

MEMORANDUM

TO: South Texas Water Authority Board of Directors
FROM: Brandon Barrera, President
DATE: March 15, 2022
SUBJECT: Meeting Notice and Agenda for the South Texas Water Authority

A Regular Meeting of the STWA Board of Directors is scheduled for:

Tuesday, March 22, 2022
5:30 p.m.
South Texas Water Authority
2302 East Sage Road, Kingsville, Texas

The Board will consider and act upon any lawful subject which may come before it, including among others, the following:

Agenda

1. Call to order.
2. Citizen comments. This is an opportunity for citizens to address the Board of Directors concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Board. The President may place a time limit on all comments. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting.
3. Approval of Minutes. (Attachment 1)
4. Report Presentation and Approval: (Attachment 2)
 - Treasurer's Report/Quarterly Report
 - Payment of Bills.
 - O&M Report
 - CP Update
 - Anticipated vs. Actual Water Rate Charged/Net Revenue
5. Discussion and action on Part Time Accountant Assistant. (Attachment 3)
 - Approval of Part-Time Accountant Assistant job description
6. Update on Wholesale Water Supply Contract with the City of Corpus Christi by legal counsel Bill Flickinger. (Attachment 4)
7. Update on conveyance of section of STWA's 42" waterline to the City of Corpus Christi. (Attachment 5)
8. Update on STWA website. (Attachment 6)

9. Nueces County project for construction of Banquete Pump Station to serve the Nueces County Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation.

- Update on Utility Conveyance Agreement(s) conveying facilities from Nueces County to South Texas Water Authority and Nueces Water Supply Corporation (Attachment 7)

10. Administration Report.

11. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session, a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

BB/JM/fdl
Attachments

This meeting notice was posted on
STWA's website, www.stwa.org, and on
indoor and outdoor bulletin boards at
STWA's administrative offices,
2302 East Sage Road, Kingsville, Texas at
330 am on March 18, 2022
James De Leon
Assistant Secretary

ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY
Regular Board of Directors Meeting
February 22, 2022
Minutes

Board Members Present:

Brandon Barrera
Patsy Rodgers
Rudy Galvan, Jr.
Frances Garcia (by phone)
Imelda Garza
Jose Graveley
Kathleen Lowman
Joe Morales

Board Members Absent:

Angela Pena

Staff Present:

John Marez
Frances De Leon
Jo Ella Wagner
Nigel Gomez
Patrick Sendejo

Guests Present:

None.

1. Call to Order.

Mr. Brandon Barrera, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:31 p.m. A quorum was present.

2. Citizen Comments.

Mr. Barrera opened the floor to citizen's comments. No comments were made.

3. Approval of Minutes.

Mr. Graveley made a motion to approve the minutes of the January 25, 2022 Regular Meeting as presented. Ms. Garza seconded. The motion passed by unanimous vote.

4. Treasurer's Report/Payment of Bills.

The following reports were presented for the Board's consideration:

Treasurer's Report for period ending October 31, 2021
Revenue Fund Income Statement for period ending October 31, 2021
Tax Fund Income Statement for period ending October 31, 2021
Special Services Income Statement for October 31, 2021
Revenue Fund Balance Sheet – October, 2021
Revenue Fund Trial Balance for period – October 2021
STWA Debt Service Fund Income Statement for period ending October 31, 2021

STWA Debt Service Fund Balance Sheet – October, 2021
STWA Debt Service Fund Trial Balance – October 2021
STWA Capital Projects Fund Income Statement for period ending October 31, 2021
STWA Capital Projects Fund Balance Sheet – October, 2021
STWA Capital Projects Fund Trial Balance – October, 2021
Cathodic Protection Expenses Breakdown
Treasurer’s Report for period ending November 30, 2021
Revenue Fund Income Statement for period ending November 30, 2021
Tax Fund Income Statement for period ending November 30, 2021
Special Services Income Statement for November 30, 2021
Revenue Fund Balance Sheet – November, 2021
Revenue Fund Trial Balance for period – November, 2021
STWA Debt Service Fund Income Statement for period ending November 30, 2021
STWA Debt Service Fund Balance Sheet – November, 2021
STWA Debt Service Fund Trial Balance – November 2021
STWA Capital Projects Fund Income Statement for period ending November 30, 2021
STWA Capital Projects Fund Balance Sheet – November, 2021
STWA Capital Projects Fund Trial Balance – November, 2021
Cathodic Protection Expenses Breakdown
Maintenance & Technical Report from O&M Supervisor
Cathodic Protection Update

The following outstanding invoices were presented for Board approval:

- Kevin Kieschnick-NC Tax Assessor \$ 2,732.57
- City of Corpus Christi \$ 73,880.37

Mr. Galvan made a motion to approve the Treasurer’s Report, and payment of the bills as presented. Ms. Garza seconded and all voted in favor.

