

RICARDO WATER SUPPLY CORPORATION

P. O. BOX 1572
KINGSVILLE, TEXAS 78364-1572
Office (361)592-3952 Fax (361)592-5965
MEMORANDUM

TO: Ricardo Water Supply Corporation Board of Directors
FROM: Baldemar Garcia, President
DATE: April 6, 2020
SUBJECT: Ricardo Water Supply Corporation Meeting Notice and Agenda

A Regular Meeting of the Ricardo Water Supply Corporation Board of Directors is scheduled for:

**Tuesday, April 14, 2020
5:37 p.m.**

South Texas Water Authority Boardroom
2302 East Sage Road
Kingsville, Texas

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

Agenda

1. Call to order.
2. Citizen comments.
3. Election of officers.
4. Approval of Minutes. (Attachment 1)
5. Treasurer's Report/Payment of Bills. (Attachment 2)
6. Appointment of Credentials Committee. (Attachment 3)
7. All matters pertaining to TxDOT Upgrades on US 77/I69 at CR 2120/FM772 and US77/I69 and new notice for section from CR 2130 south to CR 2230. (Attachment 4)
8. Water Supply and Development Contract – Silva Estates, Cesar Silva, Developer. (Attachment 5)
9. **Resolution 20-03.** Resolution authorizing the Ricardo Water Supply Corporation President to enter into a Water Supply and Development Contract with Cesar Silva, Developer, for Silva Estates. (Attachment 6)
10. COVID-19 Response and Operation Changes. (Attachment 7)

11. Adjournment.

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

BG/CGS/fdl
Attachments

This meeting notice was posted on
RWSC's website, www.ricardowsc.com, and
on indoor and outdoor bulletin boards at
RWSC's administrative offices,
2302 East Sage Road, Kingsville, Texas at
100 am/pm on April 9, 2020
Francis De Leon
Assistant Secretary

ATTACHMENT 1

Approval of Minutes

RICARDO WATER SUPPLY CORPORATION
Regular Meeting Minutes
March 3, 2020

Board Members Present:

Baldemar Garcia
Oliver Hinojosa
Frank Escobedo
James Fischer
Robert Garza
Timothy Robertson

Board Members Absent:

Robert Zavala

Staff Present:

Carola G. Serrato
Frances De Leon
Jo Ella Wagner
Armando Yruegas

Guests Present:

None

1. Call to Order.

Board President Baldemar Garcia called the Regular Meeting of the Ricardo Water Supply Corporation Board of Directors to order at 5:30 p.m. at the STWA Boardroom in Kingsville, Texas. A quorum was present.

2. Citizen comments.

Mr. Garcia opened the floor to citizen comments. No citizen comments were made.

3. Approval of Minutes.

Mr. Garza made a motion to approve the minutes of the December 10, 2019 Regular Meeting as presented. Mr. Robertson seconded and the motion carried.

4. Treasurer's Report/Payment of Bills.

The following financial reports were presented for Board review and approval:

Treasurer's Report as of November 30, 2019
Account Activity for General Account for November 1, 2019 to November 30, 2019
Account Activity for Operations Account for November 1, 2019 to November 30, 2019
TEXPOOL Participant Statement for 11/01/2019 – 11/30/2019 for General Account
TEXPOOL Participant Statement for 11/01/2019 – 11/30/2019 for Membership Deposit Account
TEXPOOL Participant Statement for 11/01/2019 – 11/30/2019 for USDA Reserve Account
TexSTAR General Account Statement for 11/01/2019 – 11/30/2019
Treasurer's Report as of December 31, 2019
Account Activity for General Account for December 1, 2019 to December 31, 2019

RWSC Regular Meeting Minutes

March 3, 2020

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Account Activity for Operations Account for December 1, 2019 to December 31, 2019
TEXPOOL Participant Statement for 12/01/2019 – 12/31/2019 for General Account
TEXPOOL Participant Statement for 12/01/2019 – 12/31/2019 for Membership Deposit Account
TEXPOOL Participant Statement for 12/01/2019 – 12/31/2019 for USDA Reserve Account
TexSTAR General Account Statement for 12/01/2019 – 12/31/2019
Treasurer's Report as of January 31, 2020
Account Activity for General Account for January 1, 2020 to January 31, 2020
Account Activity for Operations Account for January 1, 2020 to January 31, 2020
TEXPOOL Participant Statement for 01/01/2020 – 01/31/2020 for General Account
TEXPOOL Participant Statement for 01/01/2020 – 01/31/2020 for Membership Deposit Account
TEXPOOL Participant Statement for 01/01/2020 – 01/31/2020 for USDA Reserve Account
TexSTAR General Account Statement for 01/01/2020 – 01/31/2020

The following bills were presented for payment:

STWA Invoice S19-180 November 2019 Water Usage, Water Cost and Handling Charge	\$26,005.25
STWA Invoice S19-181 November 2019 General and Administration	\$15,633.20
STWA Invoice S19-182 November 2019 Taps and Repairs	\$ 3,907.50
STWA Invoice S20-006 December 2019 Water Usage, Water Cost and Handling Charge	\$32,507.62
STWA Invoice S20-007 December 2019 General and Administration	\$16,446.90
STWA Invoice S20-010 December 2019 Taps and Repairs	\$ 4,825.82
STWA Invoice S20-012 Payroll expense for Part-time Employee for October, November and December 2019	\$ 1,636.02
STWA Invoice S20-014 Payroll expense for Stand By for September 25, 2019 through December 25, 2019	\$ 367.46
STWA Invoice S20-016 Reimburse for Fiber optic phone service (09/19/19 through 12/19/19) and High Touch Technology support (10/01/19 through 12/31/19)	\$ 996.10
STWA Invoice S20-026 January 2020 Water Usage, Water Cost and Handling Charge	\$22,088.57

STWA Invoice S20-027 \$17,578.35
January 2020 General and Administration

STWA Invoice S20-030 \$ 2,808.49
January 2020 Taps and Repairs

A motion was made by Mr. Escobedo and seconded by Mr. Garza to approve the Treasurer's Report and payment of the bills. The motion carried.

5. RWSC Annual Membership Meeting.

- Selection of Election Auditor
- Approval of agenda and meeting packet for Annual Membership Meeting
- **Resolution 20-01. Resolution declaring unopposed candidates of Ricardo Water Supply Corporation elected.**

Ms. Serrato reported that three nominations were received by the February 18th deadline. She added that since there are three positions up for election, the Board can adopt Resolution 20-01 declaring the three candidates, Baldemar Garcia, Robert Garza and Timothy Robertson, elected. If adopted by the Board, Resolution 20-01 will be read into the record at the Annual Membership meeting on April 14th. She also explained that because no election will be necessary, an Election Auditor does not need to be selected. She presented the meeting notice and agenda for the Annual Membership Meeting and recommended approval of the documents which need to be mailed out by March 13th. Mr. Robertson made a motion to adopt Resolution 20-01 and approve the meeting notice and agenda. Mr. Escobedo seconded and all voted in favor.

6. All matters pertaining to TxDOT Upgrades on US 77 at CR 2120/FM 772 and US77/I69.

Ms. Serrato presented the advertisement for bid on the project and stated that she expects the project to move quickly once the bids are opened. She added that service should remain available to customers during the project since a pass-through agreement exists with the City of Kingsville. She also reminded the Board that the cost will be reimbursable once the Corporation's part is complete. No action was taken by the Board.

7. Quotes for painting of elevated storage tank at Pump Station #1.

Ms. Serrato stated that after contacting some companies about a quote for painting of the elevated storage tank at Pump Station #1, only Diamond Enterprise and Texas Tank Service provided quotes. Each of them provided quote for two options which varied from \$96,500 to \$157,000 for the less expensive option without warranty and \$202,580 to \$252,900 for more expensive options which should last longer and include a warranty. The Board decided to wait on painting until reimbursement is received for the TxDOT project. Mr. Garcia stated that maybe by then, one of the other companies might be available to provide a quote.

8. Ricardo Volunteer Fire Department Water Usage.

Mr. Garcia stated that he had been made aware of several fires in the Ricardo area that required use of water by the Ricardo Volunteer Fire Department. He stressed the importance of accounting for the usage and said that the Kleberg County Judge had previously instructed the RVFD to report use to RWSC. He added that the RVFD meets on Thursdays and asked that a Board member try to contact the Fire Chief at the meeting to make them aware that the usage is not being reported. Mr. Garza said that he would try to find out who the Fire Chief is and Mr. Escobedo and Mr. Fischer stated that they would try to go by the Fire Department's meeting. No action was taken by the Board.

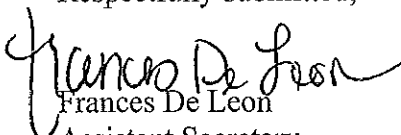
9. NEC Power Factor/Demand Charge and quote from C.C. Electric for Variable Frequency Drive Controllers and Motors at Pump Station #1 and Pump Station #2.

Ms. Serrato reported that NEC has begun assessing a demand charge for customers with a power factor less than 95% which has resulted in an increase in electric charges. She received information from NEC that a capacitor could be installed between the motor and controls to correct the problem. However, the electric company familiar with the pump stations has indicated they would not be able to provide a quote. Staff contacted Corpus Christi Electric Company and CD Electric about possible ways to correct the problem but the quotes received are very costly. Ms. Serrato stated that no action is required at this time but she wanted to make the Board aware of the situation.

10. Adjournment.

With no further business to conduct, Mr. Hinojosa made a motion to adjourn the meeting at 6:02 p.m. Mr. Robertson seconded and all voted in favor.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Treasurer's Report/Payment of Bills

Ricardo Water Supply Corporation
Treasurer's Report
As of February 29, 2020

General Account - KFNB	\$118,473.11
General Account - TexPool	\$168,608.81
General Account - TexPool Prime	\$158,000.15
General Account - TexSTAR	\$298,892.84
Operations Account - KFNB	\$4,045.14
Membership Deposit & Refund Account - TexPool	\$98,535.28
Debt Service Account	\$181.18
Reserve Account	\$75,888.01
Petty Cash	\$50.00
Cash Drawer	\$100.00
TOTAL	<u>\$922,774.52</u>

	12/11/2019 Billing Reg.	1/15/2020 Billing Reg.	2/12/2020 Billing Reg.
Total Usage (Gal)	6,091,140	6,426,680	6,526,950
Water Sales (\$)	\$66,296.86	\$63,497.74	\$69,677.25
Adjustments	(\$7.22)	(\$448.64)	(\$581.82)
Turn on Charge	\$3,120.00	\$660.00	\$425.00
Late Charges	\$1,287.00	\$1,197.00	\$1,274.00
Past Due	\$21,721.53	\$18,500.86	\$18,970.55
Tax	\$363.73	\$349.48	\$380.29
Leak Pay Plan	\$57.56	\$22.82	\$27.77
Sewage	\$6,309.57	\$6,292.47	\$6,332.99
Total Receivables	<u>\$99,149.03</u>	<u>\$90,071.73</u>	<u>\$96,506.03</u>
METERS ON LINE	1018	1020	1026

RICARDO WATER SUPPLY CORP.
GENERAL
Feb-20

DESCRIPTION	CK NO.	DEPOSIT	DISBURSEMENT	BALANCE
BEGINNING BALANCE				103,794.66
02-01 ONLINE PAYMENTS	DEP	228.71		104,023.37
02-02 ONLINE PAYMENTS	DEP	143.49		104,166.86
02-03 WATER RECEIPTS	DEP	4,519.39		108,686.25
02-03 ONLINE PAYMENTS	DEP	913.32		109,599.57
02-04 ONLINE PAYMENTS	DEP	275.90		109,875.47
02-04 WATER RECEIPTS	DEP	1,930.53		111,806.00
02-04 TRACKER SERVICE-HAULER #1213	DEP	245.00		112,051.00
02-05 ONLINE PAYMENTS	DEP	266.40		112,317.40
02-05 WATER RECEIPTS	DEP	2,324.02		114,641.42
02-06 WATER RECEIPTS	DEP	2,038.02		116,679.44
02-06 ONLINE PAYMENTS	DEP	249.31		116,928.75
02-07 WATER RECEIPTS	DEP	3,630.45		120,559.20
02-07 ONLINE PAYMENTS	DEP	1,477.80		122,037.00
02-08 ONLINE PAYMENTS	DEP	412.59		122,449.59
02-09 ONLINE PAYMENTS	DEP	238.61		122,688.20
02-10 ONLINE PAYMENTS	DEP	1,471.13		124,159.33
02-10 WATER RECEIPTS	DEP	6,478.20		130,637.53
02-11 RICARDO WASTEWATER IMP.CORP	3948		3,357.58	127,279.95
02-11 WATER RECEIPTS	DEP	1,376.73		128,656.68
02-11 ONLINE PAYMENTS	DEP	1,055.92		129,712.60
02-12 ONLINE PAYMENTS	DEP	321.98		130,034.58
02-12 WATER RECEIPTS	DEP	371.69		130,406.27
02-13 WATER RECEIPTS	DEP	770.99		131,177.26
02-13 ONLINE PAYMENTS	DEP	630.50		131,807.76
02-14 WATER RECEIPTS	DEP	982.48		132,790.24
02-14 ONLINE PAYMENTS	DEP	1,427.78		134,218.02
02-14 STWA-WATER	3949		22,088.57	112,129.45
02-14 STWA-GEN.& ADMIN.	3950		17,578.35	94,551.10
02-14 STWA-TAP & REPAIR	3951		2,808.49	91,742.61
02-14 STWA-REIMBURSEMENT	3952		452.51	91,290.10
02-14 SO. TX PRESSURE SYSTEM.INC	3953		1,895.00	89,395.10
02-15 ONLINE PAYMENTS	DEP	462.93		89,858.03
02-16 ONLINE PAYMENTS	DEP	309.04		90,167.07
02-17 WATER RECEIPTS	DEP	1,207.07		91,374.14
02-17 ONLINE PAYMENTS	DEP	564.85		91,938.99
02-18 WATER RECEIPTS	DEP	561.82		92,500.81
02-18 ONLINE PAYMENTS	DEP	289.25		92,790.06
02-19 RWSC DEBT SERVICE	3954		8,892.00	83,898.06
02-19 ONLINE PAYMENTS	DEP	285.56		84,183.62
02-19 WATER RECEIPTS	DEP	1,303.75		85,487.37
02-20 ONLINE PAYMENTS	DEP	544.07		86,031.44

