

MEMORANDUM

TO: South Texas Water Authority Board of Directors  
FROM: Brandon Barrera, President  
DATE: October 17, 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, October 25, 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. Quarterly Report/Treasurer's Report/Payment of Bills. (Attachment 2)
5. Operation and Maintenance Reports. (Attachment 3)
  - O&M Report
  - CP Update
6. Ratification of tax year 2022 tax roll/levy for the South Texas Water Authority's district in Kleberg County. (Attachment 4)
7. Authorization to request bids for purchase of Fiscal Year 2023 pickup truck. (Attachment 5)
8. GIS Mapping Contract with Texas Rural Water Association. (Attachment 6)
9. STWA Board of Directors Meeting Schedule for 2023. (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](http://www.stwa.org), and on  
indoor and outdoor bulletin boards at  
STWA's administrative offices,  
2302 East Sage Road, Kingsville, Texas at  
4:45 am/pm on October 21, 2022  
  
Assistant Secretary

ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY  
Regular Board of Directors Meeting  
September 27, 2022  
Minutes

Board Members Present:

Brandon Barrera  
Jose Graveley  
Imelda Garza  
Rudy Galvan, Jr.  
Frances Garcia  
Kathleen Lowman  
Joe Morales  
Angela Pena  
Patsy Rodgers

Board Members Absent:

None

Staff Present:

John Marez  
Jo Ella Wagner  
Nigel Gomez  
Patrick Sendejo  
Noemi Flores

Guests Present:

Rick Heyser – Rain for Rent  
Keith Patterson – Rain for Rent  
Omarr Veliz – Rain for Rent  
Odette Fernandez, TAMUK Student  
Nantzely Acosta, TAMUK Student

1. Call to Order.

Mr. Brandon Barrera, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:30 p.m. A quorum was present.

2. Citizen Comments.

Mr. Barrera opened the floor to citizen's comments. Mr. Marez introduced Rick Heyser, Keith Patterson and Omarr Veliz from Rain for Rent. They provided a brief video presentation showing an overview of their services. Mr. Marez commented that an agreement for Rain for Rent's services may be an item on a future agenda. No other comments were made.

3. Approval of Minutes.

Ms. Garza made a motion to approve the minutes of the September 6, 2022 Public Hearing and Regular Meeting as presented. Ms. Rodgers seconded. The motion passed by unanimous vote.

4. Quarterly Report/Treasurer's Report/Payment of Bills.

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

STWA Investment Report for Quarter ended June 30, 2022  
Treasurer's Report for period ending June 30, 2022  
Revenue Fund Income Statement for period ending June 30, 2022  
Tax Fund Income Statement for period ending June 30, 2022

Special Services Income Statement for period ending June 30, 2022  
STWA Revenue Fund Balance Sheet – June 30, 2022  
STWA Revenue Fund Trial Balance for June, 2022  
STWA Debt Service Fund Income Statement for period ending June 30, 2022  
STWA Debt Service Fund Balance Sheet – June 30, 2022  
STWA Debt Service Fund Trial Balance – June 30, 2022  
STWA Capital Projects Fund Income Statement for period ending June 30, 2022  
STWA Capital Projects Fund Balance Sheet – June 30, 2022  
STWA Capital Projects Fund Trial Balance – June 30, 2022  
Treasurer’s Report for period ending July 31, 2022  
Revenue Fund Income Statement for period ending July 31, 2022  
Tax Fund Income Statement for period ending July 31, 2022  
Special Services Income Statement for July 31, 2022  
STWA Revenue Fund Balance Sheet – July 31, 2022  
STWA Revenue Fund Trial Balance for July, 2022  
STWA Debt Service Fund Income Statement for period ending July 31, 2022  
STWA Debt Service Fund Balance Sheet – July 31, 2022  
STWA Debt Service Fund Trial Balance – July 31, 2022  
STWA Capital Projects Fund Income Statement for period ending July 31, 2022  
STWA Capital Projects Fund Balance Sheet – July 31, 2022  
STWA Capital Projects Fund Trial Balance – July 31, 2022  
Treasurer’s Report for period ending August 31, 2022  
Anticipated vs Actual Water Rate Charged and Net Revenue Worksheets

No bills were presented for approval. Mr. Galvan made a motion to approve the Treasurer’s Report as presented, Mr. Graveley seconded and all voted in favor.

5. Operation and Maintenance Reports.

The O&M and Cathodic Protection Reports were presented to the Board. Ms. Lowman asked about the progress on completing new service requests. Mr. Gomez responded that the three-month wait is down to two months. Mr. Galvan asked about the process if a developer requests service for 50 connections on the opposite side of the road from the nearest waterline. Ms. Flores explained that a developer analysis would be performed to determine capacity and the proper size for any additional waterlines that are needed. Mr. Galvan made a motion to approve the reports. Ms. Garza seconded. All voted in favor.

