part of a day or consecutive days to such non-resident person, corporation or association. Provisions shall be made to allow for the provision of water in an amount necessary to provide for human health and safety requirements. In the event termination is ordered, an appeal to the City Council may be made if filed in

writing with the Mayor within three (3) days of the termination order. Compliance may also be sought through injunctive relief in District Court.

**SECTION 7 – Variances**

a. Request for Variance

A person may file a written request for a variance from these rules with the City of Garden Ridge. The request must contain the following information;

- (1) The specific nature of the variance requested
- (2) A detailed explanation of why the person believes he/she should be granted the variance, including any supporting documentation;
- (3) A signed statement that the facts contained in the request are true and within the person's personal knowledge.

b. Additional Information

The City of Garden Ridge may request the variance requester to provide additional information, which must be filed within ten calendar days of the request or as otherwise directed in the request.

c. When Variance May be Granted

- (1) The variance is necessary to avoid an unusual, direct and substantial hardship
- (2) There are no other reasonably available means for avoiding the hardship without a variance;
- (3) Granting the variance is consistent with the goals of this Ordinance; and
- (4) Granting the variance will not cause significant harm to any other person or group of persons or result in the City of Garden Ridge being in violation of regulatory requirements.

d. Terms and Conditions of the Variance

- (1) The City of Garden Ridge may grant a variance for such a term and in accordance with any conditions the City of Garden Ridge deems appropriate.
- (2) It shall be a term of every variance granted by the City of Garden Ridge that the variance may be rescinded based on changed circumstances, new information, or failure of the holder of the variance to abide by the terms and conditions of the variance or to comply with these rules or any other order or rule of the City of Garden Ridge.
- (3) The City of Garden Ridge may require a person granted a variance to file reports with the City of Garden Ridge containing such information as the City of Garden Ridge believes relevant to monitoring the continuing appropriateness of the variance.

**SECTION 8 – Severability**

If any section, paragraph, subdivision, clause or phrase of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part of any provision thereof other than the part so decided to be invalid or unconstitutional.

**SECTION 9 – Effective Date**

This ordinance shall take effect immediately upon its passage, approval and publication according to law.

PASSED AND APPROVED THIS 7TH DAY OF DECEMBER, 2011.

\_\_\_\_\_  
Jay F. Feibelman, Mayor

ATTEST:

\_\_\_\_\_  
Shelly Goodwin, City Secretary

**APPENDIX A  
DEMAND REDUCTION MEASURES**

*Watering by automated irrigation systems is restricted year round  
between the hours of 10 am and 8 pm.*

**STAGE 1**

**Stage One Alert** begins when the Edwards Aquifer Authority Test Well J-17 level reaches **660** feet mean sea level at the monitored well *and is declared by the Edwards Aquifer Authority (EAA) and/or at the discretion of the Mayor, City of Garden Ridge.*

1. ~~X~~ Water waste is prohibited to include, allowing water to run off onto a gutter, ditch, or drain; or failing to repair a controllable leak.
2. ~~X~~ Watering with an irrigation system or sprinkler, permitted only during the hours of 12 a.m. to 10 a.m. and 8 p.m. to 12 a.m.:
3. Watering with an irrigation system or sprinkler, permitted only once a week on the designated watering day:

<b>Last Digit of Address</b>	<b>Day</b>
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday

Areas without a street address, such as medians, neighborhood entryways or common areas water on Wednesdays.

4. Watering with hand-held hose or drip irrigation permitted any day, any time.
5. Residential, commercial, industrial, and agricultural Edwards Aquifer water users should reduce water consumption by any means available.
- ~~6. Pools must be covered at least 25% when not in use.~~
6. Washing impervious cover such as parking lots, driveways, streets or sidewalks is prohibited.
7. Non-commercial washing of vehicles and mobile equipment (e.g. washing vehicles at a residence) is permitted any day at any time over landscape or other surface where run off is minimized and with the use of a hose using an automatic shut-off nozzle or bucket of 5 gallons or less.
8. Restaurants and other eating establishments are prohibited from serving groundwater to customers except upon request of the customer.
- ~~10. Aesthetic fountains, waterfalls, etc. (outdoor and/or indoor) are prohibited unless water is re-circulated or recycled.~~

9. No building permits will be issued to homeowners or pool contractors for the construction of new swimming pools unless verification is provided that 100% of water for filling of pool will be brought in from a water source outside of Garden Ridge.
10. Restrictions apply to well users.

