

MEMORANDUM

TO: South Texas Water Authority Board of Directors
FROM: Rudy Galvan, Jr., President
DATE: October 19, 2020
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 27, 2020

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:

PLEASE NOTE: THIS MEETING WILL BE HELD BY REMOTE ACCESS ONLY IN ACCORDANCE WITH THE MARCH 16, 2020 ORDER BY GOVERNOR ABBOTT TEMPORARILY SUSPENDING CERTAIN REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT TO ADVANCE THE GOAL OF LIMITING FACE-TO-FACE MEETINGS TO SLOW THE SPREAD OF COVID-19. NO PERSONS WILL BE AT THE MEETING LOCATION AND NO EQUIPMENT WILL BE AT THE MEETING FOR ACCESS TO THE MEETING. HOWEVER, MEMBERS OF THE PUBLIC MAY ACCESS THIS MEETING BY TELEPHONE AND PARTICIPATE IN THE MEETING BY CALLING ONE OF THE FOLLOWING TOLL-FREE NUMBERS AND ENTERING THE MEETING ID AND PASSWORD BELOW:

(877) 853-5257 or (888) 475-4499

MEETING ID: 867 7484 8581

PASSWORD: 985344

PLEASE SEE THE AUTHORITY'S WEBSITE AT WWW.STWA.ORG FOR THE MEETING PACKET.


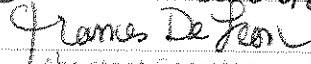
Agenda

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. Discussion with possible action on camera and/or security system. (Attachment 3)
6. C. Ekrut, NewGen Strategies, Summary of City of Corpus Christi Rate Model – Proposed Rates – Wholesale Water Rate Review. (Attachment 4)
7. Nueces County project for construction of Banquete Pump Station to serve the Nueces Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation. (Attachment 5)
8. Specifications for Fiscal Year 2021 three-quarter ton pickup truck. (Attachment 6)
9. STWA Board of Directors Meeting Schedule for 2021. (Attachment 7)
10. FY 2021 Executive Director Selection. (Attachment 8)
 - Executive Director anticipated retirement in August 2021 and Replacement Procedures: Selection Committee, Advertisement, Qualifications, Use of Consultant
11. Personnel Policies – Selection of Section for Possible Revisions. (Attachment 9)
12. STWA Long-Term Goals. (Attachment 10)
13. 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.

RG/CGS/fdl
Attachment

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
10:00  on October 23, 2020

Assistant Secretary

ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY

Regular Board of Directors Meeting

September 29, 2020

Minutes

(This meeting was held remotely by phone and Zoom.)

Board Members Present:

Rudy Galvan, Jr.
Brandon Barrera
Filiberto Treviño
Jose Graveley
Kathleen Lowman
Lupita Perez
Patsy Rodgers

Board Members Absent:

None

Staff Present:

Carola G. Serrato
Frances De Leon
Jo Ella Wagner

Guests Present:

Baldemar Garcia, Ricardo Water
Supply Corporation

1. Call to Order.

Mr. Brandon Barrera., Board Vice-President, called the Regular Meeting of the STWA Board of Directors to order at 5:42 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. Treviño made a motion to approve the minutes of the September 8, 2020 Public Hearing on Tax Rate, September 8, 2020 Public Hearing on Annexation and September 8, 2020 Regular Meeting as presented. Mr. Graveley 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 August 31, 2020
Revenue Fund Income Statement for period ending August 31, 2020
Tax Fund Income Statement for period ending August 31, 2020
Special Services Income Statement for period ending August 31, 2020
STWA Revenue Fund Balance Sheet – August 31, 2020
STWA Revenue Fund GL Account Summary Report as of August 31, 2020
STWA Debt Service Fund Income Statement for period ending August 31, 2020
STWA Debt Service Fund Balance Sheet – August 31, 2020
STWA Debt Service Fund GL Account Summary Report as of August 31, 2020

STWA Capital Projects Fund Income Statement for period ending August 31, 2020

STWA Capital Projects Fund Balance Sheet – August 31, 2020

STWA Capital Projects Fund GL Account Summary Report as of August 31, 2020

FY 2020 Cathodic Protection Expenses Breakdown

2012 Bond Election Report

Anticipated vs. Actual Water Rate Charged

Maintenance & Technical Report from O&M Supervisor

Cathodic Protection Update

September 2020 STWA and Corporation Daily Field Schedules, NAP Forms, Fee Schedule and

August 2020 Corporation Taps & Repairs and General & Administrative Invoices

The following outstanding invoices were presented for Board approval:

- City of Corpus Christi \$ 131,812.27
- Mercer Controls, Inc. \$ 32,000.00

A motion was made by Ms. Lowman and seconded by Mr. Barrera to approve the Treasurer's Report and payment of the bills as presented. The motion carried.

Ms. Serrato pointed out that the September 2020 STWA and Corporation Daily Field Schedules, NAP Forms, August 2020 Corporation Taps & Repairs and General & Administrative Invoices and the Schedule of Fees were included in this month's Treasurer's Report to assist the Board in assessing the tasks performed by field personnel and reviewing the time clock and Personnel Policy Chapter V agenda items. She explained that these documents show the financial relationship between the tasks charged by STWA. The costs for these services are recouped through the Special Services Fund. The Board agreed that the information provided insight but did not need to be included in upcoming Treasurer's Reports.

5. Fiscal Year 2020 Budget Amendments.

Ms. Serrato reviewed the amendments to the Fiscal Year 2020 Budget. The amendments included an increase in Total Revenues of \$159,814, an increase in Total Administrative and Operations Expenditures without Capital Outlay of \$106,268, an increase of \$37,600 in Total Capital Outlay and no change in Total Other Financing Sources. The amended FY 2020 Budget reflects a Net Ending Balance of \$344,908, an increase of about \$16,000 from the original budget, which Ms. Serrato pointed out could potentially increase by \$25,000 from the Major Repair line item if no major repairs are experienced during the remainder of the fiscal year. After reviewing the amendments, Ms. Lowman made a motion to approve the Fiscal Year 2020 Budget Amendments. Ms. Perez seconded and all voted in favor.

6. Tax Year 2020 tax roll/levy for the South Texas Water Authority's district in Kleberg County.

Ms. Serrato presented the Kleberg County tax roll/levy for Tax Year 2020 reflecting a net taxable value of \$1,195,421,362 and a calculated tax levy of \$1,039,952.63. She recommended approval of Resolution 20-29 adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2020.

7. Resolution 20-29. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Kleberg County for tax year 2020.

Mr. Graveley made a motion to approve Resolution 20-29 adopting the tax roll/levy for South Texas Water Authority's district in Kleberg County for tax year 2020. Mr. Treviño seconded the motion and all voted in favor.

8. Tax year 2020 tax roll/levy for the South Texas Water Authority's district in Nueces County.

Ms. Serrato presented the Nueces County tax roll/levy for Tax Year 2020 reflecting a total taxable value of \$1,071,305,287 and a total tax levy of \$932,007.21 and recommended approval of Resolution 20-30 adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2020.

9. Resolution 20-30. Resolution adopting the tax roll/levy for the South Texas Water Authority's district in Nueces County for tax year 2020.

Mr. Barrera made a motion to approve Resolution 20-30 adopting the tax roll/levy for South Texas Water Authority's district in Kleberg County for tax year 2020. Ms. Rodgers seconded the motion and all voted in favor.

10. 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

Ms. Serrato 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. She recommended adoption of Resolutions 20-31, 20-32 and 20-33 approving the STWA General Fund, Debt Service Fund and Capital Project Fund Investment Policies.

11. Resolutions 20-31 through 20-33. 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. Barrera made a motion to adopt Resolutions 20-31, 20-32 and 20-33. Mr. Treviño seconded. All voted in favor.

12. Chapter V – Employee Compensation and Procedure for Compensation and Interim Salaries for Management Positions.

Ms. Serrato presented Chapter V – Employee Compensation and Procedure for Compensation of STWA's Personnel Policy and pointed out that an underlined paragraph had been added to

Section 5-Charges in Rate of Pay and read the section aloud. Mr. Galvan announced that the Board would convene in Closed Session at 6:04 p.m. pursuant to Section 551.074 of the Government Code – Personnel Matters – to discuss salaries of interim employees. The Board reconvened in Open Session at 6:41 p.m. No action was taken during Closed Session. Mr. Treviño made a motion to provide 10% step-up pay for interim management positions until the employee returns to their original position. Mr. Barrera seconded the motion. All voted in favor. Ms. Serrato agreed to write a policy reflecting the Board’s decision for formal approval at the next meeting.

13. FY 2021 Staffing.

- Executive Director anticipated retirement in August 2021 and Replacement Procedures: Selection Committee, Advertisement, Qualifications, Use of Consultant

Ms. Serrato asked the Board’s opinion on whether to contact a consultant for information on their services and the cost for a search for an Executive Director. She also asked if any changes to the job description were needed. The Board discussed the desired background but Mr. Barrera pointed out that he prefers to keep it broader in hopes of not limiting candidates. Mr. Galvan stated that he would like to move forward with advertising in Quench Magazine for six months. Mr. Treviño added that it would be good to begin contacting recruiters to get an idea on the cost for those services. Ms. Serrato agreed to begin research on the cost of recruiting services and how these companies conduct their searches.

14. Discussion with possible action on camera and/or security system.

Ms. Serrato provided updated information for a system with a camera that the salesman claims should produce images at longer distances that can capture license plate numbers. The direct purchase quote for \$15,484.70 requires a larger up-front payment and lower monthly payments. The lease purchase quote for \$22,071.80 requires a smaller down payment but a larger monthly payment. Both of these quotes include a sixty-month contract and cover repairs or replacements. A third option is to pay the direct purchase cost of \$10,200 only without recurring monthly payments but repairs or replacements would not be covered. These systems record using a DVR. After discussing the options, the Board requested further information on a cloud-based system. Ms. Serrato agreed to contact the company for more information to present at the next Board meeting.

15. Vehicle, trailer and equipment GPS devices.

Ms. Serrato requested authorization to purchase GPS devices for the Authority’s vehicles, trailers and mobile equipment. The devices cost \$235 each and are equipped with a battery that should last five years if pinged once daily. The total cost for the entire fleet including trailers and equipment is \$4,700. Mr. Treviño made a motion to purchase the devices. Mr. Barrera seconded and all voted in favor.

16. Request by the City of Driscoll to Pay Past Due Invoices in Installments – Written Agreement – Authorization to Work with Legal Counsel to Develop Agreement, Presentation to the City of Driscoll for Approval and Execution if Approved by the City of Driscoll Council.

Ms. Serrato reported that the City of Driscoll did not approve the offered payment plan within the 30-day time frame and ultimately decided not to enter into the payment plan as a result of their most recent financial reports. The City is now asking to pay \$5,000 in addition to their regular invoices. Ms. Serrato discussed the matter with Bill Flickinger, Willatt and Flickinger, and they agree that without an interest charge there is no incentive for the City to make the payments regularly. Ms. Serrato and Mr. Flickinger also agreed that deletion of the default clause would need to be replaced with a penalty clause or interest needs to be assessed. Ms. Serrato explained that calculating the payment for 24 months at 10% interest results in monthly payments of approximately \$5,300. She added that she has made the City aware that a retail water rate adjustment is needed in order to recoup the cost of water purchased from STWA. A clause will be included in the agreement that within 90 days, the City will adjust the rates so that they are not losing money. Mr. Barrera made a motion to authorize Ms. Serrato to work with Mr. Flickinger to develop an alternative payment plan. Mr. Treviño seconded. All voted in favor.

17. Purchase of updated time clock system.

Ms. Serrato presented information on a new time clock system, Time Clock Plus, which provides enhanced features which can be integrated with the Black Mountain software package to allocate employee time among STWA, NWSC and RWSC and will provide assistance to the Finance Department for Special Services budgeting. She provided a quote for \$3,609 for a three-year contract. A motion was made by Mr. Treviño and seconded by Mr. Graveley to approve purchase of the Time Clock Plus system on a three-year price of \$3,609. The motion passed by unanimous vote.

18. C. Ekrut, NewGen Strategies, Summary of City of Corpus Christi Rate Model – Proposed Rates – Wholesale Water Rate Review.

Ms. Serrato presented a summary from NewGen Strategies stating that “NewGen is unable to provide an opinion regarding the rates proposed to be charged by the City to STWA” and that the City appears to have complied with the agreement but additional requested information requires review. She added that currently STWA is on one-year rates with the City of Corpus Christi, but the City is now open to offering two-year rates. Ms. Serrato also stated that she has asked about beginning negotiations on a water supply contract. Mr. Galvan added that since STWA agreed to their request to transfer a section of the 42-inch pipeline to the City, they should agree to work with STWA on a new contract. Ms. Serrato has an appointment on October 7th with Mr. Ekrut to discuss this further. No action was taken by the Board.

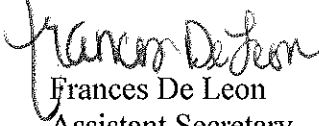
19. Nueces County project for construction of Banquete Pump Station to serve the Nueces Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation.

Ms. Serrato reported that work continues on the project and invoices will most likely be presented at the next meeting. She had nothing further to report.

20. Adjournment.

With no further business to discuss, Mr. Barrera made a motion to adjourn the meeting at 7:19 p.m. Mr. Treviño seconded. The motion passed by unanimous vote.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Quarterly Report/Treasurer's Report/Payment of Bills

SOUTH TEXAS WATER AUTHORITY
Treasurer's Report
For Period Ending September 30, 2020

STWA Water Sales:

| <u>Entity</u> | <u>Water Usage (1,000 g)</u> | <u>Cost of Water from City of Corpus Christi \$2.509620 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 | 19,631 | \$49,266.35 | \$8,370.38 | \$0.00 | \$0.00 | \$57,636.73 |
| Bishop | 7,071 | \$17,745.52 | \$3,014.98 | \$0.00 | \$0.00 | \$20,760.50 |
| Agua Dulce | 1,951 | \$4,897.47 | \$832.08 | \$0.00 | \$0.00 | \$5,729.56 |
| RWSC | 8,253 | \$20,711.89 | \$3,518.96 | \$0.00 | \$0.00 | \$24,230.86 |
| Driscoll | 3,614 | \$9,069.77 | \$1,540.96 | \$0.00 | \$0.00 | \$10,610.73 |
| NCWCID #5 | 1,572 | \$3,944.42 | \$670.16 | \$670.16 | \$805.00 | \$6,089.74 |
| NWSC | 16,328 | \$40,977.23 | \$6,962.06 | \$0.00 | \$0.00 | \$47,939.28 |
| TOTAL | 58,420 | \$146,612.65 | \$24,909.58 | \$670.16 | \$805.00 | \$172,997.39 |

| Water Cost and Usage for Period of: | 08/31/20 | to | 09/30/20 |
|--|-----------------|-----------|-----------------|
| City of Corpus Christi Invoice for Cost of Water Purchased: | | | \$142,295.47 |
| Gallons of Water Recorded by City of Corpus Christi: | | | 56,700,000 |
| Gallons of Water Recorded by STWA from Customer's Master Meters: | | | 58,420,260 |
| Water Loss Percentage: | | | -3.03% |

| Annual Usage for FY 2020 | Annual |
|--|---------------|
| Gallons of Water Recorded by City of Corpus Christi: | 539,850,000 |
| Gallons of Water Recorded by STWA from Customer's Master Meters: | 560,176,290 |
| Water Loss Percentage: (year to date) | -3.77% |

**REVENUE FUND
INCOME STATEMENT
FOR PERIOD ENDING SEPTEMBER 30, 2020**

100.00%

| | MONTHLY | YEAR TO DATE | 2020 FINAL BUDGET | % OF 2020 FINAL BUDGET | 2019 YEAR TO DATE | 2019 FINAL BUDGET |
|------------------------------------|----------------|------------------|-------------------------|------------------------------|-------------------------|-------------------------|
| REVENUES | | | | | | |
| Water Service Revenue | 146,613 | 1,415,327 | 1,414,144 | 100% | 1,388,726 | 1,366,000 |
| Handling Charge Revenue | 24,910 | 239,085 | 238,579 | 100% | 235,014 | 231,255 |
| Premium Incremental Increase | 670 | 23,250 | 23,200 | 100% | 40,425 | 38,600 |
| Surcharge - Out of District | 649 | 7,787 | 9,660 | 81% | 7,299 | 7,299 |
| Interest Income | 486 | 26,443 | 26,525 | 100% | 60,811 | 59,750 |
| Other Revenue | | | | | | |
| Operating & Maintenance Fees | 1,013 | 4,245 | 0 | 0% | 0 | 0 |
| Miscellaneous Revenues | 2,169 | 37,987 | 46,000 | 83% | 19,826 | 21,000 |
| TOTAL REVENUES | 176,510 | 1,754,124 | 1,758,108 | 100% | 1,752,101 | 1,723,904 |
| EXPENDITURES | | | | | | |
| Water Service Expenditures: | | | | | | |
| Bulk Water Purchases | 142,295 | 1,362,680 | 1,414,144 | 96% | 1,316,014 | 1,366,000 |
| Payroll Costs | | | | | | |
| Salaries & Wages - Perm. Employees | 36,501 | 360,987 | 363,524 | 99% | 326,558 | 328,813 |
| Salaries & Wages - Part-Time | 0 | 831 | 832 | 100% | 1,390 | 1,607 |
| Overtime - NWSC | 0 | 0 | 0 | 0% | 0 | 0 |
| Stand-by Pay - NWSC | 0 | 0 | 0 | 0% | 0 | 0 |
| Overtime - RWSC | 0 | 0 | 0 | 0% | 0 | 0 |
| Stand-by Pay - RWSC | 0 | 0 | 0 | 0% | 0 | 0 |
| Overtime - STWA | 2,056 | 22,385 | 23,000 | 97% | 20,668 | 23,000 |
| Stand-by Pay - STWA | 100 | 1,300 | 1,300 | 100% | 1,304 | 1,354 |
| Employee Retirement Premiums | 7,453 | 60,512 | 60,815 | 100% | 57,681 | 60,249 |
| Group Insurance Premium | 18,004 | 158,812 | 160,156 | 99% | 159,046 | 159,188 |
| Unemployment Compensation | (42) | 1,202 | 1,612 | 75% | 28 | 105 |
| Workers' Compensation | (516) | 7,184 | 7,309 | 98% | 1,884 | 2,840 |
| Car Allowance | 500 | 6,000 | 6,000 | 100% | 6,000 | 6,000 |
| Hospital Insurance Tax | 328 | 4,336 | 4,379 | 99% | 3,891 | 4,533 |
| Supplies & Materials | | | | | | |
| Repairs & Maintenance | 10,250 | 115,044 | 127,500 | 90% | 89,191 | 90,000 |
| Meter Expense | 0 | 7,255 | 9,250 | 78% | 2,350 | 2,350 |
| Tank Repairs | 0 | 45,000 | 45,000 | 0% | 0 | 0 |
| Major Repairs | 0 | 0 | 25,000 | 0% | 0 | 25,000 |
| Other Operating Expenditures: | | | | | | |
| Professional Fees | | | | | | |
| Legal | 1,467 | 36,566 | 39,000 | 94% | 15,482 | 20,000 |
| Auditing | 0 | 9,454 | 9,454 | 100% | 9,503 | 9,750 |
| Engineering | 0 | 22,531 | 22,535 | 100% | 2,368 | 2,500 |
| Management & Consulting | 0 | 2,500 | 7,500 | 33% | 4,645 | 7,500 |
| Inspection | 0 | 1,900 | 2,000 | 95% | 1,900 | 2,500 |
| Leak Detection | 0 | 0 | 0 | 0% | 0 | 0 |
| Banquete Overhead Tank Demolition | 0 | 0 | 35,000 | 0% | 0 | 0 |

| | | | | | | |
|--|------------------|--------------------|--------------------|-------------|--------------------|--------------------|
| Consum Supplies/Materials | | | | | | |
| Postage | 46 | 2,435 | 2,607 | 93% | 5,811 | 6,000 |
| Printing/Office Supplies | 1,373 | 14,576 | 17,235 | 85% | 20,246 | 22,000 |
| Janitorial/Site Maintenance | 194 | 5,146 | 6,000 | 86% | 5,957 | 6,000 |
| Fuel/Lubricants/Repairs | 1,897 | 35,783 | 37,087 | 96% | 58,488 | 46,000 |
| Chemicals/Water Samples | 0 | 35,023 | 45,500 | 77% | 46,279 | 48,500 |
| Safety Equipment | 2,663 | 3,573 | 3,800 | 94% | 2,443 | 2,500 |
| Small Tools | 518 | 1,451 | 2,000 | 73% | 2,356 | 2,500 |
| Recurring Operating Costs | | | | | | |
| Telephone/Communications | 1,029 | 15,513 | 15,555 | 100% | 22,113 | 24,000 |
| Utilities | 5,630 | 85,745 | 95,000 | 90% | 86,536 | 94,000 |
| D & O Liability Insurance | 0 | 2,802 | 3,250 | 86% | 1,373 | 3,500 |
| Property Insurance | 0 | 43,973 | 43,975 | 100% | 47,292 | 47,292 |
| General Liability | 0 | 1,830 | 1,850 | 99% | 3,196 | 3,200 |
| Auto Insurance | 0 | 2,443 | 2,500 | 98% | 2,219 | 2,225 |
| Travel/Training/Meetings | 515 | 4,439 | 5,500 | 81% | 5,431 | 7,000 |
| Rental-Equipment/Uniforms | 1,145 | 4,153 | 5,250 | 79% | 3,731 | 5,000 |
| Dues/Subscriptions/Publication | 943 | 10,669 | 15,000 | 71% | 15,258 | 20,000 |
| Pass Through Cost | 0 | 27 | 100 | 27% | 1 | 50 |
| Educational Materials | 0 | 0 | 0 | 0% | 0 | 0 |
| Miscellaneous | | | | | | |
| Miscellaneous Expenditures | 1,360 | 7,633 | 8,250 | 93% | 6,644 | 8,500 |
| Total Administrative & Operations Exp. | 235,710 | 2,503,694 | 2,675,769 | 94% | 2,355,277 | 2,461,556 |
| Capital Outlay | | | | | | |
| Capital Acquisition | 85,610 | 187,950 | 254,340 | 74% | 256,481 | 278,444 |
| Engineering | 0 | 7,750 | 8,610 | 0% | 8,590 | 17,200 |
| TOTAL EXPENDITURES (w/o D.S. exp.) | 321,319 | 2,699,394 | 2,938,719 | 92% | 2,620,348 | 2,757,200 |
| Excess (Deficiencies) of Revenue Over Expenditures | (144,810) | (945,270) | (1,180,611) | 80% | (868,247) | (1,033,296) |
| OTHER FINANCE SOURCE (USES) | | | | | | |
| Transfer to Other Funds | | | | | | |
| Transfer from Tax Account | (33,683) | (1,474,050) | (1,471,795) | 100% | (1,300,551) | (1,297,000) |
| Extra Ordinary Income | | | | | | |
| Disposition of Assets (Surplus Sale) | 0 | 0 | (1,500) | 0% | (15,238) | (15,238) |
| TOTAL OTHER FINANCING SOURCES (USES) | (33,683) | (1,474,050) | (1,473,295) | 100% | (1,315,789) | (1,312,238) |
| EXCESS (DEFICIENCIES) OF REVENUES OVER OTHER SOURCES (USES) | | | | | | |
| | (111,127) | 528,780 | 292,684 | | 447,542 | 278,942 |
| NET INCOME | (111,127) | 528,780 | 292,684 | | 447,542 | 278,942 |

**TAX FUND
INCOME STATEMENT
FOR PERIOD ENDING SEPTEMBER 30, 2020**

100.00%

| | MONTHLY | YEAR TO DATE | 2020 FINAL BUDGET | % OF 2020 FINAL BUDGET | 2019 YEAR TO DATE | 2019 FINAL BUDGET |
|--|-----------------|------------------|-------------------------|------------------------------|-------------------------|-------------------------|
| REVENUES | | | | | | |
| Ad-Valorem - Current | 3,192 | 1,492,492 | 1,491,975 | 100% | 1,298,246 | 1,297,100 |
| Delinquent Tax Revenue | 2,607 | 32,780 | 31,575 | 104% | 44,931 | 44,000 |
| Penalty & Interest - Tax Accounts | 1,541 | 24,057 | 23,535 | 102% | 22,576 | 21,850 |
| Miscellaneous | 0 | 8 | 8 | 100% | 94 | 94 |
| TOTAL TAXES & INTEREST | 7,340 | 1,549,336 | 1,547,093 | 100% | 1,365,847 | 1,363,044 |
| EXPENDITURES | | | | | | |
| Tax Collector Fees | -10,742 | 50,119 | 50,120 | 100% | 42,430 | 42,431 |
| Appraisal Districts | 0 | 25,167 | 25,170 | 100% | 22,866 | 22,867 |
| TOTAL EXPENDITURES | -10,742 | 75,286 | 75,290 | 100% | 65,296 | 65,298 |
| | | | | | | |
| Transfer to General Fund | 33,683 | 1,474,050 | 1,471,803 | 100% | 1,300,551 | 1,297,746 |
| | | | | | | |
| EXCESS REVENUES & OTHER FINANCING SOURCES OVER(UNDER) EXPENDITURES AND OTHER USES | (15,602) | (0) | 0 | | 0 | 0 |

**SPECIAL SERVICES
INCOME STATEMENT
FOR PERIOD ENDING SEPTEMBER 30, 2020**

100.00%

| | MONTHLY | YEAR TO DATE | 2020 FINAL BUDGET | % OF 2020 FINAL BUDGET | 2019 YEAR TO DATE | 2019 FINAL BUDGET |
|--|---------|-----------------|-------------------------|------------------------------|-------------------------|-------------------------|
| REVENUES | | | | | | |
| Ricardo Water Supply Corporation | 22,964 | 293,548 | 310,782 | 94% | 263,328 | 275,384 |
| Nueces Water Supply Corporation | 26,243 | 350,288 | 335,543 | 104% | 296,708 | 258,616 |
| | | | | | | |
| TOTAL REVENUES | 49,208 | 643,836 | 646,325 | 100% | 560,036 | 534,000 |
| EXPENDITURES | | | | | | |
| Personnel | 22,145 | 321,497 | 320,964 | 100% | 309,254 | 312,132 |
| Overhead | 21,325 | 270,549 | 273,137 | 99% | 267,395 | 282,172 |
| | | | | | | |
| TOTAL EXPENDITURES | 43,470 | 592,045 | 594,101 | 100% | 576,649 | 594,304 |
| EXCESS REVENUES & OTHER FINANCING SOURCES OVER(UNDER) EXPENDITURES AND OTHER USES | | | | | | |
| | 5,737 | 51,791 | 52,224 | | (16,613) | (60,304) |

South Texas Water Authority
Balance Sheet
September 30, 2020

ASSETS

Current Assets

| | | |
|--------------------------------|----|--------------|
| STWA - General | \$ | 205,807.41 |
| STWA - Payroll | | 59,060.34 |
| STWA - Operations | | 59,695.14 |
| Petty Cash | | 150.00 |
| TexPool - STWA General | | 2,890,919.09 |
| Due From Capital Projects Fund | | 13,736.42 |
| Due from Debt Service Fund | | 62.32 |
| Due from D.S. -Collect Service | | (45.42) |
| Tax Accounts Receivable | | 171,762.90 |
| Allowance for Uncollect Taxes | | (76,736.35) |
| Service accts receivable | | 421,654.67 |
| Interlocal Rec-Bishop | | 1,206.34 |
| Interlocal Rec-Driscoll | | 1,013.00 |
| Interlocal Rec-Ricardo | | 8,354.33 |
| Interlocal Rec-Nueces | | 10,428.91 |
| Interlocal Rec. - Tax Assessor | | 1,764.36 |
| Inventory | | 19,660.50 |
| Prepaid Expenses | | 26,390.10 |
| Prepaid Tax Expenses | | 10,553.02 |

| | | |
|---------------------|----|----------------------------|
| Total Assets | \$ | <u><u>3,825,437.08</u></u> |
|---------------------|----|----------------------------|

LIABILITIES AND FUNDS EQUITY

Current Liabilities

| | | |
|------------------------------|----|------------|
| Trade Accounts Payable | \$ | 221,613.01 |
| Salaries & Wages Payable | | 12,361.60 |
| Hospital Ins Tax Payable | | 21.20 |
| Withholding Taxes Payable | | 265.45 |
| Emply Retire Prem Payable | | 125.50 |
| Unemployment Comp. Pbl. | | 428.79 |
| Miscellaneous Payables | | 1,976.74 |
| Compensated Absences | | 17,508.91 |
| Deferred tax revenue | | 95,026.55 |
| Due to Debt Service Fund | | 156.09 |
| Due to Capital Projects Fund | | 9,815.84 |

| | | |
|--------------------------|--|-------------------|
| Total Liabilities | | 359,299.68 |
|--------------------------|--|-------------------|

Fund Equity

| | |
|--------------------------------|--------------|
| Unassigned Fund Balance | 2,865,906.34 |
| Assigned Fund Bal. - Inventory | 19,660.50 |
| Current Earning | 580,570.56 |

| | |
|--------------------------|----------------------------|
| Total Fund Equity | <u><u>3,466,137.40</u></u> |
|--------------------------|----------------------------|

| | |
|--|-------------------------------|
| Total Liabilities & Fund Equity | \$ <u><u>3,825,437.08</u></u> |
|--|-------------------------------|