5. Discussion and Action on Part Time Accountant Assistant.

Mr. Marez requested approval of a part time employee to assist the Finance Manager. Noemi Flores serves as Accountant Assistant but also handles new services and developments. Removing the accounting tasks from Ms. Flores’ position will allow her to concentrate on new accounts. Ms. Wagner has contacted the College of Business at Texas A&M University-Kingsville and they will provide applicants for an intern position. Mr. Morales made a motion to hire someone for the position as soon as possible and to adjust the budget as needed. Mr. Graveley seconded. After discussion on the pay rate, the motion was amended to include an hourly pay rate of \$13.50. All voted in favor except for Mr. Galvan who voted against.

6. Discussion and action on Rebranding of STWA logo and approval of invoice.

Mr. Marez stated that based on the Board's previous discussion on the STWA logo, he contacted Mr. Carson Bourque about keeping the current logo but digitizing the image for a more professional look. STWA will have rights to the digital image making it available for using as needed on items such as stationary, uniforms and STWA's website. Mr. Marez also requested authorization for payment of the \$250 balance. Mr. Galvan made a motion to accept the digitized logo and authorize payment, Ms. Rodgers seconded and all voted in favor.

7. Update of Wholesale Water Supply Contract with the City of Corpus Christi.

Mr. Marez reported that he, legal counsel Bill Flickinger and STWA management staff met with Aimee Alcorn-Reed and Gilbert Ramirez representing the City of Corpus Christi. The meeting was basically an introductory meeting and another meeting should occur in mid-March. Mr. Marez will keep the Board updated on developments.

8. Update on conveyance of section of STWA's 42" waterline to the City of Corpus Christi.

Mr. Marez stated that this item was also discussed during the meeting with the City of Corpus Christi representatives. Plans are to continue discussions at the mid-March meeting including establishing a timeline for the project. No action was taken by the Board.

9. Report on STWA vehicles.

Mr. Marez stated that staff continues to wait on delivery of trucks that are on order from FY 2021 and FY 2022. The dealership has notified STWA that delivery of the first truck is expected at the end of February and the second truck by mid-summer 2022. Mr. Morales recommended that staff implement a maintenance policy for company vehicles.

10. Update on Nueces County project for construction of Banquete Pump Station to serve the Nueces County Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation – Utility Conveyance Agreement(s) conveying facilities from Nueces County to South Texas Water Authority and Nueces Water Supply Corporation

Mr. Marez stated that Nueces County has provided the final version of the conveyance agreement. Staff and legal counsel will review the finalized language. The STWA Board has previously given approval but the NWSC Board will also need to approve a conveyance agreement as well. The Board took no action.


11. Administration Report.

Mr. Marez stated that he has been providing weekly updates to the Board as requested. He informed the Board that Texas Rural Water Association's water conference is scheduled for April 6th - 8th and asked that anyone interested in attending contact staff so that arrangements can be made.

12. Adjournment.

With no further business to discuss, Mr. Galvan made a motion to adjourn the meeting at 6:34 p.m. Mr. Graveley seconded. All voted in favor.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Treasurer's Report/Payment of Bills

SOUTH TEXAS WATER AUTHORITY
Treasurer's Report
For Period Ending January 31, 2022

STWA Water Sales:

<u>Entity</u>	<u>Water Usage (1,000 g)</u>	<u>Cost of Water from City of Corpus Christi \$2.113888 per 1000 g</u>	<u>Handling Charge @ \$0.426386/1000g</u>	<u>Incremental Increase @ \$0.426386/1000g</u>	<u>Out of District Surcharge and Pass-Thru Credit</u>	<u>Total Due</u>
Kingsville	5,914	\$12,501.53	\$2,521.65	\$0.00	\$0.00	\$15,023.18
Bishop	8,350	\$17,650.96	\$3,560.32	\$0.00	\$0.00	\$21,211.29
Agua Dulce	1,873	\$3,960.05	\$798.77	\$0.00	\$0.00	\$4,758.82
RWSC	7,751	\$16,384.75	\$3,304.92	\$0.00	\$0.00	\$19,689.66
Driscoll	3,052	\$6,451.59	\$1,301.33	\$0.00	\$0.00	\$7,752.92
NCWCID #5	1,758	\$3,716.00	\$749.54	\$749.54	\$796.82	\$6,011.91
NWSC	9,676	\$20,454.93	\$4,125.90	\$0.00	\$0.00	\$24,580.83
TOTAL	38,375	\$81,119.82	\$16,362.43	\$749.54	\$796.82	\$99,028.62

Water Cost and Usage for Period of:

	01/02/22	02/01/22
City of Corpus Christi Invoice for Cost of Water Purchased:		
Gallons of Water Recorded by City of Corpus Christi:		34,950,000
Gallons of Water Recorded by STWA from Customer's Master Meters:		38,374,700
Water Loss Percentage:		-9.80%

