

PUBLIC NOTICE

**AGENDA
BUDGET WORKSHOP/SPECIAL MEETING**

LOCKHART CITY COUNCIL

AUGUST 13, 2019

**CLARK LIBRARY ANNEX-COUNCIL CHAMBERS
217 SOUTH MAIN STREET, 3rd FLOOR
LOCKHART, TEXAS**

6:30 P.M.

1. CALL TO ORDER

Mayor Lew White

2. INVOCATION, PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance to the United States and Texas flags.

3. DISCUSSION/ACTION ITEMS

A. Presentation, discussion and consider acceptance of the proposed Fiscal Year 2019-2020 budget by Guadalupe-Blanco River Authority (GBRA) for the Lockhart Water and Wastewater Treatment Plants.

B. Presentation and discussion of the proposed Fiscal Year 2019-2020 budget to City Council. 2-17

4. ADJOURNMENT

I certify that the above notice of meeting was posted on the bulletin board in the Municipal Building, 308 West San Antonio Street, Lockhart, Texas, on the 8th day of August 2019 at 4:00 pm. I further certify that the following News Media was properly notified of this meeting as stated above: Lockhart Post-Register

Connie Constancio

Connie Constancio, TRMC
City Secretary

City of Lockhart, Tx

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: August 13, 2019

AGENDA ITEM CAPTION: Presentation and discussion regarding the proposed Fiscal Year 2019-2020 Budget by Guadalupe-Blanco River Authority (GBRA) for the Lockhart Water and Wastewater Treatment Plants.

ORIGINATING DEPARTMENT AND CONTACT: Finance – Pam Larison

ACTION REQUESTED:

ORDINANCE RESOLUTION CHANGE ORDER AGREEMENT
 APPROVAL OF BID AWARD OF CONTRACT CONSENSUS OTHER

BACKGROUND/SUMMARY/DISCUSSION: Every year the Representatives of GBRA will present their proposed budget for the upcoming fiscal year to Council.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING: (to be completed by Finance)

Funds Required: 0
Account Number: n/a
Funds Available: n/a
Account Name: n/a

FISCAL NOTE (if applicable):

Previous Council Action:

COMMITTEE/BOARD/COMMISSION ACTION:

STAFF RECOMMENDATION/REQUESTED MOTION: Staff respectfully request acceptance of the GBRA's Fiscal Year 2020 Budget for the Lockhart Water and Wastewater Treatment Plants.

LIST OF SUPPORTING DOCUMENTS: GBRA – Lockhart Water Treatment Plant and Lockhart Wastewater Treatment Plant Budget for Fiscal Year 2019-2020

Department Head initials:



City Manager's Review:

June 28, 2019

Ms. Connie Constancio, City Secretary
City of Lockhart
P. O. Box 239
Lockhart, Texas 78644-0239

RE: GBRA Fiscal Year 2020 Work Plan and Budget - Lockhart WTP

In compliance with Article V, Section 5.3, of the Water Treatment Contract between the Guadalupe-Blanco River Authority and the City of Lockhart, Texas, we are transmitting a copy of the preliminary Work Plan and Budget for the fiscal year ending August 31, 2020. The City's estimated payments as shown in the budget are:

Operating and Maintenance	\$746,737
<u>Administrative and General</u>	<u>60,911</u>
Total City Payment	\$807,648

We sincerely appreciate the City's commitment to our efforts on behalf of the citizens of Lockhart. If you have questions concerning the Work Plan and Budget, please contact Eduardo Montana at GBRA's Lockhart office (512) 398-6391 or Darel Ball at GBRA's Seguin office (830) 379-5822.