**South Texas Water Authority
 GI Account Summary Report
 As of: September 30, 2020**

| <u>Account Description</u> | <u>Beginning Balance</u> | <u>Debit Change</u> | <u>Credit Change</u> | <u>Net Change</u> | <u>Ending Balance</u> |
|--------------------------------|--------------------------|------------------------|--------------------------|------------------------|-----------------------|
| Current Assets | | | | | |
| STWA - General | 275,043.05 | \$ 263,656.44 | \$ (332,892.08) | \$ (69,235.64) | \$ 205,807.41 |
| STWA - Payroll | 42,502.85 | 50,013.63 | (33,456.14) | 16,557.49 | 59,060.34 |
| STWA - Operations | 50,122.66 | 50,198.19 | (40,625.71) | 9,572.48 | 59,695.14 |
| Petty Cash | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| Transfers | 0.00 | 100,000.00 | (100,000.00) | 0.00 | 0.00 |
| TexPool - STWA General | 2,872,900.10 | 18,018.99 | 0.00 | 18,018.99 | 2,890,919.09 |
| Due From Capital Projects Fund | 93,069.13 | 13,736.42 | (93,069.13) | (79,332.71) | 13,736.42 |
| Due from Debt Service Fund | 3,459.81 | 62.32 | (3,459.81) | (3,397.49) | 62.32 |
| Due from D.S. -Collect Service | 8,392.04 | 0.00 | (8,437.46) | (8,437.46) | (45.42) |
| Tax Accounts Receivable | 171,762.90 | 0.00 | 0.00 | 0.00 | 171,762.90 |
| Allowance for Uncollect Taxes | (76,736.35) | 0.00 | 0.00 | 0.00 | (76,736.35) |
| Service accts receivable | 356,028.92 | 207,548.05 | (141,922.30) | 65,625.75 | 421,654.67 |
| Interlocal Rec-Bishop | 2,046.52 | 197.17 | (1,037.35) | (840.18) | 1,206.34 |
| Interlocal Rec-Driscoll | 2,346.67 | 1,013.00 | (2,346.67) | (1,333.67) | 1,013.00 |
| Interlocal Rec-Ricardo | 8,089.43 | 7,625.78 | (7,360.88) | 264.90 | 8,354.33 |
| Interlocal Rec-Nueces | 5,434.75 | 10,803.91 | (5,809.75) | 4,994.16 | 10,428.91 |
| Interlocal Rec. - Tax Assessor | 1,405.46 | 1,764.17 | (1,405.27) | 358.90 | 1,764.36 |
| Prepaid Expenses | 32,987.63 | 26,390.10 | (32,987.63) | (6,597.53) | 26,390.10 |
| Prepaid Tax Expenses | 0.00 | 10,553.02 | 0.00 | 10,553.02 | 10,553.02 |
| Inventory | 19,660.50 | 0.00 | 0.00 | 0.00 | 19,660.50 |
| Total Assets | 3,868,666.07 | 761,581.19 | (804,810.18) | (43,228.99) | 3,825,437.08 |
| Current Liabilities | | | | | |
| Trade Accounts Payable | (156,999.69) | 214,688.43 | (279,301.75) | (64,613.32) | (221,613.01) |
| Salaries & Wages Payable | (2,470.40) | 2,470.40 | (12,361.60) | (9,891.20) | (12,361.60) |
| Hospital Ins Tax Payable | (1,486.08) | 2,811.06 | (1,346.18) | 1,464.88 | (21.20) |
| Withholding Taxes Payable | (4,629.94) | 8,586.95 | (4,222.46) | 4,364.49 | (265.45) |
| Emply Retire Prem Payable | 0.00 | 12,433.76 | (12,559.26) | (125.50) | (125.50) |
| Unemployment Comp. Pbl. | (425.92) | 0.00 | (2.87) | (2.87) | (428.79) |
| Miscellaneous Payables | (1,873.14) | 9,387.15 | (9,490.75) | (103.60) | (1,976.74) |
| Compensated Absences | (17,508.91) | 0.00 | 0.00 | 0.00 | (17,508.91) |
| Deferred tax revenue | (95,026.55) | 0.00 | 0.00 | 0.00 | (95,026.55) |
| Due to Debt Service Fund | (1,117.09) | 1,117.09 | (156.09) | 961.00 | (156.09) |
| Due to Capital Projects Fund | 0.00 | 0.00 | (9,815.84) | (9,815.84) | (9,815.84) |
| Total Liabilities | (281,537.72) | 251,494.84 | (329,256.80) | (77,761.96) | (359,299.68) |
| Fund Equity | | | | | |
| Unassigned Fund Balance | (2,865,906.34) | 0.00 | 0.00 | 0.00 | (2,865,906.34) |
| Assigned Fund Bal. - Inventory | (19,660.50) | 0.00 | 0.00 | 0.00 | (19,660.50) |
| Total Fund Equity | (2,885,566.84) | 0.00 | 0.00 | 0.00 | (2,885,566.84) |
| Totals | 701,561.51 | \$ 1,013,076.03 | \$ (1,134,066.98) | \$ (120,990.95) | \$ 580,570.56 |

**DEBT SERVICE FUND
INCOME STATEMENT
FOR PERIOD ENDING SEPTEMBER 30, 2020**

100.00%

| | MONTHLY | YEAR TO DATE | 2020 FINAL BUDGET | % OF 2020 FINAL BUDGET | 2019 YEAR TO DATE | 2019 FINAL BUDGET |
|--|---------------|-----------------|-------------------------|------------------------------|-------------------------|-------------------------|
| REVENUES | | | | | | |
| Ad-Valorem - Current | 768 | 359,003 | 359,300 | 100% | 359,109 | 359,300 |
| Delinquent Tax Revenue | 750 | 9,001 | 8,680 | 104% | 14,235 | 14,450 |
| Penalty & Interest - Tax Accounts | 370 | 5,141 | 5,050 | 102% | 5,788 | 5,950 |
| Out-of-District Surcharge | 156 | 1,873 | 1,950 | 96% | 2,019 | 2,020 |
| Interest on Temporary Investments | 9 | 1,825 | 1,850 | 99% | 5,041 | 5,000 |
| Miscellaneous | <u>0</u> | <u>1</u> | <u>1</u> | 100% | <u>0</u> | <u>0</u> |
| TOTAL TAXES & INTEREST | 2,052 | 376,845 | 376,831 | 100% | 386,192 | 386,720 |
| OTHER FINANCING SOURCES | | | | | | |
| Excess Bond Proceeds | <u>0</u> | <u>0</u> | <u>0</u> | 0% | <u>0</u> | <u>0</u> |
| TOTAL OTHER FINANCE SOURCES | 0 | 0 | 0 | | 0 | 386,720 |
| TOTAL REVENUE AND OTHER FINANCE SOURCES | 2,052 | 376,845 | 376,831 | 100% | 386,192 | 386,720 |
| EXPENDITURES | | | | | | |
| Fiscal Agent Fees | 0 | 200 | 200 | 100% | 200 | 200 |
| Bond Interest Expense | 0 | 117,850 | 117,850 | 100% | 122,350 | 122,350 |
| Bond Principal Payments | 0 | 230,000 | 230,000 | 100% | 225,000 | 225,000 |
| Tax Collector Fees | -2,584 | 12,056 | 12,056 | 100% | 11,737 | 11,737 |
| Appraisal District Fees | 0 | 6,054 | 6,054 | 100% | 6,325 | 6,325 |
| Miscellaneous | <u>0</u> | <u>0</u> | <u>0</u> | 0% | <u>0</u> | <u>0</u> |
| TOTAL EXPENDITURES | -2,584 | 366,159 | 366,160 | 100% | 365,612 | 365,612 |
| EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER USES | | | | | | |
| | 4,636 | 10,685 | 10,671 | | 20,581 | 21,108 |

**STWA Debt Service Fund
Balance Sheet
September 30, 2020**

ASSETS

Current Assets

| | | | |
|-------------------------------|----|-------------|-------------------|
| Debt Service Acct. - TexPool | \$ | 63,069.04 | |
| Due from General | | 156.09 | |
| Interlocal Rec.-Tax Assessors | | 511.33 | |
| Taxes Receivable | | 52,543.25 | |
| Allowance for Uncollectibles | | (11,370.61) | |
| Prepaid Tax Expenses | | 2,538.42 | |
| | | | |
| Total Current Assets | | | 107,447.52 |

Other Assets

| | | | |
|---------------------------|--|--|-------------|
| Total Other Assets | | | 0.00 |
|---------------------------|--|--|-------------|

| | | | |
|---------------------|----|--|-------------------|
| Total Assets | \$ | | 107,447.52 |
|---------------------|----|--|-------------------|

LIABILITIES AND FUNDS EQUITY

Current Liabilities

| | | | |
|----------------------------------|----|-----------|------------------|
| Deferred Tax Revenue | \$ | 41,172.64 | |
| Due to General Fund | | 16.90 | |
| | | | |
| Total Current Liabilities | | | 41,189.54 |

Long-Term Liabilities

| | | | |
|------------------------------------|--|--|-------------|
| Total Long-Term Liabilities | | | 0.00 |
|------------------------------------|--|--|-------------|

| | | | |
|--------------------------|--|--|------------------|
| Total Liabilities | | | 41,189.54 |
|--------------------------|--|--|------------------|

Funds Equity

| | | | |
|---------------------------|--|-----------|------------------|
| Fund Balance | | 55,572.56 | |
| Net Income | | 10,685.42 | |
| | | | |
| Total Funds Equity | | | 66,257.98 |

| | | | |
|---|----|--|-------------------|
| Total Liabilities & Funds Equity | \$ | | 107,447.52 |
|---|----|--|-------------------|

STWA Debt Service Fund
 GI Account Summary Report
 As of: September 30, 2020

| <u>Account Number</u> | <u>Account Description</u> | <u>Beginning Balance</u> | <u>Debit Change</u> | <u>Credit Change</u> | <u>Net Change</u> | <u>Ending Balance</u> |
|-----------------------|------------------------------|--------------------------|---------------------|-----------------------|--------------------|-----------------------|
| 10400 | Debt Service Acct. - TexPool | 71,962.08 | \$ 1,841.72 | \$ (10,734.76) | \$ (8,893.04) | \$ 63,069.04 |
| 12200 | Due from General | 1,117.08 | 156.09 | (1,117.08) | (960.99) | 156.09 |
| 13001 | Interlocal Rec.-Tax Assessor | 394.48 | 511.33 | (394.48) | 116.85 | 511.33 |
| 13300 | Taxes Receivable | 52,543.25 | 0.00 | 0.00 | 0.00 | 52,543.25 |
| 13301 | Allowance for Uncollectibles | (11,370.61) | 0.00 | 0.00 | 0.00 | (11,370.61) |
| 14300 | Prepaid Tax Expenses | 0.00 | 2,538.42 | 0.00 | 2,538.42 | 2,538.42 |
| 21700 | Deferred Tax Revenue | (41,172.64) | 0.00 | 0.00 | 0.00 | (41,172.64) |
| 24000 | Due to General Fund | (11,851.85) | 11,897.27 | (62.32) | 11,834.95 | (16.90) |
| 39100 | Fund Balance | (55,572.56) | 0.00 | 0.00 | 0.00 | (55,572.56) |
| Totals | | <u>6,049.23</u> | <u>\$ 16,944.83</u> | <u>\$ (12,308.64)</u> | <u>\$ 4,636.19</u> | <u>\$ 10,685.42</u> |

**CAPITAL PROJECTS FUND
INCOME STATEMENT
FOR PERIOD ENDING SEPTEMBER 30, 2020**

100.00%

| | MONTHLY | YEAR TO DATE | 2020 FINAL BUDGET | % OF 2020 FINAL BUDGET | 2019 YEAR TO DATE | 2019 FINAL BUDGET |
|--|----------|-----------------|-------------------------|------------------------------|-------------------------|-------------------------|
| REVENUES | | | | | | |
| Bond Proceeds | 758 | 758 | 758 | 0% | 0 | 0 |
| Interest Income | 89 | 7,768 | 7,775 | 100% | 22,436 | 17,500 |
| Other Income | 9,058 | 9,058 | 10,000 | 91% | 0 | 0 |
| TOTAL REVENUE AND OTHER FINANCE SOURCES | 9,905 | 17,584 | 18,533 | 95% | 22,436 | 17,500 |
| EXPENDITURES | | | | | | |
| Right of Way Acquisition | 0 | 0 | 0 | 0% | 0 | 7,264 |
| Engineering Fees | 0 | 0 | 0 | 0% | 0 | 245,594 |
| Construction Costs | 0 | 0 | 305,000 | 0% | 6,441 | 305,977 |
| 42" Line-Cathodic Protection | 13,736 | 147,845 | 150,000 | 99% | 95,522 | 199,395 |
| Pipeline Condition Assessment | 0 | 0 | 0 | 0% | 54,350 | 0 |
| Legal & Administrative Fees | 0 | 0 | 0 | 0% | 0 | 181,712 |
| Cost of Bond Issuance | 0 | 0 | 0 | 0% | 0 | 0 |
| Miscellaneous Fees | <u>0</u> | <u>4,369</u> | <u>10,000</u> | 0% | <u>0</u> | <u>0</u> |
| TOTAL EXPENDITURES | 13,736 | 152,215 | 465,000 | 33% | 156,313 | 939,942 |
| EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER USES | | | | | | |
| | (3,831) | (134,631) | (446,467) | | (133,877) | (922,442) |

STWA Capital Projects Fund
Balance Sheet
September 30, 2020

ASSETS

Current Assets

| | | | |
|-----------------------------|----|------------|------------|
| TexSTAR - Construction Fund | \$ | 725,842.01 | |
| Due from General Fund | | 9,815.84 | |
| | | | |
| Total Current Assets | | | 735,657.85 |

Property and Equipment

| | | | |
|------------------------------|--|--|------|
| Total Property and Equipment | | | 0.00 |
|------------------------------|--|--|------|

Other Assets

| | | | |
|--------------------|--|--|------|
| Total Other Assets | | | 0.00 |
|--------------------|--|--|------|

| | | | |
|--------------|----|------------|--|
| Total Assets | \$ | 735,657.85 | |
|--------------|----|------------|--|

LIABILITIES AND FUNDS EQUITY

Current Liabilities

| | | | |
|---------------------------|----|-----------|-----------|
| Due to General Fund | \$ | 13,736.42 | |
| | | | |
| Total Current Liabilities | | | 13,736.42 |

Long-Term Liabilities

| | | | |
|-----------------------------|--|--|------|
| Total Long-Term Liabilities | | | 0.00 |
|-----------------------------|--|--|------|

| | | | |
|-------------------|--|--|-----------|
| Total Liabilities | | | 13,736.42 |
|-------------------|--|--|-----------|

Fund Balance

| | | | |
|--------------|--|--------------|--|
| Fund Balance | | 856,552.85 | |
| Net Income | | (134,631.42) | |
| | | | |

| | | | |
|--------------------|--|--|------------|
| Total Fund Balance | | | 721,921.43 |
|--------------------|--|--|------------|

| | | | |
|----------------------------------|----|------------|--|
| Total Liabilities & Fund Balance | \$ | 735,657.85 | |
|----------------------------------|----|------------|--|

STWA Capital Projects Fund
 Gl Account Summary Report
 As of: September 30, 2020

| <u>Account Number</u> | <u>Account Description</u> | <u>Beginning Balance</u> | <u>Debit Change</u> | <u>Credit Change</u> | <u>Net Change</u> | <u>Ending Balance</u> |
|-----------------------|----------------------------|--------------------------|----------------------|------------------------|----------------------|------------------------|
| 11300 | TexSTAR - Construction | 818,821.98 | \$ 89.15 | \$ (93,069.12) | \$ (92,979.97) | \$ 725,842.01 |
| 12100 | Due from General Fund | 0.00 | 9,815.84 | 0.00 | 9,815.84 | 9,815.84 |
| 2400 | Due to General Fund | (93,069.12) | 93,069.12 | (13,736.42) | 79,332.70 | (13,736.42) |
| 39100 | Fund Balance | (856,552.85) | 0.00 | 0.00 | 0.00 | (856,552.85) |
| Totals | | <u>(130,799.99)</u> | <u>\$ 102,974.11</u> | <u>\$ (106,805.54)</u> | <u>\$ (3,831.43)</u> | <u>\$ (134,631.42)</u> |

**CATHODIC PROTECTION
FY2020**

| | Payroll | Materials | Total |
|----------------|-------------------|-------------------|---|
| October 2019 | \$5,959.01 | \$790.25 | \$6,749.26 Due from Capital Projects Fund |
| November 2019 | \$9,935.44 | \$118.30 | \$10,053.74 Due from Capital Projects Fund |
| December 2019 | \$9,657.00 | \$103.20 | \$9,760.20 Due from Capital Projects Fund |
| January 2020 | \$13,424.99 | \$1,052.02 | \$14,477.01 Due from Capital Projects Fund |
| February 2020 | \$9,981.41 | \$492.70 | \$10,474.11 Due from Capital Projects Fund |
| March 2020 | \$10,006.21 | \$960.03 | \$10,966.24 Due from Capital Projects Fund |
| April 2020 | \$10,068.94 | \$35,218.75 | \$45,287.69 Due from Capital Projects Fund |
| May 2020 | \$8,077.75 | \$124.65 | \$8,202.40 Due from Capital Projects Fund |
| June 2020 | \$4,561.10 | \$1,175.66 | \$5,736.76 Due from Capital Projects Fund |
| July 2020 | \$6,933.76 | \$873.30 | \$7,807.06 Due from Capital Projects Fund |
| August 2020 | \$4,594.88 | \$0.00 | \$4,594.88 Due from Capital Projects Fund |
| September 2020 | <u>\$4,460.55</u> | <u>\$9,275.87</u> | <u>\$13,736.42</u> Due from Capital Projects Fund |
| Totals | \$97,661.03 | \$50,184.73 | \$147,845.76 |

Payroll Costs - CP Tech #1

| | October 2019 | November 2019 | December 2019 | January 2020 | February 2020 | March 2020 | April 2020 | May 2020 | June 2020 | July 2020 | August 2020 | September 2020 | Year to Date Total |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| Payroll | \$1,216.00 | \$3,040.00 | \$2,802.50 | \$4,560.00 | \$3,068.50 | \$3,040.00 | \$3,068.00 | \$2,485.08 | \$1,452.75 | \$2,383.99 | \$1,564.99 | \$1,296.67 | \$29,978.48 |
| Medicare | \$17.63 | \$44.08 | \$40.64 | \$66.12 | \$44.49 | \$44.08 | \$44.49 | \$36.03 | \$21.06 | \$34.57 | \$22.69 | \$18.80 | \$434.69 |
| Retirement | \$145.92 | \$364.80 | \$336.30 | \$547.20 | \$368.22 | \$364.80 | \$368.16 | \$298.21 | \$174.33 | \$286.08 | \$187.80 | \$155.60 | \$3,597.42 |
| Worker's Comp | \$44.84 | \$112.09 | \$103.33 | \$168.13 | \$101.81 | \$100.86 | \$101.79 | \$82.45 | \$48.20 | \$79.10 | \$51.92 | \$43.02 | \$1,037.53 |
| Texas Workforce Health | \$1.22 | \$3.04 | \$2.80 | \$4.56 | \$3.07 | \$48.64 | \$49.09 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$112.42 |
| LTD/ADD/Life | \$1,178.06 | \$1,921.75 | \$1,921.75 | \$1,921.75 | \$1,921.75 | \$1,921.75 | \$1,921.75 | \$1,556.62 | \$897.66 | \$978.94 | \$967.01 | \$801.21 | \$17,910.00 |
| | \$0.00 | \$42.84 | \$42.84 | \$42.84 | \$42.84 | \$42.84 | \$42.84 | \$34.70 | \$17.11 | \$21.82 | \$18.43 | \$15.27 | \$364.37 |
| Total | \$2,603.66 | \$5,528.60 | \$5,250.16 | \$7,310.60 | \$5,550.68 | \$5,562.97 | \$5,596.11 | \$4,493.09 | \$2,611.11 | \$3,784.50 | \$2,812.84 | \$2,330.57 | \$53,434.90 |

Payroll Costs - CP Tech #2

| | October 2019 | November 2019 | December 2019 | January 2020 | February 2020 | March 2020 | April 2020 | May 2020 | June 2020 | July 2020 | August 2020 | September 2020 | Year to Date Total |
|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| Payroll | \$2,546.64 | \$2,958.40 | \$2,958.40 | \$4,437.60 | \$2,986.14 | \$2,958.40 | \$2,958.40 | \$2,396.30 | \$1,303.55 | \$2,260.51 | \$1,183.36 | \$1,414.41 | \$30,362.11 |
| Medicare | \$36.93 | \$42.90 | \$42.90 | \$64.35 | \$43.30 | \$42.90 | \$42.90 | \$34.75 | \$18.90 | \$32.78 | \$17.16 | \$20.51 | \$440.25 |
| Retirement | \$254.66 | \$295.84 | \$295.84 | \$443.76 | \$298.61 | \$295.84 | \$325.42 | \$263.59 | \$143.39 | \$271.26 | \$142.00 | \$169.73 | \$3,199.96 |
| Worker's Comp | \$93.90 | \$109.08 | \$109.08 | \$163.62 | \$99.07 | \$98.15 | \$98.15 | \$79.50 | \$43.25 | \$75.00 | \$39.26 | \$46.93 | \$1,054.99 |
| Texas Workforce | \$0.00 | \$0.00 | \$0.00 | \$4.44 | \$2.99 | \$47.33 | \$47.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$102.09 |
| Health | \$410.55 | \$959.15 | \$959.15 | \$959.15 | \$959.15 | \$959.15 | \$959.15 | \$776.92 | \$433.56 | \$488.59 | \$393.59 | \$470.44 | \$8,728.55 |
| LTD/ADD/Life | \$12.67 | \$41.47 | \$41.47 | \$41.47 | \$41.47 | \$41.47 | \$41.47 | \$33.59 | \$7.34 | \$21.13 | \$6.66 | \$7.96 | \$338.17 |
| Total | \$3,355.35 | \$4,406.84 | \$4,406.84 | \$6,114.38 | \$4,430.73 | \$4,443.24 | \$4,472.83 | \$3,584.65 | \$1,949.99 | \$3,149.27 | \$1,782.03 | \$2,129.97 | \$44,226.13 |

**CATHODIC PROTECTION
MATERIALS**

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|----------|--|-----------|------------|----------|
| 52101 | Repairs & Maint-42" line | 10/1/18 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 10/15/18 | FERGUSON ENTERPRISES, INC #61 - MASTIC | 277.50 | | |
| 52101 | Repairs & Maint-42" line | 10/19/18 | W. W. Grainger, Inc. - AIR CHISEL SCALER, MULTIMETER | 730.26 | | |
| 52101 | Repairs & Maint-42" line | 10/23/18 | CITIBANK CORPORATE CARD - Wire dispenser, wiere, electrode, Cu-Sulfate | 441.35 | | |
| 52101 | Repairs & Maint-42" line | 10/23/18 | W. W. Grainger, Inc. - chisel | 11.07 | | |
| 52101 | Repairs & Maint-42" line | 10/26/18 | CITIBANK CORPORATE CARD - Harbor Freight Tools CP | 46.38 | | |
| 52101 | Repairs & Maint-42" line | 10/26/18 | CORPUS CHRISTI ELECT. CO - Splice kit, wire, tape etc. | 407.55 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 1,914.11 | | 1,914.11 |
| | | 10/31/18 | Ending Balance | | | 1,914.11 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|----------|--|-----------|------------|----------|
| 52101 | Repairs & Maint-42" line | 11/1/18 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 11/5/18 | CORPUS CHRISTI ELECT. CO - Fuse- CP Rectifiers | 152.20 | | |
| 52101 | Repairs & Maint-42" line | 11/6/18 | CITIBANK CORPORATE CARD - CP Supplies- Tools and Accessories | 370.02 | | |
| 52101 | Repairs & Maint-42" line | 11/7/18 | W. W. Grainger, Inc. - Canvas Cover | 164.69 | | |
| 52101 | Repairs & Maint-42" line | 11/8/18 | McCOY'S BUILDING SUPPLY CENTER - CP Supplies | 15.48 | | |
| 52101 | Repairs & Maint-42" line | 11/9/18 | LOWE'S BUSINESS ACCOUNT - shoval, tarp straps, ratchet bag, ladder | 272.54 | | |
| 52101 | Repairs & Maint-42" line | 11/16/18 | LOWE'S BUSINESS ACCOUNT - Test leads | 15.19 | | |
| 52101 | Repairs & Maint-42" line | 11/19/18 | McCOY'S BUILDING SUPPLY CENTER - Fogger and screws- | 18.32 | | |
| 52101 | Repairs & Maint-42" line | 11/28/18 | LOWE'S BUSINESS ACCOUNT - Cord Storage and Plastic Clamps CP | 9.85 | | |
| | Thompson Pipe Grinders | 11/16/18 | | 1,083.60 | | |
| | Corrpro Companies | 11/26/18 | | 466.98 | | |
| | Repairs & Maint-42" line | | Current Period Change | 2,568.87 | | 2,568.87 |
| | | 11/30/18 | Ending Balance | | | 4,482.98 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|----------|--|-----------|------------|----------|
| 52101 | Repairs & Maint-42" line | 12/1/18 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 12/6/18 | LOWE'S BUSINESS ACCOUNT - CP - Tools | 50.27 | | |
| 52101 | Repairs & Maint-42" line | 12/10/18 | O'REILLY AUTO SUPPLY - Filter Wrench -CP use | 11.99 | | |
| 52101 | Repairs & Maint-42" line | 12/21/18 | O'REILLY AUTO SUPPLY - track hoe items | 47.99 | | |
| 52101 | Repairs & Maint-42" line | 12/27/18 | LOWE'S BUSINESS ACCOUNT - CP TOOLS | 20.87 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 131.12 | | 131.12 |
| | | 12/31/18 | Ending Balance | | | 4,614.10 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|---|-----------|------------|----------|
| 52101 | Repairs & Maint-42" line | 1/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 1/2/19 | CITIBANK CORPORATE CARD - Kubota L3901 Tractor with loader Rental | 525.00 | | |
| 52101 | Repairs & Maint-42" line | 1/11/19 | Petty Cash - CP - CC Electronics - clips | 31.00 | | |
| 52101 | Repairs & Maint-42" line | 1/15/19 | LOWE'S BUSINESS ACCOUNT - CP washer bolts Nuts, and tool box | 74.97 | | |
| 52101 | Repairs & Maint-42" line | 1/21/19 | O'REILLY AUTO SUPPLY - Adapter- CP | 14.99 | | |
| 52101 | Repairs & Maint-42" line | 1/21/19 | LOWE'S BUSINESS ACCOUNT - TOOL BAGS MATERIALS | 95.03 | | |
| 52101 | Repairs & Maint-42" line | 1/23/19 | PRAXAIR DISTRIBUTION INC - Welder's helmet | 239.95 | | |
| 52101 | Repairs & Maint-42" line | 1/24/19 | CITIBANK CORPORATE CARD - tools- bolts, gang blank cover | 62.55 | | |
| 52101 | Repairs & Maint-42" line | 1/28/19 | O'REILLY AUTO SUPPLY - Battery charger | 35.98 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 1,079.47 | | 1,079.47 |
| | | 1/31/19 | Ending Balance | | | 5,693.57 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|---|-----------|------------|----------|
| | | 2/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 2/1/19 | CORPUS CHRISTI ELECT. CO - cathodic wire | 351.00 | | |
| 52101 | Repairs & Maint-42" line | 2/11/19 | McCOY'S BUILDING SUPPLY CENTER - Masonry cement type S, marking spray | 20.03 | | |
| 52101 | Repairs & Maint-42" line | 2/26/19 | McCOY'S BUILDING SUPPLY CENTER - winged wire nuts | 10.56 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 381.59 | | 381.59 |
| | | 2/28/19 | Ending Balance | | | 6,075.16 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|---|-----------|------------|----------|
| 52101 | Repairs & Maint-42" line | 3/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 3/1/19 | CORRPRO COMPANIES, INC. - Test Stations Actual pipe with Electrical | 422.11 | | |
| 52101 | Repairs & Maint-42" line | 3/5/19 | McCOY'S BUILDING SUPPLY CENTER - CP Sand | 19.65 | | |
| 52101 | Repairs & Maint-42" line | 3/5/19 | McCOY'S BUILDING SUPPLY CENTER - Cement CP | 28.49 | | |
| 52101 | Repairs & Maint-42" line | 3/8/19 | CORPUS CHRISTI ELECT. CO - Splice kit | 215.00 | | |
| 52101 | Repairs & Maint-42" line | 3/12/19 | TRACTOR SUPPLY CREDIT PLAN - Flux Coat Bronze-Brazing Rod not for welding but for t | 16.99 | | |
| 52101 | Repairs & Maint-42" line | 3/18/19 | McCOY'S BUILDING SUPPLY CENTER - CP Test Stations, Treated pine | 54.20 | | |
| 52101 | Repairs & Maint-42" line | 3/19/19 | LOWE'S BUSINESS ACCOUNT - Wire connectors- CP Test Stations | 17.82 | | |
| 52101 | Repairs & Maint-42" line | 3/19/19 | W. W. Grainger, Inc. - silicone sealant | 4.08 | | |
| 52101 | Repairs & Maint-42" line | 3/19/19 | W. W. Grainger, Inc. - Color reflector 3" (50) | 86.50 | | |
| 52101 | Repairs & Maint-42" line | 3/20/19 | McCOY'S BUILDING SUPPLY CENTER - screws/bolts ? CP | 8.67 | | |
| 52101 | Repairs & Maint-42" line | 3/20/19 | CORPUS CHRISTI ELECT. CO - CP Test Stations- straps / bolts | 124.98 | | |
| 52101 | Repairs & Maint-42" line | 3/28/19 | LOWE'S BUSINESS ACCOUNT - test stations self tap screws and lumber | 91.09 | | |
| 52101 | Repairs & Maint-42" line | 3/29/19 | CORRPRO COMPANIES, INC. - Cott Big Fink - Test Stations Actual piping for the Test Stat | 1,148.86 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | | | 2,238.44 |
| | | 3/31/19 | Ending Balance | | | 8,313.60 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|---|-----------|------------|-----------|
| 52101 | Repairs & Maint-42" line | 4/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 4/8/19 | W. W. Grainger, Inc. - Color reflectors for Test Stations | 69.20 | | |
| 52101 | Repairs & Maint-42" line | 4/9/19 | PRAXAIR DISTRIBUTION INC - Welding Rods CP-50pounds | 170.00 | | |
| 52101 | Repairs & Maint-42" line | 4/9/19 | CORPUS CHRISTI ELECT. CO - Test Stations materials | 98.85 | | |
| 52101 | Repairs & Maint-42" line | 4/30/19 | THOMPSON PIPE GROUP-PRESSURE - Bonding clips (200) | 1,023.47 | | |
| 11900 | Corrpro Companies | 4/16/19 | CORRPRO COMPANIES, INC. - 500 Anodes | 42,625.00 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | | | 43,986.52 |
| | | 4/30/19 | Ending Balance | | | 52,300.12 |