02-20	WATER RECEIPTS	DEP	1,715.78		87,747.22
02-21	RWSC DRAFTS	ACH	11,996.23		99,743.45
02-21	WATER RECEIPTS	DEP	1,553.89		101,297.34
02-21	ONLINE PAYMENTS	DEP	673.12		101,970.46
02-21	RICARDO WASTEWATER IMP.CORP	3955		2,686.40	99,284.06
02-22	ONLINE PAYMENTS	DEP	76.96		99,361.02
02-23	ONLINE PAYMENTS	DEP	315.16		99,676.18
02-24	SCHLUMBERGER #388	DEP	40.99		99,717.17
02-24	WATER RECEIPTS	DEP	6,157.13		105,874.30
02-24	ONLINE PAYMENTS	DEP	520.24		106,394.54
02-24	C. MARTINEZ #1214 MEMBERSHIP	DEP	1,310.00		107,704.54
02-24	C. MARTINEZ #1215 MEMBERSHIP	DEP	1,310.00		109,014.54
02-24	JOHN GREIF #204 ACH NSF			41.65	108,972.89
02-25	WATER RECEIPTS	DEP	1,885.48		110,858.37
02-25	ONLINE PAYMENTS	DEP	338.32		111,196.69
02-26	WATER RECEIPTS	DEP	2,045.60		113,242.29
02-26	ONLINE PAYMENTS	DEP	686.43		113,928.72
02-27	WATER RECEIPTS	DEP	1,354.13		115,282.85
02-27	ONLINE PAYMENTS	DEP	408.01		115,690.86
02-28	WATER RECEIPTS	DEP	1,833.15		117,524.01
02-28	ONLINE PAYMENTS	DEP	520.87		118,044.88
02-28	K. JONES #656 MEMBERSHIP	DEP	200.00		118,244.88
02-29	ONLINE PAYMENTS	DEP	226.47		118,471.35
02-29	INTEREST EARNED	DEP	1.76		118,473.11
			74,479.00	59,800.55	

RICARDO WATER SUPPLY CORPORATION
OPERATIONS
2020

DATE	DESCRIPTION	CK NO.	DEPOSITS	DISBURSE.	BALANCE
FEB.					\$5,634.08
2/6/20	CITY CORPUS CHRISTI-CENTRAL CASHIER	6339		194.00	\$5,440.08
2/6/20	MCCOYS BUILDING SUPPLY	6340		21.20	\$5,418.88
2/6/20	OSCIEL MUNOZ-REFUND ON TAP FEES	6341		901.50	\$4,517.38
2/6/20	TEXAS EXCAVATION SAFETY SYSTEM, INC	6342		23.75	\$4,493.63
2/6/20	****VOID*****	6343		0.00	\$4,493.63
2/6/20	WILLATT & FLICKINGER, PLLC	6344		30.10	\$4,463.53
2/6/20	ROLANDO CHAPA & RENE CHAPA-MEMBER REF	6345		140.25	\$4,323.28
2/10/20	PSI HOLDINGS, LLC-INTERCONNECT	ACH		27.06	\$4,296.22
2/14/20	WILLATT & FLICKINGER, PLLC	6346		180.20	\$4,116.02
2/14/20	DAVID HUEBNER-MEMBERSHIP REFUND	6347		70.97	\$4,045.05
2/29/20	INTEREST EARNED	DEP	0.09		\$4,045.14
			0.09	1,589.03	

TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002

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MAR 12 2020



RICARDO WATER SUPPLY CORPORATION

Participant Statement

RICARDO WATER SUPPLY CORP
 GENERAL ACCT
 ATTN CAROLA G SERRATO
 PO BOX 1572
 KINGSVILLE TX 78364-1572

Statement Period **02/01/2020 - 02/29/2020**

Page 1 of 2

Customer Service **1-866-TEX-POOL**
 Location ID **000077893**
 Investor ID **000007578**

TexPool Update

You can update your contact information via TexConnect Online. Enter your Location #, PIN and Password, then click Maintenance on the blue menu bar to get started.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$170,359.53	\$0.00	\$1,965.64	\$214.92	\$168,608.81	\$170,103.23
TexPool Prime	\$157,779.07	\$0.00	\$0.00	\$221.08	\$158,000.15	\$157,794.32
Total Dollar Value	\$328,138.60	\$0.00	\$1,965.64	\$436.00	\$326,608.96	

Portfolio Value

Pool Name	Pool/Account	Market Value (02/01/2020)	Share Price (02/29/2020)	Shares Owned (02/29/2020)	Market Value (02/29/2020)
Texas Local Government Investment Pool	449/1370100001	\$170,359.53	\$1.00	168,608.810	\$168,608.81
TexPool Prime	590/1370100001	\$157,779.07	\$1.00	158,000.150	\$158,000.15
Total Dollar Value		\$328,138.60			\$326,608.96

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100001	\$214.92	\$445.05
TexPool Prime	590/1370100001	\$221.08	\$461.96
Total		\$436.00	\$907.01



TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002



Participant Statement

RICARDO WATER SUPPLY CORP
 MEMBERSHIP DEPOSIT
 ATTN CAROLA G SERRATO
 PO BOX 1572
 KINGSVILLE TX 78364-1572

Statement Period **02/01/2020 - 02/29/2020**

Page 1 of 2

Customer Service 1-866-TEX-POOL
 Location ID 000077893
 Investor ID 000007580

TexPool Update

You can update your contact information via TexConnect Online. Enter your Location #, PIN and Password, then click Maintenance on the blue menu bar to get started.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$98,410.88	\$0.00	\$0.00	\$124.40	\$98,535.28	\$98,419.46
Total Dollar Value	\$98,410.88	\$0.00	\$0.00	\$124.40	\$98,535.28	

Portfolio Value

Pool Name	Pool/Account	Market Value (02/01/2020)	Share Price (02/29/2020)	Shares Owned (02/29/2020)	Market Value (02/29/2020)
Texas Local Government Investment Pool	449/1370100003	\$98,410.88	\$1.00	98,535.280	\$98,535.28
Total Dollar Value		\$98,410.88			\$98,535.28

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100003	\$124.40	\$257.34
Total		\$124.40	\$257.34



TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002



Participant Statement

RICARDO WATER SUPPLY CORP
 USDA RESERVE ACCOUNT
 ATTN CAROLA SERRATO
 PO BOX 1572
 KINGSVILLE TX 78364-1572

Statement Period **02/01/2020 - 02/29/2020**

Page 1 of 2

Customer Service **1-866-TEX-POOL**
 Location ID **000077893**
 Investor ID **000021281**

TexPool Update

You can update your contact information via TexConnect Online. Enter your Location #, PIN and Password, then click Maintenance on the blue menu bar to get started.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$73,828.73	\$1,965.64	\$0.00	\$93.64	\$75,888.01	\$74,106.31
Total Dollar Value	\$73,828.73	\$1,965.64	\$0.00	\$93.64	\$75,888.01	

Portfolio Value

Pool Name	Pool/Account	Market Value (02/01/2020)	Share Price (02/29/2020)	Shares Owned (02/29/2020)	Market Value (02/29/2020)
Texas Local Government Investment Pool	449/1370100004	\$73,828.73	\$1.00	75,888.010	\$75,888.01
Total Dollar Value		\$73,828.73			\$75,888.01

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100004	\$93.64	\$193.34
Total		\$93.64	\$193.34





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RICARDO WATER SUPPLY CORPORATION

RICARDO WATER SUPPLY CORP
ATTN CAROLA SERRATO
PO BOX 1572
KINGSVILLE TX 78364-1572

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1370111110

ACCOUNT NAME: GENERAL FUND

STATEMENT PERIOD: 02/01/2020 - 02/29/2020

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 1.5641%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 32 DAYS AND THE NET ASSET VALUE FOR 2/28/20 WAS 1.000213.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			298,521.90
02/28/2020	MONTHLY POSTING	9999888	370.94	298,892.84
	ENDING BALANCE			298,892.84

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	298,521.90
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	370.94
ENDING BALANCE	298,892.84
AVERAGE BALANCE	298,547.48

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
GENERAL FUND	0.00	0.00	763.74



S20-046

March 12, 2020

Ricardo Water Supply Corporation
P O Box 1572
Kingsville, TX 78364

REIMBURSEMENT INVOICE

Date of purchase	Vendor used for purchase	Invoice Total
2/1/2020	File Pro-Shredding	39.60
2/1/2020	Staples- Appointment book-split with NWSC	7.70
Total Reimbursment due STWA		\$ 47.30

Due upon receipt

APPROVED FOR PAYMENT
APPROVAL _____
DATE PAID 3/12/20
CHECK NO. 3960
AMOUNT 47.30



INVOICE DATE	CUSTOMER	SUMMARY INVOICE
2/01/20	DAL 1057683	8057342395
PLEASE PAY BY	TERMS	AMOUNT DUE
3/02/20	Net 30 Days	54.57

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1007387

Ship to Account: KINGSVILLE

SOUTH TEXAS WATER AUTHORITY
FRANCES ROSALES
PO BOX 1701
KINGSVILLE, TX 78364

SOUTH TEXAS WATER AUTHORITY
ATTN: FRANCES DE LEON
111 E SAGE RD
KINGSVILLE, TX 78364

office
Geo
PAID
3/2/20



Budget Ctr :
Budget Ctr Desc :
P O Number : 13154
P O Desc :
Release :
Release Desc :

Invoice Number: 3438264323
Order : 7304271888-000-001
Ordered By : FRANCES DE LEON
Order Date : 1/30/20

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
* 1	24345827	2020 ATAGLNC WKLY WINE 8X11	1	0	EA	1	15.41	15.41
2	462861	EXTRAWIDE INSERT 8TAB CLEAR 1P	3	0	ST	3	1.51	4.53
3	895286	JACKET 2PLY LTR 2IN EXP MANLLI	1	0	BX	1	23.59	23.59
4	938392	PLUSH TOUCH MOUSEPAD WRISTREST	1	0	EA	1	11.04	11.04
Freight:		.00	Tax:(.0000 %)		.00	Sub-Total:		54.57
							Total:	54.57

* RUSC Reimburse \$770 to STWA
\$15.41 split w/ NUSC



RECEIVED

FEB 03 2020

Invoice

File Pro

2106 Lipan St.
Corpus Christi, TX 78408
3618878383
nmoody@fileproservices.com

SOUTH TEXAS WATER AUTHORITY

SOUTH TX WATER AUTHORITY
Attn: FRANCES
P.O. BOX 1701
KINGSVILLE, TX 78364

Date: 02/01/2020
Invoice #: 7002123
Customer #: 1312

Terms: 30 DAYS

Total Amount Due	153.45
Total Enclosed	

*To be
Invoiced*

SERVICE DESCRIPTION	RATE	QUANTITY	TAX	FEE
MISCELLANEOUS				
Shred Type 1 Container	\$ 4.9500	31.00	N	\$ 153.4500
			SUB-TOTAL	\$ 153.45
			TAX	\$ 0.00
			INVOICE TOTAL	\$ 153.45

WO Code - Due Date
1801537 - 01/13/2020

*NWSC - 8
RWSC - 8
STWA - 15*

160
POSTED
2/20/20

INVOICE

P. O. BOX 1701

S20 - 040

KINGSVILLE, TEXAS 78364-1701

March 10, 2020

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

Usage

FM 772 Meter			
Current Reading:	3/1/2020	211949	
Previous Reading:	2/1/2020	211949	
Current usage			0
Kingsville Meter			
Current Reading:	3/1/2020	397657	
Previous Reading:	2/1/2020	389989	
Current usage			7,668,000
Total Water Usage for Period	2/1/2020	to 3/1/2020	7,668,000
Total Water delivered			7,668,000
Ratio STWA to Total			100%
Contract Year to Date Usage ----- 46,158,000 gallons			

Water Rate (per thousand gallons)

Cost of Water from City of Corpus Christi (Total charges divided by total consumption):

Total charges	\$79,895.47	
Total consumption	31,700	
Cost of Water from City of Corpus Christi	\$ 2.520362	

				Amount Due
STWA Handling Charge	7,668,000 g @	\$ 0.426386	=	\$ 3,269.53
Corpus Christi Water Cost	7,668,000 g @	\$ 2.520362	=	\$ 19,326.13
Water Rate for current billing period		\$ 2.946748		

Cost of Water

7,668,000 gallons @ \$2.946748 per thousand gallons \$ 22,595.66

Total Due for Water Usage for period 2/1/2020 to 3/1/2020 **\$ 22,595.66**

Net Water Revenue - STWA	
Handling Charge	\$ 3,269.53
less Pumping Cost	\$ 1,389.06
= Net Revenue	\$ 1,880.47

Payment Due within 30 days of Receipt of Invoice

Thank You!

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

Kathleen Lowman, President
Brandon W. Barrera, Vice-President
Rudy Galvan, Secretary-Treasurer
Jose M. Graveley
Lupita Perez

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

Patsy A. Rodgers
Jiliberto Treviño III
Steven C. Vaughn
Carola G. Serrato, Executive Director

INVOICE

S20 - 041

March 10, 2020

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

Description			Amount Due
No. of Connections This Month:	1022		
1022 General Maintenance (per connection) @	\$ 5.65	\$	5,774.30
1022 Read Meters (per connection) @	\$ 2.50		2,555.00
3 Sample Collection (per sample) @	\$ 40.00		120.00
<i>Billing Services for Month of: February, 2020</i>			
221 Final Notice Cards @	\$ 1.10	02/11/20	243.10
1033 Statements @	\$ 2.00	02/13/20	2,066.00
3 Meter Removal/Cancel Letters @	\$ 1.75	02/04/20	5.25
1022 Administration (per connection) @	\$ 6.00		6,132.00
6058 Copies @	\$ 0.10		605.80
Postage			79.50
1 Developer analysis @	\$ 200.00	Vasquez	200.00
TOTAL			\$ 17,780.95

Payment Due by
March 31, 2020

Thank You!