This does not apply to non-potable water, gray water, or treated effluent.

Stage 1 restrictions continue until there is an announcement that Stage 1 has been canceled or that Stage 2 is in effect.

~~\*Requirements 1 and 2 of Stage 1 apply throughout the year unless a stricter stage is in effect.~~

### STAGE 2

**Stage Two Alert** begins when the Edwards Aquifer Authority Test Well J-17 level reaches **650** feet mean sea level at the monitored well *and is declared by the Edwards Aquifer Authority (EAA) and/or at the discretion of the Mayor, City of Garden Ridge.*

~~1. All restrictions from Stage 1.~~

1. ~~Water waste is prohibited to include, allowing water to run off onto a gutter, ditch, or drain; or failing to repair a controllable leak.~~
2. Watering with an irrigation system or sprinkler, permitted only once a week on the designated watering day during the hours of 3 a.m. to 8 a.m. and 8 p.m. to 10 p.m.:

<b>Last Digit of Address</b>	<b>Day</b>
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday

Areas without a street address, such as medians, neighborhood entryways or common areas water on Wednesdays.

3. Watering with drip irrigation or a 5 gallon bucket permitted during the hours of 3 a.m. to 8 a.m. and 8 p.m. to 10 p.m. any day.
4. Watering with a hand held hose permitted any day, any time.
5. *Washing impervious cover such as parking lots, driveways, streets or sidewalks is prohibited.*
6. *Non-commercial washing of vehicles and mobile equipment (e.g. washing vehicles at a residence) is permitted any day at any time over landscape or other surface where run off is minimized and with the use of a hose using an automatic shut-off nozzle or bucket of 5 gallons or less.*
7. *Restaurants and other eating establishments are prohibited from serving groundwater to customers except upon request of the customer.*

8. *No building permits will be issued for the construction of new swimming pools. The City Administrator may grant a variance for the construction of a swimming pool with proof that water for construction and filling of the pool will be brought in from a water source outside of the city.*
9. *Filling of existing swimming pools is prohibited unless at least 30% of the water is obtained from a source other than City provided. Groundwater may be used to replenish swimming pools to maintenance levels. Drainage of swimming pools is permitted only onto a permeable surface or onto a pool deck where water is transmitted directly to a permeable surface.*
10. *Restrictions apply to well users.*

This does not apply to non-potable water, gray water, or treated effluent.

Stage 2 restrictions continue until there is an announcement that Stage 2 has been canceled or that Stage 3 is in effect.

### **STAGE 3**

**Stage Three Alert** begins when the Edwards Aquifer Authority Test Well J-17 level reaches **640** feet mean sea level at the monitored well *and is declared by the Edwards Aquifer Authority (EAA) and/or at the discretion of the Mayor, City of Garden Ridge.*

1. ~~All restrictions from Stage 2.~~
2. Watering with an irrigation system, soaker hose or sprinkler is permitted every other week beginning on the second Monday after Stage III has been declared and only on designated watering day from 3 a.m. – 8 a.m. and 8 p.m. – 10 p.m.

<b>Last Digit of Address</b>	<b>Day</b>
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday

Areas without a street address, such as medians, neighborhood entryways or common areas water on Wednesdays.

2. Watering with a drip irrigation or 5 gallon bucket permitted during the hours of 3 a.m. to 8 a.m. and 8 p.m. to 10 p.m. Monday, Wednesday and Friday.
3. Watering with a hand held hose permitted any day, any time.
4. Watering newly planted landscapes permitted only with a variance from Garden Ridge City Council.
5. Washing cars at home is permitted any day at any time over landscape or other surface where run off is minimized and with the use of hose using automatic shut-off nozzle or bucket of 5 gallons or less. Water runoff into streets is prohibited.