| | | | | | | |
|-------|--------------------------|---------|--|--------|--|-----------|
| 52101 | Repairs & Maint-42" line | 5/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 5/1/19 | LOWE'S BUSINESS ACCOUNT - cement and hex bolts | 17.75 | | |
| 52101 | Repairs & Maint-42" line | 5/3/19 | TRACTOR SUPPLY CREDIT PLAN - Brazing Rod | 16.99 | | |
| 52101 | Repairs & Maint-42" line | 5/17/19 | CITIBANK CORPORATE CARD - 2 55# Rapid Set Mortar | 32.80 | | |
| 52101 | Repairs & Maint-42" line | 5/17/19 | CORPUS CHRISTI ELECT. CO - #10 Stranded blue wire (500 ft) | 97.50 | | |
| 52101 | Repairs & Maint-42" line | 5/31/19 | CITIBANK CORPORATE CARD - Concrete mix, electric tape | 87.24 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 252.28 | | 252.28 |
| | | 5/31/19 | Ending Balance | | | 52,552.40 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|----------|--|-----------|------------|-----------|
| 52101 | Repairs & Maint-42" line | 6/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 6/4/19 | CITIBANK CORPORATE CARD - dealer electric- splice kits | 38.00 | | |
| 52101 | Repairs & Maint-42" line | 6/10/19 | CORPUS CHRISTI ELECT. CO - Wire connectors | 247.40 | | |
| 52101 | Repairs & Maint-42" line | 6/12/19 | W. W. Grainger, Inc. - Reflective strips | 5.58 | | |
| 52101 | Repairs & Maint-42" line | 6/14/19 | CITIBANK CORPORATE CARD - Rapid set concrete mix | 25.60 | | |
| 52101 | Repairs & Maint-42" line | 6/18/19 | McCOY'S BUILDING SUPPLY CENTER - Rustpre Spray Black | 5.16 | | |
| 52101 | Repairs & Maint-42" line | 6/25/19 | LOWE'S BUSINESS ACCOUNT - Test Stations | 21.21 | | |
| 52101 | Repairs & Maint-42" line | 6/27/19 | McCOY'S BUILDING SUPPLY CENTER - Screws for test stations | 17.34 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 360.29 | | 360.29 |
| 52101 | Repairs & Maint-42" line | 6/30/19 | Ending Balance | | | 52,912.69 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 7/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 7/8/19 | McCOY'S BUILDING SUPPLY CENTER - Black enamel paint for ARV | 34.12 | | |
| 52101 | Repairs & Maint-42" line | 7/15/19 | CORPUS CHRISTI ELECT. CO - nylon wire 500 foot roll | 92.50 | | |
| 52101 | Repairs & Maint-42" line | 7/19/19 | CITIBANK CORPORATE CARD - Home Depot- Wire connectors | 18.84 | | |
| 52101 | Repairs & Maint-42" line | 7/26/19 | HOSE of SOUTH TEXAS - Wormgear clamps for ARV openings | 86.38 | | |
| 52101 | Repairs & Maint-42" line | 7/29/19 | CITIBANK CORPORATE CARD - 3 - 60lbs bags Rapid Set Concrete Mix | 38.40 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 270.24 | | 270.24 |
| 52101 | Repairs & Maint-42" line | 7/31/19 | Ending Balance | | | 53,182.93 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 8/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 8/13/19 | McCOY'S BUILDING SUPPLY CENTER - Flat washers, hex nuts | 18.31 | | |
| 52101 | Repairs & Maint-42" line | 8/30/19 | CITIBANK CORPORATE CARD - Rapid set concrete mix & screws | 45.16 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 63.47 | | 63.47 |
| 52101 | Repairs & Maint-42" line | 8/31/19 | Ending Balance | | | 53,246.40 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 9/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 9/3/19 | CORRPRO COMPANIES, INC. - Test station | 710.00 | | |
| 52101 | Repairs & Maint-42" line | 9/3/19 | CORRPRO COMPANIES, INC. - Added 5 more | 160.00 | | |
| 52101 | Repairs & Maint-42" line | 9/5/19 | CORPUS CHRISTI ELECT. CO - 100 sure splice kits | 215.00 | | |
| 52101 | Repairs & Maint-42" line | 9/6/19 | CITIBANK CORPORATE CARD - water proof wire connectors | 18.84 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 1,103.84 | | 1,103.84 |
| 52101 | Repairs & Maint-42" line | 9/30/19 | Ending Balance | | | 54,350.24 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 10/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 10/23/19 | McCOY'S BUILDING SUPPLY CENTER - Treated Pine- CP Posts for test stations | 37.31 | | |
| 52101 | Repairs & Maint-42" line | 10/23/19 | CORPUS CHRISTI ELECT. CO - Split Bolts (20) Brass Wire connector for test stations | 30.16 | | |
| 52101 | Repairs & Maint-42" line | 10/30/19 | W. W. Grainger, Inc. - Erosion Control Blanket- 42" line | 722.78 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 790.25 | | 790.25 |
| 52101 | Repairs & Maint-42" line | 10/30/19 | Ending Balance | | | 55,140.49 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|----------|--|-----------|------------|-----------|
| 52101 | Repairs & Maint-42" line | 11/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 11/11/19 | TRACTOR SUPPLY CREDIT PLAN - Brazing Rod- CP | 16.99 | | |
| 52101 | Repairs & Maint-42" line | 11/12/19 | TRACTOR SUPPLY CREDIT PLAN - Brazing rods-CP | 15.99 | | |
| 52101 | Repairs & Maint-42" line | 11/15/19 | McCOY'S BUILDING SUPPLY CENTER - Safety Yellow Paint | 34.12 | | |
| 52101 | Repairs & Maint-42" line | 11/25/19 | CITIBANK CORPORATE CARD - Rapid set cement-CP | 51.20 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 118.3 | | 118.3 |
| | | | Ending Balance | | | 55258.79 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 12/1/19 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 12/10/19 | CITIBANK CORPORATE CARD - home depot Concrete mix- | 28.25 | | |
| 52101 | Repairs & Maint-42" line | 12/18/19 | W. W. Grainger, Inc. - Test Stations- Color reflector | 42.80 | | |
| 52101 | Repairs & Maint-42" line | 12/23/19 | LOWE'S BUSINESS ACCOUNT - Treated lumberCP Stations | 32.15 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 103.20 | | 103.20 |
| | | | Ending Balance | | | 55,361.99 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 1/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 1/6/20 | LOWE'S BUSINESS ACCOUNT - Wire twist, conn yellow | 2.93 | | |
| 52101 | Repairs & Maint-42" line | 1/6/20 | CITIBANK CORPORATE CARD - RAPID SET CONCRETE MIX | 38.40 | | |
| 52101 | Repairs & Maint-42" line | 1/13/20 | CITIBANK CORPORATE CARD - RAPID SET CONCRETE MIX | 38.40 | | |
| 52101 | Repairs & Maint-42" line | 1/16/20 | THOMPSON PIPE GROUP-PRESSURE - Bonding clips 200 | 800.00 | | |
| 52101 | Repairs & Maint-42" line | 1/20/20 | TRACTOR SUPPLY CREDIT PLAN - Brazin Rods for Anodes | 31.98 | | |
| 52101 | Repairs & Maint-42" line | 1/21/20 | CITIBANK CORPORATE CARD - Home Depot-Rapid set cement | 128.00 | | |
| 52101 | Repairs & Maint-42" line | 1/22/20 | LOWE'S BUSINESS ACCOUNT - self drill screws | 12.31 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 1,052.02 | | 1,052.02 |
| | | | Ending Balance | | | 56,414.01 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 2/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 2/7/20 | CITIBANK CORPORATE CARD - Rapid Cement, seft tapping screws | 142.76 | | |
| 52101 | Repairs & Maint-42" line | 2/11/20 | CORPUS CHRISTI ELECT. CO - clip connector and straps for test stations | 349.94 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 492.70 | | 492.70 |
| | | | Ending Balance | | | 56,906.71 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 3/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 3/4/20 | Pace Analytical Services, LLC - Soil Test on 42 | 82.00 | | |
| 52101 | Repairs & Maint-42" line | 3/4/20 | CORPUS CHRISTI ELECT. CO - Sure splice kit w/ wire nuts | 430.00 | | |
| 52101 | Repairs & Maint-42" line | 3/11/20 | Core & Main - 1 gal Bitumastic-3 | 156.00 | | |
| 52101 | Repairs & Maint-42" line | 3/17/20 | CORPUS CHRISTI ELECT. CO - THHn10 BluSol- Wires for Bonding clips | 92.50 | | |
| 52101 | Repairs & Maint-42" line | 3/18/20 | PRAXAIR DISTRIBUTION INC - Acetylene | 67.25 | | |
| 52101 | Repairs & Maint-42" line | 3/26/20 | LOWE'S BUSINESS ACCOUNT - 4x4x8 treated and Quickcrete | 132.28 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 960.03 | | 960.03 |
| | | | Ending Balance | | | 57,866.74 |

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|--|-----------|------------|-----------|
| 52101 | Repairs & Maint-42" line | 4/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 4/1/20 | TRACTOR SUPPLY CREDIT PLAN - Brazing rods | 16.99 | | |
| 52101 | Repairs & Maint-42" line | 4/1/20 | TRACTOR SUPPLY CREDIT PLAN - Alum Electro | 19.99 | | |
| 52101 | Repairs & Maint-42" line | 4/14/20 | CITIBANK CORPORATE CARD - Stuart Steel Protection - anodes CP project | 34,350.00 | | |
| 52101 | Repairs & Maint-42" line | 4/23/20 | TRACTOR SUPPLY CREDIT PLAN - BRAZING ROD-BONDING CLIPS | 15.99 | | |
| 52101 | Repairs & Maint-42" line | 4/30/20 | THOMPSON PIPE GROUP-PRESSURE - Bonding clips | 815.78 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 35,218.75 | | 35,218.75 |
| | | 4/30/20 | Ending Balance | | | 93,085.49 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 5/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 5/7/20 | LOWE'S BUSINESS ACCOUNT - reflector screws | 9.49 | | |
| 52101 | Repairs & Maint-42" line | 5/14/20 | TRACTOR SUPPLY CREDIT PLAN - Brazing rods | 31.98 | | |
| 52101 | Repairs & Maint-42" line | 5/20/20 | CITIBANK CORPORATE CARD - Rapid set concrete | 76.80 | | |
| 52101 | Repairs & Maint-42" line | 5/26/20 | TRACTOR SUPPLY CREDIT PLAN - Cut off wheel metal | 6.38 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 124.65 | | 124.65 |
| | | 5/31/20 | Ending Balance | | | 93,210.14 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 6/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 6/1/20 | THOMPSON PIPE GROUP-PRESSURE - Bonding clips | 498.00 | | |
| 52101 | Repairs & Maint-42" line | 6/2/20 | CITIBANK CARD- MUELLER CO, 3"X10' REFLECTOR METAL | 188.50 | | |
| 52101 | Repairs & Maint-42" line | 6/23/20 | PRAXAIR DISTRIBUTION INC - WELDING RODS | 166.00 | | |
| 52101 | Repairs & Maint-42" line | 6/26/20 | CORPUS CHRISTI ELECT. CO - CATHODIC WIRE | 253.50 | | |
| 52101 | Repairs & Maint-42" line | 6/26/20 | CORPUS CHRISTI ELECT. CO - FAST ACTING FUSE | 69.66 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 1,175.66 | | 1,175.66 |
| | | 6/30/20 | Ending Balance | | | 94,385.80 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
| 52101 | Repairs & Maint-42" line | 7/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 7/6/20 | THOMPSON PIPE GROUP-PRESSURE - Bonding clips Was in dispute due to shipping fee J: | 862.42 | | |
| 52101 | Repairs & Maint-42" line | 7/29/20 | McCOY'S BUILDING SUPPLY CENTER - nuts & bolts (CP) | 10.88 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 873.30 | | 873.30 |
| | | 7/31/20 | Ending Balance | | | 95,259.10 |
| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |

No materials purchased in August 2020

95,259.10

| Account ID | Account Description | Date | Trans Description | Debit Amt | Credit Amt | Balance |
|------------|--------------------------|---------|--|-----------|------------|------------|
| 52101 | Repairs & Maint-42" line | 9/1/20 | Beginning Balance | | | |
| 52101 | Repairs & Maint-42" line | 9/1/20 | TRACTOR SUPPLY CREDIT PLAN - Gas Mount Air Compressor W/ service plan-Theft repla | 2,489.98 | | |
| 52101 | Repairs & Maint-42" line | 9/1/20 | LOWE'S BUSINESS ACCOUNT - Replacement tools for Trailer and air Compressor=Theft rep | 131.25 | | |
| 52101 | Repairs & Maint-42" line | 9/1/20 | TRACTOR SUPPLY CREDIT PLAN - Tools replaced after Theft- Grease Gun | 33.97 | | |
| 52101 | Repairs & Maint-42" line | 9/4/20 | PRAXAIR DISTRIBUTION INC - WELDER THEFT REPLACEMENTS | 5,507.85 | | |
| 52101 | Repairs & Maint-42" line | 9/10/20 | TRACTOR SUPPLY CREDIT PLAN - TOOL BOX- THEFT REPLACEMENT | 366.97 | | |
| 52101 | Repairs & Maint-42" line | 9/10/20 | LOWE'S BUSINESS ACCOUNT - CP TOOL REPLACEMENT | 136.67 | | |
| 52101 | Repairs & Maint-42" line | 9/11/20 | McCOY'S BUILDING SUPPLY CENTER - 13" Ratchet tiedown | 14.75 | | |
| 52101 | Repairs & Maint-42" line | 9/11/20 | McCOY'S BUILDING SUPPLY CENTER - Flat bar steel | 21.22 | | |
| 52101 | Repairs & Maint-42" line | 9/11/20 | McCOY'S BUILDING SUPPLY CENTER - REPLACE THEFT EQUIPMENT- MATERIAL- S | 44.19 | | |
| 52101 | Repairs & Maint-42" line | 9/14/20 | CORPUS CHRISTI ELECT. CO - 200 Northstar sure splice kits w/ wrie nut | 430.00 | | |
| 52101 | Repairs & Maint-42" line | 9/25/20 | PRAXAIR DISTRIBUTION INC - Torch cylinders | 99.02 | | |
| 52101 | Repairs & Maint-42" line | | Current Period Change | 9,275.87 | | 9,275.87 |
| | | 9/30/20 | Ending Balance | | | 104,534.97 |

**SOUTH TEXAS WATER AUTHORITY
2012 BOND ELECTION**

| | | |
|--|----------------------------|---------------------|
| Cost of Bond Issuance: | \$107,386.40 | |
| Proposition #1: REGIONAL WATERLINE | \$1,900,000.00 | 36.54% |
| Proposition #2: KINGSVILLE PUMP STATION | \$2,925,000.00 | 56.25% |
| Proposition #3: BISHOP FACILITY | <u>\$375,000.00</u> | <u>7.21%</u> |
| TOTAL BOND PROCEEDS: | \$5,307,386.40 | 100.00% |

| | | |
|---|-------------------|--|
| Cost of Bond Issuance | | |
| Financial Advisory Fee (First Southwest) | \$30,385.00 | |
| Computer Structure Fee (for bidding securities) | \$6,000.00 | |
| Bond Counsel - Leroy Grawunder (MP&H) | \$39,000.00 | |
| Attorney General - State Fees and Review | \$5,110.00 | |
| Standard & Poor's - Rating Agency | \$11,000.00 | |
| Paying Agent - Bank processing bonds/paid semi annually | \$200.00 | |
| Document Preparation/Printing | \$5,000.00 | |
| Miscellaneous | \$1,973.90 | |
| Accrued Interest - use to make first Debt Payment | <u>\$8,717.50</u> | |
| TOTAL Cost of Bond Issuance | \$107,386.40 | |

Proposition #1: REGIONAL WATERLINE

36.54%

| | Engineer Estimate | Contract Amount | Amount Expended | Amount Remaining |
|--|-----------------------|-----------------------|-----------------------|---------------------|
| TOTAL PROPOSITION #1: | \$1,900,000.00 | | | \$1,900,000.00 |
| Engineering: HDR | | \$209,300.00 | \$209,300.00 | \$1,690,700.00 |
| Construction: Lewis Construction | | \$1,035,100.00 | \$1,035,100.00 | |
| Change Order #1 | | \$4,320.85 | \$0.00 | |
| Change Order #2 | | \$30,815.17 | \$30,815.17 | |
| Change Order #3 | | -\$5,100.00 | -\$5,100.00 | |
| Change Order #4 | | \$13,954.16 | \$13,954.16 | |
| | | <u>\$1,079,090.18</u> | <u>\$1,074,769.33</u> | |
| ROW Acquisition: | | <u>\$57,436.31</u> | <u>\$57,436.31</u> | |
| | | \$1,136,526.49 | \$1,132,205.64 | |
| Verizon Wireless - Prepay | | | \$4,688.46 | |
| Verizon Wireless - Additional amount due | | | \$911.04 | |
| J. V. Oilfield | | | <u>\$3,528.80</u> | |
| | | | \$1,141,333.94 | \$549,366.06 |
| HDR Pipeline Condition Assessment | | \$105,900.00 | \$100,605.00 | \$448,761.06 |
| HDR LAS Booster -Driscoll | | \$71,100.00 | \$31,998.00 | \$416,763.06 |
| LAS Booster - Construction | | \$369,000.00 | \$369,000.00 | |
| Change Order #1 | | \$45,586.84 | \$45,586.84 | |
| Change Order #2 | | \$1,705.00 | \$1,705.00 | |
| Change Order #3 | | <u>\$10,650.00</u> | <u>\$10,650.00</u> | |
| | | \$426,941.84 | \$426,941.84 | -\$10,178.78 |
| Rock Engineering | | | \$1,051.00 | |
| Rock Engineering | | | \$201.00 | |
| Rock Engineering | | | <u>\$2,026.00</u> | |
| | | | \$3,278.00 | -\$13,456.78 |
| Non-Construction Related Costs: | | <u>\$22,650.42</u> | <u>\$20,031.42</u> | |
| TOTAL Proposition #1 | \$1,900,000.00 | \$1,763,118.75 | \$1,933,488.20 | -\$33,488.20 |

Proposition #2: KINGSVILLE PUMP STATION

56.25%

| | Engineer Estimate | Contract Amount | Amount Expended | Amount Remaining |
|---|-----------------------|---------------------|-----------------------|---------------------|
| TOTAL PROPOSITION #2 | \$2,925,000.00 | | | |
| Construction Related Costs: | \$2,242,000.00 | | | \$2,242,000.00 |
| PreLoad - 1 million gallon ground storage tank | | \$1,319,700.00 | | |
| Change Order #1 | | -\$4,802.06 | | |
| Change Order - Liquidated Damages | | <u>-\$66,295.39</u> | | |
| Ground Storage Tank - PreLoad | | \$1,248,602.55 * | \$1,206,897.95 | |
| Final - Payment #8 - Liquidated damages | | | <u>\$41,704.60</u> | |
| | | | \$1,248,602.55 | |
| Mission Automated - additional work on mixing system (not a subcontractor of PreLoad) | | | \$1,750.00 | |
| Rock Engineering - Soil samples | | | <u>\$1,521.50</u> | |
| | | | \$1,251,874.05 | |
| Liquidated Damages | | | | |
| Liquidated Damages - HDR Eng. | | \$48,000.00 | | |
| Mission Automated | | \$11,854.14 | | |
| Reimburse STWA-water/employee overtime | | <u>\$6,441.25</u> | | |
| Total Liquidated Damages | | \$66,295.39 | | |
| Total Construction cost of Ground Storage Tank | | | \$1,318,169.44 | \$923,830.56 |
| | | | | |
| ACP - New Kingsville Pumps | | \$295,000.00 | \$295,000.00 | |
| Change Order #1 | | \$12,310.75 | \$12,310.75 | |
| Odessa Pumps | | <u>\$20,162.00</u> | <u>\$20,162.00</u> | |
| | | \$327,472.75 | \$327,472.75 | \$596,357.81 |
| | | | | |
| D & H United Fueling Solutions - Generator | | \$123,586.38 | \$123,586.39 | |
| | | | | \$472,771.42 |
| | | | | |
| Engineering Costs: | \$560,500.00 | | | \$560,500.00 |
| HDR Engineering - GST* | | \$234,800.00 | \$234,800.00 | |
| HDR Engineering - Kingsville Pumps | | \$91,600.00 | \$91,600.00 | |
| LNV - Generator | | \$30,000.00 | <u>\$30,000.00</u> | |
| | | | \$356,400.00 | \$204,100.00 |
| | | | | |
| Non-Construction Related Costs: | \$122,500.00 | \$0.00 | \$30,836.54 | \$91,663.46 |
| | | | | |
| TOTAL Proposition #2 | \$2,925,000.00 | | \$2,086,898.23 | \$768,534.88 |

Proposition #3: BISHOP FACILITY

7.21%

| | Engineer Estimate | Contract Amount | Amount Expended | Amount Remaining |
|--|----------------------|--------------------|--------------------|---------------------|
| Construction Related Costs: | \$277,100.00 | | | \$277,100.00 |
| Mercer - Bishop West Pumps | | \$109,900.00 | \$109,900.00 | |
| Change Order: Change Order #1 - Paint Building | | \$3,996.50 | \$3,996.50 | |
| Change to WYE | | <u>\$3,700.00</u> | <u>\$3,700.00</u> | |
| | | \$117,596.50 | \$117,596.50 | \$159,503.50 |
| Engineering Costs: | \$69,300.00 | | | |
| LNV Engineering | | \$52,200.00 | \$52,200.00 | \$17,100.00 |
| Non-Construction Related Costs: | \$28,600.00 | | \$3,952.55 | \$24,647.45 |
| | | | | \$201,250.95 |

| | |
|-----------------------------|-----------------------|
| TOTAL | \$936,297.63 |
| INTEREST EARNINGS | \$73,392.92 |
| MISCELLANEOUS INCOME | \$9,816.00 |
| BALANCE | \$1,019,506.55 |
| CATHODIC PROTECTION | \$297,584.50 |
| REMAINING BOND FUNDS | \$721,922.05 |

| INV DATE | VENDOR | INV # | DESCRIPTION | STATUS | AMOUNT |
|-----------|--------------------------|-----------|-------------------------------|---------|---------------------|
| 9/30/2020 | Willatt & Flickinger | | September legal | pending | \$1,466.50 |
| 10/1/2020 | TMLIRP Insurance | 9187-2021 | Workers' Compensation | pending | \$13,754.30 |
| 10/6/2020 | Kleberg County Treasurer | | Tax Year 2020 per parcel fees | pending | \$25,041.00 |
| 10/6/2020 | City of Corpus Christi | | September water usage | paid | <u>\$142,295.47</u> |
| | | | | | \$182,557.27 |

WILLATT & FLICKINGER, PLLC
ATTORNEYS AT LAW

12912 HILL COUNTRY BLVD., SUITE F-232 • AUSTIN, TEXAS 78738 • (512) 476-6604 • FAX (512) 469-9148

September 30, 2020

Ms. Carola Serrato
Executive Director
South Texas Water Authority
2302 E. Sage Road
Kingsville, Texas 78363

POSTED

FOR PROFESSIONAL SERVICES RENDERED since the date of last billing:

GENERAL

BILL FLICKINGER

IVS.

- 09/08/20 Telephone conference with Carola Serrato on next Nueces County WCID #5 Board meeting. (0.2 Hours). Email to attorney Jerry Benadum on his representation of that District. (0.2 Hours).
- 09/10/20 Telephone conference with Carola Serrato on Driscoll payment plan and painting proposals. (0.2 Hours).
- 09/11/20 Emails with Carola Serrato on painting contract. (0.4 Hours).
- 09/14/20 Telephone conference with Carola Serrato on new software license agreement and painting contract. (0.2 Hours). Review emails between Carola Serrato and painting contractor. (0.3 Hours).
- MS.
- 09/16/20 Telephone conference with Carola Serrato on Black Mountain licensing agreement. (0.2 Hours).
- 09/17/20 Review email from Carola Serrato to City of Driscoll. (0.2 Hours). Telephone conference with Carola Serrato on same and on Open Meetings Act. (0.3 Hours). Telephone conference with Board President on Open Meetings Act questions. (0.3 Hours).
- 09/21/20 Review emails on Corpus Christi rate model. (0.2 Hours). Review email from Roland Ramos on Driscoll payment plan. (0.2 Hours). Emails with Carola Serrato on Board memo on City of Driscoll payment plan. (0.2 Hours).
- MS.

September 30, 2020

Page 2

- 09/22/20 Telephone conference with Carola Serrato on next meeting of standing Management Selection Committee. (0.3 Hours).
- 09/23/20 Review emails on next meeting with City of Bishop Permanent Easement Committee and telephone conference with Carola Serrato on same. (0.2 Hours).
- 09/28/20 Emails with Carola Serrato on upcoming meeting with City of Bishop representatives on proposed easement. (0.2 Hours).
- 09/29/20 Telephone conference with Carola Serrato on possible payment plan for the City of Driscoll. (0.3 Hours).
- 09/30/20 Telephone conference with Carola Serrato on last night's board meeting and issuance of additional payment to employee. (0.2 Hours). Review email to City of Driscoll representative from Carola Serrato on Board action regarding payment plan. (0.2 Hours).

Attorney BF: 4.5 Hours

| | |
|---|------------|
| Attorney BF: 4.5 Hours @ \$325.00 per hour | \$1,462.50 |
| Attorney MM: 0 Hours @ \$325.00 per hour | |
| Legal Assistant AN: 0 Hours @ \$115.00 per hour | |

CLIENT EXPENSES

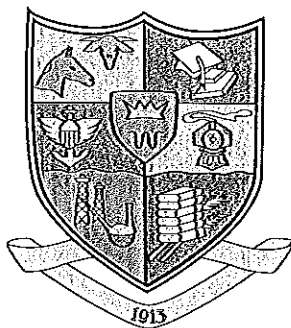
| | |
|-----------------------------------|--------|
| 5 Photocopies @ \$0.20 each | \$1.00 |
| 6 Color Photocopies @ \$0.50 each | \$3.00 |

Total Client Expenses \$4.00

TOTAL AMOUNT DUE \$1,466.50

Legs

MELISSA T. DE LA GARZA, PCC
Kleberg County Tax Assessor-Collector



RECEIVED

OCT 12 2020 P.O. Box 1457

SOUTH TEXAS WATER AUTHORITY
Phone: 361-595-8541
Phone: 361-595-8542
Fax: 361-595-8546

COUNTY of KLEBERG
KINGSVILLE, TEXAS
78364-1457

October 6, 2020

South Texas Water Authority
Mrs. Carola G. Serrato
2302 E Sage Rd.
Kingsville, TX 78364

Re: 2020 Annual Collection Fee

Dear Mrs. Serrato:

The 2020 tax roll lists 16,694 accounts for the South Texas Water Authority. The total fee due by November 15, 2020 is **\$25,041.00** which is \$1.50 per account.

Please make check payable to **Kleberg County Treasurer.**

If you have any questions, please call me.

Respectfully,

A handwritten signature in cursive script that reads "Melissa T. De La Garza".

Melissa T. De La Garza, PCC
Tax Assessor-Collector

MTD/ea



**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: 10/6/2020
Due Date: 10/27/2020
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: 4024012

QUESTIONS ABOUT YOUR BILL?

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

IMPORTANT MESSAGES

**SMALL BUSINESS UTILITY
ASSISTANCE GRANT**

If your business is suffering due to the COVID-19 pandemic, you may be eligible for a \$500 credit on your utility bill. Go to www.unitedccchamber.com/small-business-grant to apply.

ACCOUNT SUMMARY

| | |
|---------------------------------------|---------------------|
| PREVIOUS BALANCE | \$131,812.27 |
| TOTAL PAID SINCE LAST BILL | -\$131,812.27 |
| NEW CHARGES | |
| *WATER | \$83,781.07 |
| RWCA \$1.032/TGAL | \$58,514.40 |
| TOTAL WATER | \$142,295.47 |
| NEW CHARGES DUE BY 10/27/2020: | \$142,295.47 |
| AMOUNT DUE | \$142,295.47 |

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

*A portion of your water charges are used to pay for stormwater management and infrastructure maintenance, which help prevent flooding and keep pollution from getting into our creeks, bays, estuaries, and ocean.

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 | 10/27/2020 | \$142,295.47 |

AMOUNT ENCLOSED \$

MAKE CHECKS PAYABLE TO: CITY OF CORPUS CHRISTI

Working to Serve YOU Better.

BATCH 1



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



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



200040930142295478



**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

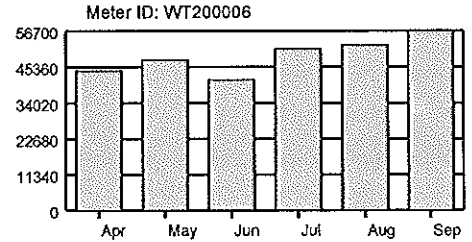
Account Name: SOUTH TX WATER AUTH
Account Number: 20004093
Statement Date: 10/6/2020
Due Date: 10/27/2020
Page: Page 2 of 2

METER INFORMATION

SERVICE PERIOD: 8/31/2020 - 9/30/2020 31 days

| Meter ID | Service Type | Current Read | Previous Read | Consumption 9/30/2020 |
|----------|--------------|--------------|---------------|-----------------------|
| WT200006 | WA | 5511500 | 5454800 | 56700 |

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.