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

S20-044

Ricardo Water Supply Corporation
 P O Box 1572
 Kingsville, Tx 78363

DATE	DESCRIPTION	W.O. #	Invoiced to others	Due to STWA
2/2/20	Tap, box installation and 1,350LF Ext. at acct. #1209-Flores, CR 2150, west of Hwy 77.	6167	3917.50	3762.50
2/2/20	Weekend residual checks on rural system and read meters.	6168	0.00	140.00
2/8/20	After hours time for meter retrofit change-outs (42 meter).	6169	0.00	775.86
2/9/20	Weekend residual checks on rural system and read meters.	6170	0.00	192.50
---	***Billed in January***	6171	---	---
2/11/20	Regular hour unlock at acct. #1016-Del Moral.	6172	60.00	60.00
2/11/20	Meter install at acct. #1209-Flores, CR 2150, west of Hwy 77.	6173	110.00	110.00
2/11/20	After hours to finish reading route 3 meters.	6174	0.00	25.50
2/14/20	Customer service inspection at acct. #1210-Munoz. Passed inspection.	6175	75.00	75.00
2/16/20	Weekend residual checks on rural system and read meters.	6176	0.00	175.00
2/14/20	Meter removal due to non-payment at acct. #47-Chavez.	6177	60.00	60.00
2/19/20	Meter reservice at acct. #145-Gomez.	6178	110.00	110.00
2/22/20	After hours time for meter retrofit change-outs (37 meter).	6179	0.00	818.23
2/23/20	Weekend residual checks on rural system and read meters.	6180	0.00	367.50
2/25/20	Leak repair at acct. #298-Benavides, replaced curb-stop.	6181	0.00	105.00
2/25/20	After hours time working with Third Coast while taking samples.	6182	0.00	35.00
2/27/20	Meter reservice at acct. #1216-Stevens, CR 2210.	6183	110.00	110.00

DATE	DESCRIPTION	W.O. #	Invoiced to others	Due to STWA
---	****March Work Orders****	6184	---	---
2/29/20	February 2020 Regular hour unlocks at acct. #299-Garza, #791-Flores, #837-Rosas, #1169-Lopez, #737-Mendoza.	6185	300.00	300.00
			Total Due STWA	\$7,222.09
			Amount Invoiced to Others	\$4,742.50

Payment due by March 27, 2020

Thank You!

Invoice

S20-060

April 8, 2020

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

Date	Description	Hours per pay period	Rate of Pay	Amount Paid
<u>January</u>				
1/3/2020	Yvette A. Hinojosa	33.75	\$11.00	\$371.25
1/17/2020		0.00		\$0.00
1/31/2020		0.00		\$0.00
<u>February</u>				
2/14/2020		0.00		\$0.00
2/28/2020		0.00		\$0.00
<u>March</u>				
3/13/2020		0.00		\$0.00
3/27/2020	Samantha Munoz	48.25	\$11.00	\$530.75
Total pay January, February, & March				\$902.01
Less 10% - STWA portion				<u>-\$90.20</u>
Total Part-time Employee pay due from NWSC & RWSC				\$811.80
Employer's Medicare Tax Contribution @ 1.45%				\$11.77
State Unemployment Tax @ 1.80%				\$12.99
Total Due STWA				\$836.56
1/2 Due from NWSC				\$418.28
1/2 Due from RWSC				\$418.28

Payment Due by April 30, 2020

Kathleen Lowman, President
 Brandon W. Barrera, Vice-President
 Rudy Galvan, Secretary-Treasurer
 Jose M. Graveley

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

Lupita Perez
 Patsy A. Rodgers
 Filiberto Treviño III
 Carola G. Serrato, Executive Director

Invoice

S20-062

April 8, 2020

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

Description	Amount Due
Reimburse for payroll expenses incurred with Stand By Pay for the period of January 1, 2020 through March 25, 2020 (See Attached Breakdown)	\$366.96

Payment Due by April 8, 2020

Date	Employee	Amount	Retirement	Medicare	Total	1/3 Share
1/1/2020	Valentin Gonzales	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
1/8/2020	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
1/15/2020	Santiago Mayorga	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
1/22/2020	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
1/29/2020	Valentin Gonzales	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
2/5/2020	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
2/12/2020	Santiago Mayorga	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
2/19/2020	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
2/26/2020	Valentin Gonzales	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
3/4/2020	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
3/11/2020	Santiago Mayorga	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
3/18/2020	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
3/25/2020	Valentin Gonzales	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
					Total	\$366.96

Invoice

S20-064

April 8, 2020

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

Description	Amount Due
Quarterly reimburse for Fiber optic phone service through AT&T for the period of 12/19/2019 through 03/19/2020 (See Breakdown below)	\$329.68
Quarterly reimburse for Technology Support from High Touch for the period of 12/19/2019 through 03/19/2020 (See Breakdown below)	\$666.42
Total Due	\$996.10

Payment Due by April 30, 2020

Fiber Optic Phone Lines

Jan-20	\$439.57	\$109.89	\$109.89	\$659.35
Feb-20	\$439.57	\$109.89	\$109.89	\$659.35
Mar-20	\$439.57	\$109.89	\$109.89	\$659.35
	\$1,318.70	\$329.68	\$329.68	\$1,978.05

**HIGHTOUCH
 Technology Support**

	14		2		3		Total
	STWA	Email	NWSC	Email	RWSC	Email	Invoice
		Filtering		Filtering		Filtering	
Jan-20	\$257.72	\$28.00	\$216.14	\$4.00	\$216.14	\$6.00	\$728.00
Feb-20	\$257.72	\$28.00	\$216.14	\$4.00	\$216.14	\$6.00	\$728.00
Mar-20	\$257.72	\$28.00	\$216.14	\$4.00	\$216.14	\$6.00	\$728.00
Quarterly Total	\$857.16		\$660.42		\$666.42		

ATTACHMENT 3
Credentials Committee

Memorandum

To: Ricardo Water Supply Corporation Board of Directors
From: Carola G. Serrato, General Manager
Date: April 7, 2020
Re: Appointment of Credentials Committee

Background:

Certain required steps are involved with regards to Annual Membership Meetings and Election of a Board. Election of officers is scheduled to occur immediately after the Annual Membership meeting. The appointment of the Credentials Committee is another item that occurs immediately after the Annual Membership Meeting.

Analysis:

The Credentials Committee should be three (3) persons and the committee should be appointed during the first business meeting after the Annual Meeting. The procedures state that the Secretary-Treasurer is a member of the committee. Another Board member should also be appointed to the Committee. The third person should be a member of the Corporation, which would be a customer that has executed a Service Agreement.

Staff Recommendation:

Appoint the newly elected Secretary-Treasurer, another Board member and a person that is a member of the Corporation.

Board Action:

Determine which persons to appoint.

Summarization:

Appointment of a Credentials Committee should ensure that the Corporation is making an effort to comply with the election procedures.

ATTACHMENT 4

TxDOT Upgrades on US 77

Memorandum

To: Ricardo Water Supply Corporation Board of Directors
From: Carola G. Serrato, General Manager
Date: April 8, 2020
Re: TxDOT Upgrades – Replacement Bore at CR 2120 and US 77/I-69 – New Section Notice – CR 2130 South to CR 2230

Background:

Since the last meeting, a number of activities have occurred: the bid advertisement for the CR 2120 – US 77 project was published, a pre-bid conference was held, a bid opening occurred, the engineer's recommendation was provided, the bid was awarded to Bridges Specialty, Inc. (Bridges) and a pre-construction remote meeting was held. The selection of the lowest *responsible* bidder required some additional research and consultation with TxDOT. The company submitting the lowest bid was not selected due to a lack of experience. Enclosed are emails sent to the Board regarding this project.

Also enclosed is a TxDOT notice regarding a new section which encompasses the RWSC's service area from CR 2130 to CR 2230. In addition to my email response regarding previous communication that RWSC would not be affected by TxDOT's upgrades in this expanse, Armando Yruegas and I spoke with Leonel Tovar, TxDOT, regarding the initial TxDOT meetings and the configuration of the highway particularly as it pertains to whether or not additional right-of-way was being purchased. Mr. Tovar confirmed that additional right-of-way had not been purchased; however, there would be ditch line work and the depth of perpendicular and parallel waterlines could be a factor.

Analysis:

With regards to the CR 2120 project, Bridges should be providing their submittals and the contract documents should be signed shortly. During the preconstruction conference, Bridges indicated that the longest wait will be associated with receiving the made in USA steel products for the new line's casing.

With regards to the new TxDOT notice, four (4) sets of plans were taken to Arc Printing for the plans to be digitized. Staff will be pulling permits for three (3) out of the four (4) crossings that may be impacted by a modified flowline. The fourth crossing may prove difficult to locate. It is the FM 1118 crossing shown in the 1964 plans. The crossing immediately south of FM 1118 is located within the easement recently acquired from William Dean Radford as part of the Dollar General project. The other two crossings are at CR 2170 and FM 772 South. During our conversation with Mr. Tovar, he indicated that Subsurface Utility Engineering (SUE) work had been done previously and that information would be provided. Further, he indicated that TxDOT would work with RWSC to minimize impacts to waterlines.

Staff Recommendation:

Keep the Board updated on both TxDOT project sections. Continue to work with LNV and TxDOT.

Board Action:

Provide feedback to staff.

Summarization:

Staff will work to minimize the impact of the latest project section on RWSC's four (4) highway crossings and the parallel line extending from FM 1118 to CR 2150.

NOTICE OF PROPOSED CONSTRUCTION
(NOPC)

March 27, 2020

Ricardo Water Supply Corp
Carola Serrato
PO Box 1572
Kingsville, Texas 78364

County: Kleberg
Highway: US 77
Limits From: CR 2130
Limits To: 1.5 Mi N. of FM 285
CCSJ: 0102-04-097
ROW CSJ: 0102-04-101

Dear Ms. Serrato:

Formal notice is hereby given that the Texas Department of Transportation proposes construction on US 77 to provide widening of the main lanes/frontage roads along with drainage improvements. The limits and location of this project are indicated in the enclosed Location Map.

Presently, this project is scheduled to be ready to let by March 30, 2021. We ask that you send us the following information or show it on the enclosed layout and return to this office by April 30, 2020:

1. All of your facilities that might be encountered during construction of this project;
2. Approximate boundaries of easements or other interest in lands that you hold along and/or across this route;
3. Name and phone number of the company representative that we should contact regarding this project.

If it is determined that your facilities will not be in conflict with this project, please notify this office in writing.

If additional information is needed, or if you have any questions, please contact Leonel (Leo) Tovar at Leonel.Tovar@txdot.gov or 361-808-2257. I appreciate your cooperation in this matter.

Sincerely,



Leonel (Leo) Tovar
District Utility Coordinator
Texas Dept. of Transportation Corpus Christi District
1701 S. Padre Island Dr. Corpus Christi, Tx, 78416

Enclosure

mcserrato@stwa.org

From: Leonel Tovar <Leonel.Tovar@txdot.gov>
Sent: Wednesday, April 1, 2020 2:08 PM
To: mcserrato@stwa.org; 'Cool, Kelli'
Cc: 'Neuschafer, Mark'; 'Lewis, Ryan'; 'Freeman, Keith'; Armando Yruegas; 'Dony Cantu'; 'Frances Rosales'; 'Jo Ella Wagner'
Subject: RE: US 77 CSJ: 0102-04-097 NOPC

Carola,

The conversations we previously had were for the US 77 S. Kingsville project (0102-04-099), which had the project limits from FM 1356 to CR 2130. The project that we are currently reaching out to Ricardo Water Supply Corp is for the US 77 Ricardo Project (0102-04-097) which has the project limits from CR 2130 to 1.5 miles north of FM 285 as denoted in the NOPC provided. Halff is the consultant that will be designing the plans and performing the utility coordination for this project. We are working on accommodating Ricardo Water Supply Corp's facilities as much as we can but cannot promise that there will not be any conflicts. Please provide as much information as you can in regards to Ricardo Water Supply Corp's facilities within the project limits and we will set up a meeting at a later date to discuss our endeavor to complete this project with minimal utility conflicts. We are open for all types of conversations and will work with you as much as we can in accordance the Utility Accommodation Rules and Texas Administrative Code.

As always, please give me a call if you have any questions.

Thanks and stay safe,
Leo



Leonel (Leo) Tovar
District Utility Coordinator
Texas Dept. of Transportation
Corpus Christi District
1701 S. Padre Island Dr. Corpus Christi, Tx, 78416
Cell Phone: 361-945-9282
Office: 361-808-2257
Leonel.Tovar@txdot.gov

From: mcserrato@stwa.org [mailto:mcserrato@stwa.org]
Sent: Wednesday, April 01, 2020 10:36 AM
To: 'Cool, Kelli' <kCool@Halff.com>
Cc: 'Neuschafer, Mark' <mNeuschafer@Halff.com>; 'Lewis, Ryan' <RLewis@Halff.com>; 'Freeman, Keith' <KFreeman@Halff.com>; Leonel Tovar <Leonel.Tovar@txdot.gov>; Armando Yruegas <ayruegas@stwa.org>; 'Dony Cantu' <dcantu@stwa.org>; 'Frances Rosales' <fvrosales@stwa.org>; 'Jo Ella Wagner' <jwagner@stwa.org>
Subject: RE: US 77 CSJ: 0102-04-097 NOPC

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our office has been in contact with TxDOT previously about the construction south of CR 2120. We had been told previously that RWSC would not be impacted because of the space/distance between the existing N and S bound lanes would accommodate the new lanes. Is this no longer the case? There are several crossings and at least one parallel line that are between CR 2130 and FM 285.