6. Water runoff onto streets is prohibited.
7. No person may use groundwater or city provided water for an ornamental outdoor fountain or similar feature.
8. No building permits will be issued for the construction of new swimming pools. The City Administrator may grant a variance for the construction of a swimming pool with proof that water for construction and filling of the pool will be brought in from a water source outside of the city.
9. *Filling of existing swimming pools is prohibited unless at least 30% of the water is obtained from a source other than City provided. Groundwater may be used to replenish swimming pools to maintenance levels. Drainage of swimming pools is permitted only onto a permeable surface or onto a pool deck where water is transmitted directly to a permeable surface.*
10. *Water customers subject to a 100% surcharge for use over 45,000 gallons.*

This does not apply to non- potable water, gray water, or treated effluent.

Stage 3 restrictions continue until there is an announcement that Stage 3 has been canceled or that Stage 4 is in effect.

#### **STAGE 4**

**Stage Four Alert** begins when the Edwards Aquifer Authority Test Well J-17 level reaches 630 feet mean sea level at the monitored well.

1. All restrictions in Stage 3.
2. Water customers subject to a 200% surcharge for use over 45,000 gallons.
3. Additional restrictions on water use may be established at the discretion of the City Council.

This does not apply to non- potable water, gray water, or treated effluent.

Stage 4 restrictions continue until there is an announcement that Stage 4 has been canceled or that Stage 5 is in effect.

#### **STAGE 5**

**Stage Five Alert** begins when declared by the Edwards Aquifer Authority.

1. All restrictions in Stage 4.
2. Conditions as directed by the Mayor and City Council
3. Use Necessary for Public Health or Safety.

***Ordinance # 61-122011 City of Garden Ridge***

4. Notwithstanding any provision of these rules, groundwater may be used when and to the extent it is necessary to prevent danger to public health, safety or welfare or to the extent required by State or Federal law.
5. Water customers subject to a 200% surcharge for use over 45,000 gallons.

This does not apply to non- potable water, gray water, or treated effluent.

September 25, 2012

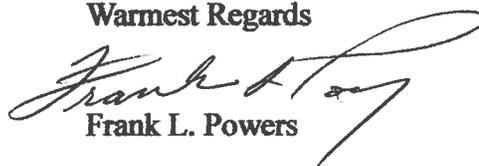
City of Garden Ridge  
9400 Municipal Pkwy  
Garden Ridge, TX 78266

Attn: Nancy Cain  
City Administrator

Subject: Resignation from Water Board and the City Impact Committee

I will be moving out of the City of Garden Ridge to the city of Universal City on October 25, 2012. I will lose my city residence qualification to serve on your boards.

Warmest Regards

A handwritten signature in black ink, appearing to read "Frank L. Powers", with a large, stylized flourish extending from the end of the signature.

Frank L. Powers

October 18, 2012

To: City Water Commission

From: City Administrator Cain

Attached are resumes/bios from citizens who have indicated a desire to serve on a City Commission. All three candidates have been contacted and asked to attend the Water Commission meeting for purposes of the Commission meeting and interviewing the candidates.

**Nancy Cain**

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**From:** James Hudson [jamhud2@yahoo.com]  
**Sent:** Friday, September 02, 2011 10:04 AM  
**To:** administrator@ci.garden-ridge.tx.us  
**Subject:** Call for serving on city commissions  
**Attachments:** James E Hudson Resume.doc

As per the request in the September 2011 issue of 'The Grapevine', I would be willing to serve on a city commission. Please find my resume attached. I would be happy to discuss.

Thank you,  
James Hudson  
22016 Las Cimas  
GR, TX 78266  
(210) 260-1769  
[jamhud2@yahoo.com](mailto:jamhud2@yahoo.com)

**JAMES E. HUDSON**  
22016 Las Cimas  
Garden Ridge, TX 78266  
Cell: (210) 260-1769; Email: jamhud2@yahoo.com

#### **CAREER OBJECTIVE**

To obtain a challenging position that draws on my professional experiences.