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-19 | \$0.426386 | \$2.5121 | \$2.9384 | \$0.426386 | \$2.555317 | \$2.981703 | \$0.0433 |
| Nov-19 | \$0.426386 | \$2.5138 | \$2.9402 | \$0.426386 | \$2.554158 | \$2.980544 | \$0.0404 |
| Dec-19 | \$0.426386 | \$2.5138 | \$2.9402 | \$0.426386 | \$2.556238 | \$2.982624 | \$0.0425 |
| Jan-20 | \$0.426386 | \$2.5129 | \$2.9393 | \$0.426386 | \$2.517187 | \$2.943573 | \$0.0043 |
| Feb-20 | \$0.426386 | \$2.5150 | \$2.9414 | \$0.426386 | \$2.520362 | \$2.946748 | \$0.0054 |
| Mar-20 | \$0.426386 | \$2.5136 | \$2.9400 | \$0.426386 | \$2.516457 | \$2.942843 | \$0.0028 |
| Apr-20 | \$0.426386 | \$2.5125 | \$2.9389 | \$0.426386 | \$2.513452 | \$2.939838 | \$0.0010 |
| May-20 | \$0.426386 | \$2.5112 | \$2.9376 | \$0.426386 | \$2.512156 | \$2.938542 | \$0.0010 |
| Jun-20 | \$0.426386 | \$2.5114 | \$2.9378 | \$0.426386 | \$2.514564 | \$2.940950 | \$0.0031 |
| Jul-20 | \$0.426386 | \$2.5093 | \$2.9357 | \$0.426386 | \$2.511054 | \$2.937440 | \$0.0018 |
| Aug-20 | \$0.426386 | \$2.5090 | \$2.9354 | \$0.426386 | \$2.510710 | \$2.937096 | \$0.0017 |
| Sep-20 | \$0.426386 | \$2.5119 | \$2.9383 | \$0.426386 | \$2.509620 | \$2.936006 | -\$0.0023 |
| Avg Cost | \$0.426386 | \$2.5122 | \$2.9386 | \$0.426386 | \$2.524273 | \$2.950659 | \$0.0121 |

ANTICIPATED (BUDGETED) vs. ACTUAL WATER USAGE

| All Customers | | | | NWSC | | | |
|----------------------|--------------------|--------------------|-------------------|--------------|--------------------|--------------------|-------------------|
| | Budgeted | Actual | Difference | | Budgeted | Actual | Difference |
| Oct-19 | 44,241,872 | 54,839,100 | 10,597,228 | Oct-19 | 13,220,800 | 17,207,800 | 3,987,000 |
| Nov-19 | 40,165,086 | 43,777,290 | 3,612,204 | Nov-19 | 11,455,292 | 15,253,930 | 3,798,638 |
| Dec-19 | 40,212,944 | 44,494,550 | 4,281,606 | Dec-19 | 11,299,836 | 14,642,440 | 3,342,604 |
| Jan-20 | 42,192,793 | 35,720,968 | -6,471,825 | Jan-20 | 12,402,376 | 15,532,210 | 3,129,834 |
| Feb-20 | 37,798,943 | 35,107,392 | -2,691,551 | Feb-20 | 10,849,410 | 13,797,560 | 2,948,150 |
| Mar-20 | 40,508,306 | 42,226,120 | 1,717,814 | Mar-20 | 11,286,497 | 16,525,720 | 5,239,223 |
| Apr-20 | 43,190,410 | 46,395,570 | 3,205,160 | Apr-20 | 12,003,275 | 16,834,130 | 4,830,855 |
| May-20 | 46,585,418 | 47,440,420 | 855,002 | May-20 | 13,296,415 | 17,409,320 | 4,112,905 |
| Jun-20 | 45,968,404 | 44,686,430 | -1,281,974 | Jun-20 | 13,519,859 | 15,495,870 | 1,976,011 |
| Jul-20 | 52,906,104 | 50,659,030 | -2,247,074 | Jul-20 | 15,632,031 | 17,675,860 | 2,043,829 |
| Aug-20 | 53,749,789 | 56,963,160 | 3,213,371 | Aug-20 | 15,461,993 | 18,451,490 | 2,989,497 |
| Sep-20 | 44,697,161 | 58,420,260 | 13,723,099 | Sep-20 | 13,174,630 | 16,328,060 | 3,153,430 |
| TOTAL | 532,217,229 | 560,730,290 | 28,513,061 | TOTAL | 153,602,414 | 195,154,390 | 41,551,976 |

| Kingsville | | | | RWSC | | | |
|-------------------|--------------------|--------------------|-----------------|--------------|--------------------|--------------------|-------------------|
| | Budgeted | Actual | Difference | | Budgeted | Actual | Difference |
| Oct-19 | 10,776,817 | 13,835,000 | 3,058,183 | Oct-19 | 8,551,800 | 11,362,000 | 2,810,200 |
| Nov-19 | 10,776,817 | 7,495,000 | -3,281,817 | Nov-19 | 7,482,800 | 8,725,000 | 1,242,200 |
| Dec-19 | 10,776,817 | 6,224,000 | -4,552,817 | Dec-19 | 7,281,800 | 10,899,000 | 3,617,200 |
| Jan-20 | 10,776,817 | 4,672,000 | -6,104,817 | Jan-20 | 7,296,200 | 7,504,000 | 207,800 |
| Feb-20 | 10,776,817 | 7,374,000 | -3,402,817 | Feb-20 | 6,255,400 | 7,668,000 | 1,412,600 |
| Mar-20 | 10,776,817 | 8,330,000 | -2,446,817 | Mar-20 | 7,209,400 | 9,996,000 | 2,786,600 |
| Apr-20 | 10,776,817 | 10,463,000 | -313,817 | Apr-20 | 8,252,600 | 10,318,000 | 2,065,400 |
| May-20 | 10,776,817 | 10,779,000 | 2,183 | May-20 | 9,251,800 | 9,961,000 | 709,200 |
| Jun-20 | 10,776,817 | 12,718,000 | 1,941,183 | Jun-20 | 8,843,400 | 8,771,000 | -72,400 |
| Jul-20 | 10,776,817 | 14,097,000 | 3,320,183 | Jul-20 | 10,368,600 | 9,906,000 | -462,600 |
| Aug-20 | 10,776,817 | 13,388,000 | 2,611,183 | Aug-20 | 10,938,400 | 10,799,000 | -139,400 |
| Sep-20 | 10,776,817 | 19,631,000 | 8,854,183 | Sep-20 | 8,315,400 | 8,253,000 | -62,400 |
| TOTAL | 129,321,803 | 129,006,000 | -315,803 | TOTAL | 100,047,600 | 114,162,000 | 14,114,400 |

| Bishop | Budgeted | Actual | Difference |
|---------------|-------------------|-------------------|--------------------|
| Oct-19 | 4,416,600 | 0 | -4,416,600 |
| Nov-19 | 3,662,800 | 9,000 | -3,653,800 |
| Dec-19 | 4,149,200 | 0 | -4,149,200 |
| Jan-20 | 4,625,600 | 5,000 | -4,620,600 |
| Feb-20 | 3,455,800 | 3,000 | -3,452,800 |
| Mar-20 | 4,296,467 | 0 | -4,296,467 |
| Apr-20 | 4,551,022 | 1,122,000 | -3,429,022 |
| May-20 | 5,093,200 | 1,324,000 | -3,769,200 |
| Jun-20 | 4,722,400 | 5,000 | -4,717,400 |
| Jul-20 | 6,904,600 | 536,000 | -6,368,600 |
| Aug-20 | 7,831,400 | 6,064,000 | -1,767,400 |
| Sep-20 | 4,834,000 | 7,071,000 | 2,237,000 |
| TOTAL | 58,543,089 | 16,139,000 | -42,404,089 |

| Banquete | Budgeted | Actual | Difference |
|-----------------|-------------------|-------------------|-------------------|
| Oct-19 | 2,121,510 | 2,031,690 | -89,820 |
| Nov-19 | 1,995,956 | 1,869,870 | -126,086 |
| Dec-19 | 1,989,710 | 1,717,560 | -272,150 |
| Jan-20 | 2,048,162 | 1,607,490 | -440,672 |
| Feb-20 | 1,926,684 | 1,490,560 | -436,124 |
| Mar-20 | 1,962,482 | 1,618,160 | -344,322 |
| Apr-20 | 2,069,200 | 1,619,360 | -449,840 |
| May-20 | 2,212,568 | 1,864,900 | -347,668 |
| Jun-20 | 2,124,968 | 2,519,650 | 394,682 |
| Jul-20 | 2,479,966 | 1,744,010 | -735,956 |
| Aug-20 | 2,450,114 | 1,711,330 | -738,784 |
| Sep-20 | 2,079,898 | 1,571,720 | -508,178 |
| TOTAL | 25,461,218 | 21,366,300 | -4,094,918 |

| Driscoll | Budgeted | Actual | Difference |
|-----------------|-------------------|-------------------|-------------------|
| Oct-19 | 2,919,411 | 8,094,200 | 5,174,789 |
| Nov-19 | 2,869,385 | 8,378,700 | 5,509,315 |
| Dec-19 | 2,769,269 | 9,094,300 | 6,325,031 |
| Jan-20 | 3,074,800 | 4,578,018 | 1,503,218 |
| Feb-20 | 2,760,460 | 2,998,882 | 238,422 |
| Mar-20 | 3,023,180 | 3,716,000 | 692,820 |
| Apr-20 | 3,200,040 | 3,964,000 | 763,960 |
| May-20 | 3,487,060 | 3,644,000 | 156,940 |
| Jun-20 | 3,405,680 | 3,158,000 | -247,680 |
| Jul-20 | 4,054,280 | 4,308,000 | 253,720 |
| Aug-20 | 3,746,993 | 4,064,000 | 317,007 |
| Sep-20 | 3,327,520 | 3,614,000 | 286,480 |
| TOTAL | 38,638,079 | 59,612,100 | 20,974,021 |

| Agua Dulce | Budgeted | Actual | Difference |
|-------------------|-------------------|-------------------|-------------------|
| Oct-19 | 2,234,934 | 2,308,410 | 73,476 |
| Nov-19 | 1,922,036 | 2,045,790 | 123,754 |
| Dec-19 | 1,946,312 | 1,917,250 | -29,062 |
| Jan-20 | 1,968,838 | 1,822,250 | -146,588 |
| Feb-20 | 1,774,372 | 1,775,390 | 1,018 |
| Mar-20 | 1,953,463 | 2,040,240 | 86,777 |
| Apr-20 | 2,337,456 | 2,075,080 | -262,376 |
| May-20 | 2,467,558 | 2,458,200 | -9,358 |
| Jun-20 | 2,575,280 | 2,018,910 | -556,370 |
| Jul-20 | 2,689,810 | 2,392,160 | -297,650 |
| Aug-20 | 2,544,072 | 2,485,340 | -58,732 |
| Sep-20 | 2,188,896 | 1,951,480 | -237,416 |
| TOTAL | 26,603,027 | 25,290,500 | -1,312,527 |

Kingsville Bell Chart Values

| | Target | Actual | Difference |
|--------------|--------------------|--------------------|-------------------|
| | Volume | Volume | |
| Oct-19 | 12,523,440 | 13,835,000 | 1,311,560 |
| Nov-19 | 7,389,359 | 7,495,000 | 105,641 |
| Dec-19 | 5,905,073 | 6,224,000 | 318,927 |
| Jan-20 | 4,650,000 | 4,672,000 | 22,000 |
| Feb-20 | 6,784,078 | 7,374,000 | 589,922 |
| Mar-20 | 8,352,855 | 8,330,000 | -22,855 |
| Apr-20 | 10,965,223 | 10,463,000 | -502,223 |
| May-20 | 12,570,213 | 10,779,000 | -1,791,213 |
| Jun-20 | 14,329,855 | 12,718,000 | -1,611,855 |
| Jul-20 | 15,813,135 | 14,097,000 | -1,716,135 |
| Aug-20 | 16,015,817 | 13,388,000 | -2,627,817 |
| Sep-20 | 13,952,654 | 19,631,000 | 5,678,346 |
| TOTAL | 129,251,702 | 129,006,000 | -245,702 |

Net Revenue per Thousand (1,000) Gallons

| | | | | | | | |
|-------------------|--------------------|--------------------|------------------|----------------------|--------------------|---------------------|------------------|
| Kingsville | Actual | Net Rev | Per 1000g | NWSC | Actual | Net Rev | Per 1000g |
| Oct-19 | 13,835,000 | \$4,601.27 | \$0.3326 | Oct-19 | 17,207,800 | \$5,489.66 | \$0.3190 |
| Nov-19 | 7,495,000 | \$1,837.51 | \$0.2452 | Nov-19 | 15,253,930 | \$5,493.63 | \$0.3601 |
| Dec-19 | 6,224,000 | \$1,486.29 | \$0.2388 | Dec-19 | 14,642,440 | \$4,511.27 | \$0.3081 |
| Jan-20 | 4,672,000 | \$892.83 | \$0.1911 | Jan-20 | 15,532,210 | \$4,715.66 | \$0.3036 |
| Feb-20 | 7,374,000 | \$2,085.99 | \$0.2829 | Feb-20 | 13,797,560 | \$4,039.74 | \$0.2928 |
| Mar-20 | 8,330,000 | \$2,405.76 | \$0.2888 | Mar-20 | 16,525,720 | \$5,108.56 | \$0.3091 |
| Apr-20 | 10,463,000 | \$3,197.62 | \$0.3056 | Apr-20 | 16,834,130 | \$5,144.13 | \$0.3056 |
| May-20 | 10,779,000 | \$3,399.62 | \$0.3154 | May-20 | 17,409,320 | \$5,389.05 | \$0.3095 |
| Jun-20 | 12,718,000 | \$4,255.71 | \$0.3346 | Jun-20 | 15,495,870 | \$4,648.63 | \$0.3000 |
| Jul-20 | 14,097,000 | \$4,868.69 | \$0.3454 | Jul-20 | 17,675,860 | \$5,558.10 | \$0.3144 |
| Aug-20 | 13,388,000 | \$4,624.98 | \$0.3455 | Aug-20 | 18,451,490 | \$6,020.40 | \$0.3263 |
| Sep-20 | 19,631,000 | \$6,693.21 | \$0.3410 | Sep-20 | 16,328,060 | \$5,126.08 | \$0.3139 |
| TOTAL | 129,006,000 | \$40,349.48 | \$0.3128 | TOTAL | 195,154,390 | \$61,244.91 | \$0.3138 |
| Bishop | Actual | Net Rev | Per 1000g | RWSC | Actual | Net Rev | Per 1000g |
| Oct-19 | 0 | -\$982.02 | #DIV/0! | Oct-19 | 11,362,000 | \$3,147.60 | \$0.2770 |
| Nov-19 | 9,000 | -\$943.15 | -\$104.7944 | Nov-19 | 8,725,000 | \$1,998.17 | \$0.2290 |
| Dec-19 | 0 | -\$1,073.97 | #DIV/0! | Dec-19 | 10,899,000 | \$2,909.89 | \$0.2670 |
| Jan-20 | 5,000 | -\$1,016.28 | -\$203.2560 | Jan-20 | 7,504,000 | \$1,575.32 | \$0.2099 |
| Feb-20 | 3,000 | -\$1,075.42 | -\$358.4733 | Feb-20 | 7,668,000 | \$1,880.47 | \$0.2452 |
| Mar-20 | 0 | -\$1,008.39 | #DIV/0! | Mar-20 | 9,996,000 | \$2,753.59 | \$0.2755 |
| Apr-20 | 1,122,000 | -\$817.89 | -\$0.7290 | Apr-20 | 10,318,000 | \$2,680.18 | \$0.2598 |
| May-20 | 1,324,000 | -\$979.34 | -\$0.7397 | May-20 | 9,961,000 | \$2,459.83 | \$0.2469 |
| Jun-20 | 5,000 | -\$820.57 | -\$164.1140 | Jun-20 | 8,771,000 | \$2,164.39 | \$0.2468 |
| Jul-20 | 536,000 | -\$742.71 | -\$1.3857 | Jul-20 | 9,906,000 | \$2,372.93 | \$0.2395 |
| Aug-20 | 6,064,000 | \$1,602.23 | \$0.2642 | Aug-20 | 10,799,000 | \$3,203.87 | \$0.2967 |
| Sep-20 | 7,071,000 | \$2,017.24 | \$0.2853 | Sep-20 | 8,253,000 | \$2,068.68 | \$0.2507 |
| TOTAL | 16,139,000 | -\$5,840.27 | -\$0.3619 | TOTAL | 114,162,000 | \$29,214.92 | \$0.2559 |
| Driscoll | Actual | Net Rev | Per 1000g | Banquete | Actual | Net Rev | Per 1000g |
| Oct-19 | 8,094,200 | \$2,570.91 | \$0.3176 | Oct-19 | 2,031,690 | \$503.43 | \$0.2478 |
| Nov-19 | 8,378,700 | \$2,616.82 | \$0.3123 | Nov-19 | 1,869,870 | \$537.63 | \$0.2875 |
| Dec-19 | 9,094,300 | \$2,842.74 | \$0.3126 | Dec-19 | 1,717,560 | \$375.54 | \$0.2186 |
| Jan-20 | 4,578,018 | \$1,298.24 | \$0.2836 | Jan-20 | 1,607,490 | \$355.93 | \$0.2214 |
| Feb-20 | 2,998,882 | \$717.42 | \$0.2392 | Feb-20 | 1,490,560 | \$307.23 | \$0.2061 |
| Mar-20 | 3,716,000 | \$1,028.75 | \$0.2768 | Mar-20 | 1,618,160 | \$382.86 | \$0.2366 |
| Apr-20 | 3,964,000 | \$1,048.75 | \$0.2646 | Apr-20 | 1,619,360 | \$358.27 | \$0.2212 |
| May-20 | 3,644,000 | \$996.58 | \$0.2735 | May-20 | 1,864,900 | \$412.64 | \$0.2213 |
| Jun-20 | 3,158,000 | \$864.51 | \$0.2738 | Jun-20 | 2,519,650 | \$560.52 | \$0.2225 |
| Jul-20 | 4,308,000 | \$1,378.83 | \$0.3201 | Jul-20 | 1,744,010 | \$406.72 | \$0.2332 |
| Aug-20 | 4,064,000 | \$1,284.67 | \$0.3161 | Aug-20 | 1,711,330 | \$420.04 | \$0.2454 |
| Sep-20 | 3,614,000 | \$1,122.10 | \$0.3105 | Sep-20 | 1,571,720 | \$333.41 | \$0.2121 |
| TOTAL | 59,612,100 | \$17,770.32 | \$0.2981 | TOTAL | 21,366,300 | \$4,954.22 | \$0.2319 |
| Agua Dulce | Actual | Net Rev | Per 1000g | All Customers | Actual | Net Rev | Per 1000g |
| Oct-19 | 2,308,410 | \$572.10 | \$0.2478 | Oct-19 | 54,839,100 | \$15,902.95 | \$0.2900 |
| Nov-19 | 2,045,790 | \$576.49 | \$0.2818 | Nov-19 | 43,777,290 | \$12,117.10 | \$0.2768 |
| Dec-19 | 1,917,250 | \$400.79 | \$0.2090 | Dec-19 | 44,494,550 | \$11,452.55 | \$0.2574 |
| Jan-20 | 1,822,250 | \$413.58 | \$0.2270 | Jan-20 | 35,720,968 | \$8,235.28 | \$0.2305 |
| Feb-20 | 1,775,390 | \$366.65 | \$0.2065 | Feb-20 | 35,107,392 | \$8,322.08 | \$0.2370 |
| Mar-20 | 2,040,240 | \$474.00 | \$0.2323 | Mar-20 | 42,226,120 | \$11,145.13 | \$0.2639 |
| Apr-20 | 2,075,080 | \$479.14 | \$0.2309 | Apr-20 | 46,395,570 | \$12,090.20 | \$0.2606 |
| May-20 | 2,458,200 | \$625.68 | \$0.2545 | May-20 | 47,440,420 | \$12,304.06 | \$0.2594 |
| Jun-20 | 2,018,910 | \$491.61 | \$0.2435 | Jun-20 | 44,686,430 | \$12,164.80 | \$0.2722 |
| Jul-20 | 2,392,160 | \$620.15 | \$0.2592 | Jul-20 | 50,659,030 | \$14,462.71 | \$0.2855 |
| Aug-20 | 2,485,340 | \$684.39 | \$0.2754 | Aug-20 | 56,963,160 | \$17,840.58 | \$0.3132 |
| Sep-20 | 1,951,480 | \$437.03 | \$0.2239 | Sep-20 | 58,420,260 | \$17,797.75 | \$0.3047 |
| TOTAL | 25,290,500 | \$6,141.61 | \$0.2428 | TOTAL | 560,730,290 | \$153,835.19 | \$0.2743 |

INTER-OFFICE MEMO

TO: Carola G. Serrato, Executive Director
FROM: Dony Cantu
DATE: October 21, 2020
RE: Maintenance & Technical Report

During the week of September 28, 2020, the following work was completed.

- Exercised generators, downloaded GPS reports and performed line locates.
- Collected/Monitored NAP samples.
- Took daily residuals for the Driscoll Booster Station. (Booster Station, CR 16 & KI MR)
- Held a Safety Meeting.
- Bac-T / samples collected.
- Mowed stations.
- Unit 1 oil change.
- Accident report for VLG sprained ankle.
- Worked on MOV in Agua Dulce.
- Worked on Central Booster Pump.
- Troubleshoot SCADA in Banquete, Stevens, & Sablutura Park.
- Worked on TCEQ reports.
- Disinfect PS's for COVID-19.
- Bishop East replace relays on SCADA.
- Flushed WSC dead-end lines.
- Working on communication SCADA from RWSC.
- Install new MOV at Agua Dulce.
- Repaired leak at meter for Carlos Cedillo acct. #475.
- Installed and replaced WSC meters and boxes.
- Field verified WSC service requests.

During the week of October 5, 2020, the following work was completed.

- Exercised generators, downloaded GPS reports and performed line locates.
- Collected/Monitored NAP samples.
- Took daily residuals for the Driscoll Booster Station. (Booster Station, CR 16 & KI MR)
- Held a Safety Meeting.
- Bac-T and EPA cyanotoxin samples.
- Banquete GST not reading level, replaced transmitter.
- Work on water volumes for monthly invoices.
- Unit 3 oil change.
- Unit 2 & 3 state inspection.
- Installing GPS tracker devices on equipment.
- Obtained quotes on Hydro Tank repair (locate $\frac{3}{4}$ line) for RWSC PS # 3.
- Field verify WSC service request locations.

- Remote reads for NWSC.
- NWSC rereads.
- RWSC reading meters.
- CSI on new WSC service.
- Banquete PS -connected new transmitter.
- Flushed WSC dead-end lines.

During the week of October 12, 2020, the following work was completed.

- Exercised generators, downloaded GPS reports and performed line locates.
- Collected/Monitored NAP samples.
- Took daily residuals for the Driscoll Booster Station. (Booster Station, CR 16 & KI MR)
- Held a Safety Meeting.
- Collected Bac-T samples.
- Unit 9 oil change/fix tire on Unit 1.
- DR 900 calibration.
- Repair leak between CR 14 & CR 16 2" line.
- Installed Banquete PS pressure transmitter on NWSC rural distribution main line.
- Flushed WSC dead-end lines.
- Hydro Tank repaired at PS 3 RWSC.
- Repaired leak at a valve on NWSC distribution system on CR 14.
- Rereads for high usage on RWSC system.
- Tap/meter sets for WSCs.

During the week of October 19, 2020, the following work was completed.

- Exercised generators, downloaded GPS reports and performed line locates.
- Collected/Monitored NAP samples.
- Took daily residuals for the Driscoll Booster Station. (Booster Station, CR 16 & KI MR)
- Held a Safety Meeting.
- Collected Bac-T samples and last EPA cyanotoxin EPA sample.
- Installed new pump Driscoll #2 Pump.
- Started Bishop Farm Equipment 2" line extension for NWSC.
- Flushed WSC dead-end lines.
- Ordered building vents for RWSC PS 1 and PS 2 .
- Took Unit 10 & trailer in for State inspections.

To: Carola G. Serrato, Executive Director

From: Oscar Ortegon, CP Technician

Date: October 19, 2020

Re: CP Update

Since the end of September and beginning of October until now, installation of anodes and bonds has been affected by wet weather as well as the recent theft of CP trailer. Therefore, we have been trying 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.
- Pick up new CP trailer at McWha-Fischer and mount welder, air compressor, toolbox etc.
- Met with gas companies and dug 3 sites and added 3 anodes on Bus Hwy 77 on east side of road in front of Celanese plant. Repaired 1 bad bond on 42" water main that Corrpro tested for repair.
- Ordered parts to repair damaged 1½" valve compression coupling in manhole on CR36.
- Continue to use GPS locator to get coordinates of 42" water main.
- Built wire lead holders on CP trailer welder.
- Met with Exxon gas company and Hydro Max to hydro vac sites north of CR14 that Corrpro tested for bad bonds. Dug 3 sites and hydro vacuumed 1 site to repair bad bonds. Exxon requested us to move our T.S. and give them a 4-ft clearance from gas line. Relocated TS.
- Continue to build safety lock bars, brackets and handles for easy access to 42" waterline vaults/manholes.
- Place new padlocks on lock bars to tie down vault/manhole lids.
- Met with and ordered materials/construction for manhole/vault ladders from Exiquio Villareal Welding, Inc. Ladders will be welded once the marine steel arrives.
- Called in locates on Bus HWY 77 in front of Celanese and on CR 14 to repair bonds Corrpro indicated are bad. Will get with gas companies that are in conflict with our dig sites to schedule day and time to meet to dig in these areas.

STWA

SOUTH TEXAS WATER AUTHORITY

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

S20-156

October 9, 2020

Nueces Water Supply Corporation
2302 E. Sage Road
Kingsville, TX 78363

| DATE | DESCRIPTION | W.O. # | Invoiced to others | Due to STWA |
|----------|--|--------|-----------------------|----------------|
| 09/01/20 | Regular hours to locate and expose isolation valves using mini-excavator on FM 70 and Hwy 77. Located and adjusted elevation of valve boxes for two valves. | 6924 | 0.00 | 620.00 |
| 09/01/20 | Customer service inspection at acct. #1269-DeBarge, CR 14. Passed inspection. | 6925 | 75.00 | 75.00 |
| 9/1/2020 | Meter removal at acct. #58-Hebbe Estate, CR 89. Account canceled due to non-payment. Hebbe Estate never notified NWSC that the property was sold. | 6926 | 0.00 | 60.00 |
| 09/02/20 | Flush valve repair on FM F0 north of Hwy 77. Dug up box and installed new valve, handle was also broken. | 6927 | 0.00 | 240.00 |
| 09/04/20 | Time used to exposed water line at Indian Trails at acct. #1271-Naba. Unable to find water line to tap. Indian Trails system absorbed by NWSC as part of AG settlement. Waterline locations and plans for subdivision not available. | 6928 | 0.00 | 280.00 |
| 09/06/20 | Weekend residual checks on rural system and read meters. | 6929 | 0.00 | 35.00 |
| 09/09/20 | After hours to reread meters for billing. | 6930 | 0.00 | 157.50 |
| 09/14/20 | After hours to manually open and close MOV at Bishop East. Open/closed on 9-12, 9-13, 9-14 & 9-16. | 6931 | 0.00 | 175.00 |
| 09/14/20 | Meter reservice and customer service inspection at acct. #232-Vasquez, 4308 Longoria. Passed inspection | 6932 | 185.00 | 185.00 |
| 09/03/20 | Meter change-out at acct. #56-Gonzalez, due to meter malfunction. Also replaced meter box. | 6933 | 0.00 | 170.00 |
| 09/15/20 | Regular hour lock out at acct. #491-Perez, 4332 Longoria. | 6934 | 0.00 | 30.00 |
| 09/14/20 | After hours to manually close MOV at Bishop East. Open/closed on 9-12, 9-13, 9-14 & 9-16. | 6935 | 0.00 | 87.50 |

Rudy Galvan, Jr., President
Brandon W. Barrera, Vice-President
Filiberto Treviño III, Secretary-Treasurer
Jose M. Graveley

(361) 592-9323 Or (361) 692-0337 (C.C. line)
Fax: (361) 592-5965

Kathleen Lowman
Lupita Perez
Patsy A. Rodgers
Carola G. Serrato, Executive Director

| DATE | DESCRIPTION | W.O. # | Invoiced to others | Due to STWA |
|----------|--|--------|-----------------------|----------------|
| 09/17/20 | Regular and after hour work at acct. #1271-Naba, unable to located line in Indian Trails due to previous owner's fences. The tap and meter set was completed after the line was located. | 6936 | 725.00 | 1,570.00 |
| 09/20/20 | After hours troubleshooting issues at Bishop East due to MOV problems. Open/closed on 9-19 & 9-20. | 6937 | 0.00 | 210.00 |
| 09/21/20 | After hours troubleshooting issues at Bishop East due to MOV problems. Also call-out to acct. #41-Black, CR 85 due to low pressure. Open/closed on 9-20 & 9-21. | 6938 | 85.00 | 242.50 |
| 09/19/20 | Weekend residual checks on rural system and read meters. | 6939 | 0.00 | 17.50 |
| 09/20/20 | Weekend residual checks on rural system and read meters. | 6940 | 0.00 | 17.50 |
| 09/23/20 | After hours to fill up GST at Bishop East on 9-21, 09-23. | 6941 | 0.00 | 157.50 |
| 09/23/20 | Regular and after hours time to repair leak on poly at acct. #993-Mendoza. | 6942 | 0.00 | 873.75 |
| 09/22/20 | Meter removal at acct. #491-Perez, 4332 Longoria. | 6943 | 0.00 | 60.00 |
| 09/16/20 | Meter reservice and customer service inspection at acct. #1273-Walker, 5867 Sweetwater. Passed inspection | 6944 | 185.00 | 185.00 |
| 9/23/20 | Customer service inspection at acct. #1263-Garcia, 6702 La Paloma. Passed inspection. | 6945 | 75.00 | 75.00 |
| --- | ****VOID**** | 6946 | --- | --- |
| 09/25/20 | After hours to manually open and close MOV at Bishop East. Open/closed on 9-24, 9-25 & 9-26. | 6947 | 0.00 | 140.00 |
| 09/27/20 | Weekend residual checks on rural system and read meters. Also opened MOV at Bishop. | 6948 | 0.00 | 87.50 |
| 09/30/20 | After hours to open and close MOV at Bishop East. Also working with D. Counts, ACI Troubleshoot Sablatura Park SCADA. Open/closed 9-28, 9-29, 9-30 & 10-01. | 6949 | 0.00 | 175.00 |
| 09/28/20 | Leak repair at acct. #132-Pavelka, CR 77. Repaired curbstop. | 6950 | 0.00 | 70.00 |
| 09/25/20 | Leak repair at acct. #961-Gonzalez, Cobb Lane. Found leak at poly and replaced corp stop. | 6951 | 0.00 | 958.75 |

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>W.O. #</u> | <u>Invoiced to others</u> | <u>Due to STWA</u> |
|-------------|--|---------------|-------------------------------|------------------------|
| 09/30/20 | Regular and after hour leak repair at #475-Cedillo, 4662 Ramirez. Found leak at poly, replaced 5' of 3/4" poly. | 6952 | 0.00 | 800.00 |

Total Due STWA \$7,755.00
Amount Invoiced to Others \$1,330.00

Payment due by October 23, 2020

Thank You

INVOICE

S20 - 152

October 13, 2020

Nueces Water Supply Corporation
 P.O. Box 415
 Kingsville, Texas 78364

| Description | | | Amount Due |
|---|-------------|-----------------|---------------------|
| No. of Connections This Month: | 1029 | | |
| 1029 General Maintenance (per connection) @ | \$ 6.25 | \$ | 6,431.25 |
| 1029 Read Meters (per connection) @ | \$ 1.95 | | 2,006.55 |
| 3 Sample Collection (per sample) @ | \$ 40.00 | | 120.00 |
| <i>Billing Services for Month of:</i> | | | |
| <i>September, 2020</i> | | | |
| 190 Final Notice Cards @ | \$ 1.10 | 09/09/20 | 209.00 |
| 1029 Statements @ | \$ 2.00 | 09/10/20 | 2,058.00 |
| 3 Meter Removal/Cancel Letters @ | \$ 1.75 | 9/4 & 9/29/2020 | 5.25 |
| 1029 Administration (per connection) @ | \$ 6.00 | | 6,174.00 |
| 867 Copies @ | \$ 0.10 | | 86.70 |
| Postage | | | 27.90 |
| | | Equipment | |
| | | TOTAL | \$ 17,118.65 |

Payment Due By
 October 31, 2020

Thank You!