Carola G. Serrato
General Manager
Ricardo Water Supply Corporation
PO Box 1572
Kingsville, Texas 78364
361-592-3952 x112

From: Cool, Kelli <kCool@Halff.com>
Sent: Wednesday, April 1, 2020 9:44 AM
To: mcgserrato@stwa.org
Cc: Neuschafer, Mark <mNeuschafer@Halff.com>; Lewis, Ryan <RLewis@Halff.com>; Freeman, Keith <KFreeman@Halff.com>; Leonel Tovar <leonel.tovar@txdot.gov>
Subject: US 77 CSJ: 0102-04-097 NOPC

Carola,

PROJECT:
US 377 from CR 2130 to 1.5 miles north of FM 285
Kleberg County
CSJ: 0102-04-097

Halff has been retained and authorized by the TxDOT Corpus Christi District to perform utility coordination for the above-referenced project. I have attached the Notice of Proposed Construction (NOPC) along with a location map for your use. Note that we are currently evaluating potential conflicts against the proposed roadway plans and will be in touch soon regarding a kickoff meeting to discuss via WebEx. We look forward to working with you on this project and should you have any questions, please let me know.

Thanks,

Kelli Cool, PE
Utility Coordinator

O: (214) 346-6216

Halff Associates, Inc.
1201 N. Bowser Road
Richardson, TX 75081-2275



[Halff.com](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: mcgserrato@stwa.org
Sent: Tuesday, March 17, 2020 2:33 PM
To: Baldemar Garcia; Robert A. Garza; Robert Zavala (rzavas@yahoo.com); 'Timothy Robertson'; James Fischer (jimfisch42@yahoo.com); Frank Escobedo (f-escobedo@tamu.edu); 'Frank Escobedo'; Olivero Hinojosa Jr. (olivero.hinojosajr@celanese.com)
Cc: Armando Yruegas; 'Dony Cantu (dcantu@stwa.org)'; 'Frances Rosales'; 'Jo Ella Wagner'
Subject: Bid Opening - TxDOT Project

Good Afternoon RWSC Board,

The bid opening for the TxDOT highway crossing was held at 2 pm today. The apparent low bidder is a company by the name of Costa Verde Resources LLC. The bid amount was \$193,425.

Hector Castaneda with LNV, who conducted the opening, thought it would take a few days before Eric Villarreal, LNV, has a recommendation. It appears that the correct forms and bid security were provided. However, LNV will check on the company's references to ensure they are capable of performing the job.

There were a total of six (6) bids with a high bid of \$462,610 and three of the bids in the \$260k to 270k range. The second lowest bid was from a company called Bridges Specialty Inc in the amount of \$220,570.

At this time, we have heard that TXDOT personnel are working out of their homes. I have not received an email from Leonel Tovar, TXDOT for about a month inquiring about projected date to begin. Regardless, the next step will be a preconstruction conference and typically a "notice to proceed" will be issued at that time. The Board will recall that a resolution was signed allowing the Board President and GM to execute the necessary paperwork to keep the project moving forward. As such, some of these steps may already be underway when the Board meets on April 14th.

Finally, with regards to the Annual Meeting and next Board meeting, this morning the Texas Rural Water Association (TRWA) issued a notice to its membership in light of the COVID 19 situation. At this time, they are still recommending holding Annual Meetings to remain in compliance with State requirements. They advise to make the meeting as brief as possible and advise members not to bring additional guests. In many cases, WSC annual meetings are somewhat elaborate occasions with meals, etc. With regards to complying with the Open Meetings Act, TRWA is advising that Governor Abbott signed an order which would allow for telephone and video conferencing to hold a meeting without all required members gathered in the same room. There are some detailed requirements, however; I will be discussing these with Bill Flickinger since STWA has a meeting next Tuesday.

Please let me know if you have any questions.

Carola

Carola G. Serrato
General Manager
Ricardo Water Supply Corporation
PO Box 1572
Kingsville, Texas 78364
361-592-3952 x112



engineers | architects | contractors

Solutions Today with a
Vision for Tomorrow

March 24, 2020

Carola Serrato, General Manager
Ricardo Water Supply Corporation
PO Box 1572
Kingsville, Texas 78364

**Re: Ricardo Water Supply Corporation
US 77 Waterline Relocation Project
Recommendation of Award**

Dear Ms. Serrato,

Bids were opened and read aloud on Tuesday, March 17, 2020 for the above referenced project. Six (6) bids were received and the results are shown on the attached Bid Tabulation Sheet. The lowest qualified contractor, as indicated as Item B on Form ROW-U-48 of the Standard Utility Agreement, on this project is Bridges Specialties, Inc., 4233 FM 624, Robstown, Texas 78380 with a Total Base Bid in the amount of \$220,570.00.

I have reviewed the Contractor's qualifications and bid documents, and it is my recommendation that the RWSC award the project to Bridges Specialties, Inc. in the amount of \$220,570.00.

Respectfully,

LNV, LLC.

Engineers | Architects | Surveyors
TBPE Firm No. F-366

Eric Villarreal, P.E.
Principal/Vice-President

Attachment(s)

BID SUMMARY SHEET

PROJECT: #190122 – US 77 Waterline Adjustment

OWNER: Ricardo Water Supply Corporation

BID DATE: Tuesday, March 17, 2020 at 2 pm

ENGINEER'S ESTIMATE: \$ 289,000

CONTRACTOR	BID DOCUMENTS	ADD. #1	A) BASE BID
Beck Bros, Inc.	√ BID SECURITY	√	\$462,610.00
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
Costa Verde Resources, LLC	√ BID SECURITY	√	\$193,425.00
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
Bridges Specialties, Inc.	√ BID SECURITY	√	\$220,570.00
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
Etech Constructions Inc.	√ BID SECURITY	√	\$268,711.25
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
Barclays Premier Utility Services LLC	√ BID SECURITY	√	\$252,225.00
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
Branco LLC	√ BID SECURITY	√	\$259,940.63
	√ PROPOSAL FORM		
	√ DISCLOSURE FORMS		
	BID SECURITY		
	PROPOSAL FORM		
	DISCLOSURE FORMS		
	BID SECURITY		
	PROPOSAL FORM		
	DISCLOSURE FORMS		
	BID SECURITY		
	PROPOSAL FORM		
	DISCLOSURE FORMS		

From: mcserrato@stwa.org
Sent: Wednesday, March 25, 2020 9:45 AM
To: Baldemar Garcia; Frank Escobedo (f-escobedo@tamu.edu); 'Frank Escobedo'; Robert A. Garza; Robert Zavala (rzavas@yahoo.com); Olivero Hinojosa Jr. (olivero.hinojosajr@celanese.com); 'Timothy Robertson'; James Fischer (jimfisch42@yahoo.com)
Cc: Armando Yruegas; 'Dony Cantu (dcantu@stwa.org)'; 'Frances Rosales'; 'Jo Ella Wagner'
Subject: FW: Ricardo WSC - US 77 Waterline Relocation Project - Rec of Award
Attachments: Rec of Award Ricardo WSC.pdf; Bid Summary RWSC.pdf

RWSC Board,

In follow-up to the previous email. A recommendation has been made by the engineer to award the bid to the second lowest bidder. This is as a result of the lowest bidder failing to show proof of the necessary experience to perform the job. As such, it is being awarded to the lowest, qualified (responsible) bidder. Eric has consulted with TxDOT on the matter and the result is the attached letter of recommendation.

I cannot be certain; however, it is possible that the contracts may be executed by the Annual Membership April 14th meeting date. I spoke with Mr. Garcia about the need to still hold the meeting. Although the Governor has eased the requirements for elections, the Order does not apply to WSCs and the meeting needs to occur. In addition, the meeting after the Annual Membership meeting will also be needed. More information on the project should be available by that date.

In addition, there will be information to share on the status of operations due to COVID-19. As discussed with Mr. Garcia, the TCEQ and legal counsel have advised to suspend disconnections of service. As such, the lockouts that would normally occur tomorrow will not happen. However, legal counsel is advising not to be broadcasting this news since RWSC still wants its customers to pay their bills. Although personnel are still reporting to work, foot traffic ceased as of this Monday, March 23rd. Payments are being accepted by the drop box; but, we are no longer accepting cash and face-to-face transactions are not occurring. Legal counsel has advised to continue trying to process applications for new service using email and regular mail again avoiding any face-to-face contact. More information on these subjects will also be available by April 14th.

Have a good day,
Carola

Carola G. Serrato
General Manager
Ricardo Water Supply Corporation
PO Box 1572
Kingsville, Texas 78364
361-592-3952 x112

From: Eric Villarreal <evillarreal@lvinc.com>
Sent: Wednesday, March 25, 2020 9:15 AM
To: mcserrato@stwa.org
Cc: Leonel Tovar <Leonel.Tovar@txdot.gov>
Subject: Ricardo WSC - US 77 Waterline Relocation Project - Rec of Award

Carola –

Attached please find our recommendation of award for the US 77 Waterline Relocation Program. As we discussed yesterday and after confirming with TxDOT, we are able to recommend award to the lowest, qualified bidder. Item B of Form ROW-U-48 will need to be revised with a supplemental agreement. Please let me know if you have any questions or comments.

Sincerely,



Eric Villarreal, PE
Principal

evillarreal@LNVinc.com

O: (361) 883-1984

M: (361) 960-0001

801 Navigation Blvd., Suite 300
Corpus Christi, TX 78408

www.ardurra.com

www.lnvinc.com



From: Leonel Tovar <Leonel.Tovar@txdot.gov>
Sent: Tuesday, March 24, 2020 10:47 AM
To: mogserrato@stwa.org; Eric Villarreal <evillarreal@lnvinc.com>
Subject: RE: Ricardo WSC - US 77 Waterline Relocation Project

Hi Eric and Carola,

I am following up to the US 77 S. Kingsville Project. When can we schedule a Pre-construction meeting?

Thanks,
Leo



Leonel (Leo) Tovar
District Utility Coordinator
Texas Dept. of Transportation
Corpus Christi District
1701 S. Padre Island Dr. Corpus Christi, Tx, 78416
Cell Phone: 361-945-9282
Office: 361-808-2257
Leonel.Tovar@txdot.gov

From: mogserrato@stwa.org [<mailto:mogserrato@stwa.org>]
Sent: Tuesday, March 17, 2020 9:51 AM
To: 'Eric Villarreal' <evillarreal@lnvinc.com>
Cc: Leonel Tovar <Leonel.Tovar@txdot.gov>
Subject: RE: Ricardo WSC - US 77 Waterline Relocation Project

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We have it on our calendar. No questions yet.

Carola

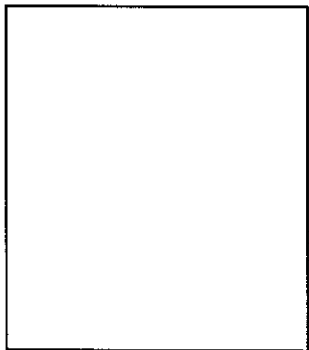
Carola G. Serrato
General Manager
Ricardo Water Supply Corporation
PO Box 1572
Kingsville, Texas 78364
361-592-3952 x112

From: Eric Villarreal <evillarreal@lnvinc.com>
Sent: Tuesday, March 17, 2020 9:31 AM
To: mcserrato@stwa.org
Cc: 'Leonel Tovar' <Leonel.Tovar@txdot.gov>
Subject: Ricardo WSC - US 77 Waterline Relocation Project

Carola –

As a reminder, we will hold the bid opening for the above-referenced project today at your office. Bids are due at 2:00 pm and will be opened and read aloud by Hector Castaneda from our office. Please let me know if you have any questions.

Sincerely,



Eric Villarreal, PE
Principal
evillarreal@LNvinc.com
O: (361) 883-1984
M: (361) 960-0001
801 Navigation Blvd., Suite 300
Corpus Christi, TX 78408
www.arcurra.com
www.lnvinc.com



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately by e-mail and delete this e-mail from your system. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

ATTACHMENT 5

Water Supply and Development Contract
Silva Estates

Memorandum

To: Ricardo Water Supply Corporation Board of Directors
From: Carola G. Serrato, General Manager
Date: April 7, 2020
Re: Developer's Contract – Cesar Silva – Silva Estates

Background:

Enclosed is a developer's contract between Mr. Cesar Silva and the Ricardo Water Supply Corporation. It is the standard developer's contract drafted by the Corporation's legal counsel. Also enclosed is a copy of the analysis done which calculates the capacity that the subdivision will be utilizing from the Corporation's system. Mr. Silva has paid the fees to cover the capacity calculation as well as the tap fees to service one (1) lot.

Analysis:

This development did not require the installation of any new lines. However, since the new services are as a result of subdividing property, an analysis was required. It is staff's understanding that homes are in the process of being built or nearing completion. At this time, as indicated above, only one lot will be receiving service.

Staff Recommendation:

Approve executing the contract with the adoption of Resolution 20-03.

Board Action:

Determine whether to adopt Resolution 20-03.

Summarization:

The Board may notice that the property being developed is actually a lot within an existing subdivision. Regardless, the property/lot is being split into more than one piece and is therefore a subdivision that must comply with the Corporation's requirements.

WATER SUPPLY AND DEVELOPMENT CONTRACT

THE STATE OF TEXAS §

COUNTY OF KLEBERG §

THIS CONTRACT, is between the Ricardo Water Supply Corporation, A Texas non-profit corporation, (hereinafter called RWSC) and Cesar Silva., (hereinafter called Developer).

WITNESSETH:

WHEREAS, RWSC has a contract with South Texas Water Authority, a governmental agency, conservation and reclamation district and body politic and corporate, to obtain water for supply to areas which lie outside of the jurisdictional limits of the other existing incorporated cities, water districts, or other municipal corporations which lie within the boundaries of South Texas Water Authority; and

WHEREAS, the South Texas Water Authority has an agreement dated October 14, 1980, with the City of Corpus Christi to obtain treated water from the City of Corpus Christi which gives the South Texas Water Authority the capacity to serve customers lying within the established boundaries of the South Texas Water Authority; and

WHEREAS, both RWSC and Developer recognize the terms of this contract are subject to all the terms and conditions of the contract between the City of Corpus Christi and South Texas Water Authority as well as the contract between South Texas Water Authority and RWSC, and incorporate the terms of each of said contracts by reference into the instant contract; and

WHEREAS, Developer desires to obtain a commitment from RWSC to supply water to a subdivision, as hereinafter described, which Developer has platted; and RWSC desires to supply water to such subdivision under the terms and conditions as hereinafter stated.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, RWSC agrees to supply water under the terms and conditions and for the considerations hereinafter set forth, to-wit:

1. From and after the effective date of this agreement specified in paragraph 5 below, Developer shall have the right to have water supplied to Developer's subdivision by RWSC in Kleberg County, Texas at a point described and depicted in Exhibit A, attached hereto and incorporated herein by reference.
2. Water provided by RWSC shall be exclusively used within the service area described in Exhibit A, referred to above. Developer warrants and certifies that the described area within which said subdivision lies neither wholly nor partially within the jurisdictional area of an existing city, municipal corporation, water improvements district or water control and improvement district which have a prior right to supply water to the subdivision, but are situated completely within the boundaries of South Texas Water Authority and within the area served by RWSC.
3. RWSC makes no guaranty that water will be available at any particular time or place; it being fully understood by both parties hereto that the ability of RWSC to supply water is subject to its contract with South Texas Water Authority which is subject to South Texas Water

Authority's contract with the City of Corpus Christi for the supply of water, all terms of both agreements being herein incorporated by reference, and that this instrument is merely an agreement to allow withdrawal of water from the system operated by RWSC, when and if same is present and available.