Sincerely,



Sandra Terry
Deputy CFO-Finance & Administration

Enclosure

Copy to: Steve Lewis, City Manager (12 copies)
Pam Larison, Finance Director
Sean Kelley, Water/Wastewater Superintendent
GBRA - Oscar Fogle, Kevin Patteson, Darrell Nichols, Jonathan Stinson, Darel Ball,
Mike Urrutia, David Harris, Eduardo Montana, Jason Eeds

Main Office: 933 East Court Street ~ Seguin, Texas 78155
830-379-5822 ~ 800-413-4130 ~ 830-379-9718 fax ~ www.gbra.org



GBRA Guadalupe-Blanco River Authority
flowing solutions



LOCKHART WATER TREATMENT PLANT SYSTEM

WORK PLAN AND BUDGET

Fiscal Year Ending August 31, 2020

Preliminary as submitted by
Guadalupe-Blanco River Authority
July 1, 2019

LOCKHART WATER TREATMENT PLANT SYSTEM

WORK PLAN AND BUDGET

Fiscal Year Ending August 31, 2020

DIRECTORS

Dennis L. Patillo
Chair
Don B. Meador
Vice-Chair
Kenneth Motl
Secretary-Treasurer
Robert "Rusty" Brockman, Jr.
William R. Carbonara
Stephen B. "Steve" Ehrig
Oscar H. Fogle
Ronald J. "Ron" Hermes
Thomas Mathews

EXECUTIVE STAFF

Kevin Patteson
General Manager/Chief Executive Officer
Darrell Nichols
Senior Deputy General Manager
Jonathan Stinson
Deputy General Manager
Alvin Schuerg
Senior Advisor to the General Manager
Tommy Hill
Senior Advisor to the General Manager
Tom Bohl
General Counsel
Darel Ball
Executive Manager of Operations
Charlie Hickman
Executive Manager of Project Engineering & Development/Chief Engineer
Randy Staats
Executive Manager of Finance/Chief Financial Officer
Vanessa Guerrero
Executive Manager of Administration
Nathan Pence
Executive Manager of Environmental Science & Community Affairs

Lockhart Division
Lockhart Water Treatment Plant System
Operating Plan for Fiscal Year ending 8/31/20

BACKGROUND

Three operators from the Lockhart Water Treatment Plant System are responsible for operating and maintaining the plant and ground water production facilities. Personnel from the Lockhart Wastewater Reclamation System assist in the operations and maintenance of the ground water system. All water and wastewater treatment activities are supervised by the Lockhart Operations Manager. Serving as facilitators to the Lockhart Operations team are the Division Manager-Hays and Caldwell Counties. Additional support will be received from the Seguin office in the form of engineering, electrical, purchasing and administrative functions.

REVENUE SOURCES AND TRENDS

After signing a contract with the City of Lockhart in September 2000, GBRA assumed the operation of the City's 4.0 million gallons per day (MGD) groundwater treatment plant and water wells on October 1, 2000. This contract provides that GBRA does not over-recover nor under-recover the costs of operating the System.

The following Work Plan and Budget is based on operating and maintaining the Lockhart Water Treatment Plant, booster station and seven water wells. The projected water production of the plant and seven wells for FY 2020 is 146.956 MG or 0.403 MGD. However, the total water needs for the City from all sources is estimated to be approximately 542.399 MG. The differential or additional water required by the City of Lockhart will be supplied by the GBRA surface water treatment plant located in Luling and delivered through the Luling/Lockhart Treated Water Delivery System. The budgeted FY 2020 operating revenue for the Lockhart Water Treatment Plant System is \$807,648 which is \$106,446 or 15.2% more than last year's budget and is based on a total estimated annual water treatment of 146,956,000 gallons or 146.956 MG. As described in the previous paragraph, the Lockhart WTP System is a cost of service operation and any year-over-year change in revenue is in a direct relationship to the changes in operating expenditures and capital improvements, for that year.

CAPITAL ADDITIONS AND OPERATING EXPENDITURES

Due to the nature of the GBRA and City of Lockhart contract, the operating expenditure budget for FY 2020 replicates the revenue budget and therefore also amounts to \$807,648. Two of the major operating expenses for the ensuing fiscal year are power and chemicals. Chlorine, liquid ammonium sulfate (LAS), orthophosphate, and fluoride are the primary chemicals required at the water treatment plant in order to properly treat and maintain the water quality in accordance with Texas Commission on Environmental Quality (TCEQ) requirements. Chlorine and LAS are used together as a disinfectant for the water. Orthophosphate is used as a corrosion inhibitor and as such, protects the City's distribution system and assures the delivery of high quality water. Fluoride is added pursuant to Texas Department of State Health Services Fluoridation Program recommendations. The total chemical budget for FY 2020 is \$37,742. Power will also be a major expense for the upcoming year amounting to \$54,360.