For more information about the Authority, including information about the Authority's board and board meetings, please go to the Comptroller's Special Purpose District Public Information Database located at <https://spdpid.comptroller.texas.gov/> or the Authority's website www.stwa.org

S20-155

October 9, 2020

Ricardo Water Supply Corporation
2302 E. Sage Road
Kingsville, TX 78363

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>W.O. #</u> | <u>Invoiced to others</u> | <u>Due to STWA</u> |
|-------------|---|---------------|-------------------------------|------------------------|
| 9/1/2020 | Repaired leak on 2" water line located south of CR 2170, replaced 2" clamp with a 2" x 12 1/2" clamp. | 6350 | 0.00 | 835.00 |
| 9/8/2020 | After hours time to finish reading meters in route 2. | 6351 | 0.00 | 35.00 |
| 9/7/2020 | Weekend residual checks on rural system and read meters. | 6352 | 0.00 | 233.33 |
| 9/13/2020 | Weekend & holiday residual checks on rural system and read meters. | 6353 | 0.00 | 157.50 |
| 9/15/2020 | Regular hour lockouts due to non-payment at acct. #1047-Reyna, #898-Vega, and #71-Olivarez. | 6354 | 0.00 | 90.00 |
| 9/14/2020 | Meter reservice at acct. #1042-Radford, FM 1118. | 6355 | 110.00 | 110.00 |
| 9/19/2020 | Weekend residual checks on rural system and read meters. | 6356 | 0.00 | 157.50 |
| 9/22/2020 | Meter removal at acct. #71-Olivarez, CR 2163. | 6357 | 0.00 | 60.00 |
| 9/22/2020 | Customer service inspections on acct. #1234-Gomez and acct. #1239-Silva's Construction. Passed inspections. | 6358 | 150.00 | 150.00 |
| 9/17/2020 | Meter retrofit change out on 7 meters. | 6359 | 0.00 | 129.34 |
| 9/23/2020 | Tap and meter set at acct. #1242-Alvarez, FM 772, west of CR 1060. | 6360 | 585.00 | 430.00 |
| 9/23/2020 | Tap and meter set at acct. #1243-Suarez, 125A S. CR 1070. | 6361 | 585.00 | 430.00 |
| 9/24/2020 | Tap and meter set at acct. #1244-Villarreal, CR 2150. | 6362 | 585.00 | 430.00 |
| 9/24/2020 | Meter retrofit change-outs on 18 meters. | 6363 | 0.00 | 481.20 |
| 9/26/2020 | Weekend residual checks on rural system and read meters. | 6364 | 0.00 | 157.50 |

Rudy Galvan, Jr., President
Brandon W. Barrera, Vice-President
Filiberto Treviño III, Secretary-Treasurer
Jose M. Graveley

(361) 592-9323 Or (361) 692-0337 (C.C. line)
Fax: (361) 592-5965

Kathleen Lowman
Lupita Perez
Patsy A. Rodgers
Carola G. Serrato, Executive Director

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>W.O. #</u> | <u>Invoiced to others</u> | <u>Due to STWA</u> |
|-------------|--|---------------|-------------------------------|------------------------|
| 9/25/2020 | Customer service inspections on acct. #588-Suarez and acct. #1243-Suarez, on CR 1070. Customer changed his service line design. New meter went to older home. Meter from older home to service the newer home. | 6365 | 150.00 | 150.00 |
| 9/30/2020 | Regular hour call-out to replace broken meter box at acct. #1225-Y. Hinojosa on CR 2180. Used two boxes to complete the request. | 6366 | 0.00 | 120.00 |

Total Due STWA \$4,156.37
Amount Invoiced to Others \$2,165.00

Payment due by October 23, 2020
 Thank You!

INVOICE

S20 - 150

October 13, 2020

Ricardo Water Supply Corporation
P.O. Box 1572
Kingsville, Texas 78364

| Description | | Amount Due | |
|---|--|-------------|----------------------|
| No. of Connections This Month: | | 1049 | |
| 1049 | General Maintenance (per connection) @ | \$ 5.65 | \$ 5,926.85 |
| 1049 | Read Meters (per connection) @ | \$ 2.50 | 2,622.50 |
| 3 | Sample Collection (per sample) @ | \$ 40.00 | 120.00 |
| <i>Billing Services for Month of:</i> | | | |
| <i>September, 2020</i> | | | |
| 203 | Final Notice Cards @ | \$ 1.10 | 09/11/20 223.30 |
| 1058 | Statements @ | \$ 2.00 | 09/11/20 2,116.00 |
| 5 | Meter Removal/Cancel Letters @ | \$ 1.75 | 9/4 & 9/29/2020 8.75 |
| 1049 | Administration (per connection) @ | \$ 6.00 | 6,294.00 |
| 947 | Copies @ | \$ 0.10 | 94.70 |
| | Postage | | 25.90 |
| TOTAL | | | \$ 17,432.00 |

Payment Due by
October 31, 2020

Thank You!

For more information about the Authority, including information about the Authority's board and board meetings, please go to the Comptroller's Special Purpose District Public Information Database located at <https://spdpid.comptroller.texas.gov/> or the Authority's website www.stwa.org

ATTACHMENT 3

Security Cameras

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 22, 2020
Re: Security Camera System – Offsite and Hybrid Storage Systems

Background:

During the last meeting, the Board requested information on a security camera system that would store data offsite – in the Cloud. I contacted the ADT representative immediately after the last meeting and we have communicated several times regarding the options. In addition, I have contacted Matt Cazalas with Alarm Security & Contracting, Inc., the company that STWA has utilized in the past, to inquire whether their company would be interested in providing a quote. Enclosed are those emails

Analysis:

Mr. Cazalas responded that his company does not offer the option of off-site storage nor use the type of cameras specified by ADT. Enclosed are quotes from Mr. Gregory Lewis, ADT, for a lease purchase and direct purchase system that has on- and off-site storage. According to Mr. Lewis' email, the system quoted "provides the resolution and detail you require and the security of on and off site storage of the video. The design matches our camera system on the non-cloud supported system."

The cost of the lease purchase is \$28,752.11 which includes the cost of a recurring monthly fee for 60 months. The \$399.25 recurring monthly fee together with a \$4,797.11 installation cost totals to \$28,752.11. The direct purchase expense includes a \$169.51 monthly fee (for 60 months) and a \$12,496.81 installation price for a total of \$22,667.41.

Staff Recommendation:

Determine whether to invest in a new security camera system.

Board Action:

Determine whether any type of security system upgrade, purchase or recurring services are needed.

Summarization:

As mentioned previously, in the last 37 years a theft involving equipment at the Kingsville yard site has occurred twice. With regards to other security issues along the lines of sabotage or office safety, there has not been any such occurrence with the exception of an occasional irate water supply corporation customer. To date, none of those customers have ever threatened an employee. Nonetheless, staff recognizes a need for security cameras; the issue is what are the goals and expectations from a system.

From: Lewis, Gregory <gclewis@adt.com>
Sent: Thursday, October 22, 2020 8:56 AM
To: mcserrato@stwa.org
Subject: Cloud Based Camera System quotes
Attachments: Cloud CCTV System Lease Purchase.pdf; Cloud CCTV System Direct Purchase Option.pdf

We lost our cell call. My apologies. I sent this out Wednesday at 10:07 am. I am very sorry you did not get the e-mail.

Please confirm receipt.

Here is the Cloud Based quote, this will record both on site and off site on our servers. This provides the resolution and detail you require and the security of on and off site storage of the video. The design matches our camera system on the non-cloud supported system.

If you have any questions, please contact me.

You can't have a million dollar dream with a minimum wage work ethic. – Author Unknown

Gregory Lewis

Sr Commercial Security Const.
814 Arion Pkwy, Suite 220, San Antonio, TX 78216-2837
O: 210.585.4503 M: 210.548.0759 E: gclewis@adt.com

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Proposal



Proposal prepared for:

**SOUTH TEXAS WATER AUTHORITY
INDUSTRIAL**

Presented by:

Gregory Lewis

210-548-0759 | 10/22/2020

Sales Agreement ID: 890991602

Equipment and Investment Statement for: New System Design

Site Information: SOUTH TEXAS WATER AUTHORITY INDUSTRIAL, 2302 E SAGE RD, KINGSVILLE, TX 78363

Theory of Operation:

Scope of work:

Contact; Carola Serrato 361-592-9323

Setup for 120 day cloud storage

We will replace all of the existing cameras and DVR with new HD Hybrid Cameras and NVR.

All existing wiring is to be used, this is a direct swap out camera for camera and NVR, should be a plug and play.

With the exception of 4 pole cameras.

Program NVR for remote viewing on and off site

Program NVR for Event Record.

Camera #1: Inside dome with wide angle lens

Camera #2: Right front corner with varifocal lens

Camera #3: Right front corner with varifoca lens

Camera #4: Left rear side, with varifoca lens

Camera #5: Left rear side, with varifoca lens

Camera #6: Left rear side, with varifoca lens

All lift out ceiling to location for pole

Camera #7: tvl Bullet mounted on pole

Camera #8: TVI Bullet Varifocal mounted on pole

Camera #9: XNO-6120R Varifocal mounted on pole

Camera #10 XNO-6120R Varifocal mounted on pole

Camera #11 XNO-6120R Varifocal mounted on pole

Camera #12XNO-6120R Varifocal mounted on pole

Align all cameras to match existing and then adjust camera angle and lens to provide the zoom and angles the customer requires.

Scope of Work:

Scope of work:

Contact; Carola Serrato 361-592-9323

Setup for 120 day cloud storage

We will replace all of the existing cameras and DVR with new HD Hybrid Cameras and NVR.

All existing wiring is to be used, this is a direct swap out camera for camera and NVR, should be a plug and play.

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Camera #5: Left rear side, with varifoca lens

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Camera #7: tvl Bullet mounted on pole

Camera #8: TVI Bullet Varifocal mounted on pole

Camera #9: XNO-6120R Varifocal mounted on pole

Camera #10 XNO-6120R Varifocal mounted on pole

Camera #11 XNO-6120R Varifocal mounted on pole

Camera #12XNO-6120R Varifocal mounted on pole

Align all cameras to match existing and then adjust camera angle and lens to provide the zoom and angles the customer requires.

Equipment List:

| Quantity | Description |
|----------|--|
| 1 | 16 Port PoE Server Linux 24TB No Lic |
| 6 | Outdr 2Mp Hd-Tvi Dome 2.8-12Mm Af Wdr Ir |
| 6 | In/Out 8MP IP Bullet 2.8 -12mm AF WDR IR |
| 1 | 16Ch 960H Analog To Ip Encoder |
| 320 | Cat 5E Shielded Direct Burial Cable 1M |

Recurring Services:

| Description | Amount |
|----------------------------------|-----------------|
| Cloud Managed Solutions | \$72.00 |
| Lease Fee | \$229.74 |
| Service Plan | \$97.51 |
| Sub Total Monthly Charge: | \$399.25 |

Summary of Charges for: New System Design

| | |
|---|----------------------|
| Installation Price | \$4,797.11 |
| Total Installation Price* | \$4,797.11 |
| Total Monthly Recurring Services Charges* | \$399.25 |
| | *Plus applicable tax |

Investment Summary (Leased)

Total Leased Proposal Option

| | |
|--------------------|------------|
| Installation Price | \$4,797.11 |
|--------------------|------------|

| | |
|---------------------------|------------|
| Total Installation Price* | \$4,797.11 |
|---------------------------|------------|

| | |
|---|----------|
| Total Monthly Recurring Services Charges* | \$399.25 |
|---|----------|

*Plus applicable tax

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4,500+
Employees



150
Locations

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Proposal



Proposal prepared for:

**SOUTH TEXAS WATER AUTHORITY
INDUSTRIAL**

Presented by:

Gregory Lewis

210-548-0759 | 10/22/2020

Sales Agreement ID: 890991602

Equipment and Investment Statement for: New System Design

Site Information: SOUTH TEXAS WATER AUTHORITY INDUSTRIAL, 2302 E SAGE RD, KINGSVILLE, TX 78363

Theory of Operation:

Scope of work:

Contact; Carola Serrato 361-592-9323

Setup for 120 day cloud storage

We will replace all of the existing cameras and DVR with new HD Hybrid Cameras and NVR.

All existing wiring is to be used, this is a direct swap out camera for camera and NVR, should be a plug and play.

With the exception of 4 pole cameras.

Program NVR for remote viewing on and off site

Program NVR for Event Record.

Camera #1: Inside dome with wide angle lens

Camera #2: Right front corner with varifocal lens

Camera #3: Right front corner with varifoca lens

Camera #4: Left rear side, with varifoca lens

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All lift out ceiling to location for pole

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Camera #10 XNO-6120R Varifocal mounted on pole

Camera #11 XNO-6120R Varifocal mounted on pole

Camera #12XNO-6120R Varifocal mounted on pole

Align all cameras to match existing and then adjust camera angle and lens to provide the zoom and angles the customer requires.

Scope of Work:

Scope of work:

Contact; Carola Serrato 361-592-9323

Setup for 120 day cloud storage

We will replace all of the existing cameras and DVR with new HD Hybrid Cameras and NVR.

All existing wiring is to be used, this is a direct swap out camera for camera and NVR, should be a plug and play.

With the exception of 4 pole cameras.

Program NVR for remote viewing on and off site

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Camera #9: XNO-6120R Varifocal mounted on pole

Camera #10 XNO-6120R Varifocal mounted on pole

Camera #11 XNO-6120R Varifocal mounted on pole

Camera #12XNO-6120R Varifocal mounted on pole

Align all cameras to match existing and then adjust camera angle and lens to provide the zoom and angles the customer requires.

Equipment List:

| Quantity | Description |
|----------|--|
| 1 | 16 Port PoE Server Linux 24TB No Lic |
| 6 | Outdr 2Mp Hd-Tvi Dome 2.8-12Mm Af Wdr Ir |
| 6 | In/Out 8MP IP Bullet 2.8 -12mm AF WDR IR |
| 1 | 16Ch 960H Analog To Ip Encoder |
| 320 | Cat 5E Shielded Direct Burial Cable 1M |

Recurring Services:

| Description | Amount |
|-------------------------|---------|
| Cloud Managed Solutions | \$72.00 |
| Service Plan | \$97.51 |

Sub Total Monthly Charge: \$169.51

Summary of Charges for: New System Design

| | |
|---|----------------------|
| Installation Price | \$12,496.81 |
| Total Installation Price* | \$12,496.81 |
| Total Monthly Recurring Services Charges* | \$169.51 |
| | *Plus applicable tax |

Investment Summary (Non-Leased)

Total Non-Leased Proposal Option

| | |
|--------------------|-------------|
| Installation Price | \$12,496.81 |
|--------------------|-------------|

| | |
|---------------------------|-------------|
| Total Installation Price* | \$12,496.81 |
|---------------------------|-------------|

| | |
|---|----------|
| Total Monthly Recurring Services Charges* | \$169.51 |
|---|----------|

*Plus applicable tax

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From: Lewis, Gregory <gclewis@adt.com>
Sent: Monday, October 19, 2020 1:41 PM
To: mcserrato@stwa.org
Subject: RE: Contracts for Direct Purchase

Yes, I am working on the design for final operations approval and should be able to send it out some time tomorrow afternoon late or Wednesday morning before 10:am.

Gregory Lewis

Sr Commercial Security Const.
814 Arion Pkwy, Suite 220, San Antonio, TX 78216-2837
O: 210.585.4503 M: 210.548.0759 E: gclewis@adt.com

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From: mcserrato@stwa.org <mcserrato@stwa.org>
Sent: Monday, October 19, 2020 8:35 AM
To: Lewis, Gregory <gclewis@adt.com>
Subject: RE: Contracts for Direct Purchase

CAUTION: This is an EXTERNAL email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes,

We received the quote for the local base system which the Board reviewed during the Sep 29 Board meeting. But, they want to see a cloud based system quote. My understanding is that the hybrid system uses both local and cloud storage, correct? The use of both is to reduce the cost of the cloud storage, also correct?

We spoke after the Sep 29th meeting.

Carola
Carola G. Serrato
Executive Director
South Texas Water Authority
2302 East Sage Rd
Kingsville, Texas 78363
361-592-9323 x112

From: Lewis, Gregory <gclewis@adt.com>
Sent: Sunday, October 18, 2020 3:30 PM

To: mogserrato@stwa.org

Subject: RE: Contracts for Direct Purchase

I completed a hybrid quote last week for you, waiting on operations to approve the design and will forward it over.

I sent the revised quote for the local CCTV System.

Gregory Lewis

Sr Commercial Security Conslt.

814 Arion Pkwy, Suite 220, San Antonio, TX 78216-2837

O: 210.585.4503 M: 210.548.0759 E: gclewis@adt.com

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From: mogserrato@stwa.org <mogserrato@stwa.org>

Sent: Friday, October 16, 2020 4:39 PM

To: Lewis, Gregory <gclewis@adt.com>

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>

Subject: RE: Contracts for Direct Purchase

CAUTION: This is an EXTERNAL email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greg,

We spoke a few weeks ago and you indicated that additional quotes would be provided. We will be developing our agenda for the Board meeting next week. The meeting is scheduled for Oct 27.

Have a good weekend,

Carola

Carola G. Serrato

Executive Director

South Texas Water Authority

2302 East Sage Rd

Kingsville, Texas 78363

361-592-9323 x112

From: Lewis, Gregory <gclewis@adt.com>

Sent: Wednesday, September 30, 2020 8:44 AM

To: mogserrato@stwa.org

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>

Subject: RE: Contracts for Direct Purchase

I can put together a cloud based system for you, and have it to you within a day or so.

However, a more economical approach would be to setup the system to meet your needs. How long do you require to store video for?

The way it works, the recorder fills up {Typically 30 days} and then for ever second it records after that point, it erases a second. So you should always maintain 20 to 30 days on typical system. But we can provide larger drives to insure 60, 90 days worth of recording.

Gregory Lewis

Sr Commercial Security Constl.

814 Arion Pkwy, Suite 220, San Antonio, TX 78216-2837

O: 210.585.4503 M: 210.548.0759 E: gclewis@adt.com

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From: mogserrato@stwa.org <mogserrato@stwa.org>

Sent: Wednesday, September 30, 2020 8:41 AM

To: Lewis, Gregory <gclewis@adt.com>

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>

Subject: RE: Contracts for Direct Purchase

CAUTION: This is an EXTERNAL email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greg:

The STWA Board had some additional questions. My understanding is that the system would be using the DVR to record data and as the data ages and new information is added the older files "drop off" and new information is added. They requested information on a cloud based system.

Carola

Carola G. Serrato
Executive Director

South Texas Water Authority

2302 East Sage Rd
Kingsville, Texas 78363
361-592-9323 x112

From: Lewis, Gregory <gclewis@adt.com>

Sent: Tuesday, September 22, 2020 4:50 PM

To: mogserrato@stwa.org

Subject: Contracts for Direct Purchase

Attached are the contracts for the Direct Purchase option with and one with out the Service plan option.

Service plan provides for full repair or replacement of any defective part at NO additional charge for part s or labor.

You can't have a million dollar dream with a minimum wage work ethic. – Author Unknown

Gregory Lewis

Sr Commercial Security Constl.

814 Arion Pkwy, Suite 220, San Antonio, TX 78216-2837

O: 210.585.4503 M: 210.548.0759 E: gclewis@adt.com

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From: Matt Cazalas <mattcazalas@alarmsecurity.com>
Sent: Wednesday, October 21, 2020 12:48 PM
To: mcserrato@stwa.org
Subject: Re: Camera System

Good afternoon,

I appreciate the opportunity but we do not have any options for off-site storage nor do we use that kind of equipment.

Thank you,

Matt Cazalas
Sales
Alarm Security & Contracting, Inc.
1706 SPID
Corpus Christi, TX 78416
361-857-5615 office
361-853-7779 fax
361-533-3474 cell
mattcazalas@alarmsecurity.com
www.alarmsecurity.com



On Wed, Oct 21, 2020 at 10:01 AM <mcserrato@stwa.org> wrote:

Matt,

You may recall we spoke a few months ago regarding the multitude of camera systems that could be installed based on viewing expectations and clarity desired. We discussed the recent theft of STWA equipment and the large yard at our location in conjunction with night vision and attempting to produce any identifying features such as a license plate, vehicle make/model or persons. You indicated that such was possible depending on the funds available. Since that conversation, the STWA Board has reviewed the attached specifications provided by another vendor. However, the STWA Board is now also interested in a system that stores data offsite such as in the Cloud.

Is your company interested in providing a quote on a system with these types of cameras and off-site storage?

Carola

Carola G. Serrato

ATTACHMENT 4

Corpus Christi Rate Model Review

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 20, 2020
Re: Update on NewGen Strategies (NewGen) Findings on the City of Corpus Christi Annual Rate “true-up” and Rate Model

Background:

As reported in recent updates, Mr. Chris Ekrut with NewGen has been in touch with City of Corpus Christi staff related to the Settlement Agreement “true-up” and Rate Model calculations. Enclosed are the latest emails to/from NewGen and the City. Following those emails, Mr. Ekrut and I discussed the City’s responses and some of the City’s past actions regarding use of reserve funds.

Analysis:

Mr. Ekrut is of the opinion that the City is complying with the provisions of the Settlement Agreement. However, there was also a discussion about the City’s approach to their retail rates which are not necessarily being charged on a “cost of service” basis. This explains some of the recent news stories regarding the City’s adopted water rates – which will go into effect on January 1, 2021 – not increasing. As such, Mr. Ekrut recommends and staff agrees that continued review of the City’s allocation of costs to its wholesale customers is essential. Along that line, we discussed the City’s recent offer to calculate our rates on the same two-year cycle as its other customers. Mr. Ekrut does not believe that would be beneficial and advises it is best to view the budgeted amounts and actual revenues/expenses annually.

Therefore, as the Board is aware, budget information was provided to STWA’s seven (7) wholesale customers including the City’s proposed rates. As a result of the more recent data from the City, the rates provided are not 100% accurate and the pass-through cost beginning January 1, 2021 will be slightly lower than the information provided. Staff believes a follow-up letter to our wholesale customers is warranted.

Staff Recommendation:

Provide feedback to staff and our consultant. Provide a follow-up letter to our wholesale customers.

Board Action:

Determine if any additional action is needed. Determine whether to authorize sending updated information to our customers.

Summarization:

Staff continues to be pleased with the services provided by NewGen and in particular, Chris Ekrut. The review may not always result in lower rates. But, it remains important to have the study performed annually.

From: Chris Ekrot <cekrot@newgenstrategies.net>
Sent: Sunday, September 27, 2020 11:25 AM
To: mcserrato@stwa.org; myoung@ncwid4.org
Cc: Megan Kirkland; 'Bill Flickinger'; 'Dony Cantu'; 'Frances Rosales'; 'Jo Ella Wagner'
Subject: FW: Public Agency for Resale: Utility Rate Model - 2020 update
Attachments: CC Model Review Questions#2.docx; 4b Agenda and Background Ord 027104 SPMWD Goliad Sands.pdf; 4b Ord 027104 SPMWD Goliad Sands project.pdf; 6 RWSD Trend File from Inception to FY20.xlsx

Carola, Mark –

After reviewing the City's responses, it appears that they are standing firm on the raw water rate as adjusted. Specific to Question 4, I don't agree with the City's decision years ago under Ron Massey to put these monies in reserve, the amounts less the payment to San Pat have now been returned, so that's water under the bridge. I'd be curious regarding your thoughts on the payments to San Pat?

With regards to the retail rate performance, we will want to watch this on next year's review and ensure we don't get another pop on the raw water rates due to the City's actions. I also think we need to keep a close eye on the general fund transfers. This is the first year that I've seen movement of responsibilities, and I want to make sure this doesn't turn into a shell game to get numbers to move the way they want them to.

Should you have additional questions or anything else you'd like to visit about, please let me know.

Thanks,
Chris

If needed, feel free to book time on my calendar at this link <https://chrisekrot.youcanbook.me/>

Chris Ekrot | NewGen Strategies & Solutions, LLC
Chief Financial Officer
Director, Environmental Practice
275 W. Campbell | Suite 440 | Richardson, TX 75080
Office: (972) 232-2234 | Mobile: (214) 498-8132
cekrot@newgenstrategies.net
Please visit us at www.newgenstrategies.net

From: Reba George <RebaG@cctexas.com>
Sent: Tuesday, September 22, 2020 2:07 PM
To: Chris Ekrot <cekrot@newgenstrategies.net>; mcserrato@stwa.org; 'Bill Flickinger' <bflickinger@wfaustin.com>; 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jacob Hinojosa' <jhinojosa@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Mark Young <myoung@ncwid4.org>; violetwater@aol.com; Brian Williams <BGW@spmwd.net>; Rebecca Klaevemann (rbk@spmwd.net) <RBK@spmwd.net>
Cc: Steve Viera <SteveV@cctexas.com>; Kevin Norton <KevinN@cctexas.com>; Lisa Aguilar [LGL] <LisaA@cctexas.com>; Miles Risley <MilesR@cctexas.com>; Constance Sanchez <ConstanceP@cctexas.com>; Martha Messer <MarthaMe@cctexas.com>; Adriane Ferraro <AdrianeF@cctexas.com>; Reed, Grady <Grady.Reed@hdrinc.com>; Megan Kirkland <mkirkland@newgenstrategies.net>
Subject: RE: Public Agency for Resale: Utility Rate Model - 2020 update

All – Attached are responses to ‘round 2’ questions #1-5, including the question Chris sent yesterday as #6. There are attachments relate to responses for #4 and #6.

Thank you,

Reba N. George, M.P.A., C.P.M. | *Assistant Director of Support Services*
City of Corpus Christi | Water Utilities Department
361-826-1648

From: Chris Ekrut <cekrut@newgenstrategies.net>

Sent: Thursday, September 17, 2020 5:07 PM

To: Reba George <RebaG@cctexas.com>; mcserrato@stwa.org; 'Bill Flickinger' <bflickinger@wfaustin.com>; 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jacob Hinojosa' <jhinojosa@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Mark Young <myoung@ncwcid4.org>; violetwater@aol.com; Brian Williams <BGW@spmwd.net>; Rebecca Klaevemann (rbk@spmwd.net) <RBK@spmwd.net>

Cc: Steve Viera <SteveV@cctexas.com>; Kevin Norton <KevinN@cctexas.com>; Lisa Aguilar [LGL] <LisaA@cctexas.com>; Miles Risley <MilesR@cctexas.com>; Constance Sanchez <ConstanceP@cctexas.com>; Martha Messer <MarthaMe@cctexas.com>; Adriane Ferraro <AdrianeF@cctexas.com>; Reed, Grady <Grady.Reed@hdrinc.com>; Megan Kirkland <mkirkland@newgenstrategies.net>

Subject: RE: Public Agency for Resale: Utility Rate Model - 2020 update

[[WARNING: External e-mail. Avoid clicking on links or attachments. We will NEVER ask for a password, username, payment or to take action from an email. When in doubt, please forward to SecurityAlert@cctexas.com.]]

Warning: The email has been flagged as a potential spoof. Do not reply or open links, unless you have confirmed the sender and the legitimacy of the message. If you have any questions or concerns, please contact the Service Desk at 826-3766. Thank you.

Reba –

Thanks again for providing the answers to the initial round of questions and providing the revised model and additional data. I have a few more follow-up questions on the information that was sent. Please see below and feel free to call me should you need clarification on any of these items.

Thanks,
Chris

1. Based on news reports, it appears that the City is not raising rates for its retail customers. However, at minimum, with the equipment expenditures budgeted for Choke Canyon, shouldn't there be some type of a retail increase associated with raw water cost increases? Is the City drawing out of fund balance to “buy-down” a retail water increase? Further, if the City does not generate sufficient raw water revenues, driven by a lack of adjustment to retail revenues, how is that accounted for in the true-up process so that wholesale customers are not impacted by the under-recovery from the City's retail customers?
2. In response to Question 1(a), specific to the budgeted value of \$285,000, can someone identify what this budgeted amount is specific to? Is this raw water supply studies, professional fees, etc.?
3. In response to Question 1(b), I understand that there may be limitations on the information that can be provided on pending litigation, but if additional details can be provided can you detail what this potential suit is concerning and the impact of that matter on the City's wholesale water customers?

4. In response to Question 4, can you provide some history regarding the establishment of this reserve? Specifically:
 - a. How did the City determine to establish a reserve from raw water over-collection as opposed to flowing these over-collections back through the raw water true-up or rate?
 - b. For the \$1,015,735 payment to San Pat, can you explain what this payment was for? If the reserve was funded by contributions from all raw water customers, how did those same customers benefit from this payment?
 - c. Why did it take the City from 2007 until 2018 to flow this money back to customers?

5. In response to Question 9, Page 8 of the MGT Consulting Study appears to show a transfer amount of \$2,291,569 for the Water Utility. However, Worksheet WExp, Line 1579 of the Rate Model shows a Transfer to the General Fund of \$3,222,290. Can you reconcile this difference? I understand that the Cost Allocation Plan is based on a 2020 budget, but I'm curious how this increase was determined year over year.

If needed, feel free to book time on my calendar at this link <https://chrisekrut.youcanbook.me/>

Chris Ekrut | NewGen Strategies & Solutions, LLC
Chief Financial Officer
Director, Environmental Practice
275 W. Campbell | Suite 440 | Richardson, TX 75080
Office: (972) 232-2234 | Mobile: (214) 498-8132
cekrut@newgenstrategies.net
Please visit us at www.newgenstrategies.net

From: Reba George <RebaG@cctexas.com>
Sent: Monday, September 14, 2020 4:43 PM
To: mogserrato@stwa.org; 'Bill Flickinger' <bflickinger@wfaustin.com>; Chris Ekrut <cekrut@newgenstrategies.net>; 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <vrosales@stwa.org>; 'Jacob Hinojosa' <jhinojosa@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Mark Young <myoung@ncwcid4.org>; violetwater@aol.com; Brian Williams <BGW@sprnwd.net>; Rebecca Klavemann (rbk@sprnwd.net) <RBK@sprnwd.net>
Cc: Steve Viera <SteveV@cctexas.com>; Kevin Norton <KevinN@cctexas.com>; Lisa Aguilar [LGL] <LisaA@cctexas.com>; Miles Risley <MilesR@cctexas.com>; Constance Sanchez <ConstanceP@cctexas.com>; Martha Messer <MarthaMe@cctexas.com>; Adriane Ferraro <AdrianeF@cctexas.com>; Reed, Grady <Grady.Reed@hdrinc.com>
Subject: FW: Public Agency for Resale: Utility Rate Model - 2020 update
Importance: High

Good afternoon –

Attached you will find responses to the questions sent by Chris Ekrut. Also attached is a revised rate model dated 9_01_20. The minor rate model correction impacts the one-year ratepayer raw water rate. I've updated the summary of impacts below. I will also be sending a related email with attachments regarding questions 4, 8 and 9.

Let me know if there are any further questions by (will give them a week). The update to the rate ordinance will be scheduled for City Council consideration in October.

Thank you,Reba

**Public Agency for Resale
Rate Model Update for 2021**

rev 9/1/20

| | FINAL | Proposed |
|---|-----------------|-----------------|
| DRAFT 8-10-20 | 1/1/2020 | 1/1/2021 |
| Raw Water (all but SPMWD) | | |
| Rate payer rate | 0.982 | 1.098 |
| Development charge | 0.05 | 0.05 |
| TOTAL | \$ 1.032 | \$ 1.148 |
| <i>% increase</i> | | 11.2% |
| <i>\$ increase</i> | | \$ 0.116 |
| Resale Treated (STWA, SPMWD) | | |
| Raw diversion | 0.099 | 0.119 |
| Treatment | 1.364 | 1.340 |
| TOTAL | \$ 1.463 | \$ 1.459 |
| <i>% increase</i> | | -0.3% |
| <i>\$ increase</i> | | \$ (0.004) |
| Resale Treated. Delivered (NCWID#4-Port A, Violet) | | |
| Raw diversion | 0.099 | 0.119 |
| Treatment | 1.364 | 1.340 |
| Network | 0.633 | 0.622 |
| TOTAL | \$ 2.096 | \$ 2.081 |
| <i>% increase</i> | | -0.7% |
| <i>\$ increase</i> | | \$ (0.015) |

From: Reba George

Sent: Thursday, August 13, 2020 5:13 PM

To: mcgserrato@stwa.org; 'Bill Flickinger' <bflickinger@wfaustin.com>; 'Chris Ekrut' <cekrut@newgenstrategies.net>; 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jacob Hinojosa' <jhinojosa@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Mark Young <myoung@ncwcid4.org>; violetwater@aol.com; Brian Williams <BGW@spmwd.net>; Rebecca Klaevemann (rbk@spmwd.net) <rbk@spmwd.net>

Cc: Steve Viera <SteveV@cctexas.com>; Kevin Norton <KevinN@cctexas.com>; Lisa Aguilar (LisaA@cctexas.com) <LisaA@cctexas.com>; Miles Risley <MilesR@cctexas.com>; Constance Sanchez <ConstanceP@cctexas.com>; Martha Messer <MarthaMe@cctexas.com>; Adriane Ferraro <AdrianeF@cctexas.com>; Reed, Grady <Grady.Reed@hdrinc.com>

Subject: Public Agency for Resale: Utility Rate Model - 2020 update

Good afternoon –

For your review. You will notice a some new formatting and navigation tools to make the model a little more ‘user-friendly.