Annual Usage for FY 2022

	Annual
Gallons of Water Recorded by City of Corpus Christi:	144,300,000
Gallons of Water Recorded by STWA from Customer's Master Meters:	147,061,240
Water Loss Percentage: (year to date)	-1.91%

SOUTH TEXAS WATER AUTHORITY
Treasurer's Report
For Period Ending December 31, 2021

STWA Water Sales:

<u>Entity</u>	<u>Water Usage (1,000 g)</u>	<u>Cost of Water from City of Corpus Christi \$2.628523 per 1000 g</u>	<u>Handling Charge @ \$0.426386/1000g</u>	<u>Incremental Increase @ \$0.426386/1000g</u>	<u>Out of District Surcharge and Pass-Thru Credit</u>	<u>Total Due</u>
Kingsville	6,308	\$16,580.72	\$2,689.64	\$0.00	\$0.00	\$19,270.37
Bishop	5,882	\$15,460.97	\$2,508.00	\$0.00	\$0.00	\$17,968.97
Agua Dulce	1,981	\$5,206.74	\$844.61	\$0.00	\$0.00	\$6,051.35
RWSC	7,661	\$20,137.11	\$3,266.54	\$0.00	\$0.00	\$23,403.66
Driscoll	2,704	\$7,107.53	\$1,152.95	\$0.00	\$0.00	\$8,260.47
NCWCID #5	1,789	\$4,702.09	\$762.75	\$762.75	\$796.82	\$7,024.40
NWSC	8,941	\$23,502.65	\$3,812.48	\$0.00	\$0.00	\$27,315.13
TOTAL	35,266	\$92,697.81	\$15,036.98	\$762.75	\$796.82	\$109,294.36

Water Cost and Usage for Period of:

	12/02/21	01/02/22
City of Corpus Christi Invoice for Cost of Water Purchased:		\$96,466.80
Gallons of Water Recorded by City of Corpus Christi:		36,700,000
Gallons of Water Recorded by STWA from Customer's Master Meters:		35,266,120
Water Loss Percentage:		3.91%

Annual Usage for FY 2022

	Annual
Gallons of Water Recorded by City of Corpus Christi:	109,350,000
Gallons of Water Recorded by STWA from Customer's Master Meters:	108,686,540
Water Loss Percentage: (year to date)	0.61%

ANTICIPATED (BUDGETED) vs. ACTUAL WATER RATE CHARGED

	ANTICIPATED (BUDGETED) CHARGES			ACTUAL CHARGES			Difference: Actual vs. Budgeted
	Handling Charge	CC Cost	Total	Handling Charge	CC Cost	Total	
Oct-21	\$0.426386	\$2.5106	\$2.9370	\$0.426386	\$2.626163	\$3.052549	\$0.1156
Nov-21	\$0.426386	\$2.5117	\$2.9381	\$0.426386	\$2.630873	\$3.057259	\$0.1191
Dec-21	\$0.426386	\$2.5120	\$2.9384	\$0.426386	\$2.628523	\$3.054909	\$0.1165
Jan-22	\$0.426386	\$2.6242	\$3.0506	\$0.426386	\$2.113888	\$2.540274	-\$0.5104
Feb-22	\$0.426386	\$2.6256	\$3.0520	\$0.426386		\$0.426386	-\$2.6256
Mar-22	\$0.426386	\$2.6240	\$3.0503	\$0.426386		\$0.426386	-\$2.6240
Apr-22	\$0.426386	\$2.6233	\$3.0497	\$0.426386		\$0.426386	-\$2.6233
May-22	\$0.426386	\$2.6222	\$3.0486	\$0.426386		\$0.426386	-\$2.6222
Jun-22	\$0.426386	\$2.6231	\$3.0495	\$0.426386		\$0.426386	-\$2.6231
Jul-22	\$0.426386	\$2.6209	\$3.0473	\$0.426386		\$0.426386	-\$2.6209
Aug-22	\$0.426386	\$2.6204	\$3.0467	\$0.426386		\$0.426386	-\$2.6204
Sep-22	\$0.426386	\$2.6226	\$3.0489	\$0.426386		\$0.426386	-\$2.6226
Avg Cost	\$0.426386	\$2.5951	\$3.0214	\$0.426386	\$2.499862	\$2.926248	-\$0.0952