6. Fiscal Year 2022 Budget Amendments.

Ms. Wagner reviewed the amendments to the Fiscal Year 2022 Budget. She pointed out that a minor change was needed due to a typographical error on Interest Earnings which stated \$2,200 instead of \$22,200. The amendments included a decrease in Total Revenues of \$602,369, an increase in Total Administrative and Operations Expenditures without Capital Outlay of \$155,903, and an increase of \$10,000 in Total Capital Outlay. The amended FY 2022 Budget reflects a Net Ending Balance of \$479,232, a decrease of about \$19,000 from the original budget. After reviewing the amendments, Mr. Galvan made a motion to approve the Fiscal Year 2022

Budget Amendments with the change to interest earnings. Ms. Rodgers seconded and all voted in favor.

7. Tax Year 2022 tax roll/levy for the South Texas Water Authority's district in Kleberg County.

Ms. Wagner presented the Kleberg County tax roll/levy for Tax Year 2022 reflecting a taxable value of \$1,342,775,606 and a calculated tax levy of \$1,107,688.61. She recommended approval of Resolution 22-10 adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2022.

8. Resolution 22-10. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2022.

Mr. Graveley made a motion to approve Resolution 22-10 adopting the tax roll/levy for South Texas Water Authority's district in Kleberg County for tax year 2022. Mr. Galvan seconded the motion and all voted in favor.

9. Tax year 2022 tax roll/levy for the South Texas Water Authority's district in Nueces County.

Ms. Wagner distributed copies of the Tax Year 2022 Tax Roll/Levy in Nueces County which arrived after the board packet was sent out. The Nueces County tax roll/levy for Tax Year 2022 reflects a total taxable value of \$1,295,104,017 and a total tax levy of \$1,017,351.85. Ms. Wagner recommended approval of Resolution 22-11 adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2022.

10. Resolution 22-11. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2022.

Mr. Galvan made a motion to approve Resolution 22-11 adopting the tax roll/levy for South Texas Water Authority's district in Nueces County for tax year 2022. Ms. Garza seconded the motion and all voted in favor.

11. STWA Investment Policies.

- a) South Texas Water Authority General Fund
- b) South Texas Water Authority Debt Service Fund
- c) South Texas Water Authority Capital Project Fund

Mr. Marez informed the Board that review and approval of STWA's Investment Policies is required every year and added there have been no changes to the Policies since last year. He recommended adoption of Resolutions 22-12, 22-13 and 22-14 approving the STWA General Fund, Debt Service Fund and Capital Project Fund Investment Policies.

12. Resolutions 22-12 through 22-14. Resolutions approving the following South Texas Water Authority Investment Policies:

- a) South Texas Water Authority General Fund

- b) South Texas Water Authority Debt Service Fund
- c) South Texas Water Authority Capital Project Fund

Mr. Morales made a motion to adopt Resolutions 22-12, 22-13 and 22-14. Ms. Lowman seconded. All voted in favor.

13. Bids for purchase of Fiscal Year 2023 pickup truck.

Mr. Marez stated that over 15 bid packets were sent to various dealerships and five bids were received. The bids came in above the budgeted amount with various delivery dates including one that is available in one day. He recommended that the Board reject all bids. He explained that approaching the dealerships later in October could improve chances for better pricing and availability of newer models. In addition, adding ½ ton trucks to the bid specifications might also increase chances of receiving more bids. Mr. Graveley made a motion to reject all bids, Ms. Lowman seconded and all voted in favor.

14. Resolution 22-15. Resolution awarding the bid for the purchase of one ¾ ton pickup truck.

No action was taken by the Board.

15. Amendment of South Texas Water Authority Personnel Policies – Holidays.

Mr. Marez requested approval to add Juneteenth to STWA's list of observed holidays in order to match federal government and Kleberg County holiday schedules. He added that there is no additional cost involved with closing the office on this day.

16. Resolution 22-16. Resolution adopting revised South Texas Water Authority Personnel Policies – Holidays.

Ms. Rodgers made a motion to approve Resolution 22-16 adopting the revised South Texas Water Authority Personnel Policies reflecting the addition of Juneteenth to the list of observed holidays. The motion was seconded by Ms. Garcia and passed by unanimous vote.

17. Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election.

The Board reviewed the candidate information on the Official Ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election. Mr. Morales made a motion to select the following candidates: Place 6-Kimberly Meismer, Place 7-Mary Dennis, Place 8-Louis R. Rigby, and Place 9-William Linn. Mr. Galvan seconded the motion and all voted in favor.

18. 2022 NEC Board of Directors Election.