#### **DEGREE**

**Bachelor of Arts – Southwest Texas State University**

#### **EDUCATION**

**1984-88 & 1992-94** Southwest Texas State University / **Bachelor of Arts**  
**1987** San Antonio College  
**1983-84** Laredo Junior College

#### **PROFESSIONAL EXPERIENCE**

**2006-Current** Self-Employed, San Antonio, TX

##### **Investment Manager/Bookkeeper**

Coordinates, monitors, executes the purchase and sale of clients' investment portfolio. Coordinates the development and maintenance of an extensive investment portfolio which includes fixed income, mutual funds, bonds, equities, and real estate. Coordinates and monitors cash accounts through on-line brokerage account as well as through direct communication with individual brokers. Executes the purchase and sale of equities for same accounts. Develops and maintains numerous tools to monitor these accounts as well as to provide status reports given to clients during monthly/annual meetings. Status reports have been developed and are maintained within Microsoft Excel and Intuit Quicken software. Acts as point-man for all communication between clients (land owners) and oil and gas company representatives regarding the establishment of mineral rights leases and testing. Receives, reviews, and pays all business related and household bills for clients. Maintains up-to-date financial account information and balance data for clients. Maintains a working relationship with clients' banking representatives in order to monitor financial status. Executes all deposits of income for clients. Receives and pays all credits for same. Provides monthly and annual reports of all income and spending for clients. Data and reports are monitored and produced using Microsoft Excel and Intuit Quicken software. Executes annual federal income taxes for clients review. Maintains all data and identifies amounts for quarterly federal income tax payments. Gathers and enters all pertinent data and forms necessary to enter into Intuit's TurboTax software. Provides clients' with final tax return for review and approval.

**2000-2006** Texas Department of Transportation, Austin and San Antonio, TX

##### **Auditor II-III-IV**

Performed assigned audit projects to include scope, objective, and methodology. Participated in preliminary planning, individual and group interviews. Provided program development, qualitative and quantitative data collection. Created work paper preparation, indexing and organization. Scheduled, and conducted entrance and exit interviews with senior management. Developed, edited, and distributed final audit reports to executive management, and outside agencies. Developed and distributed memoranda to division management and staff. Reported to Audit Office Director as to project status. Served as committee secretary for one-term during

time spent on Employees' Advisory Committee. Also served as Vice-Chair of committee. Coordinated development of committee brochure. Helped in creation and distribution of committee newsletter distributed to all division employees throughout department. Helped in the coordination and planning of city-wide department blood drives. Served as time-sheet coordinator, tracking and reporting on project budget status using various spreadsheets. Served as coordinator of two separate 'statewide' Audit Conferences to include coordination of travel arrangements, working with hotel staff and conference facilities. Researched for and contracted with various keynote speakers on session topics. Served as TxDOT Audit Office's fraud awareness trainer. Spent one year conducting statewide fraud awareness training sessions both in person as well as via telecommunications. Served as Audit Office team member and worked with human resource trainers and video production staff in the establishment of TxDOT's Fraud Awareness training module viewed statewide by all TxDOT employees as mandated by the Governor's Office. Assisted in numerous internal control studies and risk assessments for various programs.

**1996-1999** MAPSCO, Inc., d.b.a. Ferguson Map Company, San Antonio, TX

**Custom Mapping Sales; Research Analyst; Sales Associate**

Created and maintained customer databases. Established contacts within many state and local governmental agencies as well as private companies for data needed to maintain databases. Served as administrative assistant to general manager in maintaining communication between retail and cartographic staffs in order to verify that the customers' needs were met. Worked as a team member at various public and industry targeted promotional conventions and expositions. Served as customer contact as both a sales associate on the retail floor and as an outside custom map sales representative.

## Nancy Cain

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**From:** Jim Kohl [jgkohl@yahoo.com]  
**Sent:** Thursday, February 02, 2012 5:29 PM  
**To:** administrator@ci.garden-ridge.tx.us  
**Cc:** 'Jim Kohl'  
**Subject:** Nancy Cain--volunteer positions for City Commissions  
**Attachments:** James G Kohl resume 2012 GR.doc

Dear Nancy,

After our conversation of a couple of weeks ago, I am following up with a very brief attached description of my experience. I believe that I can be useful to one of your City Commissions, if a vacancy occurs. My interests and experience are varied so I could consider almost any Commission needing assistance.