Please forward any questions you may have.

Included below is a summary of impacts reflected in the rate model

Thank you,

Reba N. George, M.P.A., C.P.M. | Assistant Director of Support Services
City of Corpus Christi | Water Utilities Department

| DRAFT 8-10-20 | FINAL | Proposed |
|---|-----------------|-----------------|
| | 1/1/2020 | 1/1/2021 |
| Raw Water (all but SPMWD) | | |
| Rate payer rate | 0.982 | 1.048 |
| Development charge | 0.05 | 0.05 |
| TOTAL | \$ 1.032 | \$ 1.098 |
| <i>% increase</i> | | 6.4% |
| <i>\$ increase</i> | | \$ 0.066 |
| | | |
| Resale Treated (STWA, SPMWD) | | |
| Raw diversion | 0.099 | 0.119 |
| Treatment | 1.364 | 1.340 |
| TOTAL | \$ 1.463 | \$ 1.459 |
| <i>% increase</i> | | -0.3% |
| <i>\$ increase</i> | | \$ (0.004) |
| | | |
| Resale Treated. Delivered (NCWID#4-Port A, Violet) | | |
| Raw diversion | 0.099 | 0.119 |
| Treatment | 1.364 | 1.340 |
| Network | 0.633 | 0.622 |
| TOTAL | \$ 2.096 | \$ 2.081 |
| <i>% increase</i> | | -0.7% |
| <i>\$ increase</i> | | \$ (0.015) |
| | | |

**Raw Water Supply Development Fund
4041**

| | thru Aug 2020 | | | | | | | | | | |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> | <u>2011</u> | <u>Total</u> |
| Beg Fund Bal | 14,041,675.42 | 12,287,278.62 | 10,490,044.44 | 9,872,869.37 | 9,311,265.87 | 7,699,046.01 | 6,714,417.03 | 4,888,444.68 | 1,462,346.64 | - | 19,122,375.40 |
| Revenue | 1,546,999.18 | 1,913,510.53 | 1,781,092.39 | 1,720,801.61 | 1,716,181.74 | 1,626,785.56 | 2,054,969.89 | 1,848,016.10 | 3,451,671.76 | 1,462,346.64 | 203,645.80 |
| Expense (Uncollectible exp) | | 159,113.73 | (16,141.79) | 4,306.54 | 4,578.24 | 14,565.70 | (10,394.09) | 22,043.75 | 25,573.72 | - | 3,783,392.00 |
| Transfers | 453,337.00 | | - | 1,099,320.00 | 1,150,000.00 | - | 1,080,735.00 | | | - | |
| End Fund Bal | 15,135,337.60 | 14,041,675.42 | 12,287,278.62 | 10,490,044.44 | 9,872,869.37 | 9,311,265.87 | 7,699,046.01 | 6,714,417.03 | 4,888,444.68 | 1,462,346.64 | 15,135,337.60 |

FY2020 is
unaudited and
does not include
year-end revenue
accrual and
uncollectible
expense

9/21/20

Responses to Public Agency questions

1. Based on news reports, it appears that the City is not raising rates for its retail customers. However, at minimum, with the equipment expenditures budgeted for Choke Canyon, shouldn't there be some type of a retail increase associated with raw water cost increases? Is the City drawing out of fund balance to "buy-down" a retail water increase? Further, if the City does not generate sufficient raw water revenues, driven by a lack of adjustment to retail revenues, how is that accounted for in the true-up process so that wholesale customers are not impacted by the under-recovery from the City's retail customers?

Retail rates are set for two years – the current rates are in effect through the end of CY2021. The City is not drawing out of fund balance to keep retail water rates from increasing. The true-ups are prepared by comparing budget to actual expenditures, and budgeted expenditures (revenue requirement) to actual revenues. No distinction is made between the sources of the revenue, retail vs wholesale. The City proposed that wholesale customers be on a two-year rate to correspond with the retail rate cycle – that offer is still open.

2. In response to Question 1(a), specific to the budgeted value of \$285,000, can someone identify what this budgeted amount is specific to? Is this raw water supply studies, professional fees, etc.?

| Explanation | Quantity | unit | Unit Cost (\$) | Total cost (\$) |
|---|----------|------|----------------|-----------------|
| CC Water Supply Management Large contract 1 | 1 | each | \$ 125,000.00 | \$ 125,000 |
| TAMUK Watershed development research | 1 | each | \$ 10,000.00 | \$ 10,000 |
| CC Water Supply Model | 1 | each | \$ 100,000.00 | \$ 100,000 |
| Legal Contracts (Tech Support) | 1 | each | \$ 50,000.00 | \$ 50,000 |
| | | | \$ 285,000.00 | |

3. In response to Question 1(b), I understand that there may be limitations on the information that can be provided on pending litigation, but if additional details can be provided can you detail what this potential suit is concerning and the impact of that matter on the City's wholesale water customers?

The litigation relates to water supply.

4. In response to Question 4, can you provide some history regarding the establishment of this reserve? Specifically:

- a. How did the City determine to establish a reserve from raw water over-collection as opposed to flowing these over-collections back through the raw water true-up or rate?

Ron Massey, ACM, decided to put the overcollections in reserve in order to modulate variance in RWCA.

- b. For the \$1,015,735 payment to San Pat, can you explain what this payment was for? If the reserve was funded by contributions from all raw water customers, how did those same customers benefit from this payment?

Ordinance and Agenda background from the Dec 19, 2006 City Council action is attached. This item was to increase the region's water supply.

- c. Why did it take the City from 2007 until 2018 to flow this money back to customers?

Mark Van Vleck, ACM, decided to apply the remaining reserve in order to modulate variance in RWCA.

5. In response to Question 9, Page 8 of the MGT Consulting Study appears to show a transfer amount of \$2,291,569 for the Water Utility. However, Worksheet WExp, Line 1579 of the Rate Model shows a Transfer to the General Fund of \$3,222,290. Can you reconcile this difference? I understand that the Cost Allocation Plan is based on a 2020 budget, but I'm curious how this increase was determined year over year.

To get the Transfer to General Fund from the MGT Full Cost Allocation Plan for FY2021, you have to add together both Water and Water Debt Service. This is $\$2,291,569 + \$181,312 = \$2,472,881$. An additional \$749,409 was added to the Water Fund transfer (with similar pro-rata amounts added to other funds including the other utilities) because beginning in FY2021, the Call Center is being moved from the IT Fund to the General Fund. This was not accounted for in the MGT Full Cost plan.

6. Last year, the City was able to provide the attached file "RWSD Trend File from Inception to FY 19". In that file, it estimates an ending balance for FY 2019 at a little over \$13.7 million. In the most recent rate model, worksheet "W_CIP", Line 71, it shows the beginning balance of the RWSD as of FY 2021 at under \$7.7 million. Is there a way to provide the RWSD trend file updated through 2020 to explain the expenditure of dollars out of this fund in 2020?

See 6. Attachment for RWSD file updated with FY20. The beginning balance of the RWSD on W_CIP tab is incorrect. This does not have any impact on the rates under review.

The budgeted expenditures posted to RWSD Fund 4041 for FY20 are a transfer to the CC Aquifer ST&R Fund 4021 for Phase II of the ASR project. In early FY20, the decision was made to put a hold on this phase and focus efforts on desalination.

ATTACHMENT 5

Banquete Pump Station

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 20, 2020
Re: Update on Banquete Pump Station (PS) to Serve the Nueces Water Supply Corporation (NWSC)

Background:

Enclosed are the most recent emails on the payment status pertaining to the new Banquete Pump Station. As you can see, the fourth Pay Request in the amount of \$101,556.31 has been reviewed by LNV, Inc. and approved for payment. In addition, as reported in the previous memo, this request will deplete the remaining TWDB grant funds and STWA and the Nueces Water Supply Corporation will be invoiced for our share of committed funds. As such, also enclosed is an invoice from Nueces County to STWA in the amount of \$53,609.71.

Analysis:

This is the first of what will likely be several invoices. The Board will recall that a total of \$425,000 has been committed by STWA for the construction of this project which will separate services between the Nueces Water Supply Corporation and the Nueces County Water Control and Improvement District #5.

Staff Recommendation:

Keep the Board updated on this project. Approve payment of \$53,609.71 to Nueces County.

Board Action:

Provide feedback to staff. Determine whether to authorize the payment of \$53,609.71 to Nueces County.

Summarization:

This project is essential to finalizing the NWSC and the NCWC&ID #5 wholesale water supply contracts.



Nueces County Grants Administration
901 Leopard Street, Room 501
Corpus Christi, Texas 78401-3602
(361) 888-0225
grantsadmin@nuecesco.com

TO: South Texas Water Authority (STWA)
ATTN: Mr. Rudy Galvan, STWA Board President
2302 East Sage Rd
Kingsville, Texas 78363

INVOICE # 1 PROJECT: Banquete Booster Pump Station, Cyndie Park II

| Description | Amount |
|---|----------------------|
| J.S. Haren Company - Pay Estimate #1, reported on TWDB Outlay #31 | \$ 177,311.80 |
| J.S. Haren Company - Pay Estimate #2, reported on TWDB Outlay #31 | \$ 252,085.10 |
| J.S. Haren Company - Pay Estimate #3, reported on TWDB Outlay #32 | \$ 132,477.50 |
| J.S. Haren Company - Pay Estimate #4, reported on TWDB Outlay #33 | \$ 101,556.31 |
| Total Billed to Date | \$ 663,430.71 |

Less Texas Water Development Board Funds \$ 609,821.00

Remaining Balance \$ 53,609.71

Balance Due from STWA \$ 53,609.71

This invoice is submitted in accordance with the letter of commitment dated 12/09/2019 provided by STWA, based on a vote taken by the Board of Directors on 12/03/2019 for a funding commitment in the amount of \$425,000.

Please make checks payable to Nueces County and remit to the address listed at the top of this page.



Maria M. Bedia, Grants Administrator

10/07/2020
Date

From: Maria M. Bedia <maria.bedia@nuecesco.com>
Sent: Wednesday, October 7, 2020 9:50 PM
To: mcserrato@stwa.org
Cc: 'Dony Cantu'; 'Frances Rosales'; 'Jo Ella Wagner'; Natalie Eckstrom
Subject: Banquete Booster Pump Station, Cyndie Park II - Invoice #1 to STWA
Attachments: Invoice #1 STWA Cindy Park JS Haren Contract.pdf; Estimate for Partial Payment #4 JS Haren.pdf

Good evening. In accordance with the email string below, Invoice #1 to STWA will be mailed out tomorrow to Mr. Galvan's attention. Attached is a copy.

Please let me know if you have any questions. Thank you.



Maria M. Bedia
Grants Administrator
Nueces County
(361) 888-0225 Phone
(361) 960-3599 Cell
maria.bedia@nuecesco.com

From: Maria M. Bedia
Sent: Friday, August 28, 2020 9:25 AM
To: mcserrato@stwa.org
Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Natalie Eckstrom <natalie.eckstrom1@co.nueces.tx.us>; 'Joe Trejo' <jtrejo@Invinc.com>; 'Robert Viera' <rviera@Invinc.com>
Subject: RE: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Sounds good to me. That is how we will process JS Haren's Pay Estimate #4 as there are still TWDB funds to fully cover #3.

Thanks,
Maria

From: mcserrato@stwa.org <mcserrato@stwa.org>
Sent: Friday, August 28, 2020 9:22 AM
To: Maria M. Bedia <maria.bedia@nuecesco.com>
Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Natalie Eckstrom <natalie.eckstrom1@co.nueces.tx.us>; 'Joe Trejo' <jtrejo@Invinc.com>; 'Robert Viera' <rviera@Invinc.com>
Subject: RE: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Actually, the best process for STWA and NWSC would be if STWA was billed first until all the committed funds have been paid followed by invoicing NWSC. STWA had the \$425,000 budgeted in FY 20 which ends on September 30th. NWSC's fiscal year ends on December 31st. Depending on when the actual work is done, it appears STWA could "spend" the entire committed funds in FY 20.

Carola

From: Maria M. Bedia <maria.bedia@nuecesco.com>

Sent: Friday, August 28, 2020 9:08 AM

To: mogserrato@stwa.org

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Natalie Eckstrom <natalie.eckstrom1@co.nueces.tx.us>; Joe Trejo <jtrepo@Invinc.com>; Robert Viera <rviera@Invinc.com>

Subject: RE: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

My apologies; what I meant is that the balances will be split up to the max amount available so the NWSC invoices will "end" sooner than the STWA invoices. If you have another suggestion, we can certainly accommodate. This situation is somewhat unique to the County.

Thank you for the contact information. I will update the drafts.

Have a great weekend!

Maria

From: mogserrato@stwa.org <mogserrato@stwa.org>

Sent: Friday, August 28, 2020 9:02 AM

To: Maria M. Bedia <maria.bedia@nuecesco.com>

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>; Natalie Eckstrom <natalie.eckstrom1@co.nueces.tx.us>; Joe Trejo <jtrepo@Invinc.com>; Robert Viera <rviera@Invinc.com>

Subject: RE: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Maria,

The NWSC Board committed to a total of \$178,000 and STWA committed to a total of \$425,000. (See attached.) As such, I'm thinking splitting the remaining balance in half will not work.

The mailing addresses for both STWA and NWSC have changed since the letters were sent in December 2019. Both entities are receiving mail at 2302 East Sage Road, Kingsville, Texas 78363.

The requests can be addressed to Mr. Rudy Galvan, STWA Board President, and Ms. Alice J. Black, NWSC Board President.

Once the invoices are received from the County, the items will be placed on the STWA and NWSC meeting agendas.

Have a good day,

Carola

Carola G. Serrato

Executive Director

South Texas Water Authority

2302 East Sage Rd

Kingsville, Texas 78363

361-592-9323 x112

From: Maria M. Bedia <maria.bedia@nuecesco.com>

Sent: Thursday, August 27, 2020 9:12 PM

To: mcgserrato@stwa.org

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>;
Natalie Eckstrom <natalie.eckstrom1@co.nueces.tx.us>

Subject: RE: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Good evening, Carola. I am saddened to hear about the tragic loss of your colleague. Please accept my condolences to his family, friends, and coworkers.

Thank you for your diligent oversight of this project. Regarding the funding commitments, once the TWDB funds are depleted, the County will invoice STWA and NWSC individually as each pay estimate is received. Please see the attached samples; please let me know to whom the invoices should be addressed. We will split the remaining balance in half between STWA and NWSC. The County will continue to process the pay estimates as they are received so as to not hold up payment to the vendor, but we will send the invoice to STWA and NWSC as soon as the pay estimate is received in our office. Please let me know if this is acceptable.

Thank you. Stay safe and healthy!



Maria M. Bedia
Grants Administrator
Nueces County
(361) 888-0225 Phone
(361) 960-3599 Cell
maria.bedia@nuecesco.com

From: mcgserrato@stwa.org <mcgserrato@stwa.org>

Sent: Thursday, August 27, 2020 11:15 AM

To: Maria M. Bedia <maria.bedia@nuecesco.com>

Cc: 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>

Subject: FW: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Importance: High

Good Morning Maria,

I hope you are well. I have asked Joe (see below) to keep me updated on the progress of the Banquete PS.

Mando, our O&M Supervisor, had been checking on the construction. But, tragically, Mando contracted the virus from his son, was hospitalized and passed away about 2 weeks ago. Our office is coping; but we miss him dearly.

With the processing of Pay Est #3, it appears the pay requests are very close to the \$614,000 in funds available from the TWDB – if I recollect correctly.

I am wondering how the County will proceed as it relates to STWA and NWSC providing their commitments. The STWA Board is meeting on September 8th and again on September 29th. If necessary, we can request a meeting of the NWSC Board.

Please let me know if there is anything STWA or NWSC needs to do regarding future pay requests.

Take Care. Stay Safe.
Carola

Carola G. Serrato
Executive Director
South Texas Water Authority
2302 East Sage Rd
Kingsville, Texas 78363
361-592-9323 x112

From: Joe Trejo <jtremo@lrvinc.com>
Sent: Thursday, August 27, 2020 10:34 AM
To: mcgserrato@stwa.org
Cc: Joe Trejo <jtremo@lrvinc.com>; Robert Viera <rviera@lrvinc.com>
Subject: Draft Est #3 FW: Banquete Booster Pump Station, Cyndie Park II - Under Review

Carola –

Got in Est #3- but still under review/checking –

Sending to you for your information – and preliminary use -

Will send you Final Approved estimate when review completed –

Thanks

From: Robert Viera <rviera@lrvinc.com>
Sent: Wednesday, August 26, 2020 1:18 PM
To: Joe Trejo <jtremo@lrvinc.com>
Subject: Fwd: Banquete Booster Pump Station, Cyndie Park II

FYI

Robert M Viera, PE, RPLS
Managing Principal

LNV
an Ardurra Company

801 Navigation Blvd, Suite 300
Corpus Christi, Texas 78408
P 361-883-1984 F 361-883-1986
www.LNVINC.com
www.Ardurra.com

Begin forwarded message:

From: Cassandra Haren <cassandra@jsharen.com>
Date: August 26, 2020 at 12:57:08 PM CDT
To: Robert Viera <rviera@lrvinc.com>
Cc: John Miller <jmiller@lrvinc.com>, Hector Castaneda <hectorc@lrvinc.com>
Subject: Banquete Booster Pump Station, Cyndie Park II

Please see attached our estimate # 3 for your review and approval.

Thanks,

Cassandra L. Haren

**J. S. HAREN COMPANY
1175 Highway 11 N
Athens, TN 37303
(423) 745-5000**



an Ardurra Company

October 6, 2020

Maria M. Bedia
Grants Administrator
Nueces County Grants Administration
Nueces County, Texas
901 Leopard Street, Room 501
Corpus Christi, Texas 78401

**Re: Nueces County, Texas
Banquete Booster Pump Station Cyndie Park II
IFB No. 3113-19; TWDB Contract No. 62622
Pay Request No. 4**

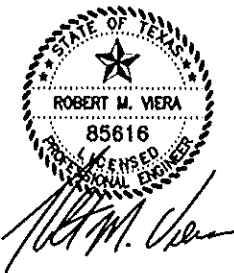
Dear Ms. Bedia:

LNV has reviewed the enclosed Pay Request No. 4 from J. S. Haren Company for the above referenced project. LNV recommends payment of Pay Request No. 4 in the amount of \$101,556.31.

If you have any questions or comments regarding this matter, please feel free to contact me at (361) 883-1984.

Respectfully,
LNV, LLC.

TBPE Firm No. F-366



Robert M. Viera, P.E., R.P.L.S.
Managing Principal



ESTIMATE FOR PARTIAL PAYMENT

| |
|---|
| Project Title: Banquete Booster Pump Station Cyndle Park II, TWDB Project #62622 |
| Owner: Nueces County |
| Project IFB No.: 3113-19 |

| |
|--|
| Contractor: J. S. HAREN COMPANY |
|--|

| | |
|--|---|
| Estimate No.: 4 | For the Pay Period: 8/28/20 to 9/25/20 |
| Date of Contract Award: January 8, 2020 | Notice to Proceed: 4/30/2020 |
| Original Contract Amount: \$1,384,950 | Original Contract Days: 240 |
| Add Total Change Order Amount: (172,129.00) | Change in Contract Days: 0 |
| Less Contingency: | Adjusted Contract Days: 240 |
| Adjusted Contract Amount: \$1,212,821 | |

ORIGINAL CONTRACT WORK/SCHEDULE OF VALUES

| Item No. and Description | Bid Qty & Units | Qty Complete | Unit Price | Contract Price | Amount |
|--|-----------------|--------------|--------------|----------------|--------------|
| A-1 Mobilization, De-Mobilization, Bonds, SWPP, NPDES | 1 | 0.75 | \$65,000.00 | \$65,000.00 | \$48,750.00 |
| A-2 6" Waterline | 451 | 410 | \$100.00 | \$45,100.00 | \$41,000.00 |
| A-3 All Fittings 4", 6", 8" Diameter, inc WYES, TEES, 45, 90 Caps & Ecc Reducers | 25 | 22 | \$500.00 | \$12,500.00 | \$11,000.00 |
| A-4 Gate Valves 6" or 8" | 6 | 4 | \$2,000.00 | \$12,000.00 | \$8,000.00 |
| A-5 8" Waterline | 88 | 79 | \$150.00 | \$13,200.00 | \$11,850.00 |
| A-6 8"x6" Tee & Valve Water Tie-In, inc all Ftgs, Valves, Piping, restraints, Flex Base Driveway repair & valve box with Conc Collar | 1 | | \$4,000.00 | \$4,000.00 | \$0.00 |
| A-7 6" Iso Valve Assy, all piping, tie-ins, ftgs, tees, valves, night work, restraints, valve box, conc collar & bends | 1 | | \$3,000.00 | \$3,000.00 | \$0.00 |
| A-8 3/4" Water Supply Re-conn, incl hose bib install (2), tie-in to 6" main, "P" trap on exist service & exist bathroom demo | 1 | 0.75 | \$10,000.00 | \$10,000.00 | \$7,500.00 |
| A-9 Adjustable Pipe or Concrete Supports for Piping | 6 | 2 | \$1,000.00 | \$6,000.00 | \$2,000.00 |
| A-11 100,000 Gal Galv Ground Storage Steel Tank, Inc Mov Fill Valve, Gate Valves, Foundation, Piping, Overflow 8" SDR26 Drainline and appurtenances - meeting all TCEQ, OSHA & AWWA Standards | 1 | 0.85 | \$180,000.00 | \$180,000.00 | \$153,000.00 |
| A-12 FRP Bldgs, Pre-Wired Inc 1 Chlorination Bldge & 1 LAS Bldg Inc Foundations, Appurtenances, Piping, Exhaust Fan, Louvers, Thermostat, Lights, Receptacles & Injection Tie-Ins to Main | 2 | 1.5 | \$65,000.00 | \$130,000.00 | \$97,500.00 |
| A-13 Booster Pumps in Ex shop bldg inc 2 new 500 GPM pump & motor assemblies, piping, restraints, fittings, valves, anchors & appurtenances | 1 | 0.9 | \$105,000.00 | \$105,000.00 | \$94,500.00 |
| A-14 7,500 Gal Hydro-Pneumatic Tanks inc all piping, Ftgs, tie-ins, controls, air compressor, appurtenances, foundation, sight glass, prsesure -level sensors/transmitters and instrumentation | 1 | 0.8 | \$75,000.00 | \$75,000.00 | \$60,000.00 |
| A-15 Metering Station, 6" flgd DI piping, 3" sensus T2 meter, ftgs, restraints, valves, sample ports, gauge, conc pad & conc supports | 1 | 0.65 | \$25,000.00 | \$25,000.00 | \$16,250.00 |
| A-16 Plug ex water well in Cyndle Park II Subdivison per TCEQ and TDLR Requirements | 1 | | \$6,000.00 | \$6,000.00 | \$0.00 |
| B-1 Ele demo inc Removal of Ex shop bldg electrical dist system lights and removals at existing Banquete Pump Station | 1 | | \$15,000.00 | \$15,000.00 | \$0.00 |
| B-2 New Elec Dist System inc Main Breaker, MCC, ATS, Lighting transformer, grounding, lighting panel & all elec for new hydropneumatic tank at ex Banquete Pump Station | 1 | 0.12 | \$140,000.00 | \$140,000.00 | \$16,800.00 |

| | | | | | | |
|---|---|----|------|-------------|----------------|--------------|
| B-3 | Inst inc all Flow, Level, Pressuer & Analytical devices not provided with other systems | 1 | | \$50,000.00 | \$50,000.00 | \$0.00 |
| B-4 | All conduit & wire for power & inst. Including installation, wiring termination and trenching | 1 | 0.45 | \$60,000.00 | \$60,000.00 | \$27,000.00 |
| B-5 | VFD Control Panel Fully Wired & Tested | 1 | | \$35,000.00 | \$35,000.00 | \$0.00 |
| B-6 | Combined Pump SCADA Panel fully wired & tested to function as pump control & SCADA panel, inc all SCADA integration and graphics | 1 | | \$68,571.00 | \$68,571.00 | \$0.00 |
| B-7 | Diesel Generator inc controls, conn & foundation | 1 | 0.8 | \$64,000.00 | \$64,000.00 | \$51,200.00 |
| C-1 | 6" waterline | 43 | | \$150.00 | \$6,450.00 | \$0.00 |
| C-2 | 7,500 Gal Hydro-Pneumatic Tanks inc all piping, Ftgs, tie-ins, controls, air compressor, appurtenances, foundation, sight glass, prsesure -level sensors/transmitters and instrumentation | 1 | 0.7 | \$70,000.00 | \$70,000.00 | \$49,000.00 |
| C-3 | Ele Requirements in Ex Banquete Booster Pump Station | 1 | | \$12,000.00 | \$12,000.00 | \$0.00 |
| ADJUSTED CONTRACT AMOUNT COMPLETED TO DATE | | | | | \$1,212,821.00 | \$695,350.00 |

ESTIMATE FOR PARTIAL PAYMENT

CONTRACT CHANGE ORDERS

| Change Order Numbers | Description | Amount |
|--------------------------------------|-------------|---------------|
| 1 | | -\$172,129.00 |
| | | |
| | | |
| | | |
| TOTAL AMOUNT OF CHANGE ORDERS | | |

PREVIOUS PAYMENTS AUTHORIZED

| Pay Estimate | | Contract Days Charged | Amount Authorized |
|--|---|-----------------------|-------------------|
| 1 | 1 | 57 | \$177,311.30 |
| 2 | 2 | 30 | \$252,085.10 |
| 3 | 3 | 31 | \$132,477.50 |
| 4 | 4 | 28 | \$101,556.31 |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| TOTAL PAYMENTS PREVIOUSLY AUTHORIZED: | | | |

| | | | |
|------------------------------------|----|---------------------------------|----|
| Contract Balance Remaining: | 94 | Contract Days Remaining: | 94 |
|------------------------------------|----|---------------------------------|----|

SUMMARY OF WORK PERFORMED

| | |
|---|---------------------|
| A Adjusted Contract Amount Completed to Date | \$695,350.00 |
| B Less Amount Retained in Accordance with Contract | -\$34,767.50 |
| C Materials Stored at Close of Period (Schedule Attached) | \$2,847.71 |
| D Net Amount Earned on Contract to Date (A + B + C) | \$663,430.21 |
| E Total Payments Previously Authorized | -\$561,873.90 |
| F BALANCE DUE THIS PAYMENT (D - E) | \$101,556.31 |

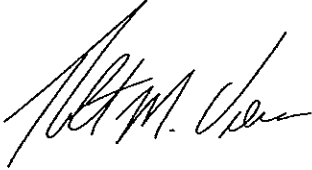
ESTIMATE FOR PARTIAL PAYMENT

CERTIFICATION OF CONTRACT: According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Estimate for Partial Payment are correct, that all work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions, that the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by this Estimate and that no part of the "Balance Due This Payment" has been received.

By: 
CONTRACTOR

Date: 10-1-20

ENGINEER'S RECOMMENDATION FOR PAYMENT: This Estimate for Partial Payment is recommended for payment.

By: 
ENGINEER

Date: 10-6-2020

By: _____
NUECES COUNTY ENGINEER

Date: _____

OWNER'S APPROVAL FOR PAYMENT: This Estimate for Partial Payment is approved for payment.

By: _____
Nueces County, Texas
County Judge
Barbara Canales

Date: _____

Stored Material Summary

Contractor's Application

| For (Contract): | | Banquete Booster Pump Station Cradle Park II | | | | Application Number: | | 4 | | | |
|---------------------|----------------------|---|------------------|--|---------------------------------------|---------------------|------------------------------------|--|---------------------------|--------------------|---|
| Application Period: | | August 29, 2020 to September 24, 2020 | | | | Application Date: | | 9/24/2020 | | | |
| Bid Item No. | Supplier Invoice No. | Submittal No. (with Specification Section No.) | Storage Location | Description of Materials or Equipment Stored | D Stored Previously | | E Amount Stored this Month (\$) | Subtotal Amount Completed and Stored to Date (D + E) | F Incorporated in Work | | G Materials Remaining in Storage (\$) (D + B - F) |
| | | | | | Date Placed into Storage (Month/Year) | Amount (\$) | | | Date (Month/Year) | Amount (\$) | |
| A2 | 48027 | | | Ferguson Waterworks | 7/2020 | \$2,409.32 | | \$2,409.32 | 9/2020 | \$2,409.32 | |
| A4 | 48027 | | | Ferguson Waterworks | 7/2020 | \$8,543.12 | | \$8,543.12 | 9/2020 | \$5,695.41 | \$2,847.71 |
| A5 | 48027 | | | Ferguson Waterworks | 7/2020 | \$6,628.70 | | \$6,628.70 | 9/2020 | \$6,628.70 | |
| A3 | 80224 | | | C & B Pipes | 7/2020 | \$6,964.75 | | \$6,964.75 | 9/2020 | \$6,964.75 | |
| A5 | 80297 | | | C & B Pipes | 7/2020 | \$872.30 | | \$872.30 | 9/2020 | \$872.30 | |
| A3 | 80222 | | | C & B Pipes | 7/2020 | \$2,793.21 | | \$2,793.21 | 9/2020 | \$2,793.21 | |
| Total | | | | | | \$18,311.40 | | \$18,311.40 | | \$15,563.69 | \$2,847.71 |

ATTACHMENT 6

FY 2021 Truck Specifications

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 21, 2020
Re: FY 2021 - Purchase of ¾ Ton 4x4 Truck

Background:

Per the Board approved FY 2021 budget, enclosed are specifications for a ¾ ton 4x4 gas engine pickup truck with a long bed. The specs are virtually identical to the bid package used last year for the FY 2020 purchase.

Staff is proposing to deliver bid packets to local dealerships and dealerships that have previously submitted bids including Access Ford, AutoNation Chevy and Toyota, AutoNation Ford Mazda, Beck and Masten GMC, Caldwell Country Chevrolet, Hick's Family Nissan, Lithia Dodge, Neesen Chevy/GMC, Neesen Dodge, Sames Ford Kingsville, and Mike Shaw Toyota. In addition, staff has utilized the BuyBoard online feature to reach out to dealerships.

