



City of Garden Ridge

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

AGENDA CITY WATER COMMISSION MEETING

Tuesday, January 26, 2016 at 6 p.m.

The Garden Ridge City Water Commission will meet in a regular meeting on Tuesday, January 26, 2016 at 6 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, January 22, 2016 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.

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 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 please 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 would like to be shown.
- c. Limit remarks to three (3) minutes per citizen during Item 3 and Item 8.
- d. Citizen comments may be deferred to a specific Business Item set forth in Section 5, below, if such comments pertain to such Business Item.

*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) December 15, 2015 Water Commission Meeting
 - b) January 11, 2016 Water Commission Water Study Committee 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) Request for water bill adjustment from Teri and Jack Chance, 20041 Buckhead Lane, seeking relief on July 23, 2015 – August 24, 2015 water bill due to billing for 103,000 gallons and asking said bill be adjusted based on prior usage
 - b) Request for water bill adjustment from Gregg DuBois, 21015 Plum Ranch Rd, seeking relief on August 25, 2015 – September 22, 2015 and September 23, 2015 – October 23, 2015 water bill due to billing for 57,00 and 54,000 gallons and asking said bill be adjusted based on prior usage
 - c) Consideration, development of, and possible action on an amendment to Ordinance #54-022010, Section 14.07(c), Entitled Customer Leaks.
6. Update on actions taken by the City Council in previous City Council Meetings related to Commission recommendations.
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. Citizen Participation – 3 minute limit per citizen
9. 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.


Shelley Goodwin, TRMC
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 5:15 pm on January 19, 2016 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Shelley Goodwin, TRMC
City Secretary



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MINUTES OF CITY WATER COMMISSION **REGULAR MEETING** **December 15, 2015**

Members Present:

Chairman David Heier
Commissioner Andre Bullard
Commissioner Richard Holloway
Commissioner Pat Ramirez
Commissioner Ray Pitzen
Mayor Nadine Knaus, ex-officio

Member Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Royce Goddard, Water Department Manager
Shelley Goodwin, City Secretary

1. Call to Order

With a quorum of the City Water Commission present, Chairman Heier called the regular meeting of the Garden Ridge City Water Commission to order at 6:00 p.m. on Tuesday, December 15, 2015 in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Citizen's Participation – 3 minute limit per citizen

No one wished to speak.

3. Approval of Minutes

a) December 15, 2015 Regular Water Commission Meeting

Motion: A motion was made by Commissioner Holloway, seconded by Commissioner Pitzen, to approve the minutes of November 10, 2015 Joint City Council and Water Commission Meeting. The Water Commission voted five (5) for and none (0) opposed. The motion passed unanimously.

4. Business Items

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

a. Consideration, development of, and possible action on an amendment to Ordinance #54-022010, Section 14.07 (c), Entitled Customer Leaks.

Commissioner Pitzen, provided the Water Commission a handout of proposed changes he worked on regarding Section 14.07.

David Heier, Chair, reminded the Water Commission Water Study Committee that the City Council recognized that changes need to be made to Section 14.07, so they passed a moratorium against leak adjustments. He stated the moratorium is for 90 days, which gives the Water Commission until February to bring the City Council our recommended amendments.

The Water Commission reviewed the handout and made the following suggestions:

- Add sentence regarding who grants credits.
- Include acts of nature.
- Include lack of maintenance.
- Change to read billing cycle instead of average monthly usage
- Add in section regarding vandalism and theft. Also include a Police Report must be made.
- Add for unexplained excessive use-unless exhausted all avenues, include water history and Police Report.
- Add appeal process

Royce Goddard, Water Manager, reviewed how the iPERL will track water usage for a certain time period.

The Water Commission discussed historical water usage and water loss. They also discussed the calculation for unaccountable water.

The Water Commission Water Study Committee agreed to meet by consensus on January 5, 2016 at 6pm.

5. Update on actions taken by the City Council in previous City Council Meetings related to Commission recommendations.

Nancy Cain, City Administrator, stated the City Council took no action regarding Water Commission items.

6. Water Manager Monthly Activity Report

a) Water pumping/usage from city wells

Royce Goddard, Water Manager reviewed the monthly water pumping/usage from the city wells and discussed the water system operations (see attached report).

Royce Goddard, Water Manager reported 21.69 acre feet from the Edwards Aquifer and 0 acre ft. from the Trinity have been pumped. He stated the average daily usage is 4,545.981 gallons.

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

Royce Goddard, Water Manager stated he Edward's Well #1 rehabilitation has been completed.

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

Royce Goddard, Water Manager reported as to December 15th the Edwards static level was at 201.6 feet and the Trinity static level was at 119.7.

d) Water and/or Drought Management

The City of Garden Ridge is currently under no watering restrictions.