4. As a precedent to RWSC having a duty to supply water to Developer's subdivision,

Developer must:

- (a) meet all flood plain, platting and subdivision requirements of the contract between the City of Corpus Christi and South Texas Water Authority and the contract between South Texas Water Authority and RWSC as well as local city, county, state or federal ordinances or laws and by the Federal Grant and Loan Agreements of which South Texas Water Authority and RWSC are subject as shall be specified by RWSC;
- (b) make a deposit sufficient as determined solely by RWSC, to pay for the oversizing of the line(s) and/or increased pumping capacity necessary to service the subdivision as reasonably required when fully developed as platted; such deposit to be made prior to the servicing of said subdivision. Upon Developer having met all requirements, including payment for the increased capacity of the water system as stated hereinabove, RWSC shall have the duty to provide water to the subdivision to the extent of the increased capacity, as needed by the subdivision. If at the end of seven (7) years from the date water service first became available to the subdivision, such increased capacity is not being fully utilized for service of the subdivision, from such

time RWSC, South Texas Water Authority or the respective assigns of either, shall have the right to allocate the use of such excess capacity for other customers.

Developer, during such seven (7) year period shall not be entitled to the exclusive use of such increased capacity unless or until all of the increased capacity is actually required in order to serve the subdivision or development.

(c) submit for RWSC review and approval, all plans and specifications for water improvements within the development prior to construction. The Developer shall conform with all material and construction specifications of South Texas Water Authority and RWSC for water system improvements within the development prior to construction.

(d) notify RWSC prior to the beginning of construction of the water distribution system within the subdivision so that RWSC may inspect the work in progress.

(e) upon completion of construction of the water distribution system within the subdivision, submit as-built drawings and dedicate the water system improvements and an easement twenty feet (20') in width (or ten feet [10'] if the easement is adjacent to a public road or street) conforming to the outlines of the water distribution system as reflected by the said plat and as-built drawings, to RWSC or its assigns after final inspection and approval by an authorized representative of RWSC.

5. This agreement shall not be considered effective or a binding obligation against RWSC until Developer has made all deposits and met all requirements called for by this Agreement.

6. Subject to Developer's duty to pay for the increased capacity of the line as stated hereinabove, RWSC will provide water service to the boundary line of the subdivision. Developer shall be financially responsible for the construction of the water distribution system within the subdivision.

7. RWSC will neither accept the dedication of the water system improvements nor provide water to the subdivision unless at the time of the dedication by Developer, Developer also submits to RWSC on forms supplied by RWSC, an affidavit executed by each contractor and subcontractor who has either supplied materials or labor to Developer for the construction, that contractor or subcontractor has been paid for the work performed, as well as an affidavit by Developer that Developer has paid for all work and materials supplied for the construction of the water system improvements.

8. Developer shall have no right to sell water to purchasers of lots within the subdivision and understands and agrees that each property owner within the subdivision will sign an individual water service contract with RWSC, or its assigns, before water service will be provided to the property owner desiring service.

9. Any expansion of the subdivision beyond the boundaries as shown by the plat attached hereto as Exhibit B will require that the Developer enter into a new water supply and development standards contract with RWSC, or its assigns, containing generally the same provisions as the instant contract.

10. RWSC reserves the right to designate the point at which Developer will have the right to tie into the RWSC water system.

11. In further consideration of RWSC's agreement to provide water to the boundary line of the subdivision, Developer warrants and covenants that:

a. Developer is the owner of record of the land described in the plat attached hereto as Exhibit B.

b. The name of the subdivision is Silva Estates.

c. The entire land contained within the subdivision and for which Developer enters into this Water Supply and Development Contract is described on a subdivision plat attached hereto as Exhibit B.

d. The land contained within the subdivision is held by Developer under deed recorded in the Deed Records of the Kleberg County Clerk's office as follows: Envelope 165.

e. All taxes which are liens on the land at the date hereof have been paid.

f. There (are) (are not) any encumbrances or liens against the land. (Specify encumbrances, if any.)

12. Developer will indemnify and save RWSC harmless from any and all claims or demands whatsoever to which RWSC may be subjected by reason of any injury to any person or damage to any property resulting from or in any way connected with any and all actions and activities (or failure to act) of Developer under this contract. Developer shall be solely responsible for obtaining any permits or easements for the use of land owned by others, if necessary for the construction and installation of the water system improvements within the subdivision. However, nothing in this agreement shall be construed as authorizing Developer to obligate RWSC in any manner related to the installation and construction of any equipment, materials or water system improvements either within or without the subdivision. Developer further hereby releases RWSC and agrees to hold it harmless from any and all claims that Developer has or may have against RWSC for any reason whatever resulting from the agreement to use water obtained from RWSC, and RWSC makes no representation as to the quality of such water, other than it shall be potable.

13. No assignment of this agreement in whole or in part for any purpose shall be made or granted by Developer without the prior written consent of RWSC.

14. This contract may be changed or modified only with the written consent of Developer and the governing body of RWSC. Such modification may be requested by either party, but shall not in any event be effective until approved by the Board of Directors of RWSC.

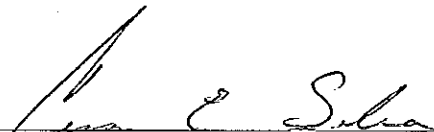
15. This contract shall be subject to all valid rules, regulations and laws applicable hereto, past, or in the future, promulgated by the United States of America, the State of Texas, and any

other governing body or agency having lawful jurisdiction, or any authorized representative or agency of them.

16. If RWSC should be prevented, wholly or in part, from fulfilling its obligation to supply water to the boundary of the subdivision, by reason of any act of God, unavoidable accident, acts of enemy, strikes, fires, floods, conservation of water for those with superior and legal rights to such water, governmental restraint or regulation, or other causes of force majeure, or by reason of circumstances reasonable beyond its control, then the obligation of RWSC to deliver water to Developer's subdivision, as hereinabove provided, shall be temporarily suspended during continuation of such force majeure. No damage shall be recoverable by Developer from RWSC by reason of the temporary suspension of delivery of water due to any of the causes above mentioned. If RWSC's obligations shall be affected by any such causes, RWSC shall promptly notify Developer in writing, giving full particulars of such force majeure as soon as possible after the occurrence of the cause or causes relied upon.

17. It is agreed by the parties hereto that this instrument contains in writing all of the agreements between the parties hereto and nothing (except those things required by law) not incorporated herein or by reference shall be binding on the parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in several counterparts, each a copy of which so executed shall be considered as an original by the respective duly authorized representatives, this the 3rd day of April, 2020.

BY: 
Cesar Silva
DEVELOPER

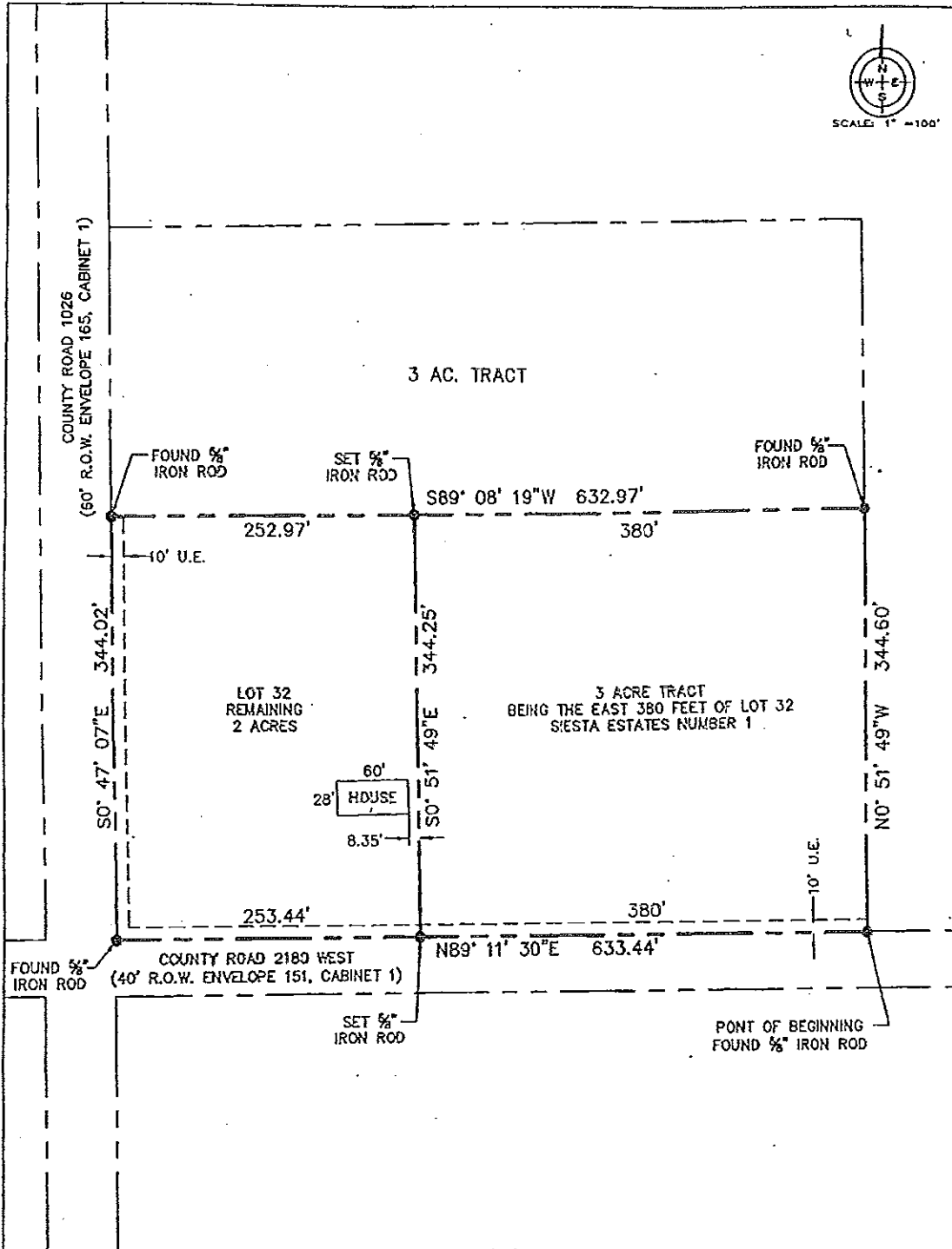
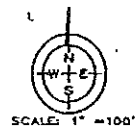
Ricardo Water Supply Corporation

BY: _____
Baldemar Garcia, President

Exhibit A

Property Description-Mets & Bounds Description

Lot 32 Siesta Estates Number 1.



BASIS OF BEARING
 MAG 83 TEXAS SOUTH ZONE, STATE PLANE COORDINATES

CERTIFICATE OF SURVEYOR

I, THE UNDERSIGNED A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION, ON THE GROUND.

 DATE

R.P.L.S. No. _____

SURVEY
 OF
 3.00 ACRE TRACT
 BEING THE EAST 380 FEET
 OF LOT 32
 SIESTA ESTATES NUMBER 1
 IN ENVELOPE 165, CABINET 1
 MAP/PLAT RECORDS
 KLEBERG COUNTY, TEXAS

FILE C:\Users\j\Documents\Survey\Survey\Survey 1.dwg SHEET 1 of 1

Exhibit B

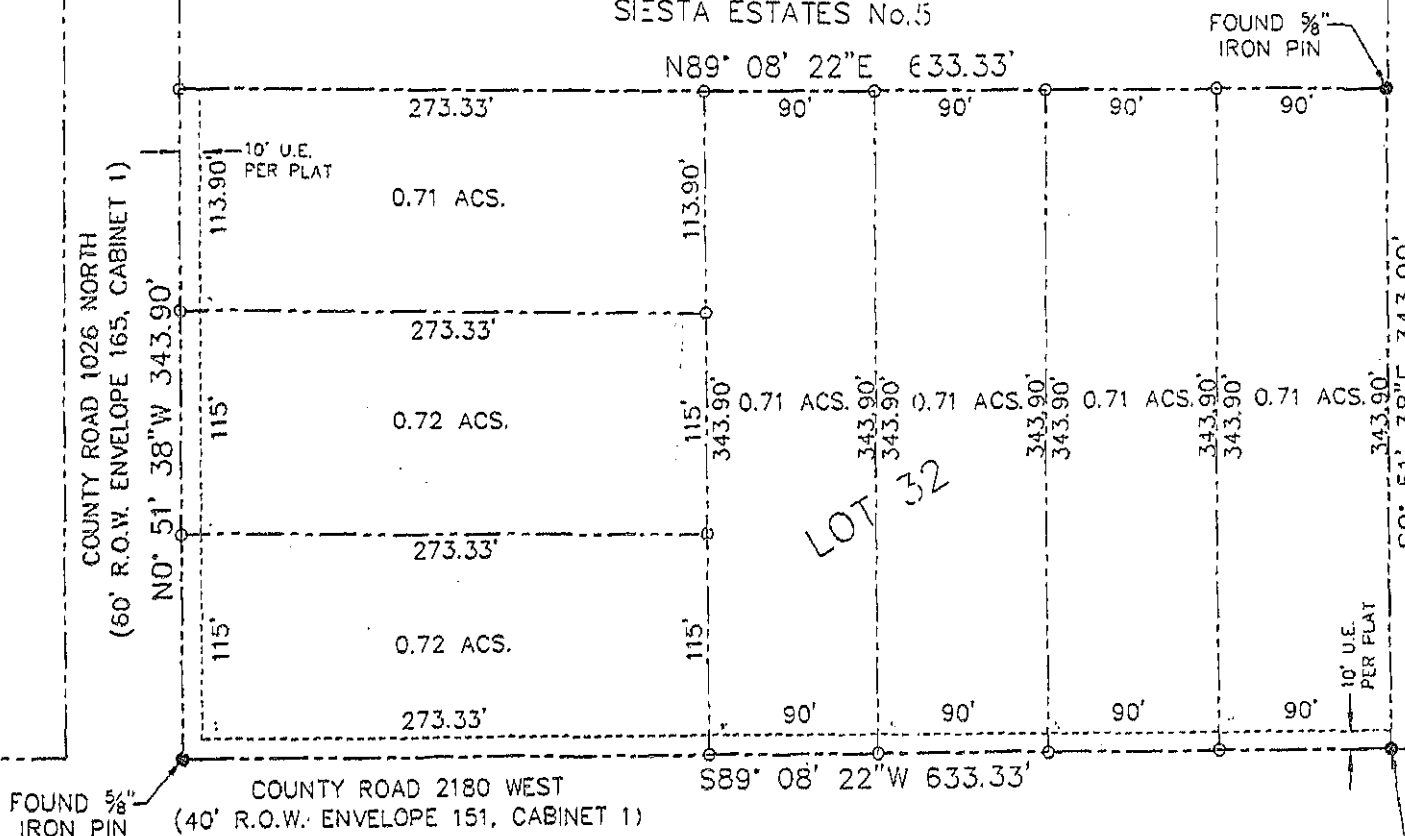
Attached Plat

~~lot 32~~

Seven (7) Acre tracts partition out of lot 32
Siesta Estates Number 1. Known as Silva Estates.