Mr. Marez presented the ballot for the 2022 NEC Board of Directors election. Mr. Graveley made a motion to vote for Susan Stewart for District 5, Brian Menking for District 6 and Ken Combs for District 8. Mr. Galvan seconded. The motion passed unanimously.

19. Appointment of Primary and Alternate STWA COG Member.

Mr. Marez stated that currently STWA does not have a voting member participating in COG meetings. Mr. Morales expressed an interest in serving as a member and Mr. Galvan agreed to serve as a backup representative. Mr. Graveley made a motion to appoint Mr. Morales as STWA's primary member and Mr. Galvan as an alternate member. Mr. Galvan seconded the motion and all voted in favor.

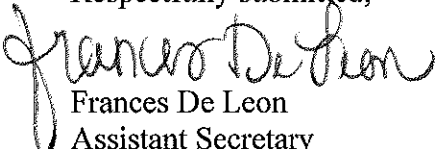
20. Administration Report.

Mr. Marez reported that he continues trying to work with Banquete on the water supply contract but no progress has been made. He added that he will continue to reach out to their board. He also reported that a \$20,000 check was received from the City of Driscoll and progress is being made towards paying off the balance. There were no other updates to report.

21. Adjournment.

With no further business to discuss, Ms. Rodgers made a motion to adjourn the meeting. Mr. Galvan seconded. All voted in favor.

Respectfully submitted,

  
Frances De Leon  
Assistant Secretary



ATTACHMENT 2

Quarterly Report/Treasurer's Report/Payment of Bills

**The South Texas Water Authority  
Treasurer's Report will be sent under a  
separate cover prior to the Board Meeting.**

ATTACHMENT 3

Field Reports

**The Operations & Maintenance  
and Cathodic Protection Reports  
will be sent under a separate cover prior to the  
Board Meeting.**

ATTACHMENT 4

Kleberg County Tax Roll/Levy

## Memo

To: South Texas Water Authority Board of Directors  
From: John Marez, Administrator  
Date: September 23, 2022  
Re: Ratification of Kleberg County Tax Roll – 2022

### Background:

On the September 26, 2022 board meeting, approval was given for the presented 2022 Tax Rolls. It was later determined the information provided on behalf of Kleberg County was incorrect. This agenda item mirrors the accurate values presented by Kleberg County's adjusted Tax Rolls for 2022.

Kleberg Tax Rolls are generated when taxable values are multiplied by the Authority's Maintenance and Operations (M&O) Tax Rate and Interest and Sinking (I&S) Tax Rate. The taxable values are the amounts less any partial exemptions, full exemptions or special values such as agriculture production.

### Analysis:

The presented tax roll is the total of individual tax statements for Tax Year 2022. This updated information allows the STWA and other taxing entities within the county to accurately reflect the market and assessed property values within their taxing districts.

### Staff Recommendation:

Approve this correction to reflect the updated figures included in the attached summary.

### Board Action:

Motion to Ratify the new Certified Tax Rolls as presented.

### Summary:

The STWA collects Tax Rolls for both Kleberg and Nueces County. Only Kleberg County's Tax Rolls were incorrect.

The acceptance of this ratification allows for the STWA to proceed with the accurate data that was corrected by the Tax-Assessor Collector's Office.

10/05/2022 04:50 pm

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Tax Collection System - KLEBERG COUNTY

Certified Roll Jurisdiction Summary

Request Seq.: 4104949 CAD Seq.: 685335 Processing For Tax Year: 2022 County Code: 137 Tax Unit: ALL Roll Codes: ALL

Jurisdiction: 905 SOUTH TX WATER AUTH

Total Parcels:	16,733	Tax Rate:	0.0784890		
Market Value:	2,003,775,654	State Hom:	0	Opt Hom:	0.0100000
		State O65:	0	Opt O65:	12,000
		Disabled:	0	Opt Disabled:	12,000

AG Exclusion Count:	1,327	AG Exclusion Amt:	218,567,116
Timber Exclusion Count:	0	Timber Exclusion Amt:	0
HS Capped Count:	1,782	HS Capped Amt:	19,949,575
Assessed Value:	1,765,258,963		

Prorated-Exrv Count/Amt:	427	267,890,480	Hb366 Count/Amt:	594	348,279
100% Exempt Vet Count/Amt:	164	21,315,554	Personal Use Vehicle Count/Amt:	66	844,710
Charitable Org Count/Amt:	4	144,520	Freeport Count/Amt:	2	252,430
Pro Misc Exempts Count/Amt:	1	192,420	Solar Exemption Count/Amt:	1	34,300
Pro Charitable Functions Count/Amt:	4	1,172,830	Pollution Control Count/Amt:	3	5,473,610
Surviving Spouse First Responder Count/Amt:	1	120,705	Exempt Count/Amt:	3	36,030
Pro Motor Vehicles Count/Amt:	19	3,124,160			