Having retired, I am now able to devote time to such interests. As a 20 year resident I cherish what Jay, his administration [including you], the Council and Commissions, through their leadership, are doing for our City and wish to participate in preserving and further developing what we have here. Also as a Businessman, leader and citizen I understand that we can't stagnate; we need orderly and well designed growth that protects not only our resident's values, of what they desire in their city, but also protects and budgets all resources which will be needed for the future. And very importantly, I believe that accomplishing these goals must be done with the maximum of fairness, openness and communication to our residents, taxpayers and neighbors around the City.

Please share this with any Commissioners who are needing assistance. Also will you please share with Jay, in the event he is aware of any upcoming openings or special needs in Garden Ridge..

Thanks and Regards,  
Jim Kohl

Jim Kohl  
cell phone 830-305-0844  
home phone 210-651-5895  
fax line 210-651-5924  
email  
[jkohl@minigrip.com](mailto:jkohl@minigrip.com)  
[jgkohl@yahoo.com](mailto:jgkohl@yahoo.com)

**James G Kohl, Jr. (Jim)**

**20740 Timber Rose DR**

**Garden Ridge, TX 78266**

- **Resident of Seguin for 20 Years.**
- **Retired 3 years ago from Illinois Tool Works (ITW), a Chicago based worldwide manufacturer of precision components, equipment and packaging.**
- **President of the Consumer Packaging Group, with operations in Seguin, 4 other US States and Worldwide in Europe, Asia, and S. America. Managed 2000 employees and responsible for nearly \$500 Million in sales and 14 manufacturing and commercial facilities.**
- **Presently consulting part time with ITW on several projects.**
- **Married to Kate Kohl, who is active in GR Women's Club, on the Board of Directors, and Knotty Knotters; we have 5 grown children and 7 growing grandkids.**
- **Lived and worked across the USA and overseas.**
- **Owned and managed a successful small business for 6 years.**
- **Graduate Engineer with MBA. Competent technically and administratively. Much experience in management, engineering, employee development, legal contracts, commercial area and finance. I enjoy working with people and solving problems.**
- **I believe that I will be able to serve the City and its residents well and to make a contribution to Garden Ridge with my sincere desire to participate in the continued development of our City.**
- **Kate and I are proud of Garden Ridge and love our home here.**

**Nancy Cain**

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**From:** Erika E. Rodriguez [erikaelenarodriguez@gmail.com]  
**Sent:** Wednesday, February 22, 2012 3:42 PM  
**To:** administrator@ci.garden-ridge.tx.us  
**Subject:** Garden Ridge City Commision  
**Attachments:** Curriculum\_EERodz.pdf

Nancy Cain:

Attached please find a copy of my Curriculum for your review to consider me in a City-appointed Commission position to assist the City Council in making decisions for the betterment of our great city, Garden Ridge.

Thank you for taking your time in reviewing my Resume and I look forward to hearing from you.

--

Sincerely,

Erika E. Rodriguez

REALTOR (R)

CENTURY 21 United-Action

604 S Seguin Ave.

New Braunfels, TX 78130

Click to go to my website: [Search Listings](#)

Office: 830-625-8061 x114

Fax: 830-625-9459

cell: 619-781-2945

Email: [erika.rodriguez@century21.com](mailto:erika.rodriguez@century21.com)

Click to go to my Facebook: [subscribe to facebook post...be up to date and "like"](#)

Click to: [Follow me Google+](#)

Newsletter: <http://erikaelenarodriguez.housingtrendsnewsletter.com>

-  
Texas law requires all real estate licensees to give the following information about brokerage services to all prospective buyers, tenants, sellers and landlords. open the document, read and sign: [INFORMATION ABOUT BROKERAGE SERVICES](#)

**HABLO ESPANOLI**

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~~ROLAND R. ESPARZA~~  
~~ESPARZA@ROLANDR.ESPARZA.COM~~  
810-451-0208

Fluent in both Spanish and English. Looking for a part-time and/or temporary position.

**1996 - Kelsey-Jenny College**

A.A. Paralegal, Internship at John W. Stump Law Office  
San Diego, CA

**June 2011-Present**

Real Estate Agent at CENTURY 21 United-Action  
New Braunfels, TX

**January 2009 - March 2011**

**The Law Office of Roland R. Esparza, PC 210-222-2500**

Paralegal

San Antonio, TX

Plaintiff Personal Injury, Criminal Defense and Tickets. Also, in charge of law office accounts payable, contracts and marketing.