LOT 27
SIESTA ESTATES No.5



STATE OF TEXAS
 COUNTY OF KLEBERG
 I, John A. Cade Jr., Surveyor, do hereby certify that this plat was prepared from an actual survey of the property made under my supervision on the ground.

STATE OF TEXAS
 COUNTY OF KLEBERG
 I, John A. Cade Jr., Surveyor, do hereby certify that this plat was prepared from an actual survey of the property made under my supervision on the ground.

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 COUNTY OF KLEBERG
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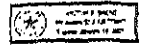
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STATE OF TEXAS
 COUNTY OF KLEBERG
 I, John A. Cade Jr., Surveyor, do hereby certify that this plat was prepared from an actual survey of the property made under my supervision on the ground.



311076
 FILED FOR RECORD
 11/20/24 10:42 AM
 KLEBERG COUNTY, TEXAS
 COUNTY CLERK

SURVEYOR NOTE:
 1. THESE TRACTS ARE LOCATED WITHIN ZONE A AS DEFINED BY THE FEMA FLOOD INSURANCE RATE MAP, COMMUNITY, PANEL No. 48273C0300E EFFECTIVE DATE MARCH 17, 2014
 2. THESE TRACTS ARE SUBJECT TO ALL PLAT NOTES ON ORIGINAL PLAT OF RECORD ENVELOPE 165, CABINET 1, KLEBERG COUNTY, TEXAS.
 3. BASIS OF SURVEY
 SOUTH LINE OF LOT 32 (PLAT BEARING N89°50'58"E 633.33)
 SURVEY BEARING GCS NAD83 TEXAS STATE PLANE 4205 (S89°08'22"W 633.33)

SURVEY
 OF
 SEVEN (7) ACRE TRACTS PARTITION OUT OF LOT 32
 SIESTA ESTATES NUMBER 1
 IN ENVELOPE 165, CABINET 1 MAP/PLAT RECORDS
 KLEBERG COUNTY, TEXAS

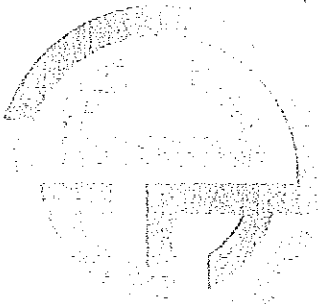
CERTIFICATE OF SURVEYOR

I, THE UNDERSIGNED A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

John A. Cade Jr. SURVEYOR
 ONE
 P.P.L.S. No. 50661



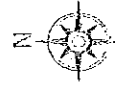
Silva
ESTATES



SILVA'S
CONSTRUCTION, LLC
... YOU DREAM IT, WE BUILD IT

NORTH COUNTY ROAD 1026

273'	114'	90'	90'	90'	344'
	204 NCR 1026	316 W CR 2180	314 W CR 2180	312 W CR 2180	310 W CR 2180
	115'	115'	115'		
	202 N CR 1026				
	318 W CR 2180				



WEST COUNTY ROAD 2180

* Requesting Service at 310 W. CR 2180
only

CESAR SILVA (361) 455-1545



SILVASCONSTRUCTION

SILVACONSTRUCTION26@GMAIL.COM

RICARDO WATER SUPPLY CORPORATION

P. O. BOX 1572
KINGSVILLE, TEXAS 78364-1572
Office (361)592-3952 Fax (361)592-5965

March 31, 2020

Mr. Cesar Silva
4005 Franklin Adams
Kingsville, TX 78363

Re: Developer analysis for 6 lots located on the northeast corner of CR 2180 and CR 1026, previously known as Lot 32, Siesta Estates #1.

Dear Mr. Silva:

Enclosed please find the developer analysis for six lots on the northeast corner of CR 2180 and CR 1026, developed by our office using a computer system model designed by HDR Engineering and reviewed by Mr. Aaron Archer P. E., Walker Partners. As we discussed the cost analysis is to furnish service to six (6) lots in the subdivision. I have taken the liberty of highlighting the cost analysis figures on your copy. Those figures are as follows:

A. Pump Station #1		
Phase 2 Improvements Pro-rata cost	\$	233.98
2002 Overhead Tower Construction	\$	1,076.40
B. Distribution System Pro-rata cost:		
1996 Water System Improvements		
a. 12-inch line	\$	123.90
b. 8-inch line	\$	547.88
c. 4-inch line	\$	646.17
C. Engineering Fees	\$	400.00
Total fees including Engineering	\$	3,028.33
Less previous payment, 09-25-2019		<u>- 400.00</u>
Balance on Pump Station Improvements, lines and Eng. Fees	\$	2,628.33

Standard Service Connection:

Membership fee	\$	200.00
Tap Fee-5/8" x 3/4" meter		585.00
Capital Contribution		450.00
Customer Service Inspection		<u>75.00</u>
Total	\$	1,310.00
(less developer discount on capital contribution)		<u>- 300.00</u>
Sub Total	\$	1,010.00 x 6 connections = \$ 6,060.00*
*(Costs subject to change if accounts are opened at different dates.)		

Grand Total **\$ 8,688.33****

****Cost estimate is good for thirty days from the date on this letter.**

Once the water lines and extension are installed, title passes to the Corporation. Thereafter, operation and maintenance of the line or extension will be the Corporation's sole responsibility. All lines on the property owner's side of the Corporation's meter are the member's responsibility. Payment in full of the Pro-rata fees must be received prior to providing water service to any lots in the replat of Lot 32, Siesta Estates #1 subdivision.

As a participating developer, your subdivision is permitted six (6) service connections at a cost of \$980.00 per connection, which includes a developer discount of \$300.00 applied to the standard cost of \$1,280.00. There are no rebates or refunds to the developer as lot owners are serviced. All lot owners must apply for service and pay fees before service is provided.

This subdivision falls entirely within the FEMA (Federal Insurance and Mitigation Administration) FIRM (Flood Insurance Rate Map) - Zone A. Therefore, in accordance with requirements in the USDA loan agreement with RWSC an elevation certificate for each home being built on each lot must be obtained prior to RWSC providing service. Elevation certificates are administered by Mr. Tomas Sanchez, Kleberg County Emergency Management Coordinator and Flood Plains Administrator. His office is located in the Kleberg County Courthouse Basement, Room B-126. A copy of the approved certificate must be provided to our office for each lot.

Finally, enclosed for your signature is a developer's contract. Please sign the contract and return it with a copy of the recorded plat. Once payment and the signed contract are returned to our office it will be presented to the RWSC Board of Directors for approval. Please call our office if you have any questions.

Sincerely,



Carola G. Serrato
General Manager

CGS/nsf
Enclosures

Ricardo Water Supply Corporation
Cost Analysis to serve six connections on property located on CR 2180 and CR 1026,
replat of Lot 32, Siesta Estate #1,

The purpose of this analysis is to determine the estimated cost for the Ricardo Water Supply Corporation (RWSC) to provide water service to 6 lots in the subdivision located on CR 1026 and CR 2180. The cost for providing service will include a pro-rata share of the existing improvements, any new improvements, and any engineering costs incurred.

The first step of the cost analysis will estimate the pro-rata share of RWSC's existing improvements that are impacted by your service request. The improvements impacted are Pump Station #1 and the water distribution system to your property. The four projects that have costs associated with these improvements are RWSC Water System Improvements Phase 2 (1988), Water System Improvements (1996), 2002 Overhead Tower Construction, and the addition of a liquid ammonia sulfate disinfecting system, 2005.

Based on the information provided, the property will have 6 connections. The pro-rata share of the existing improvements will be based on the 6 connections for the Subdivision divided by the total capacity of the improvements times the cost of the improvement.

In reviewing the Texas Commission on Environmental Quality (TCEQ) "Rules and Regulations for Public Water Systems," the following capacity criteria will be used to determine the total capacity of the RWSC Improvements.

- Capacity criteria for hydropneumatic tanks are 20 gallons per connection.
- Capacity criteria for 150,000-gallon overhead tower is 100 gallons per connection.
- Capacity criteria for service pumps are 0.6 gallons per minute (gpm) per connection.
- Capacity criteria for 2-inch water lines are 10 connections.
- Capacity criteria for 2.5-inch water lines are 25 connections.
- Capacity criteria for 4-inch water lines are 100 connections.
- Capacity criteria for 6-inch water lines are 250 connections.
- Capacity criteria for 8-inch water lines are 400 connections.
- Capacity criteria for 10-inch water lines are 650 connections.
- Capacity criteria for 12-inch water lines are 900 connection.

The following is the calculations of the pro-rata share of RWSC's existing distribution system that is impacted by the Subdivision.

- A. Pump Station No. 1 (CR 2160)
 1. Phase 2 Improvements at Pump Station No. 1 include the following:
 - a. 2-500 gallon per minute service pumps,
 - b. chlorination feed system and miscellaneous piping
 - c. electrical and control improvements.

2. Liquid Ammonia Sulfate Disinfecting System, 2005

Phase 2 – Pump Station Improvements.....	\$ 45,730.49
<u>2005 Liquid Ammonia Sulfate Disinfecting System.....</u>	<u>\$ 19,265.00</u>
Total Pump Station #1 Improvements	\$ 64,995.49

The costs of the Improvements for Pump Station No. 1 were \$64,995.49.

The capacity of Pump Station No. 1 based on the service pumps is 1,667 connections (2 pumps x (500 gpm capacity each / 0.6 gpm per connection). For this analysis, the capacity of Pump Station No. 1 is based on the two service pumps that will be used to calculate your pro-rata share. **The pro-rata capacity of the Phase 2 Improvements for the 6 lots is 0.36% (6 connections/1,667 connections). The pro-rata cost of the Phase 2 Improvements for the lots is \$233.98 (0.0036 x \$64,995.49).**

3. 2002 Overhead Tower Construction (150,000-gallon capacity)

The costs of the Overhead Tower Construction were \$269,100.00. The capacity of the Overhead Tower is 1,500 connections (150,000 gallons / 100 gallons per connection). The pro-rata capacity of the Overhead Tower for the subdivision is 0.40% (6 connections / 1,500 connections). **The pro-rata cost of the 2002 Improvements for the (6) six lots is \$1,076.40 (.0040 x \$269,100.00).**

B. Distribution System

1. 1996 Water System Improvements

The costs of the Improvements include the total cost of all items associated with the distribution lines. The following is a list of the items and associated costs for the Improvements that are impacted by the connection of the subdivision:

12-inch water line from Pump Station #1 on CR 2160 to CR 1040.

1,548LF- 12" pipe @ \$10.50/LF	\$ 16,254.00
2-12" gate valves @ \$775.00 each	\$ 1,550.00
<u>138LF pavement repairs @ \$5.00/LF</u>	<u>\$ 690.00</u>
Total 12-inch water distribution system	\$ 18,494.00

The capacity of the 12-inch water line is 900 connections. The pro-rata capacity of the 1996 Water System Improvements for the subdivision is 0.67% (6 connections/900 connections). **The pro-rata cost of the 1996 Water System Improvements – 12" Distribution Line is \$123.90 (.0067 x \$18,494.00).**

8-inch water line along the west side of CR 1040 to CR 2170 south and then west to CR 1030.

6,700LF – 8" pipe @ 5.25/LF.....	\$ 35,175.00
<u>3-8" gate valve @450.00 each.....</u>	<u>\$ 1,350.00</u>
Total 8-inch water distribution system	\$ 36,525.00

The capacity of the 8-inch line is 400 connections. The pro-rata capacity of the 1996 Water System Improvements for the subdivision is 1.50% (6 connections / 400 connections). **The pro-rata cost of the 1996 Water System Improvement, 8" Distribution line is \$547.88 (.0150 x \$36,525.00).**

4-inch water line on CR 2170, from CR 1030 west to CR 1026 and then south to CR 2180 and east to stake location on CR 2180.

5,054LF- 4" pipe @ 1.75/LF	\$	8,844.50
Materials.....	\$	1,924.94
Total 4-inch water distribution system	\$	10,769.44

The capacity of the 4-inch line is 100 connections. The pro-rata capacity of the 1996 Water System Improvements for the subdivision is 6% (6 connections / 100 connections). **The pro-rata cost of the 1996 Water System Improvements is \$646.17 (.06 x \$10,769.44).**

C. Engineering Cost

The Engineering costs for determining the costs of the pro-rata share of the existing system to serve (6) six connections on your property is **\$400.00**. This cost is split as such, \$300.00 in-house capacity analysis and \$100.00 for the analysis review by Mr. Aaron Archer, Walker Partners, Inc.