State Homestead Count:	0	State Homestead Amt:	0
Local Homestead Count:	4,906	Local Homestead Amt:	23,011,150
State Over 65 Count:	0	State Over 65 Amt:	0
Local Over 65 Count:	2,072	Local Over 65 Amt:	23,228,669
Surviving Spouse Count:	9	Surviving Spouse Amt:	96,000
State Disabled Count:	0	State Disabled Amt:	0
Local Disabled Count:	166	Local Disabled Amt:	1,871,620
Total VET Count:	352	Total VET Amt:	3,659,794
*VET Surviving Spouse Count:	30	*VET Surviving Spouse Amt:	289,780
*included in the Total VET Count/Amt			

Partial Exempt Values:	51,867,233		
Taxable Value:	1,412,441,702		
Total Levy Amt:	1,109,833.24		
Late AG Penalty Count:	6	Late AG Penalty Amt:	19.07
Late Rendition Penalty Count:	521	Late Rendition Penalty Amt:	1,202.86
Frozen Account Count:	0		
Frozen Homesite Value:	0		
Frozen Taxable Value:	0		
Unfrozen Levy Amt:	0.00		
Frozen Levy Amt:	0.00		
Frozen Levy Loss Amt:	0.00		
Total Non-Exempt Parcel Count:	16,730		

ATTACHMENT 5

Purchase of FY 2023 Pickup Truck



## Memo

**To:** South Texas Water Authority Board of Directors  
**From:** John Marez, Administrator  
**Date:** October 21, 2022  
**Topic:** FY 2022/23 – Purchase of ½ Ton 4x4 Truck

### Background:

On the September 27, 2022 STWA meeting the Board of Directors rejected all bids for a 2023 ¾ Ton 4x4 Pickup Truck for our field operations.

Based on the STWA's budgeted amount for a new truck and an anticipated more competitive bid market typically available in October the board decided to postpone any re-bid until conditions are more favorable to the STWA's price point.

### Analysis:

Since the previous bid was rejected, allow staff to resubmit a bid proposal to any available dealerships that have demonstrated previous interest in submitting a competitive bid.

### Staff Recommendation:

Authorize staff to submit a bid proposal reflecting current price and vehicle specifications.

### Board Action:

Authorize staff to submit a new bid proposal.

### Summary:

Once better pricing and size specifications are available resubmit a bid into the open market.

Bid recommendation will then be provided at a future board meeting, (target date in December 2022) Price, delivery, make/model will be provided to the board to make most informed decision.

(Note: This approach is keeping with best practices when dealing bidding information prior to a public vote.)

**SPECIFICATION SHEET**  
**For 2022 or 2023 Truck**  
3/4 TON or 1/2 TON 4 x 4 PICKUP TRUCK  
4-DOOR CAB (GAS OR DIESEL ENGINE)  
SUPERCAB, DOUBLE CAB, EXTENDED CAB OR CREW CAB

GVWR (lbs) Gross Vehicle Weight Rating: 6,400 minimum  
Payload (lbs) 1,690 minimum

Transmission: Automatic  
Engine: 6 or 8 cylinder gas engine or 8 cylinder diesel engine  
Alternator: Optional  
Steering: Power  
Battery: Optional  
Brakes: Power or Power vented disc

Wheel Base: 145 min.  
Shock Absorbers:  
    Front - Heavy duty  
    Rear -- Heavy duty  
Cooling System: Standard  
Parking Brakes: Cable to rear wheels  
Fuel Tank: 25 gal. min.

Tire Size: Four (4) Standard size all-terrain for truck with standard size spare

Color: White preferred but other colors accepted

Directional Signals: Factory installed front and rear with warning switch.

Heater: Factory installed with defrosters.

Accessories (Preferred, but Optional) :

- Towing package.
- Power Windows
- Bluetooth technology
- Inside upper cab light.
- Cigarette lighter.
- Extra 12V plug.
- Air Conditioner factory installed in dash.
- AM/FM clock/radio.
- Standard mirrors.
- Tinted windows.
- Instrument gauges-Fuel, oil pressure, engine temperature and amp meter.
- Seats – standard.
- Rear view mirror with day/night switch.
- Factory installed cruise control.