ANTICIPATED (BUDGETED) vs. ACTUAL WATER USAGE

All Customers				NWSC			
	Budgeted	Actual	Difference		Budgeted	Actual	Difference
Oct-21	48,377,075	39,935,040	-8,442,035	Oct-21	14,586,844	9,582,780	-5,004,064
Nov-21	45,138,787	33,479,380	-11,659,407	Nov-21	13,214,720	8,859,280	-4,355,440
Dec-21	44,347,045	35,266,120	-9,080,925	Dec-21	12,790,176	8,941,390	-3,848,786
Jan-22	43,780,242	38,374,700	-5,405,542	Jan-22	13,546,682	9,676,450	-3,870,232
Feb-22	40,663,616			Feb-22	12,482,360		
Mar-22	44,499,319			Mar-22	13,692,137		
Apr-22	46,242,089			Apr-22	13,972,827		
May-22	49,572,795			May-22	15,547,525		
Jun-22	46,747,806			Jun-22	14,876,676		
Jul-22	54,405,144			Jul-22	17,459,068		
Aug-22	56,525,570			Aug-22	17,237,424		
Sep-22	48,521,744			Sep-22	14,653,204		
TOTAL	568,821,231	147,055,240	-34,587,909	TOTAL	174,059,643	37,059,900	-17,078,522

Kingsville				RWSC			
	Budgeted	Actual	Difference		Budgeted	Actual	Difference
Oct-21	12,538,018	10,480,000	-2,058,018	Oct-21	9,194,800	9,107,000	-87,800
Nov-21	12,538,018	9,566,000	-2,972,018	Nov-21	7,734,000	7,054,000	-680,000
Dec-21	12,538,018	6,308,000	-6,230,018	Dec-21	8,145,600	7,661,000	-484,600
Jan-22	12,538,018	5,914,000	-6,624,018	Jan-22	7,399,600	7,751,000	351,400
Feb-22	12,538,018			Feb-22	6,671,800		
Mar-22	12,538,018			Mar-22	8,200,000		
Apr-22	12,538,018			Apr-22	8,754,200		
May-22	12,538,018			May-22	9,363,400		
Jun-22	12,538,018			Jun-22	8,388,200		
Jul-22	12,538,018			Jul-22	10,504,800		
Aug-22	12,538,018			Aug-22	11,040,600		
Sep-22	12,538,018			Sep-22	8,936,200		
TOTAL	150,456,215	32,268,000	-17,884,072	TOTAL	104,333,200	31,573,000	-901,000

Bishop	Budgeted	Actual	Difference
Oct-21	3,348,200	3,826,000	477,800
Nov-21	3,413,800	1,556,000	-1,857,800
Dec-21	2,489,600	5,882,000	3,392,400
Jan-22	2,554,400	8,350,000	5,795,600
Feb-22	2,191,000		
Mar-22	2,531,267		
Apr-22	2,936,022		
May-22	3,507,200		
Jun-22	2,752,400		
Jul-22	4,433,800		
Aug-22	6,335,400		
Sep-22	3,795,600		
TOTAL	40,288,689	19,614,000	7,808,000

Banquete	Budgeted	Actual	Difference
Oct-21	2,045,006	2,055,980	10,974
Nov-21	1,927,240	1,538,950	-388,290
Dec-21	1,952,140	1,788,870	-163,270
Jan-22	1,952,556	1,757,900	-194,656
Feb-22	1,799,470		
Mar-22	1,852,842		
Apr-22	1,919,142		
May-22	2,026,238		
Jun-22	1,994,006		
Jul-22	2,200,312		
Aug-22	2,234,232		
Sep-22	1,980,276		
TOTAL	23,883,460	7,141,700	-735,242

Driscoll	Budgeted	Actual	Difference
Oct-21	4,494,051	2,600,000	-1,894,051
Nov-21	4,413,165	2,650,000	-1,763,165
Dec-21	4,463,369	2,704,000	-1,759,369
Jan-22	3,831,984	3,052,000	-779,984
Feb-22	3,232,256		
Mar-22	3,720,180		
Apr-22	3,866,780		
May-22	3,989,340		
Jun-22	3,630,860		
Jul-22	4,588,300		
Aug-22	4,596,040		
Sep-22	4,428,700		
TOTAL	49,255,025	11,006,000	-6,196,569

Agua Dulce	Budgeted	Actual	Difference
Oct-21	2,170,156	2,283,280	113,124
Nov-21	1,897,844	2,255,150	357,306
Dec-21	1,968,142	1,980,860	12,718
Jan-22	1,957,002	1,873,350	-83,652
Feb-22	1,748,712		
Mar-22	1,964,875		
Apr-22	2,255,100		
May-22	2,601,074		
Jun-22	2,567,646		
Jul-22	2,680,846		
Aug-22	2,543,856		
Sep-22	2,189,746		
TOTAL	26,544,999	8,392,640	399,496

INV DATE	VENDOR	INV #	DESCRIPTION	STATUS	AMOUNT
2/18/2022	Kevin Kieschnick-NC Tax Assessor	605	Per Parcel Fees-January	pending	\$3,337.02
2/28/2022	Nueces County Appraisal District		2nd Quarterly Payment	pending	\$2,712.00
3/1/2022	Kleberg County Appraisal District		2nd Quarterly Payment	pending	\$4,120.43
3/7/2022	City of Corpus Christi		February water usage	paid	\$74,922.08
					\$85,091.53