**October 2007 - August 2008** (military transfer to San Antonio, TX)

**Triad Financial Corp.**, 877-631-6200 N Richland Hills, TX

Impound/Gov't Seizure Specialist/ Loss Recovery (Mr. Jaime Rivas, Mr. Sergio Padilla, Mrs. Claudia Flanagan)

Reduce losses/charge offs by recovering seized vehicles, negotiate bail out fees, contact debtors to settle accounts and/or negotiate recovering impounded vehicles and inspect any damages on the seized/impounded vehicles.

**February 2005 - July 2006** (military transfer to TX)

**David Morse & Associates**, 619-229-2700, San Diego, CA 92120

Field Insurance Adjuster (Mr. McDaniel)

Investigate vehicle accidents, vehicle thefts, dog bites and slip & falls for insurance companies which included conduct interviews of witnesses, insured and claimant; Internet Research; Scene Investigations and Diagrams; Settle Claims; Photographs of Injuries and Scenes; Timely Reports and Correspondence.

**January 2004 - September 2004** (military transfer to CA)

**Moseley, Warren, Prichard & Parish, P.A.**, 904-356-1306, Jacksonville, FL

Legal Assistant/Legal Secretary (Mr. Weston and Mr. Leahy)

Calendar, Correspondence, Drafts, Pleadings, Discovery, Maritime Law; Insurance Defense; Personal Injury Defense; Litigation; Research.

**September 2003-October 2003** (temporary position)

**Humphries & Oberdier, P.A.**, 904-721-4161, Jacksonville, FL

Legal Secretary

BI & Property-Plaintiff; Utilize WordPerfect, GroupWise, Worldox and DocsOpen; Prepare and mail correspondence; Travel arrangements for the attorney; Prepare and organize the trial notebooks; Update attorney's calendar; Prepare, update and organize clients' files.

**September 2002-July 2003** (military transfer to FL), El Paso, TX

**Scott, Hulse, Marshall, Feuille, Finger & Thurmond, P.C.**, 915-533-2493

Legal Secretary

Asbestos Defense; Railroad Defense; Insurance Defense; Litigation; Utilize Microsoft Word, Power Point, and Summation to prepare correspondence, presentations and files; Prepare and mail correspondence; Prepare and update files; Travel arrangements for the attorneys; Draft and file in a timely manner all litigation documents; Texas Notary Public License; NALA Member.

~~XXXXXXXXXXXXXXXXXXXX~~

April 2000-August 2002

**Azar & Loncar, P.C.** (Mr. Weiss) , 915-595-4898, El Paso, TX

Paralegal

Litigation; Research; Mediation; BI & Property-Plaintiff; Utilize Needles software to prepare and mail all initial claims and correspondence; Set new claims with the insurance companies; Welcome clients to our firm; Prepare and mail all medical records request; Confirm and verify all client healthcare provider accounts balances, including health insurance lien holders; Prepare files for Demand; Draft and file in a timely manner litigation documents; Schedule and calendar all of Attorney's client and court appointments; Resolve simple property damage issues; Research/investigate information for claims/cases; Texas Insurance Adjuster License P&C #1172041, NFPA Member.

April 1998-November 1998 (military transfer to El Paso, TX)

**Tarrant County Criminal Intake**, 817-884-1405, Fort Worth, TX

Intake Analyst

Utilize WordPerfect to prepare correspondence; Welcome visitors to department and check their clearance; Review Investigators criminal intake files; Customer/Civilian service; Filing; Help the Victims Assistant Department with Spanish speaking civilians.

1994-1997

**Navy Exchange**, San Diego, CA & Dallas, TX

Retail, Customer Service, Cashier, Refunds, Lay-a-ways, Exchanges, Flowers, Plaques

1992-1993

**Montgomery Ward & Cutlery World**, Stockton, CA

Retail, Cashier, Order Supplies, Open & Close

1990-1992

New York Life Insurance, **Mr. Casey Williams**, El Paso, TX

Secretary