**PURCHASING SPECIFICATIONS ON  
3/4 TON or 1/2 TON TRUCK**

- A. **CLASSIFICATION:** The vehicles described herein are used by the various departments of the Authority for transportation of personnel and hauling all types of cargo, and towing all types of trailers.
- B. **ORDERING AND BIDDING DATA:** The following instructions and information are intended to assist bidders in understanding these specifications, and in completing and submitting bids to the Authority.
1. Bid sheets are included with the bid invitation. They are to be considered a part of this specification. The specific vehicle and the quantity required will be indicated on the bid sheet.
  2. Bidder shall fill in all the blank spaces provided on the bid sheet and return one copy of each with bid.
  3. Vehicles to be supplied shall be in accordance with the requirements stated in this specification and the requirements stated on the bid sheet.
  4. All bids shall be delivered in person or by Certified Mail to South Texas Water Authority, 2302 E. Sage Road, Kingsville, Texas 78363 or hand delivered to the Authority's office at 2302 E. Sage Road, Kingsville, Texas and clearly marked "Sealed Bid."
  5. The vehicles or equipment described herein shall be purchased from the lowest and best responsible bidder submitting a proposal; or, if appropriate, all bids may be rejected. The determination as to which bidder submitted the lowest bid shall rest solely with the Authority. The Authority reserves the right to waive any irregularities in the bids. In making this decision, the initial purchase price will be considered and the following items will also be considered.
    - a. Scheduled delivery times.
    - b. Facilities of the supplier; they must have facilities adequate to service what the sell.
    - c. Past performance of the supplier and manufacturer concerning such things as meeting scheduled delivery times and parts and service support, both before and after warranty.
  6. The latest editions of descriptive literature (picture, brochures, etc.) on all equipment the bidder proposed to furnish shall be furnished with each bid. This literature shall include a copy of all applicable standard manufacturer's warranties.

PURCHASING SPECIFICATIONS  
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- C. GENERAL REQUIREMENTS: The following general requirements are applicable to each purchase in accordance with this specification, unless otherwise indicated on the bid sheet.
1. Selling dealer, distributor, supplier, and manufacturer shall be responsible for having complied with all Federal and State of Texas standards, regulations and laws concerning vehicles, applicable and effective on the date of manufacture, including safety, noise and emission control standards as apply to both private industry and governmental agencies. This also includes compliance with applicable OSHA requirements indicated in FMVSS No. 108 and Texas Uniform Act Regulating Traffic on Highways. A State Inspection must be included.
  2. Quantities, color, mounting and other requirements for lamps signals and reflectors, on the vehicles described herein, must meet the requirements indicated in FMVSS No. 108 and Texas Uniform Act Regulating on Highways.
  3. **Do not place decals or markings of any type pertaining to advertisement other than trademarks or model designation normally installed by manufacturer on equipment delivered.**
  4. Speedometer drive train must be properly calibrated in relation to axle ratio and tire size to give accurate readings.
  5. Vehicles shall be equipped with steel disc type wheels. RH5 Deg. two piece center locking rim will not be acceptable. Spoke wheels are not acceptable.
  6. All tires shall be new and the tread style furnished shall be the tire manufacturer's standard design for original equipment line of tire, unless otherwise specified on the bid sheet. All tires and wheels shall be properly balanced prior to delivery. All tires on each vehicle will be the same design, size, and load range rating.
  7. Only the factory applied paint will be acceptable. Sectional painting necessary to repair shipping damage is acceptable; however, any other repainting to meet the specification is not acceptable, unless prior approval, in writing, is obtained. Unless otherwise specified, bodies and equipment mounted onto a truck cab and chassis shall have the final coat of paint to match the cab and chassis.
  8. The term "Heavy Duty" as used in this specification shall mean that the item to which the term is applied shall exceed the usual quantity, quality, or capacity supplied with standard production vehicles, and it shall be able to withstand unusual strain, exposure, temperature, wear and use.
  9. All vehicles, including all accessory equipment furnished under this specification, shall be new, the latest model in current production, and shall be in of good quality workmanship and material. The bidder represents that all units offered under this

PURCHASING SPECIFICATIONS

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specification shall meet or exceed the minimum requirements specified for each vehicle series listed herein. All like units shall be equipped with the same components throughout. Vehicles that have been driven more than 200 miles at the time of delivery to the original destination point will not be considered new units and will not be acceptable without prior written approval.