7. Adjourn

Motion to adjourn was made by Commissioner Holloway and seconded by Commissioner Pitzen. The motion passed unanimously and the meeting adjourned at 7:25 p.m.

David Heier, Chair

ATTEST:

Shelley Goodwin, TRMC
City Secretary

MINUTES OF CITY WATER COMMISSION STUDY COMMITTEE MEETING

January 11, 2016

City Water Commission Members Present:

Commissioner Andre Bullard
Commissioner Richard Holloway
Commissioner Raymond Pitzen

City Staff Present:

Royce Goddard, Water Department Manager

1. Call to Order

With a quorum of the City Water commissioners present, Commissioner Raymond Pitzen called the meeting to order at 6:00 p.m. on January 11, 2016 in the City Conference Room of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Citizen's Participation

No Citizens attended

3. Business Items

Consideration of amendment to Ordinance 54-022010, Section 14.07(c) Entitled Customer Leaks.

Commission brought up the fact that this Ordinance has been repealed and replaced by Ordinance 54-092015, and the recommended amendments will apply to the latest Ordinance 54-092015, not Ordinance 54-022010. Attachment A is a copy of the recommended changes to the Ordinance.

4. Adjourn

Being no further business the meeting was adjourned at 7:20 p.m.

Raymond Pitzen, Commissioner

SECTION 1—DEFINITIONS

EXCEPTIONAL UNEPLAINED USAGE: usage that after a plumber's review and/or Meter Operations testing of meter, meter flow search results, and/or meter investigation and no repair has been made and the cause cannot be determined and the usage returns to the monthly average.

Comment [RP1]: Richard Holloway recommends deleting

LEAK: an unintentional water loss caused by broken or damaged plumbing fixtures, pipes or irrigation equipment at a customer's residence or non-residential site that results in a customer's water bill being higher than the customer's typical water bill for water services.

Comment [RP2]: Royce recommended an unintended hole, crack, or break through which liquid escapes or enters

- a. **Preventable/accessible leaks** – Examples of readily available water pipes or hoses include but are not limited to; toilet leak, leaking faucet, leaking hose bib, water softener, etc.
- b. **Non-accessible leaks** – Examples of non-accessible leaks include but are not limited to underground lines including irrigation piping control valves, etc.

Comment [RP3]: added

14.07 – ADJUSTMENT TO BILLS FOR FAST METER, CUSTOMER LEAKS, ETC.

c. Customer Leaks Adjustments:

1. A leak adjustment is a financial adjustment to water usage charges on a customer's bill caused by a leak on the customer's side of the meter or an exceptional unexplained increase in consumption that a licensed plumber and or the Water Manager has validated.

Comment [RP4]: Not needed if definition is removed

Leak adjustments will cover no more than two (2) billing cycles. Only one (1) financial adjustment associated to billed usage will be allowed every two (2) years. The two year period begins the month after the adjustment.

Comment [RP5]: Change to billing cycle

A leak adjustment may be granted when **ALL** of the following conditions are present:

Customer notifies City of Garden Ridge Water Department within ninety (90) days of an excessive utility bill that may be related to a leak

Comment [RP6]: Change to 15 days after the water bill with the suspected leak is mailed to the customer (This will allow the Water Manager to look at the data from the meter)

Water consumption exceeds the customer's average same month usage or twice the average monthly usage over the previous 12-month period

Leak occurred on the customer side of the meter

Plumber's Receipt or other proof confirms the leak was repaired.

No Leak adjustment will be granted where any of the following situations exist

Usage above the customer's average monthly consumption is due to seasonal usage such as watering of sod, gardening, filling swimming pools, pool cracks or whirlpools/spas, washing vehicles, etc.

Neglect such as water spigots left on, broken sprinkler heads/nozzles/risers, irrigation control box malfunctions/not properly set, auto-fill system malfunctions

Leak was caused by a third party from whom the customer is able to recover their costs. Examples include but are limited to theft, vandalism, negligence and construction damage, unoccupied or vacant properties

The meter of said property has been accessed, tampered with or turned on/off by anyone other than a City of Garden Ridge employee and that action results in a water loss

When a leak continues for three (3) or more billing cycles, there will be no adjustment for the third or subsequent billing cycle.

A leak adjustment was issued within the past two (2) years for the same premise

2. Leak Adjustment Calculations:

The amount of credit adjustment will be calculated as follows:

$$\text{Credit} = \text{Leakage use bill} - \{([\text{Leak usage} - \text{normal usage}] * 50\% * \text{normal water rate}) + \text{normal usage bill}\}$$