Kevin Kieschnick

Nueces County Tax Assessor-Collector
901 Leopard St. Suite 301
Corpus Christi, TX 78401

Invoice

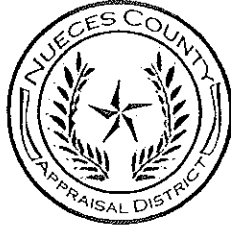
Date	Invoice #
2/18/2022	605

Bill To
South Texas Water District C/O Jo Ella Wagner 2302 E Sage RD Kingsville, TX 78363

Item	Description	Quantity	Rate	Terms
				Due on receipt
				Amount
2021 Collection Fee	Ad Valorem Tax Collection Fee January 2022	2,534	1.3169	3,337.02
<p>RECEIVED FEB 25 2022 SOUTH TEXAS WATER AUTHORITY</p>				

Please Make Checks Payable To:
NUECES COUNTY TAX ASSESSOR-COLLECTOR

Total	\$3,337.02
--------------	------------



*Nueces County Appraisal District
201 N. Chaparral, Ste. 206
Corpus Christi, Texas 78401-2503*

*Ramiro "Ronnie" Canales
Nueces County Chief Appraiser*

*Office: (361) 881-9978
Fax: (361) 887-6721
info@nuecescad.net*

**NUECES COUNTY APPRAISAL DISTRICT
2022 BUDGET ALLOCATION**

INVOICE 033122

Taxing Unit: So Texas Water Auth

Due Date: March 31, 2022

2nd Quarter: \$2,712

RECEIVED

FEB 28 2022

SOUTH TEXAS WATER AUTHORITY

KLEBERG COUNTY APPRAISAL DISTRICT

P.O. BOX 1027 - 502 E. KLEBERG - KINGSVILLE, TEXAS 78364

PH. # (361) 595-5775 - FAX # (361) 595-7984

RECEIVED

MAR 10 2022

SOUTH TEXAS WATER AUTHORITY

TO: South Texas Water Authority
FROM: Kleberg County Appraisal District
DATE: March 1, 2022
SUBJECT: 2022 Appraisal District Payment Information

The 2nd payment from your taxing unit toward the 2022 Appraisal District Operating Budget is due to be paid by March 31, 2022. Thank you for your attention to this matter.

Original 2nd Qtr Amount Due:	\$	5,513.20
2020 Operating Budget Credit	\$	1,392.77
Amount due if paid by 3/31/2022:	\$	<u>4,120.43</u>

Amount due if paid after 3/31/2022: \$ 4,360.79

\$	4,120.43	
+ \$	206.02	(5% Penalty)
+ \$	34.34	(10% Interest /Mo)
\$	<u>4,360.79</u>	

KLEBERG COUNTY APPRAISAL DISTRICT
2020 EXCESS INCOME PRORATION AS OF
DECEMBER 9, 2021

DISTRICT	2019 LEVY	% BUDGET	2020 EXCESS FUNDS	2020 EXCESS FUNDS PRORATION
KLEBERG COUNTY	\$11,924,422.47	30.2421%	\$55,091.83	\$16,660.92
CITY OF KINGSVILLE	\$7,183,662.97	18.2188%	\$55,091.83	\$10,037.08
SOUTH TEXAS WATER AUTHORITY	\$996,823.13	2.5281%	\$55,091.83	\$1,392.77
KINGSVILLE ISD	\$12,718,371.40	32.2557%	\$55,091.83	\$17,770.23
RICARDO ISD	\$1,991,885.58	5.0517%	\$55,091.83	\$2,783.08
RIVIERA ISD	\$2,799,861.78	7.1009%	\$55,091.83	\$3,911.99
SANTA GERTRUDIS ISD	\$1,755,999.19	4.4535%	\$55,091.83	\$2,453.50
KENEDY COUNTY GROUNDWATER CONSERVATION DISTRICT	\$52,998.58	0.1344%	\$55,091.83	\$74.05
CITY OF CORPUS CHRISTI	<u>\$5,876.30</u>	0.0149%	\$55,091.83	<u>\$8.21</u>
TOTAL	\$39,429,901.40	100.0000%		\$55,091.83



**CITY OF
CORPUS
CHRISTI**

Monthly Statement of Utility Services
City of Corpus Christi
P.O. Box 9257 • Corpus Christi, TX 78469-9257
(361) 826-CITY • www.cctexas.com

Account Name: SOUTH TX WATER AUTH
Account Number: 20004093
Statement Date: 3/7/2022
Due Date: 3/28/2022
Page: Page 1 of 2

SERVICE INFORMATION

Account Name: SOUTH TX WATER AUTH
Account Number: 20004093
Service Address: 0 END DR WTR5 RAW
Account Type: PA
Invoice Number: 5761289

QUESTIONS ABOUT YOUR BILL?