10. At time of delivery, the successful bidder shall furnish the Authority a manufacturer's certificate of origin, and a manufacturer's new vehicle warranty of each unit. The warranty will be at least the same as the offered to commercial trade and shall be honored by any of the manufacturer's authorized dealers. Warranties shall also be supplied covering all accessory equipment and bodies supplied by the vehicle dealer. All warranties shall be effective the date of delivery of the vehicles to the Authority's Kingsville Facilities. Each vehicle shall have a Texas Department of Public Safety inspection sticker attached prior to delivery. All vehicles must be delivered to 2302 E. Sage Road, Kingsville, Texas.
11. All vehicles shall be completely assembled, serviced, adjusted, clean and all standard equipment, and specified options shall be installed and the unit made ready for continuous, heavy duty service. Servicing includes the anti-freeze in the cooling system, a thorough condition and specification compliance inspection shall be made by the servicing dealer. Where feasible, an Authority representative may desire to conduct an acceptance inspection at the delivery dealer's facility. All items omitted from the specifications, including manufacturers standard equipment items, and accessory equipment and bodies supplied by the vehicle dealer which are clearly necessary for the complete operation of the vehicle shall be considered a requirement although not directly specified in this specification.
12. Concurrent to delivery of equipment, the items listed below shall be supplied for each different type of size of vehicle and accessory equipment installed or furnished. Required literature must be delivered with the vehicles and normal delivery cannot be accepted until all items listed are supplied.
  - a. Operating and Servicing (owner's) Manual in written form; one copy of each per vehicle.
  - b. Shop overhaul, part, and repair manuals to cover all components and systems; one copy of each per type and model of vehicle.
13. Upon receipt, each vehicle shall be inspected for condition and specification compliance by an Authority representative prior to acceptance. If a unit has to be rejected for any reason, the selling dealer shall be required to pick up the vehicle, accomplish necessary repairs, and return the vehicle to the Authority.

D. **ADDITIONAL REQUIREMENTS:** In addition to the requirements in the Specification Sheet and the general requirement in Paragraph C, the vehicle to be supplied must also comply with the requirements indicated below except as changed by the Specification Sheet.

1. Cab – referred to as Supercab, Double-cab or extended cab with separate doors for front seat and back seat entry.

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- a. Sun visors - Two - padded.
  - b. Seats - Bench type, with foam cushioned seat and back, covered with standard truck vinyl material or stained resistant cloth, for three people. Seats shall be equipped with seat belts for four persons.
2. Mirror - Standard truck mirrors, chrome, polished aluminum or may be same as truck color.
3. Engine:
- a. Cooling system - minimum size and capacity offered by manufacturer for 6 or 8 cylinder gasoline engine or 8 cylinder diesel engine.
4. Chassis:
- a. Brakes - heavy duty, largest capacity and lining available. Standing parking brake.
  - b. Shock absorbers - heavy duty, front and rear.
  - c. Steering - power assist.
  - d. Springs - to meet or exceed GVWR.
  - e. Transmission - Automatic.
  - f. Front bumper
  - g. Tires - should a conflict between tire and GVWR specifications exist, the GVWR will take precedence and the larger sized tire will be used. All tires to be steel belted radials. Tubeless.
  - h. Wheels - all wheels shall be steel disc type wheels.
- E. Contractor agrees to indemnify, save harmless and defend the Authority, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expends, including court costs and attorney fees, for or account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen out of or in connection with the bid process, delivery or preparation of the vehicle covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligence or other fault of the Authority, its agents, servants, or employees or any other person indemnified hereunder.

ATTACHMENT 6

GIS Mapping Contract with TRWA

## Memo

**To:** South Texas Water Authority Board of Directors  
**From:** John Marez, Administrator  
**Date:** October 21, 2022  
**Topic:** GIS Mapping Contract - TRWA

### Background:

Geographic Information Systems (GIS) provide location data to utilities. With that information, public water utilities can employ GIS to map and precisely locate their drinking water infrastructure. An accurate and updated, online GIS-based map supports efficient operations, maintenance, planning and disaster preparation/response.

GIS is a "living map" of a utility's infrastructure and is the foundation of asset management. A growing number of water authorities and corporations are becoming aware of the benefits of GIS, and are rapidly investing the financial and human resources to implement it.

During our Budget Workshops and Meetings this year the issue of pursuing the use of GIS services was presented.

### Analysis:

The Authority can contract for professional services. Submitting data in a GIS format is the standard request the STWA and WSC when large companies are studying the feasibility of set up their company in our service area. GIS is a standard program that all levels of government, private industry and the public water sector use to map out their service lines. This allows easy access to data and helps save time and money when working on emergency breaks or constructing new service lines.

### Staff Recommendation:

Accept the GIS proposal by Texas Rural Water Association (TRWA) GIS Mapping Services at the cost \$3,731.25 which is under the original budget estimate of \$10,000.