The total of all estimated costs (excluding membership, tap fees, and service lines for individual customers) for the Ricardo Water Supply Corporation to provide water service to your lots on CR1026 is **\$3,028.33**(\$233.98+\$1,076.40+\$123.90+\$547.88+\$646.17+\$400.00)

ATTACHMENT 6

Resolution 20-03

RICARDO WATER SUPPLY CORPORATION

Resolution 20-03

RESOLUTION AUTHORIZING THE RICARDO WATER SUPPLY CORPORATION
PRESIDENT TO ENTER INTO A WATER SUPPLY AND DEVELOPMENT
CONTRACT WITH CESAR SILVA, DEVELOPER.

WHEREAS, Cesar Silva has approached the Corporation requesting that water service be provided to Silva Estates, and

WHEREAS, Cesar Silva has met Kleberg County subdivision requirements and has paid the pro rata share of the improvements to the Corporation's water system to service the subdivision, and

WHEREAS, it is in the Corporation's best interest to enter into this Development Contract with Cesar Silva.

NOW, THEREFORE, BE IT RESOLVED that the Ricardo Water Supply Corporation hereby authorizes the Board President to execute a Water Supply and Development Contract with Cesar Silva, Developer, on behalf of the Corporation.

Duly adopted this 14th day of April, 2020.

BALDEMAR GARCIA, PRESIDENT

ATTEST:

OLIVER HINOJOSA, SECRETARY/TREASURER

ATTACHMENT 7

COVID-19 Response & Operation Changes

Memorandum

To: Nueces and Ricardo Water Supply Corporation Boards of Directors
From: Carola G. Serrato, General Manager
Date: April 9, 2020
Re: COVID-19 Response and Operation Changes

Background:

As the Board is aware, in response to the COVID-19 pandemic, significant changes occurred in how business was conducted during March of 2020. On Monday, March 23rd, our office was closed to foot traffic. In addition, we ceased to accept cash payments. Signs were posted at the front gate and on the drive-through window explaining payments were accepted by mail or in the drop box in the form of personal checks, cashier's checks or money orders.

In addition, on March 30th the Receptionist/Clerk, Billing Clerk, Accountant Assistant and Part-Time Clerk began working remotely from home. Arrangements were made for remote access to computers and call forwarding of specific lines to their personal phones. Arrangements are being made for mail to be delivered to a secure, rural mail box which is large enough to handle both Corporations' mail as well as South Texas Water Authority's mail.

During this time frame, both the Nueces and Ricardo Water Supply Corporations would have conducted lock-outs for non-payment of bills containing usage for January and February. However, staff consulted with legal counsel who advised not to perform any disconnections. This was later followed by action by the PUC issuing an order prohibiting disconnection of utilities in the State. The temporary suspension of disconnections does not apply to late fees – per my discussion with legal counsel. However, in these uncertain times, this too could change.

In addition, legal counsel has advised if a customer recently locked-out requests restoration of service, the Corporations should comply. Staff has interpreted this to mean the lock-outs done on March 16 prior to the standard, monthly disconnection date and as a result of NSF. Each Corporation has one account in that category. As of today, there has not been such a request.

Analysis:

Again, as the Board is aware, the pandemic has taken an economic toll. At this time, it is difficult to predict when "business will return to normal." Regardless, staff anticipates and legal counsel advises that special considerations will be needed for customers that do not pay their bills during this time once the threat is over and, hopefully, businesses, work and therefore wages return. For many years, the Corporations have operated under a set of disconnection, meter removal and cancellation procedures which allow specific amounts of time after the customer's second monthly bill goes unpaid.

At this point, the best information available in terms of revenue trends is to examine the collection rate for the month prior to the outbreak to the most recent month. Enclosed are reports from the billing program for the period of February 10th through March 9th (80.62%) and March 10th through April 9th (74.98%).

Staff Recommendation:

Legal counsel has advised that a six-month period may be required after social distancing restrictions are lifted for customers to get their personal finances back on track. Staff does not disagree with this assessment. However, as mentioned above, deciding to waive disconnection procedures for a six-month period will be a significant difference from typical operations. Estimating the financial impact this would have on the Corporations will be difficult to ascertain. Nonetheless, staff recommends the Board consider this as a very definite possibility.

Board Action:

Provide feedback. Determine whether to develop a non-payment plan associated with COVID-19.

Summarization:

It should be noted that I have “attended” two (2) AWWA webinars on COVID-19 impacts to utilities. It is clear that the Federal government expects utilities to comply with all regulations. In fact, utilities are under a “heightened responsibility” to continue providing service. As one presenter stated, if a utility fails to comply with requirements it is not a good excuse to say COVID-19 has made it harder to conduct operations.

Aged Trial Balance - Grand Totals

Ricardo Water Supply Corporation

	Balance	Current	30 Days	60 Days	90 Days	Pymts	Adj/Pnlty
Active Accounts	1034 \$51,859.79	\$76,382.17	\$11,012.56	(\$931.73)	\$6,837.01	\$41,462.02	\$21.80
Inactive Accounts	24 \$1,685.77	\$587.17	\$83.51	\$220.89	\$1,748.31	\$895.30	(\$58.81)
Report Totals	1058 \$53,545.56	\$76,969.34	\$11,096.07	(\$710.84)	\$8,585.32	\$42,357.32	(\$37.01)
Current Charges	1045	\$76,969.34					
*** Arrears Breakdown ***							
Over 30 Days	263	\$11,096.07					
Over 60 Days	30	(\$710.84)					
Over 90 Days	19	\$8,585.32					
Total Arrears	272	\$18,970.55					
Total Charges		\$95,939.89					
Total Payments	530	\$42,357.32					
Total Adjustments	12	(\$462.01)					
Total Penalty	8	\$425.00					
Net Accounts Receivable		\$53,545.56					

$95,939.89$
 (462.01)

 $95,477.88$

$17,316.58$ — Payments next page

Collection rate $\frac{77K}{95K} = 80.62\%$

Cash Collections Monthly Summary

District Code	Payment Description	Distribution Description	Distributions	Total Payments
1	UTILITIES	TCEQ Fee	-.02	
		Returned Check Amount	145.94	
		Late Fee Utility	1,090.06	
		Late Fee WasteWater	159.00	
		Cut Off List	503.39	
		Sampling Point	-1.50	
		Sewer	97.00	
		Sewer	6,394.66	
		TCEQ Fee	377.26	
		Water	68,490.79	
		Total UTILITIES		77,256.58
4	SERVICE APPLICATIONS	Deposits-Water	1,200.00	
		Total SERVICE APPLICATIONS		1,200.00
23	After Hours Reconnect Fee	Reconnect & NSF Charges	30.00	
		Total After Hours Reconnect Fee		30.00
		Total for all Payment Codes		78,486.58

- 1200.00
77,286.58
 + 30.00
\$ 77,316.58

Batch	Batch Description	Batch Date	Operator	Control Amount	Running Amount	Enter	Batch Status	Operator	Date	Journal
2797	02/10/2020	02/10/2020	Yvette	6,478.20	6,478.20	92	Updated			
2800	Web Payment: 375768	02/10/2020	WebPay	1,471.13	1,471.13	20	Updated			
2801	02/11/2020	02/11/2020	Yvette	1,376.73	1,376.73	20	Updated			
2802	Web Payment: 901558	02/11/2020	WebPay	1,055.92	1,055.92	15	Updated			
2803	02/12/2020	02/12/2020	Yvette	371.69	371.69	7	Updated			
2804	Web Payment: 450299	02/12/2020	WebPay	321.98	321.98	3	Updated			
2805	02/13/2020	02/13/2020	Yvette	770.99	770.99	10	Updated			
2806	Web Payment: 985621	02/13/2020	WebPay	630.50	630.50	8	Updated			
2807	02/14/2020	02/14/2020	Yvette	982.48	982.48	17	Updated			
2808	Web Payment: 442232	02/14/2020	WebPay	1,427.78	1,427.78	18	Updated			
2809	02/17/2020	02/17/2020	Yvette	1,207.07	1,207.07	16	Updated			
2810	Web Payment: 10858	02/15/2020	WebPay	462.93	462.93	6	Updated			
2811	Web Payment: 419608	02/16/2020	WebPay	309.04	309.04	6	Updated			
2812	Web Payment: 743491	02/17/2020	WebPay	564.85	564.85	4	Updated			
2813	2/18/20	02/18/2020	monica	561.82	561.82	8	Updated			
2814	Web Payment: 272278	02/18/2020	WebPay	289.25	289.25	3	Updated			
2815	02/19/2020	02/19/2020	Yvette	1,260.33	1,260.33	23	Updated			
2816	Web Payment: 583257	02/19/2020	WebPay	285.56	285.56	4	Updated			
2817	02/20/2020	02/20/2020	Yvette	1,715.78	1,715.78	30	Updated			
2818	Web Payment: 238936	02/20/2020	WebPay	544.07	544.07	8	Updated			
2819	02/21/2020	02/21/2020	Yvette	1,553.89	1,553.89	18	Updated			
2820	Web Payment: 717572	02/21/2020	WebPay	673.12	673.12	8	Updated			
2821	Draft Payment	02/21/2020	SYSTEM	11,996.23	11,996.23	157	Updated			
2822	02/24/2020	02/24/2020	Yvette	6,157.13	6,157.13	54	Updated			
2823	Web Payment: 411795	02/22/2020	WebPay	76.96	76.96	1	Updated			
2824	Web Payment: 692710	02/23/2020	WebPay	315.16	315.16	4	Updated			
2825	Web Payment: 981308	02/24/2020	WebPay	520.24	520.24	7	Updated			
2826	02/25/2020	02/25/2020	monica	2,285.48	2,285.48	24	Updated			
2827	Web Payment: 456560	02/25/2020	WebPay	338.32	338.32	6	Updated			
2828	02/26/2020	02/26/2020	monica	2,086.59	2,086.59	26	Updated			
2829	Web Payment: 74864	02/26/2020	WebPay	686.43	686.43	9	Updated			
2830	02/27/2020	02/27/2020	Yvette	1,354.13	1,354.13	17	Updated			
2831	Web Payment: 609046	02/27/2020	WebPay	408.01	408.01	5	Updated			
2832	02/28/2020	02/28/2020	Yvette	1,833.15	1,833.15	27	Updated			
2833	Web Payment: 177525	02/28/2020	WebPay	520.87	520.87	7	Updated			
2834	03/02/2020	03/02/2020	Yvette	3,577.61	3,577.61	57	Updated			
2835	Web Payment: 805724	02/29/2020	WebPay	226.47	226.47	4	Updated			
2836	Web Payment: 613557	03/01/2020	WebPay	68.39	68.39	1	Updated			
2837	Web Payment: 857304	03/02/2020	WebPay	275.78	275.78	5	Updated			
2838	03/03/2020	03/03/2020	noemi	2,832.08	2,832.08	46	Updated			

Batch	Batch Description	Batch Date	Operator	Control Amount	Running Amount	Enter	Batch Status	Operator	Date	Journal
2839	Web Payment: 453290	03/03/2020	WebPay	774.00	774.00	12	Updated			
2840	03/04/2020	03/04/2020	noemi	2,619.45	2,619.45	43	Updated			
2841	Web Payment: 241929	03/04/2020	WebPay	170.48	170.48	2	Updated			
2842	03/05/2020	03/05/2020	Yvette	2,029.78	2,029.78	31	Updated			
2843	Web Payment: 594513	03/05/2020	WebPay	316.96	316.96	6	Updated			
2844	03/06/2020	03/06/2020	monica	2,801.38	2,801.38	39	Updated			
2845	Web Payment: 205756	03/06/2020	WebPay	692.27	692.27	13	Updated			
2846	03/09/2020	03/09/2020	monica	6,675.50	6,675.50	94	Updated			
2847	Web Payment: 809359	03/07/2020	WebPay	616.82	616.82	8	Updated			
2848	Web Payment: 200042	03/08/2020	WebPay	356.96	356.96	6	Updated			
2849	Web Payment: 509601	03/09/2020	WebPay	1,558.84	1,558.84	20	Updated			
Totals				78,486.58	78,486.58	1075				

Aged Trial Balance - Grand Totals

Ricardo Water Supply Corporation

	Balance	Current	30 Days	60 Days	90 Days	Pymts	Adj/Pnlty
Active Accounts	1045 \$51,324.48	\$73,397.06	\$15,529.21	(\$1,252.62)	\$6,414.50	\$42,710.12	(\$53.55)
Inactive Accounts	13 \$1,182.80	\$37.10	(\$58.59)	\$156.34	\$1,322.26	\$0.00	(\$274.31)
Report Totals	1058 \$52,507.28	\$73,434.16	\$15,470.62	(\$1,096.28)	\$7,736.76	\$42,710.12	(\$327.86)
Current Charges	1046	\$73,434.16					
*** Arrears Breakdown ***							
Over 30 Days	248	\$15,470.62					
Over 60 Days	30	(\$1,096.28)					
Over 90 Days	21	\$7,736.76					
Total Arrears	257	\$22,111.10					
Total Charges		\$95,545.26					
Total Payments	533	\$42,710.12					
Total Adjustments	5	(\$332.86)					
Total Penalty	1	\$5.00					
Net Accounts Receivable		\$52,507.28					

95,545.26
 < 332.86 >
 5.00

 95,217.40

71,310.35 - payments next page

Collection rate $\frac{71K}{95K} = 74.98\%$

Cash Collections Monthly Summary

District Code	Payment Description	Distribution Description	Distributions	Total Payments
1	UTILITIES	TCEQ Fee	-.14	
		Miscellaneous Revenue	5.00	
		Late Fee Utility	923.29	
		Late Fee WasteWater	126.00	
		Cut Off List	355.87	
		Leak Payment Plan	-262.40	
		Sampling Point	-1.50	
		Sewer	25.00	
		Sewer	5,764.66	
		TCEQ Fee	345.64	
		Water	63,528.02	
		Total UTILITIES		70,809.44
4	SERVICE APPLICATIONS	Deposits-Water	800.00	
		Total SERVICE APPLICATIONS		800.00
		Total for all Payment Codes		71,609.44