Analysis:

Staff is asking for the Board to review the bid specifications. Once modified (if necessary) and approved, staff would like to proceed with requesting bids in order that the Board may consider awarding a purchase during the next meeting. In the past, the delivery time has been between 60 to 90 days, which would translate into receiving the vehicle around the middle of March.

Staff Recommendation:

Consider the attached specifications. Provide staff with feedback. Instruct staff to modify the specs as needed. Authorize gathering bids for the next Board meeting.

Board Action:

Determine whether to proceed with the above-described process of issuing a request for bids on a 2021 ¾ ton 4x4 gas engine pickup truck with a long bed.

Summarization:

This purchase is part of STWA's standard rotation of replacing a vehicle every year out of the ten (10) units which includes equipment haul trucks.

SPECIFICATION SHEET
2021 Work Truck
3/4 TON 4 x 4 PICKUP TRUCK
4-DOOR CAB LONG-BED (GAS ENGINE)
SUPERCAB, DOUBLE CAB or EXTENDED CAB – NOT CREW CAB

GVWR (lbs) Gross Vehicle Weight Rating: 9,500 minimum
Payload (lbs) 1,690 minimum

Transmission: 4 speed automatic minimum
Engine: 8 cylinder gas engine
Alternator: Standard with 8 cylinder gas engine
Steering: Power
Battery: Standard with 8 cylinder gas engine
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 or light colored neutral tone

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

Heater: Factory installed with defrosters.

Accessories :

- Towing package including electric trailer brake controller
- **Power Windows**
- **Blue Tooth Technology**
- Inside upper cab light.
- Cigarette lighter.
- Two (2) 12V plugs
- 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
¾ 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 by Certified Mail to South Texas Water Authority, P. O. Box 1701, Kingsville, Texas 78364 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 most 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

PAGE 3

- 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 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 that 200 miles at the time of delivery to the original destination point will not be considered new units and will not be

PURCHASING SPECIFICATIONS

PAGE 4

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
 - a. Sun visors - Two - padded.
 - b. Seats - Bench type, with foam cushioned seat and back, covered with standard

PURCHASING SPECIFICATIONS

PAGE 5

truck vinyl material or stained resistant cloth, for three people. Seats shall be equipped with seat belts for three 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 8 cylinder gasoline engine with a towing package.
 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 7

Board Meeting Schedule – 2021

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 20, 2020
Re: STWA Board of Directors Meeting Schedule for 2021

Background:

Enclosed is a 2021 calendar with the suggested meeting dates, recognized holidays, floating holidays and other pertinent dates. Staff is requesting that the Board review the meeting dates for 2021.

Analysis:

With regards to the Fiscal Year 2022 budget and rate adoption, the appraisal districts' July 25th certified roll deadline falls on a Sunday. That date will not provide sufficient time to calculate the required rates and notices as well as review time for the Board. Staff suggests that the July 27th meeting be postponed by a week to August 3rd.

In addition, according to contract language the Authority needs to provide 30 days (marked with a star ★) for wholesale customers to review and comment on the budget. The August 3rd agenda would include authorization to send the proposed budget to Wholesale Customers, consideration of the calculated effective tax rate and authorization to publish notice of the public hearing on the proposed tax rate. If the proposed budget is sent immediately after the August 3rd meeting, the public hearing could be held the day after Labor Day, September 7th, thereby adopting tax rates prior to the Nueces County Tax Office's deadline, which is typically around the 11th of September.

With regards to observed holidays and sufficient time between meetings, staff has suggested several alternative dates. In the past, the Board has combined the November and December meeting dates. The attached calendar provides two (2) alternative dates for the November 23rd and December 28th meeting dates. Of the two (2) alternative dates, December 14th provides more time to develop the agenda and packet.

Staff Recommendation:

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






Board Action:

Determine whether the following schedule is acceptable including selecting alternative dates.

| | |
|-------------------|---|
| January 26, 2021 | July 27, 2021 OR <i>August 3, 2021</i> |
| February 23, 2021 | August 24, 2021 OR <i>September 7, 2021</i> |
| March 23, 2021 | September 28, 2021 |
| April 27, 2021 | October 26, 2021 |
| May 25, 2021 | November 23, 2021 or <i>December 7 or December 14, 2021</i> |
| June 22, 2021 | December 28, 2021 or <i>December 7 or December 14, 2021</i> |



Summarization:

Staff appreciates the Board's consideration of these dates and hopes it will assist the Authority in establishing quorums in order to conduct necessary business.



-  Observed Holiday
-  Floating Holiday
-  Regular BoD Date
-  Alternative BoD Date
-  CAD Value Deadline

2021


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 |
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
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

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

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
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



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




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ATTACHMENT 8

Executive Director Selection

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 20, 2020
Re: FY 21 Staffing – Executive Director Retirement

Background:

During the September 29th Board meeting, the Board authorized staff to contact the consultant that the San Patricio Municipal Water District (SPMWD) utilized when selecting their current General Manager. Information was provided in a recent Update outlining that company's typical recruitment process and an estimated cost of their services. In addition, during the last meeting, the Board reviewed qualifications and the current job description. There was a discussion regarding the elimination of certain types of professional backgrounds; however, it was decided to keep the current listing as a means of eliciting more applications. Therefore, the qualifications will remain as follows:

A Bachelor's Degree with eight years' experience or Master's Degree with five years' experience in engineering, physical sciences, planning, public administration, business administration or other related fields. Must have demonstrable qualities of initiative, leadership and administrative/management ability, with significant experience in water or municipal administration, finance and planning. Have a neat and appropriate appearance for dealing with the public.

The Board also determined to keep the job description as follows:

The Executive Director is responsible, under the general direction and supervision of the Board of Directors for:

- . Overall direction and administration for all Authority and managed water supply corporation functions including budget preparation, tax assessing, financial affairs and contract negotiations.
- . Initiate and direct the Authority's organization and development.
- . Develop and implement short- and long-range plans for the Authority and managed water supply corporations.
- . Provide supervision and direction for all operational activities of the Authority and water supply corporations including day to day supervision of the maintenance and operations of the Authority's facilities.
- . Establish and maintain effective rapport and liaison with member cities and other water customers for efficient and effective operations of the Regional Water System.
- . Work with cities, counties and other governmental and community groups for the development of the area.
- . Consult and report, as necessary, to appropriate local, state and federal agencies to further the objectives of the Authority and managed water supply corporations.
- . Provide logistical support for the Authority's and water supply corporations' Boards of Directors and any Committees that may be established by the Boards of Directors.
- . Any other duties as assigned by the Boards of Directors.

Analysis:

If the Board is interested in seeking the services of an outside consultant, staff recommends requesting a formal services contract for the Board's consideration. Ultimately, the final selection will be made by the Board. However, whether the selection is made with or without the assistance of a consultant, the qualifications and job description must be in accordance with the Board's expectations.

Regardless of whether or not the Board decides to explore the use of an outside consultant, a timeline should be considered. The Board will recall there was a previous meeting agenda item discussed pertaining to a new retiree benefit. Specifically, I requested that the Board consider providing a limited number of months of medical insurance coverage for retiring employees. The Board determined that the subject would best be reviewed when meetings can be safely held in person. At this time, the forecast of COVID-19 cases diminishing is after the 2020/2021 winter with a possible vaccine available on a widespread basis in Spring of 2021. Therefore, my retirement plans continue to be focused on my 65th birthday in late August of 2021. Another factor to consider is whether the Board is interested in any overlapping time with me and the new ED both on board.

Staff Recommendation:

Consider requesting a formal document from Ray Associates, Inc., the company utilized by the San Pat Municipal Water District when hiring General Manager Brian Williams. If a consultant will not be utilized, consider how many months to advertise the position, what media to utilize, methods of screening/scoring applicants and what type of interview process will be used – taking into consideration the current pandemic.

Board Action:

Determine whether to request a formal document from Ray Associates, Inc. If a consultant will not be utilized, discuss and determine the various factors that will need to be agreed upon to facilitate the process.

Summarization:

I am going to close this memo paraphrasing a portion of a recent email sent to Board President Rudy Galvan. The email was in response to a request from Mr. Galvan about Long-Term Goals. The purpose of that section of the email was to ensure that the Board is looking at the hiring of a new Executive Director from the same perspective – possibly finding someone that will enjoy the job, feel supported and *want to stay*. I compared the relationship between the Board and the Executive Director to a marriage. I inquired whether recent Board actions conveyed a message of trust – an essential criterion in a marriage. I remarked that my family situation and roots made it more conducive to remain for 37 years. I wondered whether my replacement will feel the same.

ATTACHMENT 9

Personnel Policies

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 21, 2020
Re: Personnel Policies – Selection of Sections for Possible Revisions

Background:

Per the request during last month's meeting, this item has been placed on the agenda and attached are the Personnel Policies.

Analysis:

The Board has indicated prior to the hiring of a new Executive Director that a review of the current Personnel Policies may be in order. Recently, the Board has reviewed and modified sections related to employee grievances, hiring of management positions and interim staff salaries.

Staff Recommendation:

Review the Policies and determine which, if any, sections require closer examination and consideration as a specific future agenda item.

Board Action:

Create a list of specific policy sections to be listed as agenda items and brought before the Board for possible modification.

Summarization:

As suggested, rather than address the policies in a piecemeal process, it would be more efficient to review the policies as a whole. In addition, as I have mentioned previously, a new Executive Director should have a clear understanding of expectations and new policies should be in place prior to his/her employment.

AT WILL EMPLOYMENT

The policies and procedures set forth in these Personnel Policies are not a binding employment contract. These policies provide general guidelines only and no provisions in these policies are contractual in nature. Employees should understand that all employment with South Texas Water Authority is “At Will,” meaning that employment may be terminated at any time, with or without notice, for any reason or no reason, by either South Texas Water Authority or the employee.

TABLE OF CONTENTS

| | | Page |
|----|--|------|
| 1. | CHAPTER I--GENERAL POLICY | |
| | A. Authority and Administration | 1 |
| | B. Purpose and Philosophy | 1 |
| | C. Statement of Personnel Policy | 1 |
| | D. Categories of Employees | 2 |
| | E. Dress Code | 3 |
| 2. | CHAPTER II--TIME POLICY | |
| | A. Administrative Work Week | 4 |
| | B. Observing Hours of Work | 4 |
| | C. Breaks for Expression of Breast Milk | 4 |
| 3. | CHAPTER III--LEAVE POLICY | |
| | A. Annual Leave/Vacation Leave | 5 |
| | B. Sick Leave | 6 |
| | C. Compensatory Leave | 7 |
| | D. Terminal Leave | 9 |
| | E. Jury Duty Leave | 9 |
| | F. Maternity Leave | 9 |
| | G. Administrative Leave | 9 |
| | H. Funeral Leave | 9 |
| | I. Holidays/Personal Leave | 9 |
| | J. Military Leave | 10 |
| | K. Sabbatical Leave | 11 |
| | L. Leave of Absence w/o pay | 11 |
| 4. | CHAPTER IV--TIME AND LEAVE RECORDS | |
| | A. General | 13 |
| | B. Procedures | 13 |
| 5. | CHAPTER V--EMPLOYEE'S COMPENSATION AND PROCEDURE FOR COMPENSATION | |
| | A. Pay Periods | 14 |
| | B. The Pay Plan | 14 |
| | C. Cost-of-Living Increases | 14 |
| | D. Merit Increases | 15 |
| | E. Reclassifications, Promotions, Demotions and Longevity Adjustments | 15 |
| | F. Employee Evaluations | 17 |
| 6. | CHAPTER VI--FRINGE BENEFITS | 18 |

| | | |
|-----|--|----|
| 7. | CHAPTER VII--PAYROLL DEDUCTIONS FOR TAXES AND BENEFITS | |
| | A. General | 19 |
| | B. Tax Deductions | 19 |
| | C. Benefit Deductions | 19 |
| 8. | CHAPTER VIII--OUTSIDE EMPLOYMENT | 20 |
| 9. | CHAPTER IX--JOB DESCRIPTIONS | 20 |
| 10. | CHAPTER X--PERSONNEL ACTIONS | 20 |
| 11. | CHAPTER XI--DISCIPLINARY ACTIONS AND SEPARATIONS | |
| | A. General | 21 |
| | B. Disciplinary Action | 21 |
| | C. Separation | 22 |
| | D. Resignation | 22 |
| 12. | CHAPTER XII--EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN | |
| | A. Policy | 23 |
| | B. Definitions | 23 |
| | C. Responsibility | 24 |
| 13. | CHAPTER XIII--GRIEVANCES AND APPEALS | |
| | A. Grievances--General | 25 |
| | B. Disposition of Grievances | 25 |
| | C. Appeals | 26 |
| 14. | CHAPTER XIV--PERSONNEL FILES | 28 |
| 15. | APPENDIX I - JOB DESCRIPTIONS | |
| 16. | APPENDIX II - ORGANIZATIONAL CHART | |

CHAPTER I

GENERAL

A. Authority and Administration

The Board of Directors of the South Texas Water Authority (STWA) has adopted the policies contained herein. The Executive Director is responsible for the administration of these policies.

These policies may, from time to time, be revised, supplemented or augmented. Any and all such changes shall be adopted by the Board of Directors.

B. Purpose and Philosophy

1. The Personnel Policies of the STWA is the primary medium for administering personnel procedures for the guidance of the STWA personnel. The broader aims are the establishment, coordination and equitable application of approved personnel policies, while the specific aim is to provide a basic manual of policies and necessary technical information for the administration of the personnel program.
2. The STWA Personnel Policies recognize the principle that congenial relationships are an important factor in its operation. The attitude, efficiency and productivity of employees depend in large part upon the degree to which a pleasant working environment, equitable treatment and pleasant working relationships exist. Intelligent application of this philosophy is essential to render the best possible services to the STWA.

C. Statement of Personnel Policy

1. The STWA is an equal opportunity employer. No person shall be excluded from, or denied consideration from employment, promotion or salary advancement solely on the basis of race, color, national origin, age, creed, marital status, or handicapped conditions.
2. Vacancies shall be filled on the basis of merit, whether by promotion or by initial appointment. Selection shall be made of the best qualified persons in terms of experience, skills, training, education and aptitude. Internal organizational lines shall not be barriers for promotion consideration. Where qualifications are essentially equal, preferential consideration shall be given to STWA employees. The Executive Director is responsible for, and has full authority to carry out, the assembly and maintenance of a staff in sufficient numbers and qualifications to meet the STWA's statutory and programmatic responsibility.

[A paragraph would need to be added in this location if the Board determines that the Executive Director is no longer authorized to staff STWA per the authorization in paragraph 2. I would suggest the paragraph stipulate, in the case of STWA Managers, the Executive Director is authorized to appoint an interim manager and present his/her selection to the Board for confirmation. With regards to advertising for the position, legal counsel states that there is not any legal requirement to advertise either internally or externally. However, the Board can adopt a policy according to its preferences.]

3. The Executive Director shall prepare annually, and revise as deemed appropriate, a comprehensive budget for staffing and operating the STWA. Once adopted by the Board of Directors, the administration of staffing and reimbursement policy within that budget framework shall be the sole responsibility of the Executive Director.
4. Employees shall be kept fully informed of policies and procedures which affect their duties or conditions of employment and they shall be encouraged to offer constructive suggestions for work improvement.
5. Employees have certain responsibilities to the STWA. They are expected to perform efficiently the work program assigned as their responsibility, to maintain a conduct which will not adversely affect the daily operations of STWA, and to do their part in maintaining good relationships with their fellow employees. Failure to meet these responsibilities shall be sufficient cause for recommendation of disciplinary action, including reassignment, suspension, or separation.
6. These policies hereby act as notification to all employees, regardless of job description and/or title, that as of March 9, 1987 all persons employed as of said date must remain insurable on all insurance policies which the employee is presently receiving coverage including but not limited to Auto, Workman's Compensation, Disability, Liability, and Comprehensive and any new policies which may become necessary, or carry individual insurance coverage comparable to that held by the Authority, which may include naming the STWA as a coinsured party. All persons employed after March 9, 1987 must remain insurable on all initial policies which provide coverage upon employment and any new policies which may become necessary, or carry individual insurance coverage comparable to that held by the Authority, which may include naming the STWA as a coinsured party. Failure to maintain insurability shall be sufficient cause for recommendation of disciplinary action, including reassignment, suspension, or separation.

D. Categories of Employees

Employees of the STWA shall be categorized as follows:

1. Regular/Full Time - Personnel employed for a definite or indefinite period not intended to be less than one year, who have completed six months satisfactory service and work a minimum of 35 hours per week. The Executive Director will determine which staff positions and the duration of the reduced hours for staff personnel working less than a 40 hour week. Personnel working less than 40 hours per week will be eligible for fringe benefits on the following basis:
 - a. Base salary shall remain the same for salary adjustments. However, a prorated reduction in gross pay per pay period shall become effective upon reduction in hours.
 - b. Retirement contributions shall be calculated on the base salary times the percentage of hours worked versus the full 40 hours.
 - c. Working hours shall be scheduled with the Executive Director.

- d. Annual and Sick Leave shall be accumulated on a prorated basis of hours worked versus the full 40 hours in accordance with the appropriate amounts as outlined in Chapter III, Section A Annual Leave.
 - e. Any hours worked past the position's established reduced hours (that number between 35 and 39 hours per week) shall be considered compensatory time and will require the approval as outline in Chapter III, Section C.
- 2. Probationary - Personnel employed for a definite or indefinite period not intended to be less than one year, who have not yet completed six months satisfactory service.
 - 3. Regular/Part Time - Personnel employed for a definite or indefinite period not intended to be less than one year who have completed six months satisfactory service, work no more than 30 hours per week, and are not eligible for fringe benefits.
 - 4. Temporary - Personnel employed for a definite or indefinite period not intended to exceed one year.
 - 5. Student "Intern" - Temporary student employees who are fulfilling requirements toward the completion of a college degree, completing a college level course, or requirements of a high school level vocational class. These employees are not eligible for fringe benefits.

E. Dress Code

Appropriate attire should be worn to work. This attire includes dresses, pants, skirts, split skirts (no shorts), blouses, and shirts. Blue jeans and T-shirts can be worn on Fridays; however, these must be in good condition and taste and free of holes, tears, and any print that may be offensive to customers or co-workers. The Executive Director may make exceptions to these policies in the event of extenuating circumstances.

CHAPTER II

TIME

A. Administrative Work Week

1. The regular workweek of the STWA shall be Monday through Friday, a total of forty (40) hours. Office hours are 8:00 a.m. to 5:00 p.m.
2. The Executive Director may set other hours of work if he/she deems such hours necessary or desirable.
3. All employees are expected to work the hours necessary to accomplish their assigned duties.

If overtime work is necessary, the Executive Director shall be notified and approval of such overtime shall be made in accordance with the provisions of the Personnel Policies outlined in Chapter III, Section C.

Compensatory Leave shall be granted by the Executive Director at a time convenient to and approved by the Executive or Assistant Director in his/her absence in accordance with the provisions of the Personnel Policies outlined in Chapter III, Section C.

B. Observing Hours of Work

Employees shall be expected to report punctually for duty at the beginning of the workday and to observe the full working hours duly established. The Executive Director may make appropriate administrative regulations for compliance with these policies.

C. Breaks for Expression of Breast Milk.

STWA supports an employee's right to express breast milk at their workplace and will accommodate nursing mothers who exercise this right.

1. The STWA Plan Room is available for this purpose. This room locks from the inside and is shielded from view and free from intrusion by other employees and the public. In the event that this room is not available, arrangements for another shielded location free from intrusion will be made.
2. A reasonable amount of break time will be provided as frequently as needed to express the milk. These breaks will be unpaid and are not counted as hours worked.
3. Employees may not be suspended, terminated or otherwise discriminated against for asserting this right.

CHAPTER III

LEAVE

A. Annual Leave (Vacation)

Annual leave is a benefit conferred upon regular full time employees, permitting them to be absent from duty for personal reasons without loss of pay.

1. Accrual of Annual Leave - Leave shall be credited to full-time employees in accordance with the following schedule:

Less than 5 years of service (52 to 259 weeks) - 1 day for each month worked (1 x 12) equal 12 work days annually.

Five Years or more of service (more than 260 full weeks) - 1.25 days for each month worked (1.25 x 12) equals 15 work days annually.

- a. Annual leave shall begin accruing at the start of employment with the STWA, except that pro-rated credit will be given for part of the month.
 - b. Part-time employees working 20 hours or more per week shall earn annual leave on a pro rated basis, unless otherwise stipulated as a condition of employment.
 - c. Accumulated annual leave shall be forfeited by any employee separated from the STWA prior to the completion of six months of service, for any reason. They shall not be entitled to compensation, or to take time with pay in lieu thereof.
2. Accumulation of Annual Leave - The maximum allowable accumulation of leave shall be 60 days. Balances of annual leave may not exceed this limitation. Leave balances exceeding 60 days shall be reduced to 60 days. (Part-time regular or probationary employees regularly working 20 hours or more per week shall accrue leave at half the rate of full-time employees, and may accumulate half as much, unless otherwise stated as a condition of employment) No employee shall be allowed to take more than 60 workdays vacation in any single calendar year. An employee is normally expected to take annual leave from year to year as long as the total leave balance never exceeds 60 days.
 3. Approved Annual Leave - The Executive Director or the Assistant Director in his/her absence shall have final approval authority.
 - a. Initial approval for use of Annual Leave will be from the employee's immediate Supervisor.
 - b. Employees shall complete a leave application form. The application shall be forwarded to the Executive Director by the immediate Supervisor for approval.

- c. Prior to requesting annual leave, the employee must use all accrued compensatory time.
 - d. The approval or disapproval of annual leave shall not be used as a means of disciplinary action.
 - e. Normally, annual leave shall be requested and approved in advance, with a period of notice equal to the duration of leave requested.
4. Deficit Annual Leave -- of separated employees shall be offset against earned salary or repaid in cash to the STWA; however, repayment shall not be required under any of the following circumstances: death, retirement for disability, or inability to return to duty because of disability as evidenced by an acceptable medical certificate. Emergency leave will be at the discretion of the Executive Director.
 5. Unused Annual Leave - Upon termination of employment, an employee shall be paid for unused annual leave at a rate of compensation not less than:
 - a. The average regular rate received by such employee during the last three years of employment, or
 - b. The final regular rate received by such employee, whichever is higher.

Any funds owed to the Authority shall be deducted from the separated employee's final unused annual leave compensation.

B. Sick Leave

Sick leave is a period of absence with pay granted to employees in any of the following circumstances:

When incapacitated for duty by sickness, injury, pregnancy, or confinement for medical, dental or optical examination or treatment.

When a member of the immediate family of an employee is afflicted with a contagious disease or other major illness and requires the care and attendance of the employee.

When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others. "Contagious" is defined as a disease subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.

1. Accrual of Sick Leave - Sick leave shall be accrued by regular or probationary full time employees at the rate of 2 hours for each full week. No credit shall be given for a fractional part of a week at either the beginning or the end of an employee's period of service. There is no provision for advanced sick leave. Part-time employees working 20 hours or more per week shall accrue at half the rate of full-time employees, unless otherwise stipulated as a condition of employment.

2. Accumulation of Sick Leave - Sick leave not used during the leave year in which it accrues shall accumulate and be available for use in succeeding years. No maximum accumulation shall be prescribed.
3. Approval of Sick Leave - The Executive Director or the Assistant Director in his/her absence shall initially approve sick leave.
 - a. Sick leave is to be approved in all bona fide cases in which the employee has leave to his credit. The approving official shall bear the responsibility for ascertaining that an absence is properly chargeable to sick leave. If the employee has no sick leave to his credit, annual leave can be substituted for sick leave.
 - b. Sick leave for medical, dental or optical appointments shall be requested in advance by completing an authorized leave application form. In all other situations, the employee shall notify (or cause to be notified) the Executive Director as early as practicable on the first day of absence, and complete the form immediately upon his/her return to duty. Failure to give such notice may result in a charge to annual leave or leave of absence without pay.
 - c. An absence in excess of three working days must be supported by a medical certificate, if requested by the Executive Director; however, if the illness was of such a nature that medical treatment was not required, the Executive Director may accept a statement signed by the employee in lieu of a medical certificate.
 - d. The minimum charge for sick leave shall be one-half (1/2) hour. Additional absences shall be charged in multiples of one hour.
4. Deficit Sick Leave - balances of separated employees shall be set-off against earned salary, accumulated annual leave, or compensatory leave or repaid in cash to the STWA. However, repayment shall not be required under any of the following circumstances: death, retirement for disability, or inability to return to duty because of disability as evidenced by an acceptable medical certificate.
5. Substitution of Sick for Annual Leave - When sickness occurs during the time an employee is on annual leave, sick leave may be granted to cover the period of illness and the charge against annual leave shall be reduced accordingly. Application for substitution must be made immediately upon returning to duty and must be supported by a medical certificate or other acceptable evidence.
6. Unused Sick Leave - Unused sick leave shall be canceled upon termination of employment, with no compensation to the employee.

C. Compensatory Leave

1. Accrual of Compensatory Leave
 - a. As of April 15, 1986 all compensatory leave shall be accrued at a rate of one and one-half hours for each overtime hour worked.

- b. Employees must request and receive permission for the earning or use of all compensatory credit hours. The only exception to this will be if a situation develops which would make it impracticable to request prior approval. In such a case, the applicable form will be submitted with an explanation why prior approval had not been obtained.

2. Accumulation of Compensatory Leave

- a. Personnel will be limited to a maximum of 240 hours of accrued compensatory leave.
- b. The employee must use this accrued time within six months after the approval of the compensatory credit hours by the Executive Director. This requirement can be waived by the Executive Director if, in his/her opinion, the absence of the employee will unduly disrupt the normal or emergency operations of the Authority.

3. Approval for use of Compensatory Leave - The Executive Director shall have final approval of requests for use of compensatory leave.

- a. Employees shall complete a leave application form.
- b. Normally, compensatory leave shall be requested and approved in advance, with a period of notice equal to the duration of the leave.
- c. Prior to requesting annual leave, the employee must use all accrued compensatory time.

4. Unused Compensatory Leave - Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than:

- a. The average regular rate received by such employee during the last three years of employment, or
- b. The final regular rate received by such employee, whichever is higher.

Any funds owed to the Authority shall be deducted from the separated employee's final unused compensatory leave compensation.

5. Eligible Employees - Except as stipulated in Chapter I, Section D, Item e, these rules will apply to the Finance Manager, Business/Risk Manager and O&M Supervisor. The Finance Manager and Business/Risk Manager will be eligible for compensatory time for all overtime hours worked for the Authority. These employees will receive regular overtime pay for all overtime hours incurred working on behalf of the entities managed by the Authority. The O&M Supervisor will be eligible for compensatory time only when acting in a supervisory capacity for the Authority. When not acting in a supervisory capacity for the Authority (for instance, when working on behalf of another O & M employee) or when working on behalf of an entity managed by the Authority the O&M Supervisor will be paid overtime wages for overtime hours worked. All other employees will be paid overtime wages for all overtime hours worked. Any such

employee who has accrued 240 hours of compensatory time off shall, for additional overtime hours of work, be paid overtime compensation.

Revised 09/26/17

D. Terminal Leave

Terminal leave represents annual leave credited to regular employees at the time they are separated from the STWA. Terminal leave may be taken as annual leave or in a lump sum payment. Deficit balances of other types of leave and any funds owed to the Authority, if any, shall be deducted from terminal leave payments.

E. Jury Duty Leave

Jury duty leave should be applied for in the manner pertaining to annual leave. Such service will not be deducted from annual or other leave entitlements.

F. Maternity Leave

1. Maternity leave will be treated the same as Sick Leave in Section B. If return to duty is not contemplated and the employee resigns, separation shall be effective at the expiration of sick leave.
2. Annual leave shall be granted on expiration of sick leave. If return to duty is not contemplated and the employee resigns, a lump sum payment for accumulated annual leave shall be made, less any funds owed to the Authority.

G. Administrative Leave

Administrative leave is defined as an absence from regular duty, which has been authorized at the discretion of the Executive Director, and which does not result in charge against leave of any kind or a loss in salary. An absence of this kind is not entered on time or attendance records.

H. Funeral Leave

Full-time employees will be allowed up to a maximum of three days with pay for the purpose of attending a funeral in cases of death within their or their spouse's immediate family. The immediate family is defined as an employee's spouse, grandparents, parents, brothers, sisters, children and grandchildren. Any additional time to be taken must be justified by the amount of travel necessary or other circumstances, and such time must be approved by the Executive Director.

I. Holidays/Personal Leave

1. The STWA shall observe ten (10) paid holidays each year. The designated days are as follows:

| | |
|---------------|----------------------|
| New Years Day | January 1 |
| Good Friday | Friday before Easter |
| Memorial Day | Last Monday in May |

| | |
|---|---|
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Thanksgiving Day and Friday Succeeding | 4th Thursday and Friday in November |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| Floating Holiday | Selected by employee from approved list |

Personnel will be entitled to three (3) paid Personal Leave days in a calendar year. Personal Leave shall be accrued at the rate of two (2) hours for each full month of employment. A maximum of eight (8) hours of Personal Leave remaining at the end of the calendar year can be carried over to the following calendar year. These days will be requested using the same process used to request annual leave. Personal leave cannot be taken in conjunction with holidays unless approved by the Executive Director.

2. Regular/Part Time and Temporary employees shall not be paid for absence on such holidays.
3. Whenever a holiday falls on Sunday, the offices shall be closed on the following Monday. When a holiday falls on Saturday, they shall be closed on the preceding Friday.
4. If Christmas Eve falls on Saturday, the holiday will be observed on Friday. If Christmas Eve falls on a Sunday, the holiday will be observed on December 26, Tuesday.
5. The Floating Holiday will be selected by the employee from the following days:

| | |
|------------------------|------------------------------------|
| Martin Luther King Day | 3 rd Monday in January |
| President's Day | 3 rd Monday in February |
| Columbus Day | 2 nd Monday in October |
| Veterans Day | Observed day in November |

J. Military Leave

1. Military Training - A regular or probationary employee engaged in obligatory military training as a member of the National Guard, the Armed Forces Reserve or the Coast Guard Reserve, shall for this purpose be granted up to 15 calendar days leave, with pay, in any calendar year.
2. Approval of military leave shall be counted as full service with the STWA for the purpose of assessing annual leave accrual rights.
3. Any employee of South Texas Water Authority who leaves his/her position for the purpose of entering the Armed Forces of the United States, or enters State service as a member of the Texas National Guard or Texas State Guard or as a member of any of the reserve components of the Armed Forces of the United States shall, if discharged, separated or released from such active military service under honorable conditions within five years from the date of enlistment or call to active service, be restored to

employment to the same position held at the time of induction, enlistment or order to active Federal or State military duty or service, or to a position of like seniority, status, and pay if still physically and mentally qualified to perform the duties of such position.

If such person is not qualified to perform the duties of such position by reason of disability sustained during such military service but qualifies to perform the duties of another position, the veteran shall be restored to employment in such other position, the duties of which the veteran is qualified to perform as will provide like seniority, status, and pay, or the nearest possible approximation thereof.