### Board Action:

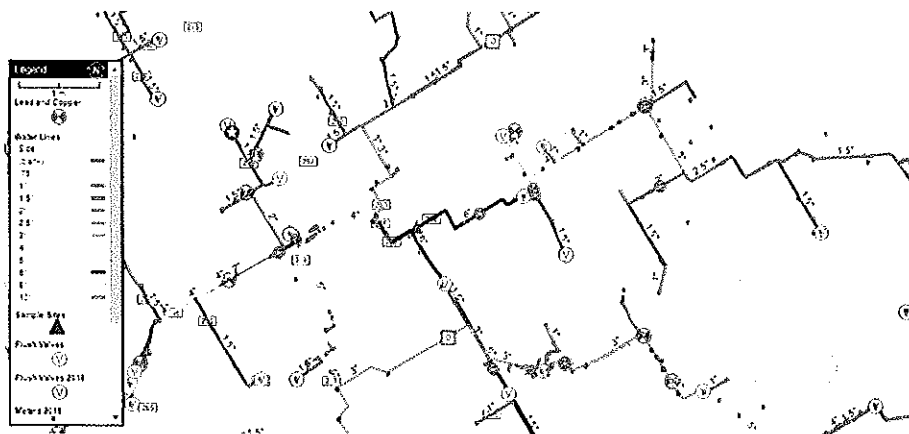
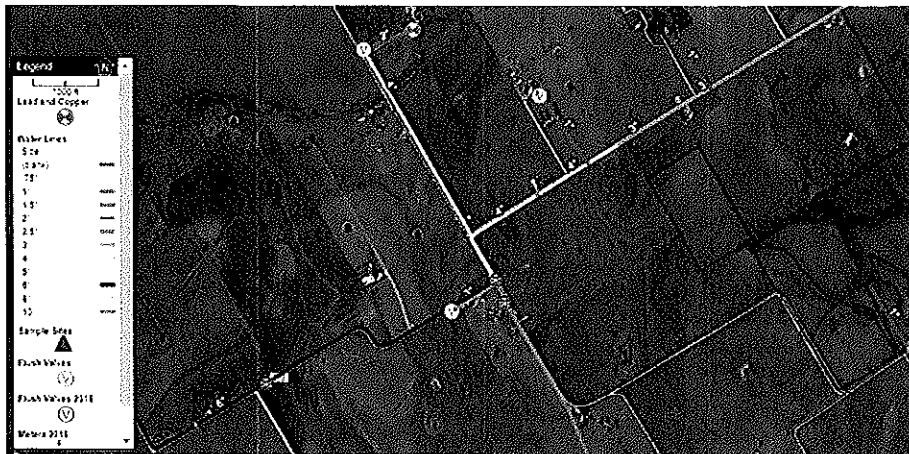
Motion to approve acceptance of GPS Data Collection/GIS Mapping contract.

### Summary:

The TRWA offers a wide variety of professional services at discount rates due since we are a member of their organization.



# South Texas Water Authority Kingsville, Tx GPS Data Collection / GIS Mapping



Submitted to:  
**South Texas Water Authority**

**Submitted by:**  
Texas Rural Water Association  
1616 Rio Grande  
Austin, Tx 78701  
(512) 472-8591  
[www.trwa.org](http://www.trwa.org)

## I. Summary

The Texas Rural Water Association (TRWA) is pleased to submit the following proposal to South Texas Water Authority for the GPS data collection and attribution of their water system infrastructure features.

As a state-wide water and wastewater utility trade association TRWA provides geospatial technology designed specifically to meet the needs of small and rural communities. TRWA utilizes cutting-edge technology to provide practical infrastructure management datasets.

TRWA proposes to collect locations for each system feature identified in the project scope using sub-foot Global Positioning Systems (GPS). In addition, attribute information will be gathered while in the field for each feature collected. The entire data set will undergo various quality control measures to ensure data integrity before final delivery.

Based upon the enclosed services to be provided, TRWA's proposed price is for both GPS collection of transmission line and GIS data processing. These calculations are based upon the estimated miles of pipe provided by South Texas Water Authority.

## II. Objectives

TRWA understands the objective of this project is to provide the **South Texas Water Authority** with a geo-database containing both positional and physical attribute information for the system features within the service area.

## III. Procedures/Scope of Work

To achieve the objectives listed above, the following scope of work will be performed.

1. Collect water line information and transfer to digital software. The project scope will include using Diamond Maps as the GIS software.

The estimated length of pipe is below:

- **48 Miles of Water Line**

Location of the waterline will be provided by the **South Texas Water Authority**.

### **Software Specifications**

TRWA will use a combination of the following software setups during data collection and post-processing tasks.

- **Diamond Maps** – Web based software to aid in digitizing maps provided and for data collection in the field.

### **Quality Control Procedures**

TRWA understands the commitment to quality that our customer's expect. To ensure a common goal of providing excellent customer service and continuous improvement in the development, production and delivery of our products and services, we have incorporated the following quality control measures.

To ensure quality control during the data collection process, the TRWA technician will perform mission planning to determine the best times to collect data depending upon the satellite configurations. The GPS equipment will also be configured to meet the recommended settings for capturing sub-foot positional data.