* 443.02
 + 137.89

 \$ 72,190.35
 - 800.00

 \$ 71,390.35

Batch	Batch Description	Batch Date	Operator	Control Amount	Running Amount	Enter	Batch Status	Operator	Date	Journal
2850	03/10/2020	03/10/2020	Yvette	3,709.95	3,709.95	49	Updated			
2851	Web Payment: 49394	03/10/2020	WebPay	1,706.88	1,706.88	24	Updated			
2852	03/11/2020	03/11/2020	Yvette	1,938.71	1,938.71	28	Updated			
2853	Web Payment: 493620	03/11/2020	WebPay	883.62	883.62	12	Updated			
2854	03/12/2020	03/12/2020	Yvette	1,334.35	1,334.35	12	Updated			
2855	Web Payment: 88622	03/12/2020	WebPay	595.17	595.17	8	Updated			
2856	03/13/2020	03/13/2020	Yvette	671.36	671.36	10	Updated			
2857	3/12/2020	03/12/2020	Yvette	.00	.00	0	Updated			
2858	Web Payment: 657407	03/13/2020	WebPay	963.71	963.71	9	Updated			
2859	3/16/2020	03/16/2020	noemi	751.70	751.70	11	Updated			
2860	Web Payment: 105535	03/14/2020	WebPay	367.80	367.80	5	Updated			
2861	Web Payment: 537865	03/15/2020	WebPay	311.48	311.48	3	Updated			
2862	Web Payment: 853162	03/16/2020	WebPay	589.58	589.58	7	Updated			
2863	03/17/20	03/17/2020	Yvette	1,216.13	1,216.13	17	Updated			
2864	Web Payment: 337001	03/17/2020	WebPay	347.61	347.61	6	Updated			
2865	03/18/2020	03/18/2020	Yvette	977.06	977.06	12	Updated			
2866	Web Payment: 647704	03/18/2020	WebPay	624.94	624.94	7	Updated			
2867	03/19/2020	03/19/2020	Yvette	2,116.40	2,116.40	30	Updated			
2868	Web Payment: 198998	03/19/2020	WebPay	485.78	485.78	6	Updated			
2869	3/20/2020	03/20/2020	samantha	1,396.14	1,396.14	21	Updated			
2870	Web Payment: 604053	03/20/2020	WebPay	701.00	701.00	6	Updated			
2871	03/23/2020	03/23/2020	Yvette	2,925.02	2,925.02	39	Updated			
2872	Draft Payment	03/20/2020	SYSTEM	11,324.37	11,324.37	158	Updated			
2873	Web Payment: 56164	03/21/2020	WebPay	197.16	197.16	2	Updated			
2874	Web Payment: 334608	03/22/2020	WebPay	50.00	50.00	1	Updated			
2875	Web Payment: 645819	03/23/2020	WebPay	757.85	757.85	8	Updated			
2876	03/24/2020	03/24/2020	Yvette	690.93	690.93	7	Updated			
2877	Web Payment: 90921	03/24/2020	WebPay	733.63	733.63	8	Updated			
2878	03/25/2020	03/25/2020	Yvette	2,532.46	2,532.46	28	Updated			
2879	Web Payment: 433241	03/25/2020	WebPay	723.60	723.60	8	Updated			
2880	03/26/2020	03/26/2020	Yvette	1,318.47	1,318.47	18	Updated			
2881	Web Payment: 827196	03/26/2020	WebPay	169.33	169.33	2	Updated			
2882	03/27/2020	03/27/2020	Yvette	1,225.74	1,225.74	24	Updated			
2883	Web Payment: 341458	03/27/2020	WebPay	717.65	717.65	11	Updated			
2884	03/30/2020	03/30/2020	Yvette	4,303.23	4,303.23	41	Updated			
2885	Web Payment: 786766	03/28/2020	WebPay	318.42	318.42	5	Updated			
2886	Web Payment: 142706	03/29/2020	WebPay	357.06	357.06	2	Updated			
2887	Web Payment: 394730	03/30/2020	WebPay	270.12	270.12	4	Updated			
2888	Web Payment: 845505	03/31/2020	WebPay	770.57	770.57	8	Updated			
2889	4/1/2020	04/01/2020	monica	3,114.05	3,114.05	53	Updated			

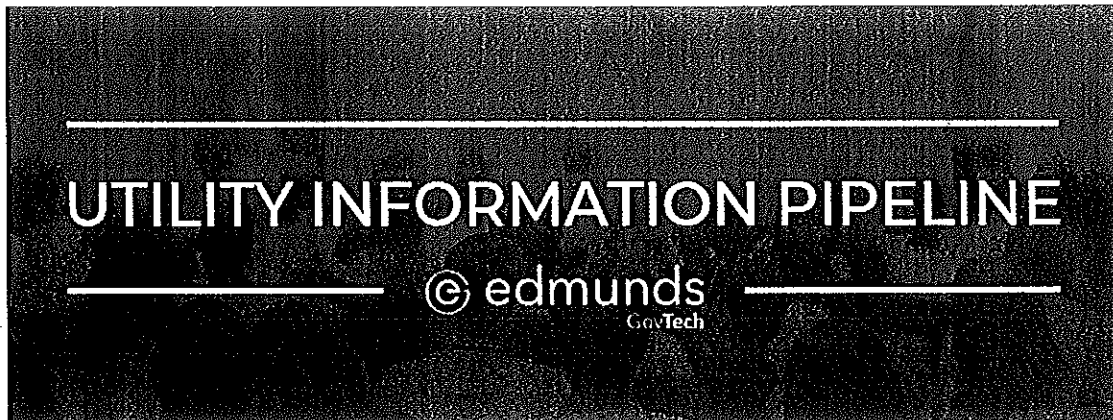
Batch	Batch Description	Batch Date	Operator	Control Amount	Running Amount	Enter	Batch Status	Operator	Date	Journal
2890	Web Payment: 302496	04/01/2020	WebPay	952.69	952.69	14	Updated			
2891	Web Payment: 942597	04/02/2020	WebPay	678.10	678.10	11	Updated			
2892	04/03/20	04/03/2020	Yvette	2,642.65	2,642.65	41	Updated			
2893	Web Payment: 360528	04/03/2020	WebPay	1,373.59	1,373.59	20	Updated			
2894	04/06/2020	04/06/2020	Yvette	5,071.00	5,071.00	71	Updated			
2895	Web Payment: 852607	04/04/2020	WebPay	497.42	497.42	6	Updated			
2896	Web Payment: 186250	04/05/2020	WebPay	381.20	381.20	5	Updated			
2897	Web Payment: 504765	04/06/2020	WebPay	678.93	678.93	8	Updated			
2898	04/07/2020	04/07/2020	Yvette	1,365.06	1,365.06	19	Updated			
2899	Web Payment: 943840	04/07/2020	WebPay	767.07	767.07	11	Updated			
2900	04/08/2020	04/08/2020	Yvette	2,087.84	2,087.84	33	Updated			
2901	Web Payment: 488081	04/08/2020	WebPay	924.86	924.86	10	Updated			
2902	04/09/2020	04/09/2020	carola		443.02	7	Entering			
2903	Web Payment: 784769	04/09/2020	WebPay	137.89	137.89	2	Entering			
Totals				71,747.33	72,190.35	968				

FOR YOUR INFORMATION ONLY

From: Gary Sanders <gsanders@edmundsgovtech.com>
Sent: Tuesday, March 24, 2020 7:00 AM
To: mcserrato@stwa.org
Subject: Gary Sanders' Utility Information Pipeline #221 - COVID-19 – how are you responding?

How are other utilities responding to the COVID-19 pandemic?

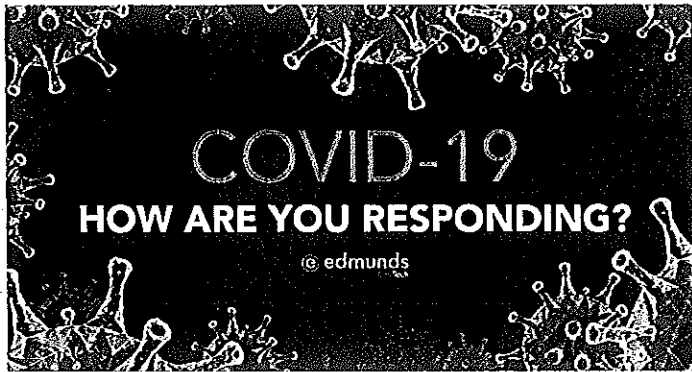
[View this email in your browser](#)



Dear Carola,

The thing on most everyone's mind these days is the COVID-19 virus. My hope is that each person reading this is safe and taking all the proper precautions to stay healthy and not spread the virus.

Trying to keep a utility business office functioning in a time of limited face-to-face contact is difficult, at best. I woke up a week ago yesterday (back when gatherings of 50 or less were still acceptable and restaurants were still seating guests!) wondering what preparations utilities were making.



To find out, I emailed about two dozen Utility Information Pipeline subscribers and asked if they were making any special accommodations, either for employees to work from home or taking any steps to assist customers during the pandemic.

Limiting customer contact

As early as last Monday morning, March 16, the first utility to reply to my inquiry had already closed their lobby to customers. I've since heard from others who are taking steps to close to the public. If you have a drive-thru window, funneling all in-person transactions through the drive-thru is an excellent idea!

Virtually everyone I heard from has plenty of anti-bacterial wipes and hand sanitizer on hand and are encouraging their staff to use it often. Many are also wearing gloves when opening mail and handling money.

One customer who purchased online service applications, but had yet to start using it live, contacted me to see what steps they needed to take to activate it. They were proactively looking for ways to eliminate face-to-face contact for new customers applying for service.

This is a great time to re-emphasize alternatives to walk-in payments. Remind your customers that bank drafts are available and encourage them to pay online. Many utilities are temporarily absorbing convenience fees in order to encourage more customers to pay online. Of course, this begs the question of why charge a convenience fee in the first place, but that's a conversation for another day!

Working from home

In a customer-centric environment such as a utility business office, working remotely isn't generally a viable alternative. However, some employees, such as billing clerks and customer service representatives who primarily handle phone calls, are better suited to working remotely than are cashiers or face-to-face customer service staff.

Working remotely requires having the necessary technology infrastructure in place. This includes a Voice over IP (VoIP) phone system that can be

answered anywhere and billing software that can be accessed from outside your office. Doing so requires a Virtual Private Network (VPN), if your billing system is hosted on-premise, or cloud-based billing software.

Not surprisingly, our sales team saw a significant uptick last week in the number of on-premise customers inquiring about moving to the cloud.

Keeping in mind that social distancing is appropriate even inside your office, some larger offices are platooning employees, alternating days or weeks of who works from home and who comes to the office.

Assisting customers

As we've all heard repeatedly over the last few weeks, the best way to combat any virus is to wash your hands frequently using soap and hot water. This, of course, requires running hot water. For that reason, many utilities have curtailed disconnecting for non-payment so as not to leave customers without water or a way to heat it.

Many utilities are also temporarily suspending late fees as well as disconnects. One wise utility did say that while they won't be charging a late fee or

disconnecting for non-payment, they aren't making this public so customers who can pay will continue to do so.

Messaging to the public

I was flabbergasted last week at all the empty shelves of bottled water in grocery and convenience stores. Unlike a hurricane or other natural disaster that might render your water system temporarily out of service, water utilities everywhere will continue to treat and pump potable water during this pandemic. Everything I have read indicates the virus is not spread in water supplies, so tell your customers that!

Likewise, for "flushable" wipes if you operate a sewer system. As the general public stocks up on anti-bacterial wipes, some of which advertise themselves as flushable, remind your customers that they do not decompose and are not flushable!

Finally, if you are deferring late fees or cut-off fees, remind your customers that their utility bills are still due and, once things return to normal, you will again return to disconnecting for non-payment.

School of Government seminar

Yesterday, the UNC School of Government

presented an informative, interactive Zoom meeting for utilities operating during COVID-19. Hosted by Kara Millonzi (you do have [her book](#) on your desk, don't you?) and Shadi Eskaf, the session was targeted toward local government water and wastewater utilities. All of Kara's legal advice applied specifically to North Carolina, but there was still valuable information presented that would apply to any utility. In case you missed it, a recording of the meeting will be available at the [School of Government website](#).

2020 Utility Staffing Survey

If you haven't yet participated in the [2020 Utility Staffing Survey](#), please [click here](#) to complete the survey. This should take less than five minutes to complete. The results will be published in a series of upcoming Utility Information Pipeline newsletters.

I'm trying to get as much participation as possible in the survey, so please feel free to forward it to your peers at other utilities.

Thank you in advance for taking the time to complete the survey and for sharing it with other utilities.

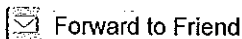
Is your office properly staffed?

If you think your office is understaffed or could run more efficiently, please give me a call at 919-673-4050, or email me at gsanders@edmundsgovtech.com to see how a [business review](#) could help you operate more efficiently.

Did you miss these recent articles?

- [Announcing the 2020 Utility Staffing Survey](#)
- [Why aren't you charging an application fee?](#)
- [Why argue with your customers?](#)
- [How much should your cut-off fee be?](#)
- [A look at cut-off fee trends](#)

I'm always looking for ideas to write about in this newsletter, so if you have an idea or suggestion of a topic that you would like to learn more about, please give me a call at 919-673-4050 or email me at gsanders@edmundsgovtech.com.



*My Upcoming
Speaking
Engagements*

NC AWWA-WEA
Customer Service
Management Seminar
May 6, 2020

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Gary Sanders is the Senior Consultant with Edmunds GovTech | Logics in Raleigh, North Carolina. He has over 35 years experience developing and implementing utility billing and financial software and consulting with utilities and municipalities. Gary's bi-weekly e-mail draws from his experience in working with over 200 utilities and local governments to offer insight into how utilities can improve operations and better serve their customers. If you have a comment or a suggestion for a future e-mail, please contact Gary by calling 919-673-4050 or sending an e-mail to gsanders@edmundsgovtech.com.

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