Any person who is restored to a position in accordance herewith shall be considered as having been on furlough or leave of absence during such absence in Federal or State military service, and shall be entitled to participation in retirement or other benefits to which other Authority employees are, or may be, entitled and shall not be discharged from such position without cause within one year after such restoration.

Veterans eligible for restoration to employment hereunder shall make written application for such restoration within ninety days after discharge or release from active Federal or State military service, to the Executive Director and shall attach thereto evidence of discharge, separation, or release from such military service under honorable conditions.

K. Sabbatical Leave

1. A regular employee may be granted a leave of absence without pay to enroll for graduate or undergraduate study in an accredited university at the discretion of the Executive Director.
2. Approval of sabbatical leave shall follow the same process as annual leave.
3. An employee granted sabbatical leave shall not accrue vacation or sick leave during his/her absence.

L. Leave of Absence Without Pay

1. Leave of absence without pay is defined as an absence from regular duty which has been authorized by the Executive Director for the following reasons:
 - a. birth of a child and in order to care for that child.
 - b. adoption or foster care of a child.
 - c. care for a seriously ill spouse, child or parent.
 - d. the employee's own serious illness.
2. The leave will result in a loss of pay during the authorized period due to the absence of any accrued sick, annual, personal or compensatory leave.
3. A leave of absence without pay shall not exceed 90 days with the exception of a job-related injury, which leave of absence will not exceed 180 days.

4. At the expiration of such leave, the employee shall be reinstated without loss of any rights, provided employee reports to work immediately following expiration of said leave.
5. Failure to report immediately following expiration of such leave, except for reasons approved in advance, shall be cause for termination.
6. During the period in which an employee is on leave without pay, no leave benefits, either sick, personal or compensatory, shall accrue.
7. During the period in which an employee is on leave without pay:
 - a. The employee may continue to participate in the Authority's health insurance coverage at the same level and under the same conditions as if the employee had continued to work.
 - b. Health insurance coverage will continue for a maximum of 90 days with the exception of a job related injury, then the period for participation in the Authority's health insurance coverage will not exceed 180 days.
 - c. If at the time the leave without pay begins it is Authority policy that the employee pays a portion of the health care premium, then while the employee is on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the first (1st) day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Authority will provide 15 days' notification prior to the employee's loss of coverage.
 - d. If at the time leave without pay began the employee contributed to a life insurance or disability plan, while the employee is on unpaid leave the employee may request continuation of such benefits and pay his or her portion of the premiums, or the Authority may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the Authority may discontinue coverage during the leave. If the Authority maintains coverage, the Authority may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.
8. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Authority will require the employee to reimburse the Authority the amount it paid for the employee's health insurance premium during the leave period.

CHAPTER V

EMPLOYEES' COMPENSATION AND PROCEDURE FOR COMPENSATION

A. Pay Periods

The pay period shall be bi-weekly, paid on every other Friday. The Executive Director shall have the authority to change the pay period and/or dates of payment when he/she deems it appropriate.

B. The Pay Plan

1. The basic compensation structure shall be prepared by the Executive Director and approved in conjunction with the annual STWA Budget.
2. The Executive Director may, upon his/her discretion, authorize increase or decreases within such pay grades as outlined in the remaining sections of this chapter.
2. On Call (Stand-by) Time and Pay (compensation). The vital nature of certain Authority services requires certain hourly (non-salaried) employees to be available in an "on call" or "stand-by" status before and after normal working hours, during the lunch hour, on holidays, and weekends. Employees on "on call" or "stand-by" status will be compensated in the following manner:
 - The employee that is scheduled to be "on call" or "stand-by" will receive an additional \$75.00 per 7 day period for being available as required.
 - "On call" and "stand-by" status requires that the employee can be contacted through the use of a beeper or other communication equipment that shall allow them a certain degree of mobility.
 - While "on call" or "stand-by", the employee will be required to respond to a certain number or numbers.
 - The employee will be guaranteed an hour of overtime on Saturday and an hour of overtime on Sunday to complete rounds at the FM 772 and CR 1030 site and Kingsville Pump Station.
 - Any actual overtime hours worked in excess of the guaranteed 2 hours for Saturday and Sunday will be compensated according to the Authority's overtime policy.
 - Any actual hours worked on holidays will be compensated according to the Authority's holiday pay policy.
 - The \$75.00 "on call" or "stand-by" compensation is in addition to any actual overtime compensation.

C. Cost-of-Living Increases

Cost-of-living increases shall be periodically proposed by the Executive Director and shall be subject to approval by the Board of Directors. Such increases shall be provided to all full-time employees.

D. Merit Increases

1. Definition - Merit increases are pay increases granted to employees other than cost-of-living increases and are contingent upon the availability of funds. A merit pay increase shall be based on superior job performance and productivity.

2. Procedure

- a. Merit increases shall be initiated by the employee's supervisor and must be substantiated by superior performance and productivity.
- b. The Executive Director shall have the authority to approve or disapprove all merit increases.
- c. The employee's supervisor will make his/her determinations based upon the employee's evaluation results. Employee evaluations are outlined in Section F of this chapter.

E. Reclassifications, Promotions, Demotions and Longevity Adjustments

1. Reclassifications - A reclassification recognizes and rewards on a continuing basis an employee whose responsibilities have substantially increased and who is carrying out the new responsibilities in an able manner. The basic standard of eligibility for a reclassification shall be "high quality performance." In order to meet this standard, a determination must be made that:
 - a. The employee has gained increased competence through experience and training and is prepared to assume greater responsibilities and to perform more difficult tasks with competence.
 - b. The employee has, for a reasonable period of time, been performing the major function of the new position.
 - c. The employee's higher level of effectiveness has been so consistently maintained that it is reasonable to consider it to be characteristic of his/her performance level.
2. Promotion - A promotion recognizes that an employee is fully qualified for appointment to an existing position of higher grade than the one he currently holds.
3. Demotion - A demotion recognizes that an employee is not carrying out his/her existing or new responsibilities in an able manner.
4. Longevity Adjustment - A Longevity Adjustment recognizes that an employee has completed ten (10) years of employment and an adjustment shall be made to the employee's base annual salary that is equivalent to two (2) weeks salary at a rate of compensation not less than:
 - a. The average regular rate received by such employee during the last three years of employment, or
 - b. The final regular rate received by such employee, whichever is higher.
 - c. In addition to items 4a. and 4b., the following chart will be applied as an incentive to retain new employees and reward dedicated employees:

| Anniversary Year ¹ | Salary Adjustment ² |
|--------------------------------------|--------------------------------|
| 1, 3, and 6 | \$500 |
| 10, 15 and 20 | \$750 |
| 25 and each 5-year period thereafter | \$1000 |

¹The anniversary would not be retroactive; it is based on uninterrupted number of employment years; an anniversary year and salary adjustment can only be awarded once – returning employees will not receive repeated salary adjustments for the same anniversary year.

²This amount will be added to the employee's base salary.

5. Changes in Rates of Pay - A reclassification, promotion or longevity adjustment shall be followed immediately by an increase within the approved budget, with an appropriate salary increase unless, the Executive Director decides that a reclassification or promotion without immediate salary increase is appropriate. The Executive Director may approve a salary adjustment after an employee has been employed at least six months. A demotion shall immediately be followed by a decrease within the approved budget, with an appropriate salary decrease.

The preceding paragraph applies for all positions with the exception of Interim Manager positions for the Business/Risk Manager, Finance Manager and O&M Supervisor. The Executive Director has the authority to select an Interim Business/Risk Manager, Interim Finance Manager and Interim O&M Supervisor from the existing staff. The Executive Director shall consult with the Board Officers regarding the employee's interim salary prior to a salary adjustment. If, however, there is not a consensus regarding the adjustment, the matter will be placed on the next Board meeting agenda following the employee's selection.

6. Procedures - A reclassification, promotion or demotion shall be initiated by the employee's supervisor and shall be based on the employee's performance and productivity as exhibited by the employee's evaluation (see Section F). In cases of reclassifications, increased responsibilities should also be considered along with performance and productivity. The Executive Director shall have the authority to approve or disapprove all reclassifications, promotions or demotions.

CHAPTER IV

TIME AND LEAVE RECORDS

A. General

The functions performed in the maintenance of the Time and Leave Records shall include daily observation of the presence and absence of employees. The Executive Director shall be responsible for applying the regulations and instructions in connection with the attendance and absence of the employees. Before leave is granted, the Executive Director will ascertain that leave balances are sufficient or that other appropriate arrangements are made in accordance with personnel policies.

B. Procedures

1. The Accountant Assistant/Billing Clerk shall maintain the Leave Status Records for each employee on a monthly basis.
2. Accrued leave shall be available at the end of each month for inspection by each employee in accordance with the appropriate accrual rate.
3. Leave taken shall be indicated on the statement available for each employee on the basis of Leave Approval forms.
4. Leave balances shall reflect the net remaining leave to which each employee is entitled.
5. An employee shall have the right to review their personal leave record at any time.

CHAPTER V

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2. The Executive Director may, upon his/her discretion, authorize increase or decreases within such pay grades as outlined in the remaining sections of this chapter.
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 - The employee that is scheduled to be "on call" or "stand-by" will receive an additional \$75.00 per 7 day period for being available as required.
 - "On call" and "stand-by" status requires that the employee can be contacted through the use of a beeper or other communication equipment that shall allow them a certain degree of mobility.
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 - a. The employee has gained increased competence through experience and training and is prepared to assume greater responsibilities and to perform more difficult tasks with competence.
 - b. The employee has, for a reasonable period of time, been performing the major function of the new position.
 - c. The employee's higher level of effectiveness has been so consistently maintained that it is reasonable to consider it to be characteristic of his/her performance level.
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6. Procedures - A reclassification, promotion or demotion shall be initiated by the employee's supervisor and shall be based on the employee's performance and productivity as exhibited by the employee's evaluation (see Section F). In cases of reclassifications, increased responsibilities should also be considered along with performance and productivity. The Executive Director shall have the authority to approve or disapprove all reclassifications, promotions or demotions.

7. License/Certificate – An increase of \$0.40 per hour shall be applied to an employee's rate of pay, with the exception of the Executive Director, for the following certificates and licenses:
TCEQ (or its successor agency) – “A” Water, “B” Surface Water, “B” Ground Water, “B” Distribution, “C” Surface Water, “C” Ground Water, “C” Distribution, “D” Water and Customer Service Inspector.
Texas Department of Licensing and Regulation (or its successor agency – previously Board of Professional Tax Examiners) – Tax Assessor Collector Level III and Tax Assessor Collector Level IV.
Texas Department of Insurance (or its successor agency) – General Lines – Property and Casualty License and Adjuster – Workers' Compensation License.

Employee Responsibility for Initial License/Certificate – Obtaining the above-listed certificates and licenses requires attending courses and passing examinations. South Texas Water Authority will pay for the cost of the courses and any associated travel expenses. However, it is the employee's responsibility to study the necessary information. Failure to pass the same exam three (3) times may result in requiring that the employee be responsible for any necessary fees for testing, coursework, travel, and leave to obtain that specific license or certificate.

Employee Responsibility for Renewal of License/Certificate – In most instances the renewal of the certificates and licenses require the employee to earn CEU's (continuing education units). The South Texas Water Authority will pay for the cost of the CEUs and any associated travel expenses. However, it is the employee's responsibility to

keep track of their renewal date, report to their supervisor on necessary CEUs for renewal, and submit the necessary paperwork for renewal. Failure to maintain a license or certificate can result in a reduction in the employee's hourly rate as determined by the Executive Director.

Agency Requirements – South Texas Water Authority provides no assurances, guarantees or warranties that the above listed agencies or their successors will not change their license/certificate programs and any resulting consequences from those changes to the Personnel Policies.

F. Employee Evaluations

As of March 9, 1987, all STWA employees will be evaluated for job performance.

1. Procedure - Employees will be evaluated in the following manner:
 - a. Their immediate supervisor using the STWA's standard evaluation forms based on the employee's job description will evaluate employees. (NOTE -- evaluation forms will be updated as the employee's responsibilities and time requirements for various tasks are altered.) Evaluations will be scored on a scale of zero to five hundred.
 - b. Evaluations will be done on an annual basis during the month of July.
 - c. Following completion of the evaluation form by the employee's immediate supervisor, a joint conference between the employee, immediate supervisor, Assistant Director and Executive Director will be held. At this time, the employee will be allowed to review his/her evaluation and the employee will be informed of any necessary corrections to job performance as outlined below:
 - i. Any employee who receives an overall score of less than two hundred points will be considered to be performing at an unsatisfactory level. He/she will be placed on a three month probation in order to allow the employee to improve his/her job performance.
 - ii. Following the three month period, the immediate supervisor will re-evaluate the employee's job performance. At this time, if the employee's performance has not improved to the satisfactory level, the employee will be subject to dismissal.
2. Utilization - In addition to information regarding an employee's job performance, personnel evaluations will be used as a general guideline for matters regarding, but not limited to, reclassifications, promotions, demotions, merit increases, suspensions, and terminations.

CHAPTER VI

FRINGE BENEFITS

- A. In accordance with general procedures approved by the Staff Personnel Procedures Committee, the STWA shall provide for its regular employees:
1. Term life insurance will be paid by the STWA equal to two times the employee's salary rounded to the lowest thousand.
 2. Group hospitalization, surgical and major medical expense coverage for employees and dependents. In addition, effective October 1, 1986, as mandated by the federal government, all full time employees will be eligible for benefits as provided by the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) a.k.a. H.R. 3128, and as outlined in specially prepared publications.
 3. Workmen's Compensation. The expense of this coverage shall be paid by the STWA in its entirety.
 4. Retirement Annuities. The Authority is a participant in the STWA Retirement Program. The employee has the option of participating in the Authority's Retirement Program or not participating. The Authority's share (expense) of this coverage shall not exceed the employee's contribution. The participating employee's share shall not be less than 1% nor exceed 12% (as set by Federal regulations) of his/her salary.
- B. The Executive Director shall approve the contributions required to be paid by the STWA for remittance to the proper authorities.
- C. Information about the aforementioned benefits shall be made available to all employees in specially prepared publications.

CHAPTER VII

PAYROLL DEDUCTIONS FOR TAXES AND BENEFITS

A. GENERAL

The Executive Director shall forward, to the appropriate authorities, the STWA contributions where applicable. Full details of these benefits shall be made available to all employees in specially prepared publications.

B. TAX DEDUCTIONS

In accordance with appropriate Federal and State laws, deductions from employees' salaries shall be made and the appropriate sums remitted to the proper authorities for the following:

1. Federal Income Taxes.
2. Hospital Tax - this deduction is applicable to all employees hired after March 31, 1986.
3. Any court ordered or federal agency mandated deductions.

C. BENEFIT DEDUCTIONS

In accordance with policies and general procedures approved by the Personnel Committee, deductions from employees' salaries and a remittance to the proper authorities shall be made where appropriate for the following:

1. Health insurance.
2. Life insurance.
3. Retirement annuities.
4. The Executive Director is authorized to make voluntary salary withholding deductions, upon written request of staff, for deposit with a credit union.
5. Charitable donations.

CHAPTER VIII

OUTSIDE EMPLOYMENT

Employees shall not engage in any outside employment, activity or enterprise determined by the Executive Director to be inconsistent or incompatible with employment by the STWA, or to have the effects of reducing working efficiency. An employee who wishes to undertake any outside employment, enterprise or similar activity shall submit to the Executive Director an application for permission to do so. (No restriction intended.)

CHAPTER IX

JOB DESCRIPTIONS

- A. The Executive Director shall develop, and periodically review, a job description for each unique position denoting qualifications, duties, and responsibilities. Please see attached Appendix I - Job Descriptions. If an employee has a question after reviewing the organizational chart (see attached Appendix II - Organizational Chart), insofar as it applies to the position occupied by the employee, the employee shall request the Executive Director to clarify the position description.
- B. In the absence of a request for clarification, the employee is considered to understand the responsibilities assigned to the position which he/she occupies.

CHAPTER X

PERSONNEL ACTIONS

- A. A Personnel Action shall be an official document which provides supervisory personnel information concerning new employees, and to effect changes for existing employees. It shall provide uniformity, to the extent feasible, in matters affecting:
 - 1. Position Title.
 - 2. Annual salary.
 - 3. Any other personnel factors.
- B. A Personnel Action shall be originated by the employee's supervisor as the recommending official. The Executive Director shall approve or disapprove the recommendations. The Executive Director should only have initiating authority on personnel action regarding supervisors and personnel directly supervised by him/her.
- C. The Personnel Action shall become a permanent part of the employee's personnel file.

CHAPTER XI

DISCIPLINARY ACTIONS AND SEPARATIONS

A. General

The Executive Director is authorized to hire, fire and transfer within the organization all employees, according to his/her best judgment of what is required to get the job done.

B. Disciplinary Actions

1. An employee may be disciplined for violating established policies and procedures, for violating accepted standards of personal conduct, or for inappropriate work practices. The following are examples of just cause for disciplinary action, but are not restrictive, or limited, as to justification:
 - a. Gross insubordination, including deliberate disobedience of a proper and reasonable instruction.
 - b. Unlawful conduct.
 - c. Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.
 - d. Falsification of records.
 - e. Improper outside activities in employment or other activities which adversely affect STWA's policies or operations.
 - f. Deliberate or willful destruction or misuse of STWA property.
 - g. Safety violations.
2. Disciplinary actions should be at the written recommendation of the supervisor to the Executive Director.
 - a. An employee may be suspended without pay for disciplinary reasons by the Executive Director for a period that does not exceed ten working days immediately following the Executive Director's decision. In all such suspensions, the employee shall receive a copy of the Personnel Action stating the reasons for and length of the disciplinary action.
 - b. In cases of unlawful conduct involving STWA funds and deliberate or willful misuse or destruction of STWA property, the employee's position will be subject to termination. Compensation to the Authority for these acts will be deducted from accrued annual leave and/or compensatory leave.

C. Separation

All separations of employees shall be designated as one of the following types:

1. Resignation
2. Retirement
3. Reduction in Force - In the event of an exigency, less notice to the employee may be given, upon approval by the Executive Director, and payment made to provide a two weeks separation compensation pay.
4. Dismissal
5. Disability
6. Death

D. Resignation

1. A clerical or operations and maintenance employee who intends to resign shall notify his/her supervisor and the Executive Director at least two weeks prior to the last day of work. A professional or supervisory employee who intends to resign shall also notify his/her supervisor and the Executive Director at least 30 days prior to the last day of work.
2. An employee who resigns without sufficient notice is subject to have his separation designated as unsatisfactory service unless there is a valid reason approved by the Executive Director for not being able to give sufficient notice.

CHAPTER XII

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

A. Policy

South Texas Water Authority is firmly committed to Equal Employment Opportunity (EEO). Our policy is consistent with objective set forth by federal, state and/or local statutes.

The Authority's Personnel Policies require that EEO be afforded all applicants and employees without regard to race, color, religion, sex, national origin/ancestry/citizenship, age, marital status, handicap/disability, veteran, and/or any other protected class status as defined by and in accordance with the requirements of applicable federal and/or state/local statutes. In accordance with this policy, pregnancy will be treated as any other disability.

B. Definitions

1. Affirmative Action (AA) – Positive actions which are taken in order to employ or advance in employment qualified females, minorities, handicapped/disabled, disabled veterans, and Vietnam Era veterans; in accordance with the requirements of applicable federal and/or state/local statutes.
2. Age – References to age are to individuals who are at least 40 years old.
3. Equal Employment Opportunity (EEO) – Nondiscrimination on the basis of race, color, religion, sex, national origin/ancestry/citizenship, age, marital status, handicap/disability, veteran, and/or any other protected class status, as such terms are defined herein, and in accordance with the requirements of applicable federal and/or state/local statutes. In addition, the Authority will employ only those individuals who are able to provide acceptable proof of their identity and of the fact that they are legally authorized to work in the United States, in accordance with the 1986 Immigration Reform and Control Act.
4. Handicapped/Disabled – Handicap/disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. A qualified individual with a handicap/disability meets the requisite skill, experience, education and other job related requirements of the employment position held or desired, and who, with** reasonable accommodations, can perform the essential functions of such position.
5. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

6. Special Disabled Veteran – An individual who: (1) is entitled to disability compensation under laws administered by the Veterans Administration; or (2) was discharged or released from active duty in the armed forces because of disability incurred or aggravated in the line of duty.
7. Vietnam-Era Veteran – An individual who: (1) served on active duty with the armed forces for a period of more than one hundred eighty (180) days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from active duty with other than a dishonorable discharge; or (2) was discharged or released from active duty for a service-connected disability if any part of that active duty was performed between August 5, 1964 and May 7, 1975.

C. Responsibility

1. The Executive Director is responsible for ensuring implementation to STWA's EEO/AA policy as it applies to recruitment, staffing, compensation/benefits, promotion/demotion, training/development, transfer and separation. Each supervisor is accountable for adherence to this policy and responsible for policy dissemination to all employees under his/her supervision.
2. All supervisors are responsible for helping to maintain a work environment which is free of discrimination, including harassment based on race, color, religion, sex, national origin/ancestry/citizenship, age, marital status, handicap/disability, veteran, and/or any other protected class status as defined by and in accordance with the requirements of applicable federal and/or state/local statutes. All misconduct which violates this policy will result in disciplinary action up to and including termination of employment.
3. Each STWA employee is responsible for maintaining a work environment which is free of discrimination or sexual harassment.
4. Any employee who believes that discrimination and/or sexual harassment has occurred should follow the established procedures for resolving grievances or in the case of sexual harassment may discuss the grievance with the Executive Director.

CHAPTER XIII
GRIEVANCES AND APPEALS

A. General

For the purposes of the STWA, a grievance is defined as a wrong, real or imagined, considered by an employee as a grounds for complaint on the basis of:

1. A policy that is unfair.
2. A deviation from or misinterpretation of an official policy.
3. An unfair application of procedures or regulations.
4. A disagreement with his/her supervisor and/or the Executive Director over a Personnel Action.
5. A grievance involving discrimination.
6. A grievance involving sexual harassment.

B. Disposition of Grievances

1. If an employee feels aggrieved as defined in Section A of this chapter, he/she shall have the right to file a grievance as outlined in the remainder of this Section and in Section C.
2. With the exception of Section A, Item 6, an employee shall first attempt to work out a grievance with his/her immediate supervisor and must submit the grievance in writing. The supervisor has ten (10) working days in which to make a decision regarding the employee's grievance. If no resolution is found, the employee may then submit his/her grievance in writing to the Executive Director who will review the matter and render a written decision within ten (10) working days of receipt of the written grievance. Said grievance will be stamped by the Administrative Assistant with the date of receipt. The Business/Risk Manager will receive a copy of the grievance in the absence of the Executive Director.
3. In the case of Section A, Item 6, (a sexual harassment grievance), an employee shall submit the grievance in writing to the Executive Director. Said grievance will be stamped with the date of receipt. The Business/Risk Manager will receive a copy of the grievance in the absence of the Executive Director. The Executive Director has ten (10) working days in which to take corrective action regarding the employee's grievance.
4. The Executive Director's decision on the matter will be final unless the appeal procedures in Section C are followed.
5. In the case of a grievance against the Executive Director, the employee shall submit his/her grievance in writing to the President of the Board of Directors who will place

the matter on the agenda of the next Board meeting. The Board President will provide a copy to the Business/Risk Manager who will stamp receipt of the grievance. The Business/Risk Manager will provide a copy of the grievance to the Executive Director. Consideration of the matter can be conducted by the Board in Open or Closed Session in conformance with applicable laws. The Board's decision on the matter is considered final.

C. Appeals

1. An employee may appeal the Executive Director's decision on a grievance to the Executive Officers within ten (10) working days of the decision. The request for an appeal shall be submitted in writing to the Executive Director and the President of the Board of Directors, who will direct the matter to the other Officers of the Board. Upon referral of the matter to the Executive Officers, the President will schedule a committee meeting to review the appeal on its merits prior to the next regularly scheduled Board meeting.
2. The written request for an appeal should state the specific reasons and any supporting documentation for such a request. The employee may have legal counsel and shall notify the President and Executive Director if counsel is to represent him/her at the hearing. If the aggrieved employee is represented by legal counsel, the entire matter will be automatically turned over to the STWA's legal counsel. All requests shall be made by his/her counsel to the STWA's legal counsel. Furthermore, all decisions relative to variations in the disposition of the grievance shall be made by the Officers of the Board and the Chairman of the Personnel Committee with the advice of the Authority's legal counsel.
3. All appeals will be settled in the following manner:
 - a. For appeals falling under Section A, Items 1, 2, and 3 the employee must provide concrete reasons in his/her written appeal why current agency or administrative policies are unfair. The Personnel Committee's resolution of the matter will be final if the Committee upholds the Executive Director's decision. If the Committee rules in favor of the employee, they will recommend corrective actions, clarifications and/or changes to existing Authority and/or administrative policies to the Board of Directors. The Board's action on the Committee's recommendation(s) will be final.
 - b. For appeals falling under Section A, Item 4, the employee must provide concrete evidence in his/her written appeal that he/she was not given due process under the Authority's Personnel Policies (that is, opportunity and assistance in overcoming previously identified deficiencies and written reasons for the Personnel Action taken, such as dismissal or transfer).

In the absence of such evidence, the Executive Director will inform the employee requesting the appeal of his/her failure to provide adequate reasons to question the Executive Director's decision. The President of the Board (or another committee member in his/her absence) will also report the Officer's findings and recommendations to the Board of Directors.

In the presence of such evidence, the President (or another officer member in his/her absence) will present this material, other findings, and their recommended action to the Board of Directors in executive session. The employee requesting the appeal will also be given the opportunity to appear before and address the Board of Directors. The Board's resolution of the matter will be final.

- c. For appeals falling under Section A, Items 5 and 6, the employee must provide concrete evidence in his/her written appeal that he/she was not given due process under the Authority's Personnel Policies (that is, opportunity and assistance in overcoming previously identified deficiencies).

In the absence of such evidence, the Executive Director will inform the employee requesting the appeal of his/her failure to provide adequate reasons to question the Executive Director's decision. The President of the Board (or another committee member in his/her absence) will also report the Officer's findings and recommendations to the Board of Directors.

In the presence of such evidence, the President (or another officer member in his/her absence) will present this material, other findings, and their recommended action to the Board of Directors in executive session. The employee requesting the appeal will also be given the opportunity to appear before and address the Board of Directors. The Board's resolution of the matter will be final.

CHAPTER XIV

PERSONNEL FILES

- A. Office personnel files shall be maintained by the Executive Director. The record copy of all personnel information shall be filed in the employee's personnel file.
- B. Personnel files shall be considered strictly confidential; their use being restricted to official personnel matters. No information derived from any record placed in the employee's file shall be communicated to any person or organization except the Executive Director.
- C. Employees shall promptly inform their supervisors of corrections to matters recorded therein such as home address, telephone number, and person to be notified in case of emergency.

APPENDIX I

Job Descriptions

APPENDIX II
Organizational Chart

1

ATTACHMENT 10

Long-Term Goals

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: October 21, 2020
Re: Long-Term Goals

Background:

In response to a request from Board President Rudy Galvan, a list of possible long-term goals is enclosed. Through the years, staff has made presentations and the Board has discussed such goals. An appreciated facet of Mr. Galvan's request was to include suggestions from other employees. As such, I met with office and field personnel and provided a list of possible items and asked them to provide their ideas.

Analysis:

The goals generally fall into four categories: Service Area, Expansions and Regionalization, Infrastructure and Equipment, STWA Authority and Procedures, and Staffing/Personnel:

1. **Service Area, Expansions, Regionalization** – Through the years there have been discussions as well as potential regional approaches involving STWA. Some examples are extending service south to Riviera and west to Bentonville. Other ideas are found in past Coastal Bend Regional Water Planning Group Plans described as interconnections to Alice, San Diego, Benavides, Falfurrias and Premont. The most obvious question associated with these ideas is how would these projects be funded? In addition, numerous details would be involved such as contracts for service (which could be the necessary security for issuing debt) and whether an annexation election would be the best option in providing wholesale service to another entity.
2. **Infrastructure and Equipment** – As mentioned in the memo pertaining to the ¾ ton pickup, STWA has routinely tried to budget for the replacement of a vehicle every year. The purchase of other equipment such as trackhoes, backhoes, mini-excavator and other items is brought to the Board as the items wear out and repeated repairs outweigh the cost of replacement. However, there are bigger ticket items that staff has mentioned in the past: a new office building, replacing galvanized tanks with steel reinforced concrete tanks, installation of a slip liner in the 42" line, construction of additional storage (possibly elevated) at the Central PS, a larger generator for the Kingsville office, splitting out electric service at shared pump stations and development of well fields or wells at pump stations for blending with City of Corpus Christi water.
3. **STWA Authority and Procedures** – During the last meeting, the Board discussed approaching local legislators regarding STWA's authority as it relates to the *number of Board members needed to take formal action*. The number according to enabling legislation is five (5), which is a simple majority of the nine-member Board. It warrants mention that reducing this number could be perceived as diminishing transparency and accountability to the public since votes of 4 to 1, 4 to 2, and 4 to 3 means less than half of the nine-member Board would be making a decision for the District.

Another item which is a personal bias is the *manner in which the Truth in Taxation information is calculated*. Having calculated the associated tax rates since 1992, I believe that a more accurate and truer picture of taxable values and tax rates is utilizing the entire tax base and new properties in a calculation as compared to only the Average Home Value. Changing the calculation could be possible as part of a local bill.

Finally, with the execution of the final water supply contract between STWA and Nueces County Water Control and Improvement District #5 (Banquete), a true-up and recalculation of the Handling

Charge will be needed. The purchase of the new Black Mountain accounting system should be very helpful in those efforts.

4. **Staffing/Personnel** – This category is possibly the most important of the four areas. In my opinion, staff is the most critical resource of an organization. Given the small overall number of employees, (only 13 without the CP crew and part-time clerk), the departure of a staff person can have a significant impact on operations and certainly on morale. The recent passing of O&M Supervisor Armando Yruegas is a tragic and prime example. Overall, staff recognizes whether they enjoy or dread coming to work is affected by the stability of our organization. As such, careful consideration should be given to Personnel Policies (a separate agenda item), Employee Benefits and Hiring Practices. One of the items that several staff members remarked on is the previously discussed continued medical coverage for retirees. The expansion of the $\frac{3}{4}$ time clerk to a full-time clerk is another item. It has been suggested that two – $\frac{1}{2}$ time clerks is an option; although, another employee has voiced concern that structure could result in “more room for error.”

Staff Recommendation:

I realize there is quite a bit of offered information and suggestions. Some of the items may be addressed as part of the Board’s review of Personnel Policies. Nonetheless, the Board may want to assign committees, of no more than 3 Board members, to review certain items or categories. Another option is to determine which category or suggestion is a priority.

Board Action:

Determine whether any action is necessary, including assignment of a long-term goals committee or several committees.

Summarization:

Staff is available to assist in making these thoughts into some form of organized, methodical action. However, the first steps should be a commitment from the Board to the overall process and prioritizing the goals.