In order to meet public service needs through motivated employees, provide advanced training, and maintain and upgrade occupational licenses, personnel will attend courses provided by various approved sources such as Texas Engineering Extension Service and Texas Water Utility Association. Plant personnel will also conduct in-house training in team building skills, confined space rescue, hazard

communication, electrical safety and maintenance, first aid, and CPR. Other training will include computer software and personal development seminars.

FUND BALANCE

Funds for the above listed capital additions and maintenance projects as well as all of the other operating expenditures that are summarized in the following pages will be provided from revenues from the City of Lockhart. Since this division represents a contract operation in which GBRA does not over-recover nor under-recover its costs, the net change in fund balance for FY 2020 is \$0.

**Guadalupe-Blanco River Authority
Work Plan & Budget
Fiscal Year Ending August 31, 2020**

131 - Lockhart WTP

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020-2019 DIFFERENCE
OPERATING BUDGET			
OPERATING REVENUES			
Water Treatment			
41101 PLANT O&M	647,253.00	746,737.00	99,484.00
41102 PLANT A&G	53,949.00	60,911.00	6,962.00
Total Water Treatment	701,202.00	807,648.00	106,446.00
Total Operating Revenue	701,202.00	807,648.00	106,446.00
OPERATING EXPENSES			
Salaries			
51101 LBR-REGULAR WAGES	156,530.00	175,293.00	18,763.00
51102 LBR-OVERTIME	6,953.00	9,285.00	2,332.00
Total Salaries	163,483.00	184,578.00	21,095.00
Benefits			
51298 BEN-BENEFIT ALLOCATION	66,211.00	74,754.00	8,543.00
Total Benefits	66,211.00	74,754.00	8,543.00
Operating Supplies & Services			
52101 OPR-POWER & UTILITIES	63,468.00	54,360.00	(9,108.00)
52103 OPR-CHEMICALS	41,076.00	37,742.00	(3,334.00)
52110 OPR-SMALL TOOLS AND SUPPLIES	990.00	1,000.00	10.00
52113 OPR-LAB SUPPLIES	24,012.00	12,400.00	(11,612.00)
52114 OPR-LABORATORY SERVICES-GBRA	-	4,700.00	4,700.00
52115 OPR-LABORATORY SERVICES-OUTSOURCED	-	5,740.00	5,740.00
52120 OPR-UNIFORMS	3,324.00	3,502.00	178.00
52121 OPR-SAFETY & EMERGENCY EXPENSE	1,700.00	1,300.00	(400.00)
52122 OPR-SECURITY EXPENSE	4,008.00	4,000.00	(8.00)
52123 OPR-EQUIPMENT RENTAL	1,650.00	1,650.00	-
52124 OPR-EQUIPMENT EXPENSE	120.00	120.00	-
52125 OPR-VEHICLE EXPENSE	5,540.00	4,640.00	(900.00)
52126 OPR-FLEET LEASE EXPENSE	1,200.00	1,200.00	-
52133 OPR-SCADA	-	2,800.00	2,800.00