Customer Call Center
Monday - Friday:
7:00am - 6:00pm
(361) 826-CITY(2489)
WWW.CCTEXAS.COM

IMPORTANT MESSAGES

ACCOUNT SUMMARY

PREVIOUS BALANCE	\$73,880.37
TOTAL PAID SINCE LAST BILL	-73,880.37
NEW CHARGES	
WATER	\$43,377.08
RWCA \$0.9/TGAL	\$31,545.00
TOTAL WATER	\$74,922.08
NEW CHARGES DUE BY 3/28/2022:	\$74,922.08
AMOUNT DUE	\$74,922.08

PLEASE ALLOW 5 BUSINESS DAYS BEFORE DUE DATE TO ENSURE PROPER CREDIT.

KEEP TOP PORTION FOR YOUR RECORDS AND RETURN BOTTOM STUB WITH YOUR PAYMENT.



**CITY OF
CORPUS
CHRISTI**

P.O. Box 9257 • Corpus Christi, TX 78469-9257
(361) 826-CITY • www.cctexas.com



Service Address: 0 END DR WTR5 RAW
Cycle-Route #: 01-60

Account Number	Due Date	Amount Due
20004093	3/28/2022	\$74,922.08

If payment is received after the due date, a five percent penalty will be assessed.

AMOUNT ENCLOSED \$

MAKE CHECKS PAYABLE TO: CITY OF CORPUS CHRISTI

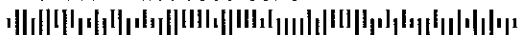
Working to Serve YOU Better.

BATCH1



SOUTH TX WATER AUTH
2302 E SAGE RD
KINGSVILLE TX 78363-3328

CITY OF CORPUS CHRISTI
PO BOX 659880
SAN ANTONIO TX 78265-9143



200040930074922081



**CITY OF
CORPUS
CHRISTI**

Monthly Statement of Utility Services
City of Corpus Christi
P.O. Box 9257 • Corpus Christi, TX 78469-9257
(361) 826-CITY • www.cctexas.com

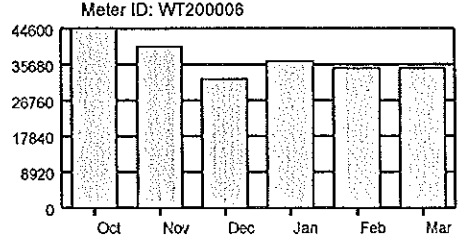
Account Name: SOUTH TX WATER AUTH
Account Number: 20004093
Statement Date: 3/7/2022
Due Date: 3/28/2022
Page: Page 2 of 2

METER INFORMATION

SERVICE PERIOD: 2/1/2022 - 3/2/2022 30 days

Meter ID	Service Type	Current Read	Previous Read	Consumption 3/2/2022
WT200006	WA	6243850	6208800	35050

CONSUMPTION HISTORY



Moving or Discontinuing your Services?
To stop or change utility services, please call Customer Call Center
(361) 826-CITY (2489)

PLEASE HELP US TO SERVE YOU BETTER

- DO NOT SEND CASH
- Sign your check or money order
- Write account number on your check
- Enclose your stub with your check
- No Staples, No Paper Clips
- Thank you for your assistance

OPTIONS AVAILABLE TO PAY YOUR BILL

- Mail payment along with stub in return envelope provided.
- Bank Draft available via Dynamic Portal at www.cctexas.com.
- Online Payment - Register via Dynamic Portal at www.cctexas.com available 24/7.
- By phone 24/7 with a credit or debit card at 361-885-0751.

AUTHORIZED PAY STATIONS

All local HEB locations
Please allow 2 business days before due date to ensure proper credit.



Memorandum

To: South Texas Water Authority Board of Directors and John Marez, Administrator
From: Nigel Gomez, O&M Supervisor
Date: March 18, 2022
Re: O&M Activities

During the Week of February 1st:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Read Meters – RWSC
- Remote Readings - NWSC
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Completed service orders for NWSC and RWSC
- Truck Inventory
- Spray Weed Killer @ Pump Stations
- Read Meters- RWSC & Remote Readings- NWSC
- TxDOT RWSC Pipeline
- RWSC Backflow Testing

During the Week of February 7th:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Remote Readings - NWSC
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Completed service orders for NWSC and RWSC

O&M Supervisor Report

03/18/22

Page 2 of 2

During the Week of February 14th:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Lockouts- RWSC & NWSC
- Spray Weed Killer @ Pump Stations
- Field Tech New Hire
- Completed service orders for NWSC and RWSC
- DR 900 Calibration

During the Week of February 21st:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Read Meters – RWSC
- Remote Readings - NWSC
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Chlorine Count
- Tier II Report
- Taps- RWSC & NWSC
- GST & EST Inspections/Cleaning- RWSC
- GST Inspections/Cleaning- NWSC
- Completed service orders for NWSC and RWSC
- Presidents' Day Holiday
- Axis Aeration Presentation