### **Data Backup Procedures**

To prevent the loss of data during the project, the raw GPS data will be downloaded daily to a local desktop machine or laptop computer. In addition, this data will be copied to a secure server located at the TRWA office. Each week when data is differentially corrected, the base station files along with the updated personal geodatabase will be saved on a local desktop machine then backed-up on the server.

### **Assumptions**

The following assumptions have been made based upon currently available information:

1. Physical attribute information will be gathered from TRWA staff in the field. Any additional information needed will be obtained from **South Texas Water Authority**.
2. Infrastructure locations are marked.
3. TRWA will compile collected information obtained in the field and build the GIS for STWA in post-processing.

## **IV. Project Schedule**

The anticipated completion time for water line collection is 2 days (16 hours). Digitizing information onto the GIS software is 16 hours

## **V. Deliverables**

The following deliverables will be presented to the **South Texas Water Authority** at the completion of the project. The deliverables will include the following:

- A geo-database compatible with any GIS software.  
The database will contain all attributed features collected and digitized as listed in the scope of work.
- Wall Map (42" x 42") (upon request)
- One-year subscription to Diamond Maps
- Published digital map for viewing using Diamond Maps available for "in the field" mobile viewing or any computer or device with internet access.
- Standard GIS datasets (streets, roads, streams, etc.) Aerial imagery or topography maps are available but may be an additional expense.

**Estimated Cost of GPS/GIS Mapping Project:**

\*\*\* Expenses incurred by the TRWA Tech include the reimbursement of all mileage costs. These are miles to and from the **South Texas Water Authority** from the TRWA's staff or sub-contractor's office, miles incurred within the system, and to and from the hotel accommodations, if applicable.

<u>Estimated</u> TRWA Tech Mileage of 480 m (1 round trips) Collection done in one trip/stay, presentation done on a second trip - \$0.62 per mile:	\$ 301.25
<u>Estimated</u> Daily Per Diem (Rate of \$150) x 3: (This could possibly be higher or lower, depending on actual days needed to complete the project.)	\$ 450.00
Setup fee (includes one-year subscription to Diamond Maps, wall map, flash drive with digital data)	\$ 900.00
<u>Estimated</u> processing time to digitize map data and complete deliverables. (16 hrs. @ \$65 per hour)	\$ 1,040.00
<u>Estimated</u> GPS collection time to digitize map data and (16 hrs. @ \$65 per hour)	\$ 1,040.00

**Total Estimated GPS/GIS Project Cost: \$ 3,731.25**

Upon completion, the Texas Rural Water Association will invoice **South Texas Water Authority** for the services provided. TRWA will maintain records of actual time and expenses incurred regarding mileage and processing hours. **South Texas Water Authority** would only be billed for actual time and expenses incurred if they are less than the per diem rates.

**Total Estimated GPS/GIS Project Cost:** **\$ 3,731.25**

We believe this document accurately sets forth the terms of our Agreement. If you concur, please sign below at the place indicated, insert the date and return one signed copy of the acknowledgement to the TRWA Office.

Sincerely,

Jason Knobloch  
Deputy Executive Director  
Texas Rural Water Association

### ACKNOWLEDGEMENT

We agree to the terms and conditions set forth above and authorize TRWA to commence the services.

**South Texas Water Authority:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 7

2023 STWA Meeting Schedule



Memo

**To:** South Texas Water Authority Board of Directors  
**From:** John Marez, Administrator  
**Date:** October 21, 2022  
**Topic:** STWA Board of Directors Meeting Schedule 2023

Background:

Staff request the Board review the proposed meeting dates for 2023. Enclosed shows the suggested meeting dates.

Analysis:

Regarding the Fiscal Year 2023/24 budget and rate adoption, the appraisal districts' certified tax roll deadline falls on the Monday a day prior to a potential scheduled meeting date July 24<sup>th</sup>. Therefore, this date does not provide sufficient time to calculate the required rates and notices as well as adequate review time for the Board. Staff suggests that the August meeting be postponed and held September 5<sup>th</sup>. As a result, two meetings are proposed for September (the 5<sup>th</sup> & 26<sup>th</sup>).

This allows for additional time for staff to develop the end of the year budget and make any additional amendments. Traditionally, the Board has combined the November and December meeting dates.

Staff Recommendation:

Determine which dates work best for the majority of the Board members.

Board Action:

Determine whether the following schedule is acceptable or if alternative dates are needed.

January 17, 2023	July – No Meeting
February 28, 2023	August 1, 2023
March 28, 2023	September 5, 2023
April 25, 2023	September 26, 2023
May 23, 2023	October 24, 2023
June 20, 2023	December 5, 2023

Summary:

Approving these dates will assist the Authority in establishing quorums in order to conduct necessary Business and be available and accountable to the public on a predictable basis.

# 2023 Calendar

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

S	M	T	W	T	F	S
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						