	<u>FY 2019 BUDGET</u>	<u>FY 2020 BUDGET</u>	<u>FY 2020-2019 DIFFERENCE</u>
Total Operating Supplies & Services	147,088.00	135,154.00	(11,934.00)
Professional Services and Fees			
52205 OPR-PROFESSIONAL SERVICES-OTHER	4,320.00	4,320.00	-
52217 OPR-INSPECTION FEES	11,616.00	11,616.00	-
52222 OPR-MEMBERSHIPS & PUBLICATIONS	424.00	424.00	-
52223 OPR-LICENSE & TRAINING	3,050.00	2,700.00	(350.00)
52224 OPR-TRAVEL	1,400.00	-	(1,400.00)
Total Professional Services and Fees	20,810.00	19,060.00	(1,750.00)
Office Expenses			
52301 OPR-OFFICE SUPPLIES	2,100.00	2,100.00	-
52302 OPR-COMPUTER SUPPLIES	2,825.00	2,825.00	-
52306 OPR-COMMUNICATIONS	3,996.00	3,996.00	-
Total Office Expenses	8,921.00	8,921.00	-
Other Operating Expenses			
52420 OPR-INSURANCE EXPENSE	13,100.00	16,000.00	2,900.00
52430 OPR-MISC EXPENSE	480.00	240.00	(240.00)
Total Other Operating Expenses	13,580.00	16,240.00	2,660.00
SUBTOTAL OF OPERATIONAL EXPENSES	420,093.00	438,707.00	18,614.00
Maintenance and Repair Equipment			
53101 M&R-EQUIPMENT	6,600.00	3,900.00	(2,700.00)
53110 M&R-CONTROL SYSTEMS	22,650.00	13,900.00	(8,750.00)
53115 M&R-METERS	18,330.00	7,280.00	(11,050.00)
Total Maintenance and Repair Equipment	47,580.00	25,080.00	(22,500.00)
Structures			
53201 M&R-BUILDING	480.00	2,400.00	1,920.00
53205 M&R-PUMPS AND MOTORS	34,100.00	26,100.00	(8,000.00)
53210 M&R-GATES AND VALVES	17,500.00	4,000.00	(13,500.00)
53235 M&R-TRANSMISSION LINES	11,000.00	16,000.00	5,000.00
Total Structures	63,080.00	48,500.00	(14,580.00)
Other Maintenance & Repairs			
53302 M&R-WELLS	79,500.00	209,750.00	130,250.00
53310 M&R-GROUNDS	17,700.00	16,500.00	(1,200.00)
53325 M&R-GENERAL MAINTENANCE	19,300.00	8,200.00	(11,100.00)
Total Other Maintenance & Repairs	116,500.00	234,450.00	117,950.00
SUBTOTAL OF M&R EXPENSES	227,160.00	308,030.00	80,870.00
Administrative & General			

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020-2019 DIFFERENCE
54100 ADMINISTRATIVE & GENERAL	53,949.00	60,911.00	6,962.00
Total Administrative & General	53,949.00	60,911.00	6,962.00
TOTAL OPERATING AND M&R EXPENSES	701,202.00	807,648.00	106,446.00
Net Operating Income	-	-	-
Net Change in Fund Balance	-	-	-

June 28, 2019

Ms. Connie Constancio, City Secretary
City of Lockhart
P. O. Box 239
Lockhart, Texas 78644-0239

RE: GBRA Fiscal Year 2020 Work Plan and Budget - Lockhart WWTP

In compliance with Article VII, Section 7.3, of the Regional Wastewater Treatment Contract between the Guadalupe-Blanco River Authority and the City of Lockhart, Texas, we are transmitting a copy of the preliminary Work Plan and Budget for the fiscal year ending August 31, 2020. The City's estimated payments as shown in the budget are:

Operating and Maintenance	\$1,140,295
Administrative and General	98,121
<u>Less Credits</u>	<u>(375,000)</u>
Total City Payment	\$863,416

We sincerely appreciate the City's commitment to our efforts on behalf of the citizens of Lockhart. If you have questions concerning the Work Plan and Budget, please contact Eduardo Montana at GBRA's Lockhart office (512) 398-6391 or Darel Ball at GBRA's Seguin office (830) 379-5822.

Sincerely,



Sandra Terry
Deputy CFO-Finance & Administration

Enclosure

Copy to: Steve Lewis, City Manager (12 copies)
Pam Larison, Finance Director
Sean Kelley, Water/Wastewater Superintendent
GBRA - Oscar Fogle, Kevin Patteson, Darrell Nichols, Jonathan Stinson, Darel Ball,
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Guadalupe-Blanco River Authority
flowing solutions



LOCKHART WASTEWATER
RECLAMATION SYSTEM
WORK PLAN AND BUDGET

Fiscal Year Ending August 31, 2020

Preliminary as submitted by
Guadalupe-Blanco River Authority
July 1, 2019

LOCKHART WASTEWATER RECLAMATION SYSTEM

WORK PLAN AND BUDGET

Fiscal Year Ending August 31, 2020

DIRECTORS

Dennis L. Patillo
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Vice-Chair
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Secretary-Treasurer
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Stephen B. "Steve" Ehrig
Oscar H. Fogle
Ronald J. "Ron" Hermes
Thomas Mathews