To: John Marez,

From: Oscar Ortegon, CP Technician

Date: March 15, 2022

Re: CP Update

From the end of February to the beginning of March, CP installed 560 anodes on 384 joints on the 42" water line as compared to February report with 540 anodes on 368 joints. We have replaced 44 old test stations since then. In February, the footage was 43,603 LF. We have completed 45,259 feet out of 51,511 feet in Contract 2. Due to the frequent rain weather in the area CP left off at on Contract 2, we will need to hold off until area is dry enough for us to continue our efforts to complete contract 2. CP has had to relocate starting on Contract 3 in Calallen south of Hummingbird Lane. In which we have installed 24 anodes on 21 joints on the 42" water line. No test stations have been replaced. We have completed 1088 feet out of 46,324 feet in Contract 3. Work continues on getting permits for TX DOT on CR 36 to perform anode installation. In addition to this work, we are still assisting all 3 entities. As of today, I have estimated 3 years until contract is completed based on information gathered by calculating a total of 162 joints that need anodes installed and 6 test stations to be redone to complete Contract 2. 570 joints that need anodes installed and 18 test stations to be redone for Contract 3 to be completed. Once Contracts are complete need survey from Corpro to determine continuity throughout Waterline. As of March 11, 2022 a new CP employee Noah Hinojosa has been hired and will assist in ongoing job duties with cp and field personnel.

We continue to work on CP related work and helping the other field personnel as follows:

- Continue to perform maintenance and test rectifiers/test stations.
- Continue to maintain grass with herbicide around vaults, manholes, test stations and rectifiers along 42" line.
- Continue to assist O&M with ongoing operations.
- Exercised valves on 42" water main @ FM 2826, Driscoll, and Bishop.
- Performed locates for the 42" water main.
- Performed locates for Nueces WSC and Ricardo WSC.
- Performed flushing for Nueces WSC and Ricardo WSC.
- Performed CSI's/multiple tap inspections/cross connections/low usage/water taps/leaks/service orders for Ricardo WSC/Nueces WSC.
- Change-out Chlorine bottles for NWSC/RWSC
- Work on extensions.
- Work with Max underground contractor to relocate 6in water main off of Hwy 77 frontage road from CR2150 to FM772 for Tex Dot right away.
- Max underground contractor as completed tie ins on Fm 772, Cr 2170 and 6in south of Ricardo convenient store.
- Max will continue to work north on Fm 1118 to remove old water line and tie in new water line to complete RWSC new Tex Dot right ways adjustments.

ATTACHMENT 3

Part-Time Accountant Assistant

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Administrator
Date: March 18, 2022
Re: Discussion and Action on Part-Time Accountant Assistant Job Description

Background:

From the start of my tenure with the STWA, I began to observe the need to separate the Accountant Assistant responsibilities from our New Accounts position based on the volume of work that each title requires. Our Finance Manager, Joella Wagner, agreed with my assessment since she relies on the accountant assistant to help provide the data to meet the time frames of providing reports, coordinate audits and manage bookkeeping for the STWA and two Water Supply Corporations. On the January 25, 2022 STWA Board meeting I recommended the need to create this stand-alone, part-time Accountant Assistant role which the board supported and was then placed on the next agenda for final approval.

During our February 22nd meeting, the board authorized the creation of this position at the recommended funding rate of approximately \$10,000, roughly \$13.00-\$13.50/hr for 20 hours of work per week. This fixed amount is valid through the end of the fiscal year (September 30th) and will have to be added and adopted to our FY 2022/2023 budget if you wish to continue these services.

Since the board's February vote, Ms. Wagner coordinated with the TAMUK Business School staff to help secure qualified intern candidates to apply.

Analysis:

We are currently seeking applications from Accounting Intern Students to fill this position but in order to have a proper interview the STWA Board must authorize an official job description. This will help provide clarity of our expectations for this new position and add the responsibilities to be in place for this candidate to perform, once hired.

Staff Recommendation:

Review the draft job description (attachment) and accept as presented or make modifications and then accept as amended.

Board Action:

Approve by motion the draft job description.

Summary:

To date, the STWA has received at least 4 job applications from TAMUK students who are interested in this paid internship. Your approval is the final step prior to the interview and hiring process which we anticipate will be completed by the end of March, at the latest.

PART-TIME ACCOUNTANT ASSISTANT
(INTERN)

Responsibilities

Under the direction and supervision of the Finance Manager, the Part-Time Accountant Assistant's primary responsibilities include:

- . Provide support in the maintenance and upkeep of the Authority's and water supply corporations' official records and administrative files as needed.
- . Operate the necessary office equipment as required by the position including but not limited to: personal computer and printer, adding machine, copy machine, scanner, and postage machine.
- . Prepare accounts payable checks for the Authority and the water supply corporations.
- . Prepare Monthly Treasurer's Reports for the water supply corporations and assist with the Authority's monthly reports.
- . Assist Finance Manager with budget preparations, allocations, and revisions.
- . Assist Finance Manager with the Authority's and water supply corporations' outside auditors.
- . Assist Finance Manager in keeping accurate Authority and water supply corporations' inventory records.
- . Prepare General Ledgers for water supply corporations.
- . Prepare monthly Bank Reconciliations for the Authority and water supply corporations.
- . All other duties assigned by the Finance Manager.