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Deputy General Manager
Alvin Schuerg
Senior Advisor to the General Manager
Tommy Hill
Senior Advisor to the General Manager
Tom Bohl
General Counsel
Darel Ball
Executive Manager of Operations
Charlie Hickman
Executive Manager of Project Engineering & Development/Chief Engineer
Randy Staats
Executive Manager of Finance/Chief Financial Officer
Vanessa Guerrero
Executive Manager of Administration
Nathan Pence
Executive Manager of Environmental Science & Community Affairs

Lockhart Division

Lockhart Wastewater Reclamation System

Operating Plan for Fiscal Year Ending 8/31/20

BACKGROUND

After signing a contract with the City of Lockhart in 1994, GBRA assumed the operation of the City's 1.1 million gallons per day (MGD) Larremore Street wastewater treatment plant. Subsequently in 1999, the new 1.5 MGD FM20 plant commenced operation increasing the City's combined wastewater treatment capacity to 2.6 MGD. The contract between the City of Lockhart and GBRA provides that GBRA will bill the City the actual cost of operating the two plants. As a result, revenue is matched to expenses and GBRA does not over-recover nor under-recover the cost of operating the System.

Personnel within the Lockhart Wastewater Reclamation System are organized into a team consisting of the Chief Operator and three operators. In addition, GBRA's water plant personnel located at the Lockhart Water Treatment Plant will assist in the maintenance and repair of the wastewater treatment plants. Serving as facilitators to the team will be the Hays/Caldwell Division Manager. Additional support will be received from the Seguin office in the form of engineering, electrical, purchasing, and administrative functions.

REVENUE SOURCES AND TRENDS

The following Work Plan and Budget is based on the two Lockhart Wastewater Treatment Plants treating an estimated sewage flow of 441.08 million gallons annually or 1.2 million gallons per day (MGD). For Fiscal Year 2020, the flow will be split with approximately 0.464 MGD treated by the Larremore Plant and 0.745 MGD treated by the FM 20 Plant and is based on total estimated annual wastewater to be treated of 441,080,000 gallons or 1.2 MGD. Revenue to treat this amount of waste has generally trended upward over the last several years coincident with inflationary increases in plant operating costs. The budgeted FY 2020 total revenue for the Lockhart Wastewater System is \$1,238,416 which is \$202,705 or 19.6% more than last year's budget.

CAPITAL ADDITIONS AND OPERATING EXPENDITURES

The combined capital additions and operating expenditure budget for FY 2020 amounts to \$1,238,416. Significant operating expenses budgeted for Fiscal Year 2020 include biosolids disposal in the amount of \$150,660, power and utilities of \$225,004, and lab supplies and expenses of \$52,592. Additional expenditures include construction of a chemical room to house bulk purchases polymer used to process bio-solids.

In order to meet public service needs through motivated employees, provide advanced training, and maintain and upgrade occupational licenses, personnel will attend courses provided by various approved sources such as Texas Engineering Extension Service and Texas Water Utility Association. Plant personnel will also conduct in-house training in team building skills, confined space rescue, hazard communication, electrical safety and maintenance, first aid, and CPR. Other training will include computer software and personal development seminars.

FUND BALANCE

Funds for the above listed capital additions and maintenance projects as well as all of the other operating expenditures that are summarized in the following pages will be provided from revenues from the City of Lockhart. Since this system represents a contract operation in which GBRA does not over-recover nor under-recover its costs, the net change in fund balance for FY 2020 is \$0.

**Guadalupe-Blanco River Authority
Work Plan & Budget
Fiscal Year Ending August 31, 2020**

130 - Lockhart WWTP

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020-2019 DIFFERENCE
OPERATING BUDGET			
OPERATING REVENUES			
Wastewater Treatment			
41201	952,941	1,140,295	187,354
41202	82,770	98,121	15,351
41207	(300,000)	(375,000)	(75,000)
Total Wastewater Treatment	<u>735,711</u>	<u>863,416</u>	<u>127,705</u>
Misc Income			
45195	300,000	375,000	75,000
Total Misc Income	<u>300,000</u>	<u>375,000</u>	<u>75,000</u>
Total Operating Revenue	<u><u>1,035,711</u></u>	<u><u>1,238,416</u></u>	<u><u>202,705</u></u>
OPERATING EXPENSES			
Salaries			
51101	241,507	281,932	40,425
51102	9,310	15,405	6,095
Total Salaries	<u>250,817</u>	<u>297,337</u>	<u>46,520</u>
Benefits			
51298	101,581	120,422	18,841
Total Benefits	<u>101,581</u>	<u>120,422</u>	<u>18,841</u>
Operating Supplies & Services			
52101	188,520	225,004	36,484
52102	5,200	6,825	1,625
52103	25,044	28,354	3,310
52110	3,490	1,250	(2,240)
52113	16,191	16,937	746
52114	26,354	26,354	-
52115	9,000	9,301	301
52118	130,688	150,660	19,972
52120	4,440	4,440	-

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020-2019 DIFFERENCE
52121 OPR-SAFETY & EMERGENCY EXPENSE	5,000	5,000	-
52122 OPR-SECURITY EXPENSE	3,600	4,000	400
52124 OPR-EQUIPMENT EXPENSE	3,780	3,780	-
52125 OPR-VEHICLE EXPENSE	7,280	7,180	(100)
52126 OPR-FLEET LEASE EXPENSE	1,200	10,800	9,600
52133 OPR-SCADA	-	2,800	2,800
Total Operating Supplies & Services	429,787	502,685	72,898
Professional Services and Fees			
52205 OPR-PROFESSIONAL SERVICES-OTHER	12,960	13,880	920
52217 OPR-INSPECTION FEES	23,520	23,520	-
52220 OPR-BANK FEES	500	-	(500)
52222 OPR-MEMBERSHIPS & PUBLICATIONS	720	720	-
52223 OPR-LICENSE & TRAINING	5,081	2,192	(2,889)
Total Professional Services and Fees	42,781	40,312	(2,469)
Office Expenses			
52301 OPR-OFFICE SUPPLIES	2,860	5,060	2,200
52302 OPR-COMPUTER SUPPLIES	3,725	4,475	750
52306 OPR-COMMUNICATIONS	6,600	6,600	-
Total Office Expenses	13,185	16,135	2,950
Other Operating Expenses			
52420 OPR-INSURANCE EXPENSE	19,300	21,000	1,700
52430 OPR-MISC EXPENSE	480	240	(240)
Total Other Operating Expenses	19,780	21,240	1,460
SUBTOTAL OF OPERATIONAL EXPENSES	857,931	998,131	140,200
Maintenance and Repair Equipment			
53101 M&R-EQUIPMENT	28,750	18,800	(9,950)
53110 M&R-CONTROL SYSTEMS	6,500	7,500	1,000
53115 M&R-METERS	1,100	12,364	11,264
Total Maintenance and Repair Equipment	36,350	38,664	2,314
Structures			
53201 M&R-BUILDING	5,500	31,000	25,500
53205 M&R-PUMPS AND MOTORS	10,100	10,550	450
53210 M&R-GATES AND VALVES	7,500	10,000	2,500
53220 M&R-CLARIFIERS	8,310	13,500	5,190
53237 M&R UV SYSTEM	-	10,000	10,000
Total Structures	31,410	75,050	43,640
Other Maintenance & Repairs			
53310 M&R-GROUNDS	17,500	20,500	3,000

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020-2019 DIFFERENCE
53325 M&R-GENERAL MAINTENANCE	9,750	7,950	(1,800)
Total Other Maintenance & Repairs	<u>27,250</u>	<u>28,450</u>	<u>1,200</u>
SUBTOTAL OF M&R EXPENSES	<u>95,010</u>	<u>142,164</u>	<u>47,154</u>
Administrative & General			
54100 ADMINISTRATIVE & GENERAL	82,770	98,121	15,351
Total Administrative & General	<u>82,770</u>	<u>98,121</u>	<u>15,351</u>
TOTAL OPERATING AND M&R EXPENSES	<u>1,035,711</u>	<u>1,238,416</u>	<u>202,705</u>
Net Operating Income	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>