Qualifications

A high school diploma or its equivalent and a minimum of two (2) courses in accounting, experience in the use of Microsoft Word and Excel, willingness to learn accounting software and billing system used by the Authority and water supply corporations.

ATTACHMENT 4

City of Corpus Christi Water Supply Contract

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Administrator
Date: March 18, 2022
Re: Update #2-22 on Wholesale Water Supply Contract with the City of Corpus Christi

Background:

On March 15, 2022 the STWA and City of Corpus Christi met for our first meeting since the reformation of negotiating teams for the STWA and City Water Contract. In attendance were: STWA – Attorney Bill Flickinger, John Marez, Joella Wagner & Frances DeLeon; City – Assistant City Attorney Aimee Falcon-Reed, Utilities Manager Gabriel Ramirez.

Some of the main contract matters include the term of the agreement, “take or pay” how much water is purchased annually and quality of water.

Analysis:

The city has made their presentation for negotiating terms they request ratification by the STWA and Corpus Christi City Council. Since these items require legal direction from our attorney it is best to discuss these matters in Executive Session. Any action, if needed, can be taken in a formal vote after returning from Closed Session.

Staff Recommendation:

Participate in Executive Session with Mr. Flickinger and STWA staff to receive attorney/client update.

Board Action:

No formal board action is required. This item is informational but the board can provide direction to modify contract language.

Summary:

STWA Management staff and attorney will continue to meet with the City’s negotiation team to adjust contract language for an adoption on or before the current agreement ends on May 31, 2025. Since the current STWA Board has not received a formal briefing from Mr. Flickinger I felt it was appropriate to have this item placed in Executive Session. You will be kept further informed through my Weekly Updates and may have only a few updates in person from Mr. Flickinger through the life of this negotiation.

ATTACHMENT 5

Conveyance of Section of 42" Waterline to Corpus Christi

Memo

To: South Texas Water Authority Board of Directors

From: John Marez, Administrator

Date: March 18, 2022

Re: Update 2-22 Conveyance of Section of 42" Waterline to the City of Corpus Christi

There are no updates for this item from the February 2022 Board Meeting. Mr. Flickinger will be available during Executive Session to provide updates or answer any specific legal questions for this item.

ATTACHMENT 6

STWA Website

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Administrator
Date: March 22, 2022
Re: Update on STWA Website

Background:

On January 25, 2022 Rural Water Impact website design company made a presentation to the board to create a new website for the STWA. The board approved a \$728 contract with RWI to create the new site that would eventually migrate to our current URL: www.stwa.org.

The invoice included \$468 for a one-year subscription, \$299 for a one-time set up fee and a \$39 credit for a free month with an annual subscription.

Based on the STWA's agreement with RWI, both the Ricardo and Nueces WSCs approved similar contracts for new websites which will help make their customer and public interactions more modern.

Analysis:

The board already approved the invoice for the internet site. RWI has created a new website and it went live earlier on the week of March 14th for staff to adjust prior to the public rollout at our original STWA site. Among other job duties, Office/Business Manager, Frances DeLeon maintains the creation and posting of information on our current website. Frances has been in contact with RWI and recently participated with their staff to learn more about the new website's administrative functions.

Staff Recommendation:

Receive a presentation from our Office Manager to show the interactive features and all the functions of our new website.

Board Action:

No action required. Review website functionality prior to it being promoted to the public for their use and interaction.

Summarization:

Since board approval, staff has been hard at work to coordinate with RWI to get our new website up and running. In a cost saving effort our Office Manager will work on transferring files and other important information from the current, old site and placing that information and other improvements on our new site.

One of the main selling points for adoption of this new site is customers can sign up for email and/or text notifications for emergency or general use information in real time. These alerts can notify users of Weather Alerts, Water Boils/Water Quality Issues or other useful information to keep our office staff and the public up-to-date.

This website will bring the STWA a more professional appearance and make it user friendly for staff, the board and public to use. This change also helps the STWA take another step towards improving its rebranding efforts.

ATTACHMENT 7

Nueces County Conveyance Agreement – Banquete Project

Memo

To: South Texas Water Authority Board of Directors

From: John Marez, Administrator

Date: March 18, 2022

Re: Update 2-22 Conveyance Agreements Conveying Facilities from Nueces County to STWA and NWSC

There are no updates for this item from the February 2022 Board Meeting. Mr. Flickinger will be available during Executive Session to provide updates or answer any specific legal questions for this item.